

Minutes of the Annual Parish Council Meeting of Pentney Parish Council held on Tuesday 16 May 2023 at 7.00pm at Pentney Village Hall

Present: Cllr R Littlehales (Chair) Cllr K Harvey Cllr B Howlett  
Cllr L Rons Cllr C Dallas Cllr M Parker

Also present: Clerk, Borough Councillor & 4 Members of the Public.

1. **To Elect a Chair for the coming year.**  
**It was resolved for Cllr Littlehales to be the Chair for the coming year.**
2. **To Elect a Vice Chair for the coming year.**  
**It was resolved for Cllr Parker to be the Vice Chair for the coming year.**
3. **To receive signed Declaration of Office from Chair and Vice Chair.**  
Cllr Littlehales and Cllr Parker duly signed their Declaration of Office.
4. **To receive and consider apologies for absence;**  
**It was resolved to accept apologies from Cllr Wells.**
5. **To receive Declarations of Interest**  
Cllr Dallas declared a personal interest in planning application 23/00560/F.
6. **To Confirm requirements and adopt the General Power of Competence.**  
**It was resolved that the Council met the requirements and adopted the General Power of Competence.**
7. **Appointment of Parish Council representatives to serve on the following Committees/Organisations:**  
**It was resolved for Cllr Harvey and Cllr Parker to continue in their role as Trustees of Pentney Charity.**
8. **To Review Standing Orders**  
**The Clerk advised adding a Secret Ballot to the Standing Orders. It was resolved for the Clerk to undertake, and the Financial Regulations were approved for another year.**
9. **To Review Financial Regulations**  
The Clerk advised that the figure for contracts finder had been changed to £30,000.  
**It was resolved for the Clerk to undertake, and the Financial Regulations were approved for another year.**
10. **To review Code of Conduct.**  
The Clerk advised that it is good to adopt the Code of Conduct of the Borough Council. They changed their code in March. **It was resolved for the Clerk to amend the Code of Conduct in line with the Borough Councils and bring it back to the next meeting.**
11. **Parish Council Annual Accounts 2022/23**  
The Clerk advised that due to not being able to get access to the Barclays account the accounts cannot be undertaken. **It was resolved for the Clerk to chase as it is getting desperate now.**

**12. Date, Time, Place of next Annual Parish Council Meeting.**

After discussion **It was resolved for the council to meet every month on the second Tuesday of the month at 7.00pm. The Clerk to get a list on the website and Noticeboards.** The next Annual Parish Council meeting will take place on Tuesday 14 May 2023 at 7.00pm.

**13. Adjournment of Meeting to allow for public questions. (10 mins max 3 mins per Speaker.)**

Bilney Woods

Some Parishioners were concerned that trees were being removed to make way for development that had not been through the planning process. A thinning order had been granted but made with false information advising it was for the good of the wood. There are three badger's setts in the area and Sloe Worms and no survey has been undertaken about the species of plants etc on the site. The parishioners urged people to use the footpaths in the woods to prove they were used so they are not taken away.

Minutes

A Parishioner raised concerned regarding the neighbourhood plan piece in the minutes was not a true reflection. The Parishioners advised and the Council to consider when it is raised further on the agenda.

**14. Reports**

**14.1 County Councillor.** The County Councillor had given his apologies.

**14.2 Borough Councillor.** There is a new Borough Councillor the Clerk advised that she had been invited.

**14.3 Neighbourhood Plan Working Party.** The Chair advised that they were currently waiting for the consultation period to end and then they could look at the comments/concerns.

**14.4 Speed Awareness Report.** The Parishioner advised that the other SAM unit was now not recording data. **It was resolved for the Clerk to continue to chase re the new one and ascertain where the funding is coming from and to look at getting this repaired/replaced when new one is in place.**

**15 To approve the minutes of the Council meeting of 11 April 2023.**

**It was resolved for the minutes to be signed by the Chair and a true and accurate account of the meeting after one amendment public time, neighbourhood plan should read: and there is a gym in the village. Should be removed.**

**16. To consider matters arising from the minutes of 11 April 2023.**

Defibrillator

The Clerk advised that she had received another quote but that model was in short supply because Zoll had taken over and were rebranding. **It was resolved for this item and possible location placed on the next agenda.**

**17. Finance**

**a) Monthly Accounts for Payment.**

The Clerk read out the following. £70.00 for the Coronation Cake, £4.75 for Printer Paper and £174.16 for NALC Subscription. **It was resolved for these payments to be made and to purchase some print cartridges for Cllr Rons.**

b) **Money received.**

None received.

