



Pentney Parish Clerk: Ms Amy Hart
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Minutes of Pentney Parish Council monthly meeting, business conducted at Pentney Village Hall on 17th June 2026, at 7:00pm.

Present: Rosie Littlehales (Chair), Cllr Claire Dallas, Cllr Kate Harvey, Cllr Linda Rons, Cllr Pat Wells, Cllr Michael Parker, Cllr Majid Yazdian-Tehrani.

In attendance: KLWNBC Cllr Pallavi Devulapalli & NCC Cllr Mike Westman.
Three members of the public.

1. Apologies: Cllr Ben Howlett & KLWNBC Cllr Jim Moriarty.

2. Minutes of PC meeting 20th May 2026.

Proposer (of the Minutes of 20th May 2026) Cllr Rons, Seconded by Cllr Wells. All in favour.

3. Declarations of Interest.

None

Deferred actions from Minutes of 20th May

Point 8 – Review of Standing Orders:

Proposer (of the Standing Orders) Cllr Rons, Seconded by Cllr Wells. All in favour.

Point 9 – Review of Council's Financial Regulations:

Cllr Rons proposed changes, Clerk to amend. To defer adoption to July 2026 meeting.

Point 10 – Review of Inventory of Lane and Assets

Clerk to request quote for updated PF cost and to check original deed with RL (Chair) in due course.

Point 11 – Review of Insurance Arrangements – Cllr Wells confirmed Clear Councils policy number LCO0292 agreed and complete on 01/06/2026 for forthcoming 2026/2027 term. Note: Clerk to request portal login for future invoicing.

4. Public Questions

a) Resident raised concern as to wear and tear on road markings at corner with Pentney Abbey, Abbey Road and Common Road. Cllr Mike Westman referred Resident to report issue via NCC Highways portal <https://www.norfolk.gov.uk/39652>

b) Resident requested information as to any planning applications received at KLWNBC for Caravan (on concrete standing), Narborough Road adjacent to Hogbarn. W3W strut-stuffy-bells.

5. Updates on Actions Required from previous meetings:

- 1) **(2026) Bike Racks on Playing Field** - Cllr Rons confirmed that nesting pigeon in trees above concrete standing rechecked to cut back trees. Cllr Rons to follow up with contractor.
- 2) **(2026) Playing field replacement of gate/fencing** - The Chair reported that replacement metal gate / fencing due date to confirm in coming weeks (previous date of works dropped due to heavy thunderstorms).

- 3) **(2026) Electricity supply to playing field.** Cllr Rons to chase UK Power Networks in the coming days.
- 4) **(2026) Review of Pentney PC laptop and potential purchase/budget for laptop and McAfee Anti-Virus/MS Office subscriptions.** Cllr Rons confirmed that the previous PPC Laptop was currently operational, but too old and slow to be sensibly used. Clerk to arrange quotes for new laptop with necessary subscriptions.
- 5) **(2026) Speed Awareness Co-ordinator Vacancy.** No new updates. (To place in NVN Sept edition).

6. To accept Reports from:

- a) **Borough Councillors.** Cllr Devulapalli confirmed recent changes to planning process to include no 'calling in' of contentious applications. Providing current LGR judicial review does not interrupt LGR, the deadline for elections to the new three unitary authorities will go ahead in May, as planned.
- b) **County Councillor.** Cllr Westman received welcome to his new role as Cllr and confirmed that his party would be conducting a litter / fly tipping sweep on **Saturday 4th July**. Cllr Westman noted lack of litter in Pentney, Cllrs confirmed and thanked the Volunteers responsible, Chair & Clerk to draft letter of thanks for long service.

- Cllr Devulapalli left the meeting at 7:49pm.

7. Health & Safety: Reports on any new H&S issues – No new updates. Playground Inspections – Cllr inspections in progress as per timetable, Defibrillators – Cllr Dallas confirmed that Defib at Pentney Lakes in refurbished phone box is operational and running at full charge/Memorandum of Understanding agreed with Owners. Note: Cllr Dallas & Cllr Yazdian-Tehrani to arrange Defib/First Aid training. (PC to pay agreed 'nominal cost' of £100 p/for electricity/heating annually in arrears), registered with the Circuit. Trees – Chair confirmed Ash tree by Playing Field survey & quote to take down (due to dieback) to be sought in due course. Highways - See point 4a.

8. Planning

Determination

26/00457/F (dated 9th June 2026)

Householder (Retrospective) erection of two domestic outbuildings, including one single-storey building containing three garage bays, positioned on either side of the existing driveway for Oakwood, Golden Gym, Pentney, PE32 1EW.

(Application permitted by delegated decision, 9th June)

- All Cllrs aware.

9. **Reports:** Neighbourhood Plan – Chair confirmed NDP latest draft required two maps (with identifier no.) from NRO/KLWNBC, date Community engagement meeting/ Reg 14 at the Village Hall. Playing Field – Cllr Rons confirmed that recent annual ROSPA report noted two items for repair, no urgent repairs needed this year. Village Hall – Cllr Yazdian - Tehrani to seek three quotes (for works over 1,000 gbp) and grant funding opportunities (CIL & external grants) for VH refurb. including repaint, lighting, and any improvements to access in the coming months. Cllr Wells to seek quote for Bike Rack installation at rear of VH. Speed Awareness/SAM2 – to place vacancy in Sept NVN edition.

