

PENTNEY PARISH COUNCIL

Minutes of the Meeting of the Parish Council

Held at Pentney Village Hall on Wednesday 20 May 2026 at 7.00 pm

Present

Cllr R Littlehales (Chair), Cllr P Wells, Cllr L Rons, Cllr K Harvey, Cllr B Howlett

In Attendance

Acting Clerk for the Council Cllr L Rons : Post vacant

Acting Responsible Financial Officer (RFO) Cllr P Wells : Post vacant

Email: clerk@pentneyparishcouncil.gov.uk

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1. Election of Chair

Cllr R Littlehales was elected as the Chair of the Council for the coming year.

Proposed: Cllr K Harvey

Seconded: Cllr P Wells

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

Cllr M Parker was elected as the Vice-Chair of the Council for the ensuing year.

4. Vice-Chairman's Declaration of Acceptance of Office

The newly elected Vice-Chair to sign the Declaration of Acceptance of Office. (deferred)

5. Apologies for Absence

Apologies were received from Cllr M Parker

Resolved: To approve the apologies for absence

6. Declarations of Interest

Cllr B Howlett declared an interest in agenda item 27 planning as it was a near neighbour. There were no other 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 -

To review and adopt the Council's Standing Orders as its part of the sign off for AGAR.

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9. Review of Financial Regulations

To review and adopt the Council's Financial Regulations.

Proposed: Cllr R Littlehales

Seconded: Cllr C Dallas

10. Review of Inventory of Land and Assets

Cllr L Rons to re check the playing field file to confirm how to include the playing field on the asset register.

11. Review of Insurance Arrangements - Insurance due 16 June 2026. Cllr L Rons has updated contact details and included the gym equipment on the playing fields. Cllrs unanimously agreed to pay £598.51 the insurance premium

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
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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.)

Suggested committees include Finance and Playing Field

14. Review of Banking Arrangements and Signatories

To confirm banking arrangements and authorised signatories. It was agreed unanimously to transfer Barclays Bank Savings accounts into the Unity Trust Bank. Confirmed

15. Schedule of Meetings for the Year

To approve the dates and times of ordinary meetings for the forthcoming year. On hold until a Clerk has been appointed to check their availability.

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16. Appointment of Internal Auditor

To was agreed to appoint Judith Lawson as the internal auditor for the next financial year.

Proposed: Cllr R Littlehales

Seconded: Cllr L Rons

17. Any Other Annual Business - Date of next Annual Council Meeting 19th May 2027 (tbc)

18. Public Participation

To receive questions and comments from members of the public in accordance with the Council's Standing Orders. None.

19. To accept reports from

- a) County Councillor - No report
 - b) Borough Councillor - nominated for 2 local council awards; most improved Council and for the Borough's housing scheme. Full report copied to all Cllrs
 - c) Neighbourhood Planning Working Group - Waiting from consultant for maps and to acknowledge info given.
 - d) Speed Awareness Report - A comprehensive report between 29.4.26 - 17.5.26 on speeding vehicle throughout the village. Top speeds from 58 mph which is 16% over the speed limit of 30 mph and two incidents of 48 mph. More sophisticated analysis is being developed on the data.
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20. To approve the minutes of the council meeting of 22 April 2026

Proposed: Cllr R Littlehales

Seconded: Cllr B Howlett

21. To consider matters arising from the minutes of 22 April 2026 - See Council Action List

22. To approve the minutes of the extraordinary meeting of 29 April 2026 - No action required

23. To consider matters arising from the minutes of 29 April 2026 - No action required

24. Finance

- a. To consider and approve the schedule of payments and authorise payment

Proposed: Cllr R Littlehales

Seconded: Cllr K Harvey

Total of £2,848.40 as per May list of monthly payments presented by Cllr P Wells acting RFO

- b. To approve Councillors' expenses for agreed purchases - agreed unanimously

- c. To note monies received - Chair signed off monies received - £176.00

- d. To approve the bank reconciliation - Approved

Proposed: Cllr K Harvey

Seconded: Cllr L Rons

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26. To complete the Annual Governance and Accountability Return (AGAR): - Ongoing, pending advice

- a) To receive the Internal Auditor's report and determine any actions on observations.- Cllrs taking note of Internal Supplementary report for internal audit and will work towards rectifying the report
- b) To approve Section 1 – the Annual Governance Statement 2025/26. - Approved, Acting Clerk and Chair both signed Section 1 of AGAR
- c) To approve Section 2 – The Accounting Statements 2025/26.- Approved

27. 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 -

Determinations: Approved.

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.

Determinations: Council noted that the Appeal was Allowed

28. Council Business

- a) Bike Racks –quote to install 8 bike racks on the playing fields £180 + VAT was approved. Quotes to be obtained for Village Hall & Pentney Lakes rack installation agreed. Cllr L Rons.
- b) Playing field – quote(s) for the replacement of damaged vehicle gate and fencing £950 + VAT was approved unanimously. Quotes for two outdoor 8 seater circular furniture (one to include disabled picnic table seating) and three seating benches. Local businesses to be contacted to donate or make a contribution towards the benches. Cllr Rons to obtain quotes and to check if price (s) includes delivery & installation.
- c) Defibrillators –considered and agreed a Memorandum of Understanding and annual honorarium of £100 to the householder for hosting the new installation of the defibrillator in the telephone box at Pentney Lakes.

Proposed: Cllr R Littlehales

Seconded: Cllr L Rons

- d) Electricity supply to the playing field – Considered and agreed installation quote of £1,150 + VAT for labour costs & materials to put in a concrete base for kiosk.

Proposed: Cllr P Wells

Seconded: Cllr C Dallas

It was agreed for UK network to connect the electricity to the kiosk.

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Proposed: Cllr B Howlett

Seconded: Cllr L Rons

A quote has been obtained to cut back some Prunus trees £300 + VAT near to where the electricity kiosk is to go. Agreed unanimously.

- e) To consider and list in priority order Pentney projects for the coming year and agree next steps. It was noted that some Ash trees had Ash dieback and would need felling. Cllr L Rons to obtain a quote - trees on the hedge line of the playing field and on Narborough Road.
- f) Recruitment Process – Agreed the recruitment process for the Clerk
- g) Vacancies: HR Matters
 - Councillor vacancy – to vote on the appointment of a new Councillor.

Proposed: Cllr K Harvey

Seconded: Cllr R Littlehailes

Cllr R Littlehailes to approve and notify on the co-option vacancy

- Parish Clerk vacancy - agreed a panel for conducting the next phase of recruitment and formal process for shortlisting, interviewing, assessment and selection. Date and time agreed 27.5.26 time 10.30 Cllr K Harvey to draw up some questions.
- Speed Awareness Coordinator vacancy - vacant

29. Governance, Training and Administration

- a. Website – Excellent progress on new website build, to be continued and developed. Cllr L Rons
- c. Playground Inspection – Cllrs to report any issues from ongoing inspections. None. A rota template for inspection has been drawn up.

30. Correspondence

To note correspondence received - Email from Norfolk County Council highlighting bus shelter grants

31. Items for the Next Agenda

Councillors to propose items for consideration at the next meeting.

32. Date of Next Meeting

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 - Meeting closed at 10.00 pm
