



Pentney Parish Clerk: Ms Amy Hart
9 Orchard Lane, Castle Acre, Norfolk, PE32 2BE

07815430777 
clerk@pentneyparishcouncil.gov.uk 
pentneyparishcouncil.gov.uk 

NOTICE IS HEREBY GIVEN OF THE PENTNEY PARISH COUNCIL MEETING TO BE HELD AT PENTNEY VILLAGE HALL ON WEDNESDAY 15th JULY 2026 AT 19:00, REGARDING THE FOLLOWING BUSINESS:

AGENDA

1. APOLOGIES

2. MINUTES of the PC meeting 17th June 2026

3. PUBLIC QUESTIONS (max 3 minutes per speaker)

4. DECLARATIONS OF INTEREST

5. UPDATES ON ACTIONS REQUIRED FROM PREVIOUS MEETINGS

- 1) (2026) Bike Racks on Playing Field – update
- 2) (2026) Playing field replacement of gate/fencing – progress update
- 3) (2026) Electricity supply to playing field (UK Power Networks) ref: 8110227359 £3,300.00 to complete all works – Cllr Rons to update.
- 4) (2026) Review of Pentney PC laptop and potential purchase/budget for laptop and MS365 Office business ‘subscription’ – to consider and agree.
- 5) (2026) Speed Awareness Co-ordinator Vacancy – update
- 6) (2026) Village Projects/Neighbourhood Plan Reg 14 meeting – update
- 7) (2026) Resident information request re: any planning decisions ref: Caravan, Narborough Road – update
- 8) (2026) Defib/First Aid Training – Cllr Yazdian-Tehrani/Cllr Dallas to update.

6. TO ACCEPT REPORTS FROM

- a) Borough Councillors
- b) County Councillor

7. HEALTH & SAFETY Reports on any new H&S issues, Playground Inspections, Trees (Prunus Trees/Ash Tree on Playing Field re: English Woodland), Highways.

8. PLANNING (None at time of publication)

9. VILLAGE MATTERS & REPORTS

Neighbourhood Plan, Playing Field, Village Hall.

10. MATTERS REQUESTED BY COUNCILLORS

- a) Chapel Yard Cottages, overgrown footpath opposite causing damage to dog’s skin from barbed grass seeds – (Cllr Parker to update).

- b) Registration of Pentney PC to ICO and nominated DPO (Data Protection Officer) application ref: C1973576 03/07/2026 and forthcoming direct debit of £52.00 per annum set up with £5 direct debit discount. Payment reference ZC188376 received on 07/07/2026 of £47.00 – to consider and agree.
- c) Outdoor Furniture Quotes for Playing Field either a) wooden or b) recycled plastic ref: Woodberry 12696 V1 & V2 / Ge Views – Cllr Rons to update.

11. CORRESPONDENCE

- a) Email received on 07/07/2026 from KLWNBC regarding Temporary Event Notice ref: 26/008060/LA_TEN, dated 16/08/2026 – update.
- b) Email received on 07/07/2026 from KLWNNBC regarding updated Temporary Event Notice ref: 26/00864/LA_TEN dated 16/08/2026 – update.

12. FINANCE AND ACCOUNTS

- 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
- e). Barclays Bank Accounts – progress report on updating Clerk details and moving accounts to Unity Bank
- f) Scribe login for Clerk & Unity Trust Bank letter – Clerk to update.
- g) New Clerk Mileage Form, to consider and approve.
- i) Fixed Asset Register: Valuation of Silverware/Trunk & Pentney Playing Field.

13. VILLAGE MAINTENANCE

- a. Grass cutting progress report
- b. Playground Inspection Rota
- c. Bus shelter – progress report and next steps

14. GOVERNANCE, TRAINING AND ADMINISTRATION

- a) To consider the adoption of updated Pentney PC policy: Financial Regulations (to further discuss point 9) & Document Control Register.
- b) AGAR update: Pentney Internal Audit Financial Year 25/26 Action Plan (V2) 6th July 2026 - Cllr Rons to update
- c) Clerk to attend Scribe Training 15/07/2026 (Reports) and 22/07/2026 (Clerks joining an existing Council using Scribe).

Signed:



Dated: 09/07/2026 **Next PC meeting:** (No meeting in August) Wednesday 9th September at 19:00 in the Pentney Village Hall.