c) **Bank Rec April 2023.**

This cannot be completed on the Barclays accounts as there is no access currently to the accounts. **It was resolved for the Clerk to chase.** Cllr Rons advised that the Unity Bank balance was £27,592.01 currently.

d) **Insurance**

Three quotes had been received but had not been able to be studied to make sure they were like for like. **It was resolved for Cllr Rons to make sure the policies covered everything and if they did then to accept the lower quote and for this to be added to the payments list.**

**18. Village Matters**

a) **Feedback on River Swan issues**

Cllr Parker advised that the water was running freely.

b) **Highway and Community Rangers - Culvert**

The Chair advised that the Culvert work has now been completed and can be removed from the agenda. Parishioners to be encouraged to report potholes etc on the NCC Website. Cllr Littlehales to put in the magazine.

c) **Coronation**

Cllr Littlehales advised that the Village Tea Party had been well attended and a good time was had by all. A big thank you to the Village Hall Committee.

d) **Litter Bins in the Village**

The Clerk advised that she had received a request for another litter bin. The cost of putting in a bin at around £700 and cost of emptying around £100 per year. **It was resolved to keep this situation under review.**

e) **Road Condition at the Top of Golden Gym/**

Cllr Parker advised that this is down to a spring and also not helped by the building works already taking place in that area. Nothing will be achieved until the building work is completed and then, if necessary, this can be taken up with NCC Highways to see if anything can be achieved.

**19 To discuss any planning applications or local developments.**

**Applications:**

23/00643/LDE Application for Lawful Development Certificate for In summary-the application dwelling has been occupied as a full time main residence by the applicants (in breach of conditions 2 and 3 ) of planning consent 2/02/0402/F at 8 Abbey Lakes Close, Pentney. **It was resolved to object as they are not meant to be for permanent residency and believe that the planning conditions should be kept.**

23/00795/CM County Matters Application for Variation of Condition 1 (approved plans and documents) and Condition 2 (time limits) of planning permission ref FUL/2021/0009 for Retrospective Use of Land for the Stockpiling of Sand and Gravel to allow continued use of stockpiling area until 31 December 2036 at Pentney Quarry Abbey Road Pentney. **It was resolved to make no comment.**

23/00796/CM County Matters Application for Variation of Condition 1 (approved plans and documents) and Condition 2 (time limits) of planning permission ref: FUL/2020/0108 for Retrospective retention and continued use of weighbridge cabin, weighbridge, viewing platform, shipping container, electrical shed with substation and foul and surface water infrastructure to allow continued use of the plant and buildings until 31 December 2036 Pentney Quarry Abbey Road Pentney. **It was resolved to make no comment.**

23/00560/F Application for Retrospective approval for retention of existing touring caravan for storage purposes at Poacher's Pocket Low Road Pentney. **It was resolved to recommend refusal as the Council felt it was necessary to have and was not in keeping with the character of the area.**

**Determinations:**

23/00300/LDE Application for ***Lawful use of land as residential instead of agricultural*** at 4 Harvestile Lane Pentney – **Not Lawful**

**20 To receive an update on playing field equipment.**

a. Portacabin

Cllr Littlehales advised that Linda, Ben, Patrick, and herself had been and virtually emptied the portacabin. There are lots of tins of paint which Cllr Littlehales will keep until NCC allow these to be given to the recycling centre. **It was resolved for the Clerk to see if the item could be sold if not then the cost to remove. The Clerk also to see if neighbouring parishes would be interested in taking the cricket/football nets and sports equipment for a donation.**

**21. Items for next Agenda**

**Defibrillator.  
Bilney Woods  
Dog Waste**

**22. To confirm the date of the next Parish Council meeting as Tuesday 13 June 2023 at 7.00pm at Pentney Village Hall.**

With no further business the meeting closed at 20.40pm.

Pentney Payment 16 May 2023

Cllr Harvey	Coronation Cake	£ 70.00
Cllr Rons	Printer Paper	£ 4.75
Norfolk ALC	Subscription	£174.16

## **Action List**

### **Cllr Rons**

- Look over Insurance Policies and advise if they cover all that is necessary.

### **Clerk**

- Amend Standing Order and Financial Regulations
- Change the Code of Conduct to the Borough Councils and present to the next meeting.
- Continue to Chase Barclays re mandate.
- Check re-funding of New Sams Unit.
- As soon as access to Barclays is obtained undertake the accounts on Scribe.
- Obtain 3<sup>rd</sup> quote for Defibrillator.
- Making Planning Comments to the Borough Council.
- Obtain new quote for the playground.