10. Matters requested by Councillors:

- a) Chair to welcome Clerk.
Chair & Cllrs welcomed new Clerk, Amy Hart.
- b) Village projects to consider and agree next steps
The Chair requested resident feedback on potential new projects to the village. To defer to Reg 14 NDP meeting / NVN.

- c) Monthly Nar Valley News Articles, to assign newsletter to Cllr or Clerk. Clerk to draft initial Sept edition, Cllr Yazdian-Tehrani to take over role from October onwards.

11. Correspondence:

- a) Email received on 09/06/2026 from Heaton Planning, to request any updated timescales of the re-run of the Reg-14 consultation. Rosie Littlehales (Chair) company not instructed/ further contact not required.
- b) Email received on 10/06/2026 from NCC regarding upcoming TRO notice ref: WTRO6956, East Walton Road to Facilitate resurfacing works. All Cllrs aware.

12. Finance and Accounts

- a. To consider and approve the schedule of payments and authorise payment
- b. To approve Councillors' expenses for agreed purchases

ITEM:	Cost to PC Budget:	Grant Funded:
Community Action Norfolk, Membership. Dated 31/05/2026. Inv. No.0941	Total: £50.00 VAT: NIL Total Due: £50.00	
Walpole Mowing Ltd	Total £423.75 VAT: NIL Total Due: £423.75	
Plusnet. Wifi for VH (DD) dated 26/06/2026	Total: £26.65 VAT: £5.34 Total Due: £31.99	
Unity Trust (T1 Account) Banking Charges, dated 30/06/2026 (DD)	Total: £7.00 VAT: NIL Total Due: £7.00	
Amy Hart Clerk Salary June (pro rata/start date 08/06/2026). 20 hours @ £19.32 (SCP 26) - Updated totals from NALC Payslip	Total: £386.40 Tax: £77.20 Employers NI: NIL Employee NI: NIL Total Due: £319.20	
Re-imburement to Clerk Order no: 206- 8236589-9655544 (Amazon), dated 05/06/2026. A4 10 Part File Dividers (£7.99) Rexel Lever Arch Files x 3 (£9.78) 100 X punched Poly Pockets (£5.20)	Total: £19.14 Delivery: NIL VAT: £3.83 Total Due: £22.97	

Cllr Harvey proposed the approval of the accounts to be paid, Seconded by Cllr Dallas. All agreed.

c. To note monies received

Item & Supplier:	Total:	Account:
Clothing recycling (on PF), Alford Storage	Total Credit: £15.80	Unity T1 account ended 271
Savings Account Interest (quarterly), dated 8 th June 2026	Total Receipt: £59.94	Barclays Account ended 524
Savings Account Interest (quarterly), dated 8 th June 2026	Total Receipt: £26.97	Barclays Account ended 728

d. To approve the bank reconciliation. All in agreement.

10. e). AGAR – to consider and determine any actions on observations. Cllr Rons updated Council on progress on internal control sheet. To update with latest policy details upon adoption and versioned copies to circulate. Cllr Rons & Clerk to meet, date tbc.
11. d). Barclays Bank Accounts – progress report on moving accounts to Unity Bank. Cllr Wells confirmed that the monies should be received to Unity Bank in the coming weeks, with Unity savings accounts to create thereafter.
12. f) Scribe login for Clerk & banking/N Power – Proposer (for agreed Clerk access to Scribe Account/Unity Trust Banking – View/Raise) Cllr Rons, Seconded by Cllr Dallas. All in agreement.

13. Village Maintenance

- a) Grass cutting progress report – Cllr Rons has ensured that Nurture Group understand that the contract is terminated, receipt confirmed.
- b) Playground Inspection Rota – in progress.
- c) Pentney Village Sign, to assess condition and consider repainting, or replacement, and potential new strut needed. Clerk requested details of original Artist for potential restoration. - Resident confirmed that the Sign was gifted by benefactor Sonny Curzon circa. sixty years ago. To defer to Reg 14 meeting/Village project ideas.
- d) Bus shelter – Clerk to contact NCC transport manager for form to reclaim brick bus shelter refurb costs and assistance on improvements for Bus Stop opp. Bus Shelter in the coming weeks.
- e) Cllr Yazdian-Tehrani requested PC agreement to level out unsightly the heap of earth/logs on central roundabout, opp. Church. All in agreement.

14. Governance, Training & Administration.

- a) Consider and agree Clerk training hours in support of CiLCA qualification. PPC agree to extend a further 40 discretionary training hours, matching CAPC contribution.
- b) Printer and laptop, paper and ink arrangements with Castle Acre Parish Council. PPC/CAPC to take turns in purchase (Next round, Pentney).
- c) To consider the adoption of updated Pentney PC policies (Standing Orders, Code of Conduct, Financial Regulations & Schedule of Publication). All policies agreed with exception of Financial Regs, with further amends to defer to July 2026.

CONFIDENTIAL MATTERS (*members of the public & press were excluded under Public Bodies (Admission to Meetings) Act 1960.*)

- Confirmation and signing of Clerk contract signed by RHL (Chair) & Clerk on 17/06/2026.
- Clerk Mentoring, Clerk agreed to external mentoring.
- The meeting closed at 8:47pm

Next PC meeting: Wednesday 15th July 2026 at 19:00, followed by CAPC meeting at approx. 19:30 in the Pentney Village Hall.

Signed

Dated