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Minutes of Pentney Parish Council monthly meeting, business conducted at Pentney Village Hall on 15th July 2026, at 7:00pm.

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

In attendance: NCC Cllr Mike Westman.

Two members of the public.

15. Apologies: Cllr Claire Dallas, Cllr Ben Howlett, KLWNBC Cllr Jim Moriarty & KLWNBC Cllr Pallavi Devulapalli

16. Minutes of PC meeting 17th June 2026.

Proposer (of the Minutes of 17th June 2026) Cllr Harvey, Seconded by Cllr Rons. All in favour.

17. Declarations of Interest.

None

18. Public Questions

- Resident confirmed recent report regarding faded road markings at corner with Pentney Abbey, Abbey Road and Common Road, NCC portal ref: 6662-3096-7880-6387. Thanks go to the Resident for their assistance.

- Resident cited concern as Lorry Drivers (from Quarry) driving faster than they should and along Narborough Road. Clerk to call & update Quarry and to reconfirm driving routes.

19. Updates on Actions Required from previous meetings:

- 1) (2026) Bike Racks on Playing Field. To revert update to September meeting once area clear.
- 2) (2026) Playing field replacement of gate/fencing. Cllr Rons confirmed that the works were completed on 04/07/2026 by Secret Gardens.
- 3) (2026) Electricity supply to playing field (UK Power Networks) ref: 8110227359 £3,300.00 to complete all works. A six-month leeway and a further six-month grace period are offered by UKPN to complete additional essential works, post supply install. It was RESOLVED that the Clerk confirm if N Power can add an additional connection point and process. Note: Additional company, SSE have confirmed the process for a new application / connection point.
- 4) (2026) Review of Pentney PC laptop and potential purchase/budget for laptop and MS365 Office business 'subscription'. A laptop budget of £700.00-£800.00 was agreed and additional annual MS365 repeating annual fee (between £80-£114 p/a). It was RESOLVED that the Clerk investigate further options via local retailers: Curry's and/or John Lewis.
- 5) (2026) Speed Awareness Co-ordinator Vacancy. It was noted that one Resident put themselves forward for the role. To place advert in upcoming Nar Valley News. No further updates.
- 6) (2026) Village Projects/Neighbourhood Plan Reg 14 meeting. The Chair confirmed that a further check of the document was needed, prior to submission.
- 7) (2026) Resident information request re: any planning decisions ref: Caravan, Narborough Road. It was noted that the Caravan has been cited at a new location. To update with Planning.
- 8) (2026) Defib/First Aid Training – Cllr Yazdian-Tehrani/Cllr Dallas. Cllr Yazdian-Tehrani to confirm weekday in November for one or two potential training dates in the Village Hall.

- Cllr Westman arrived at 7:21pm.

20. To accept Reports from:

- a) Borough Councillors.

Cllr Pallavi emailed the following report:

- Electrical items can be taken to recycling centres again.
- The borough council's garden wildlife competition for 2026 is closing this Friday (the 17th of July). Get your applications in for a chance to win garden vouchers and get your efforts recognised! This year's competition has two categories: small gardens up to 500sqm and large gardens over 500sqm.
- Cllr Pallavi has been appointed to the QEH board of governors and had her first meeting with them today. The health of our local hospital has been concerning for some time, and as governor, shall do her best to be a critical friend. For full report, contact the Clerk.

Cllr Moriarty emailed the following report:

- **The King's Lynn Hanse Festival** took place on 24 May and once again successfully celebrated the town's important Hanseatic heritage.
- **King's Lynn Culture Steering Group**
The King's Lynn Culture Steering Group continues to develop its long-term direction and strategic objectives.
- **Town of Culture**
Work continues to progress on the development of the Town of Culture initiative, including the preparation of Terms of Reference and the identification of key priorities and flagship projects.
- **Guildhall**
Work continues to progress well at the Guildhall site.
- **King's Lynn to Walsingham Way Pilgrimage Trail**
The King's Lynn to Walsingham Way project was officially launched on 6 June under the leadership of Canon Dimond and the St Nicholas Parish Trust, with continuing support from the Borough Council's Tourism Team.
- **Parish Council Annual Update Sessions**
The annual Parish Council update sessions took place on 16th June and 22nd June.
- **Local Land and Property Gazetteer**
GeoPlace has announced the winners of its 2026 Data Quality and Improvement Awards, and this year, the Address Management Team has been recognised with a Platinum Award for the third year in succession for the quality of its address data and the management of its Local Land and Property Gazetteer.
- **Community Infrastructure Levy**
The CIL Spending Panel met on 22nd June. The next round of parish payments will be sent to relevant parish councils by 28th April, and work for the FY25/26 Annual Infrastructure Funding Statement (IFS) will begin after close of accounts.
- **Local Plan and Planning Policy**
Next Local Plan
On the 15 January 2026 MHCLG (Ministry of Housing, Communities and Local Government) wrote to the Borough Council confirming that we are required to start our next Local Plan in the new plan-making system. We must do this by publishing our Notice of Intention (NoI), to prepare the next Local Plan, by 30 June 2026 and publish our Gateway 1 self-assessment by 31 October 2026.

