

PENTNEY PARISH COUNCIL

ANNUAL MEETING OF THE PARISH COUNCIL 20 May 2026

To: All Members of Pentney Parish Council

You are hereby summoned to attend the Annual Meeting of Pentney Parish Council, to be held:

Date: Wednesday 20 May 2026

Time: 7pm

Venue: Pentney Village Hall

Signed: Linda Rons

Acting Clerk to the Council

Date of Issue: 13 May 2026

Members of the public are welcome to attend this meeting.

AGENDA

1. **Election of Chair**
To elect the Chair of the Council for the coming year.
2. **Chairman's Declaration of Acceptance of Office**
The newly elected Chair to sign the Declaration of Acceptance of Office.
3. **Election of Vice-Chairman**
To elect the Vice-Chair of the Council for the ensuing municipal year.
4. **Vice-Chairman's Declaration of Acceptance of Office**
The newly elected Vice-Chair to sign the Declaration of Acceptance of Office.
5. **Apologies for Absence**
To receive apologies for absence.
6. **Declarations of Interest**
To receive declarations of interest in accordance with the Council's Code of Conduct.
7. **Minutes of the Previous Annual Meeting**
Approved as a correct record on 21 May 2025.
8. **Review of Standing Orders - Deferred until clerk in Post**
(To review and adopt the Council's Standing Orders.)
9. **Review of Financial Regulations**
To review and adopt the Council's Financial Regulations.
10. **Review of Inventory of Land and Assets**
To review the Council's register of assets.
11. **Review of Insurance Arrangements - Deferred until policies due and clerk in post**
(To review the Council's insurance cover.)
12. **Review of the Council's Policies – Deferred until clerk in post**
(To review and adopt council policies, including)
 - a) Investment Policy
 - b) Reserves Policy
 - c) Safeguarding Policy

- d) Document and Retention Policy
- e) Code of Conduct
- f) GDPR
- g) Freedom of Information
- h) Equality and Diversity
- i) Complaints
- j) IT Policy

13. Review of Committee Memberships and Terms of Reference - Deferred until clerk in post
(To appoint members to committees and review their terms of reference.)

14. Review of Banking Arrangements and Signatories
To confirm banking arrangements and authorised signatories.

15. Schedule of Meetings for the Year
To approve the dates and times of ordinary meetings for the forthcoming year.

16. Appointment of Internal Auditor
To appoint the internal auditor for the next financial year.

17. Any Other Annual Business
To consider any other annual matters.

Comfort Break 10 minutes

18. Public Participation
To receive questions and comments from members of the public in accordance with the Council's Standing Orders.

19. To accept reports from

- a) County Councillor
- b) Borough Councillor
- c) Neighbourhood Planning Working Group
- d) Speed Awareness Report

20. To approve the minutes of the council meeting of 22 April 2026

21. To consider matters arising from the minutes of 22 April 2026

22. To approve the minutes of the extraordinary meeting of 29 April 2026

23. To consider matters arising from the minutes of 29 April 2026

24. Finance

- a. To consider and approve the schedule of payments and authorise payment
- b. To approve Councillors' expenses for agreed purchases
- c. To note monies received
- d. To approve the bank reconciliation

26. To complete the Annual Governance and Accountability Return (AGAR):

- a) To receive the Internal Auditor's report and determine any actions on observations.
- b) To approve Section 1 – the Annual Governance Statement 2025/26.
- c) To approve Section 2 – The Accounting Statements 2025/26.

27 Planning

To consider and agree the Council's response to planning application:

[26/00457/F | HOUSEHOLDER RETROSPECTIVE: Erection of two domestic outbuildings, including one single-storey building containing three garage bays, positioned on either side of the existing driveway. | Oakwood Golden Gym Pentney King's Lynn Norfolk PE32 1EW](#)

Deadline 20 May 2026

Determinations

[Appeal Allowed](#)

[25/00394/LDP | Lawful Development Certificate for the Proposed Use of land for the siting of 22 static caravans and 40 touring caravans for the purpose of human habitation \(residential use\) throughout the year | Pentney Country Club Touring Caravan Park Narborough Road Pentney Norfolk PE32 1JD](#)

28. Council Business

- a) Bike Racks – To consider quote for installation of racks and agree next steps
- b) Playing field – To consider quote(s) for the replacement of damaged vehicle gate and fencing and next steps, and consider outdoor furniture purchases for the play area
- c) Defibrillators – To consider and agree Memorandum of Understanding and annual honorarium to the householder for hosting the new installation of the defibrillator in the telephone box at Pentney Lakes.
- d) Electricity supply to the playing field – To consider and agree installation quote and next steps
- e) To consider Pentney projects for the coming year and agree next steps
- f) Recruitment Process – to agree the recruitment process for the Clerk
- g) Vacancies: HR Matters
 - Councillor vacancy – to vote on the appointment of a new Councillor. (Defer until the end of the meeting.)
 - Parish Clerk vacancy - To agree a panel for conducting the next phase of recruitment and formal process for shortlisting, interviewing, assessment and selection. To agree a date for interviews. Defer until the end of the meeting.)
 - Speed Awareness Coordinator vacancy - To consider and agree next steps

29. Governance, Training and Administration

- a. Website – To consider progress on new website build
- c. Playground Inspection – To report any issues from ongoing inspections

30. Correspondence

To note correspondence received

31. Items for the Next Agenda

Councillors to propose items for consideration at the next meeting.

32. Date of Next Meeting

PENTNEY PARISH COUNCIL

The next ordinary meeting of Pentney Parish Council will be held on: **Wednesday 17 June 2026 at 7.00 pm**
at Pentney Village Hall

33. Close of Meeting

Monthly Rota for Playground Inspection

April	Cllr Pat Wells
May	Cllr Linda Rons
June	Cllr Claire Dallas
July	Cllr Michael Parker
August	Cllr Kate harvey
September	(volunteer – Sophie Large)
October	Cllr Ben Howlett
November	Cllr Rosie Littlehales