



Pentney Parish Clerk: Ms Amy Hart
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**NOTICE IS HEREBY GIVEN OF THE PENTNEY PARISH COUNCIL MEETING TO BE HELD
AT PENTNEY VILLAGE HALL ON WEDNESDAY 9th SEPTEMBER 2026 AT 19:00,
REGARDING THE FOLLOWING BUSINESS:**

AGENDA

1. APOLOGIES

- 2. MINUTES** of the PC meeting 15th July 2026 & recommendations of Finance
Subgroup meeting of 28th July 2026.

- 3. PUBLIC QUESTIONS** (max 3 minutes per speaker)

4. MATTERS ARISING

5. DECLARATIONS OF INTEREST

6. UPDATES ON ACTIONS REQUIRED FROM PREVIOUS MEETINGS

- 1) (2026) Bike Racks on Playing Field and Village Hall installation – update 2)
- (2026) Electricity supply to playing field (UK Power Networks) ref: 8110227359
£3,300.00 to complete all works – Cllr Rons to update.
- 3) (2026) Review of Pentney PC laptop and potential purchase/budget for laptop
and MS365 Office business ‘subscription’ – Clerk to update.
- 4) (2026) Village Projects/Neighbourhood Plan Reg 14 meeting – update
- 5) (2026) Resident information request re: any planning decisions ref: Caravan,
Narborough Road – update
- 6) (2026) Defib/First Aid Training – Cllr Dallas to update.
- 7) (2026) Chapel Yard Cottages, overgrown footpath opposite causing damage to
dog’s skin from barbed grass seeds – Clerk to update.
- 8) (2026) Outdoor Furniture Quotes for Playing Field wooden Woodberry 12696 V1 &
V2 for 1 x Outdoor Table & 2 x Benches / Soft Ground Fixing Kits. Pine or Teak and
3.5 hours install – consider and agree.

7. TO ACCEPT REPORTS FROM

- a) Borough Councillors
- b) County Councillor

- 8. HEALTH & SAFETY** Reports on any new H&S issues, a) Playground Inspections,
b) Trees (Prunus Trees/Ash Tree on Playing Field re: English Woodland, works:

complete Thursday 23rd July) / tree survey quote ref 12696 from Ligna, c) Highways.

9. PLANNING

Ref: 26/01221/F dated 28/07/2026

Householder: Single story front extension at 1 Folgate Cottages, Narborough Road, Pentney, King's Lynn, PE32 1JL.

Deadline for PC comment: 20/08/2026, extension to 10/09/2026 agreed.

Ref: 26/01164/F dated 30/07/2026

Details: Retention of mobile home on the site, the site is used for the purposes of Agriculture and predominantly livestock farming at The Croft, Narborough Road, Pentney, PE32 1JD.

Deadline for PC comment: 04/09/2026, extension to 10/09/2026 agreed.

Ref: 26/01372/F dated 02/09/2026

Householder: Extension to side of dwelling at 4 Harvestile Lane, Pentney, King's Lynn, Norfolk, PE32 1JS.

Deadline for PC comment: 24/09/2026

10. VILLAGE MATTERS & REPORTS

a) Neighbourhood Plan, b) Playing Field, c) Village Hall, d) SAM2.

11. MATTERS REQUESTED BY COUNCILLORS

- a) Pentney laptop from 2023, update on usability from Clerk and to consider and agree Cllr Rons proposal to pass this to SAM2 Operator to aid reporting.
- b) To review the current accessibility of the PC website, in line with government regulations – update & discuss.
- c) To check the registration of Pentney Playing 'Field to Fields in Trust' for protection of land. Status: ref: 576QE, protected with deed of dedication in 2013. No further action required.
- d) To consider and agree combination and/or mortice padlock for new Playing Field gate.
- e) Consider and agree volunteer handyperson to maintain village gates, noticeboards, playing field furniture and any additional routine works.
- f) Pentney PC Bus Shelter Refurbishment, PO PO00103987 received for NCC reclaim of £1,728.00
- g) The Role of Pentney's RFO to be assigned to Clerk, consider and agree.
- h) Chair to lead thanks to Cllr Pat Wells.