- **Call for Sites**

Linked to the above, we know that our Local Housing Need (LHN) has risen from broadly 550 new homes required a year to around 1,000. This will be a significant challenge to meet through the next Local Plan.

- **Lynnsport Development**

Feasibility work and RIBA Stage 2 concept designs have now been completed for the future redevelopment of Lynnsport. Proposals include a new leisure building incorporating an eight-lane 25-metre swimming pool, learner pool with adjustable floor, and splash play facilities.

- **Waste Crime:**

We have additional staff starting with the team over the coming months which will boost our resource and capacity to respond to fly tipping and waste crime investigations. Fines have recently been reviewed, and proposals will shortly be coming to Cabinet.

For full copy of the report, contact the Clerk.

- b) **County Councillor – Cllr Westman** confirmed that the Local Government Judicial Review currently running through due legal process.

21. Health & Safety: Reports on any new H&S issues, Playground Inspections, Trees (Prunus Trees/Ash Tree on Playing Field re: English Woodland).

Cllr Rons updated Council with English Woodland topline report noting recommendation for a formal tree survey with a schedule of works for four trees in need of remedial works including roadside Ash Tree with die back/deadwood, further Oak tree noted with potential decline. English woodland confirmed a £100.00+ VAT cost to sever basal Ivy growth and remove arisings from affected Trees in the Hedge line. Proposer (of the additional cost) Cllr Parker, seconded by the Chair. All in agreement. It was RESOLVED to contact professional Tree Surveyor(s) and to confirm surveyor company. Highways. Cllr Parker noted that the footpath by Charolet adjacent to the playing field was becoming overgrown, it was RESOLVED for the Clerk to report to Highways.

22. Planning

None.

23. Reports: Neighbourhood Plan (see point 19.6), **Playing Field**, Cllr Rons reported concern regarding an area of fly tipping noted between hedge line / Oak tree on the Playing Field and a working party to clear on 18/07/2026. Residents can report any instances of Fly Tipping, by visiting: https://www.west-norfolk.gov.uk/homepage/312/fly-tipping_illegal_dumping
Village Hall Cllr Wells confirmed that the proposed area for the new Bike Racks now clear.

24. Matters requested by Councillors:

- a) Chapel Yard Cottages, overgrown footpath opposite causing damage to dog's skin from barbed grass seeds – Cllr Parker offered thanks to the Resident who had recently mowed the area, though the Landowner should be contacted for further comment regarding currently unclear schedule of maintenance. It was RESOLVED for the Clerk to contact the Landowner.
- 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. ICO membership confirmed. All Cllrs aware.
- c) Outdoor Furniture Quotes for Playing Field either a) wooden or b) recycled plastic ref: Woodberry 12696 V1 & V2 / Ge Views. Five votes for (Woodberry) wood (not recycled plastic/GeViews) with one abstention. It was RESOLVED that the Clerk would follow up with Woodberry for further information

regarding one table with wheelchair access and two benches, including soft ground installation kits & installation fee.

25. Correspondence:

- a) Email received on 07/07/2026 from KLWNBC regarding Temporary Event Notice ref: 26/008060/LA_TEN, dated 16/08/2026. All Cllrs aware.
- b) Email received on 07/07/2026 from KLWNNBC regarding updated Temporary Event Notice ref: 26/00864/LA_TEN dated 16/08/2026. All Cllrs aware. (Resident updated the PC that potential traffic controllers would be present to ease traffic flow).

