

Minutes of the Meeting of the Parish Council

Held at Pentney Village Hall on Wednesday 22nd April 2026 at 7.00 pm

Present

Cllr R Littlehales (Chair), Cllr P Wells, Cllr M Parker, Cllr L Rons, Cllr K Harvey

In Attendance

Clerk: Post vacant (Council noted absence of a Responsible Financial Officer)

Email: clerk@pentneyparishcouncil.gov.uk

Public

1 member of the public present

1. Apologies for Absence

Apologies were received from Cllr Dallas, Cllr B Howlett

Resolved: To approve the apologies for absence.

2. Declarations of Interest and Requests for Dispensation

No declarations of interest were made in accordance with the Council's Code of Conduct.

No dispensations were requested.

3. Public Participation

No report from public participation.

4. Reports from Outside Bodies

Reports were received and noted from:

County Councillor - Election of councillors to Norfolk County Council is going ahead, but with new boundaries. Pentney now comes under the Nar & Wissey Valleys Division, sitting for two years.

Unitary Elections take place in 2027. Mayor elections to take place in 2029. Full report copied to all Cllrs.

Neighbourhood Plan – has been revised and reformatted with revised maps. 95% nearly there before it goes to the Borough Council for comment.

Speed Awareness - No report

No Borough Councillor report was received.

5. Approval of Minutes – 25 March 2026

Resolved: That the minutes of the meeting held on 25 March 2026 be approved as a true and accurate record and signed by the Chair.

6. Matters Arising

The Council reviewed outstanding actions, see April Action List for further info.

7. Approval of Minutes – Extraordinary Meeting 11 March 2026

Resolved: That the minutes be approved as a true and accurate record and signed by the Chair

8. Matters Arising

Agenda items 6; 7 & 8 to be deleted as already covered.

9. Finance and Internal Control

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The Council noted that in the absence of a Clerk/RFO, members had collectively ensured adherence to the Council's Financial Regulations and internal control arrangements.

9.1 Payments for Approval

A schedule of payments for £6,786.47 was approved.

Resolved:

To approve the payments. Proposed by Cllr Littlehales and seconded by Cllr Wells

To confirm that all payments are supported by invoices and authorised in accordance with Financial Regulations.

ACTION: Cllr Wells to check with Unity Trust Bank if the person submitting payments can also verify the payment.

9.2 Councillors' Expenses for agreed purchases.

Resolved:

To approve reimbursement of authorised expenditure in accordance with approved budgets and the Council's Scheme of Delegation. Proposed by Cllr Harvey, seconded by Cllr Parker

9.3 To note monies received

Resolved: - All income noted, recorded and signed by Chair

9.4 Bank Reconciliation

The bank reconciliation was presented and cross-checked against bank statements.

Resolved:

To approve the bank reconciliation as an accurate record of the Council's financial position.

9.5 AGAR External Auditor -

Resolved:

Councillors agreed to appoint Judith Lawson from Per Prose Services at £45/hour to Audit Pentney's application. Proposed by Cllr Littlehales, seconded by Cllr Parker. Chair thanked Cllr Rons for all her extensive work in the absence of a Clerk.

9.6 Banking Arrangements

Resolved:

To close the Barclays accounts. Cllr Harvey provided verification ID evidence and counter-signed paperwork with Cllr Wells.

To ensure transfer of funds and update of authorised signatories in accordance with banking mandates and Financial Regulations.

10. Planning Applications

None to be considered

Determinations

None to be considered

11. Council Business

11.1 Bus Shelter Repairs

Resolved: - Completed

11.2 Bike Racks Installation

Resolved: To obtain quotes

Action: Cllr M Parker

11.3 Playground to agree inspection rota - see Action List

11.4 Grass Cutting Contract

Work reviewed and confirmed as meeting contractual standards.

11.5 Playing Field Gate and Fencing

Resolved:

To replace posts and rehang gates and obtain quotations. One received one pending.

Action: Cllr L Rons

11.6 Defibrillator to approve purchase of replacement pads

Resolved:

To approve purchase of replacement pads.

Action: Cllr Dallas

11.7 Electricity Supply to Playing Field

Resolved:

To defer the decision until May pending further financial consideration

11.8 Staffing and Vacancies

a) Parish Clerk / Responsible Financial Officer

Resolved:

To review applications and set up interviews once the application deadline has passed.

b) Speed Awareness Coordinator

Resolved:

To re-advertise and seek local candidates.

Action: Cllr Littlehailes to put a revised ad in the Nar Valley News

c) Parish Councillor

Resolved:

To set up a formal interview with the candidate

Action: Cllr Littlehailes, Cllr Michael Parker and Cllr Harvey to interview on Friday 1st May 2026. Cllr littlehailes to check availability of candidate and book village hall. Time tbc
Cllr Harvey to ascertain for potential questions for approval.

11.9 Grit Bins

Action: Cllr K Harvey to liaise with the Borough Council.

12. Governance, Training and Administration

12.1 Website Provision

Website is under construction by NALC and councillors will be able to view it before it goes live

12.2 Information Technology Policy

Adopted

12.3 Playground Inspections

Resolved:

To implement weekly inspections.

To maintain written inspection records for audit purposes.

To operate a councillor rota.

12.4 Election of Acting RFO and Acting Clerk

a) Linda Rons elected as acting Clerk: Proposed Cllr Littlehailes, Seconded Kate Harvey

b) Pat Wells elected as Acting RFO: Proposed Cllr Littlehailes, Seconded Michael Parker

13. Correspondence

None

14. Items for the Next Agenda

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Members to submit items in accordance with publication deadlines.

15. Date of Next Meetings

Extraordinary Council Meeting on Wednesday 29th April 2026 at 7 pm at Pentney Village Hall to consider planning application 26/00609/F

Annual Parish Council Meeting

Wednesday 20 May April 2026 at **6.00 pm**

Pentney Village Hall

Annual Meeting of the Parish Council

Wednesday 20 May April 2026 at **7.00 pm**

Pentney Village Hall

16. Close of Meeting

The meeting closed at **8.20 pm**.