12. CORRESPONDENCE

- a) Email received on 24/07/2026 from NCC Transport Manager confirming upcoming payment of £1,728.00 (80% funding) for Pentney Bus Shelter

refurbishment costs & email confirmation received on 31/08/2026 with PO000103987 and request for invoice, sent by Clerk on 02/09/2026.

- b) Email received from Resident on 29/07/2026 regarding acoustic issues at the Village Hall and requesting information as to how the Parish plans to attract further Parishioners to PC meetings – update & discuss.
- c) Email from Resident received on 03/08/2026 regarding spring-fed water flow and dry area of River Swan (at footpath to rear of Norfolk Woods) – Cllr Parker to update.
- d) Email received on 12/08/2026 from RBL contact requesting arrangements for the purchase and laying of the poppy wreath on behalf of Pentney PC – consider and agree donation and process.
- e) Three emails from PKF Littlejohn relating to the AGAR 25/26 – Cllr Rons to update.
- f) See 11 (f) - Return email received on 19/08/2026 from Fields in Trust regarding the confirmation of the registration/protection of Pentney Playing Field in 2013 ref: 576QE.
- g) Email received from Resident on 31/08/2026 regarding an upturned concrete pipe on Pentney Playing Field Car Park, being used as an unofficial waste bin – update.
- h) NCC TRO Notice: NTRO115511 received on 27/08/2026 regarding temporary closure of A1065 Swaffham Road for carriageway lining and stud replacement works from 7th to 9th September 2026 (dates may vary).
- i) Email received from Ormiston Families Charity on 28/08/2026, requesting donation.

13. 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 update and Unity Trust Bank – Clerk to update.
- g) Fixed Asset Register: Valuation of Silverware/Trunk & Pentney Playing Field.
- h) To consider and agree further Plusnet Village Hall fibre broadband contract from 19/08/2026 for 24 months at the reduced cost of £27.99 (as opposed to £31.99 for same service) at an annual saving of £32.00.

- i) To consider and agree Pentney PC's reserves and the sum to set aside for the Pentney PC cemetery land fund (suggested 1K per annum).
- j) AGAR update 1: Pentney Internal Audit Financial Year 25/26 Action Plan (V5) September 2026 & AGAR 25/26 points 1-10, (Annual Governance Statement Section k) with any 'No' responses to be addressed by the PC.
- l) Clerk mileage August/September 2026 to sign off.

14. VILLAGE MAINTENANCE

- a) Grass cutting progress report
- b) Playground Inspection Rota
- c) Bus shelter – progress report and next steps
- d) Resident report of blocked ditch on 15/07/2026 (opposite Old Chapel, on Pentney Lane). Reported to Anglian Water, under ticket ref: 29778814 and circa July 28th, 2026, repair date.
- e) Clerk reported overgrown hedgerow between Pentney Lane and Narborough Road to NCC Highways on 21/07/2026 (ticket reference: 8279-7740-96415108).

15. GOVERNANCE, TRAINING AND ADMINISTRATION

- a) To consider and agree and Human Resources subgroup for Pentney PC & Finance Subgroup and draft Terms of Reference / scope of Delegated Powers.
- b) SAM2 Risk Assessment and to confirm Lead person – consider and agree.
- c) Defib Risk Assessment and Checklist – consider and agree.
- d) Outdoor Working Risk Assessment – consider and agree.
- e) To consider and agree IT/GDPR Policy.
- f) Clerk extra hours worked from 8th June 2026 to 9th September 2026

Signed:



Amy Hart, Parish Clerk

Dated: 05/09/2026

Next PC meeting: (No meeting in August) Wednesday 21st October at 19:00 in the Pentney Village Hall.