26. 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:
Reimbursement to Chair, Rosie Littlehales for Neighbourhood Plan Printing	Total: £77.40 VAT: NIL Total Due: £77.40	
Walpole Mowing Ltd Invoice no: 1081, dated 14/07/2026.	Total £423.75 VAT: NIL Total Due: £423.75	
NALC website and annual hosting fees, Invoice no: 3290, dated 10/07/2026	Total: £72.40 VAT: £14.48 Total Due: £86.88	
ICO (Information Commissioners Office) Registration. Application ref: C1973576 DD, dated 07/07/2026. (Annually)	Total: £53.00 Minus £5.00 DD reduction Total Due: £47.00	
Plusnet Village Hall Wifi DD.	Total: £26.65 VAT: £5.34 Total Due: £31.99	
Pentney Parish Rooms Hall Hire April-June 2026	Total: £206.25 VAT: NIL Total Due: £206.25	
Secret Gardens: New field Gate S1596, dated 11/06/2026.	Total: £950.00 VAT: £190.00 Total Due: £1,140.0	
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). @ £19.32 (SCP 26)	Total: £502.32 Tax: £100.60 Employers NI: £12.80 Employee NI: £25.60 Total Due: £411.72	
Clerk Mileage June/July (17 th June/25 th June & 15 th July 13 x miles per return trip @ gov. recommended 0.55p per mile)	Total: £21.45 VAT: N/A Total Due: £21.45	

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

- c. To note monies received

Item & Supplier:	Total:	Account:
Clothing recycling (on PF), Alford Storage.	Total Credit: £27.00	Unity T1 account ended 271

- d. To approve the bank reconciliation. All in agreement.
- e). Barclays Bank Accounts – Cllr Harvey & Cllr Wells dual signed a letter to Barclays requesting that the Clerk's details be confirmed and a Debit card issued, to arrange fund transfer to Unity Trust and subsequent closure of accounts numbered: xxxx1524, xxxx5709 & xxxx8662. Clerk to post & retain digital file.
- f) Scribe login for Clerk & Unity Trust Bank letter. Cllrs Harvey & Littlehailes (Chair) signed Unity Trust Bank Letter requesting that the Clerk be added to the account to view and raise payments (only). Cllr Dallas to sign tbc and return to Clerk.
- g) New Clerk Mileage Form. All in agreement.
- i) Fixed Asset Register: Valuation of Silverware/Trunk & Pentney Playing Field. Reminder: The Chair confirmed Silverware & Trunk to be valued in the coming weeks. The Chair noted the Playing Field valuation to commence in due course, and it was RESOLVED that Cllr Harvey contact local surveyor to book, schedule allowing.

27. Village Maintenance

- a. Grass cutting progress report
- b. Playground Inspection Rota. Commencing as agreed (Cllr Parker to complete next round, as per timetable).
- c. Bus shelter. Clerk to follow up with NCC Transport Manager regarding recoup of refurbishment costs. Furthermore, a Resident reported that damaging Ivy was starting to regrow at the base of the Shelter. Cllr Parker confirmed up to date certification in herbicidal spraying and would conduct removal outside of operational hours.
- d. SAM2. Cllrs Rons updated Council with the latest SAM2 Reports and notable speeds along Narborough Road of up to 68 mph and opp. Laurels of up to 48 mph. Clerk to maintain list of high speeds at any repeat times, to revert to Police Liaison.

28. Governance, Training & Administration.

- a) To consider the adoption of updated Pentney PC policy: Financial Regulations, Scheme of Publication & Document Control Register. Proposer Cllr Rons (to adopt the Financial Regulations/Register), seconded by Cllr Parker. All in agreement. Clerk to place on PPC site.
- b) AGAR update: Pentney Internal Audit Financial Year 25/26 Action Plan (V2) 6th July 2026. Detailed discussion confirmed on action plan at forthcoming financial subgroup meeting on 28/07/2026 with attendees Cllr Littlehailes, Cllr Rons, Cllr Wells & The Clerk. Furthermore, Cllr Rons updated that a Q2-Q4 VAT 126 return for £1,113.51 in progress.
- c) Clerk to attend Scribe Training 15/07/2026 (Reports) and 22/07/2026 (Clerks joining an existing Council using Scribe). All Cllrs aware.

- The meeting closed at 8:08pm

Next PC meeting: Wednesday 9th September 2026 at the Pentney Village Hall.

Signed

Dated