

Minutes of the Pentney Parish Council Meeting held on Tuesday 10 October 2023 at 7.00pm at Pentney Village Hall

Present: Cllr R Littlehales (Chair) Cllr M Parker Cllr L Rons
Cllr P Wells

The Chair welcomed everyone to the meeting.

Also present: Clerk & 4 Members of the Public.

1. **To receive and consider apologies for absence:**
Apologies were received and accepted by Cllr K Harvey, Cllr C Dallas & Cllr Howlett.
2. **To receive Declarations of Interest**
None Received
3. **Adjournment of Meeting to allow for public questions. (10 mins max 3 mins per Speaker.)**

Planning Application

The applicant of the planning application advised the council regarding going back to a bungalow on the same footprint of the application where permission was granted but the layout internally has changed but with a different brick and a large window to the front from top to bottom.

Neighbourhood Plan

A Parishioner asked regarding the Neighbourhood plan. The Chair advised that it was on the agenda. The parishioner wanted to know about timings, further consultation etc. The Clerk agreed to cover in the agenda item.

4. **Reports**

4.1 County Councillor. Cllr Moriarty had sent his apologies and a report. Please see report attached.

4.2 Borough Councillor. Cllr Devulapa had sent her apologies and said she would send a report, but nothing had been received.

4.3 Neighbourhood Plan Working Party. The Clerk advised that at the last meeting she was tasked with providing testimonials for the Consultant which had been provided. The Clerk advised that she had provided the consultant with all the evidence, and she had put it together and agreed the policies that needed to be amended. The Consultant had advised that further monies could be sort from a grant to undertake this work as could be put down to needing a consultant to undertake. The Consultant had quoted six days to undertake the work. **It was resolved to employ the Consultant to undertake the work as long as it could be grant funded. It was also resolved for the Clerk to seek from the Consultant what was required for the grant and undertake.** The parishioner had asked regarding timescale. The Clerk thought realistically because the grant has to be approved the work needs to be undertaken, it then needs to come back to the Parish Council for approval and then off to the Borough Council to undertake the independent review and then referendum it is likely to be April/May 2024 hopefully. The parishioner asked if any sites for allocation had been listed and the Clerk advised that no site had

been allocated. The parishioner had wanted to know what difference it would make to the village. The Clerk advised that it was as per the consultation so the Parishioners will be getting what they wished for. It also meant that more CIL monies would be received for development.

4.4 Speed Awareness Report. Cllr Rons read out the report, please see attached. The co-ordinator then arrived at the meeting and advised regarding the other unit was now not working correctly. **It was resolved for the Clerk to put in a bid for the Parish Partnership Scheme to assist in buying another new unit as the old unit was over 10 years and was not financially viable.** The Clerk also reported that she had been round the houses regarding the Articles of memorandum and the query was in the hands of someone at County Hall who she had been informed dealt with such issues. Today she had been informed that it was the area Highway Engineer. **It was resolved for the Clerk to continue to seek the articles of memorandum update.** The Clerk also advised that she had asked Narborough if they had any volunteers interested in being speedwatch volunteers, but they had come back saying that they had advertised but no one had come forward. So, we have two for Pentney and two for Marham and another two were needed to make up a group village team.

5 To approve the minutes of the Annual Parish Council meeting of 12 September 2023.

It was resolved for the minutes to be signed by the Chair and a true and accurate account of the meeting.

6. To consider matters arising from the minutes of 12 September 2023

a) Council to consider any matters arising from the minutes that are not on the agenda.

b) Council to review action points from the last meeting.

Chase portacabin removal The Clerk advised that she had chased and the person who we gave the job to realized that his vehicle was too heavy and would destroy the grass. He had given the job to another contractor, and he thought he had completed it. The Clerk advised that she had given him until the end of the month and if it was not removed then the order would be cancelled. *Sort Queries with External Auditor.* The Clerk advised that these had been completed and the final report had been received. *Chase allotment payments outstanding* The Clerk advised that she needed a contact number for one of the allotment holders and the other outstanding one had agreed to pay within the next couple of weeks. *Arrange the Electricity for the playing field site for the De-fib.* The Clerk advised that it had been agreed to get the work paid for to set up the unmetered supply. A comment was made regarding having events etc on the field. This would not be allowed with an unmetered supply so the Clerk had asked for a full quote so that an ordinary supply could be put in place. The Clerk advised that she had started on this process, and they had requested that she started again and she had asked them to continue where she left off and was waiting to see if they could or she had to start again. **It was resolved for this to be deferred to next month's meeting.**

7. Finance

a) Monthly Accounts for Payment.

The Clerk had handed round the payment sheet she had one more to add which was PKF Littlejohn for the External Audit for £252.00. **It was resolved for these payments to be made.**

b) Money received.

The Clerk advised that two allotment payments had been received.

c) Bank Rec July to September 2023.

The Clerk had sent these round prior to the meeting. Cllr Rons had checked them and agreed that everything was in order. She would arrange to undertake an unannounced Audit Trial at some point.

d) Asset Register

Look into alternative asset mapping. The Clerk advised that she had checked this out and the alternative was more expensive. **It was resolved for the Clerk to sign up and get the first year free and populate.**

e) Grasscutting Contract – cancellation and tender

The Clerk had cancelled the contract. Any payments between now and April would be with a 20% rise as per the contract. Cllr Rons advised that they should have completed the last cut of the season. Cllr Rons had advised that she had someone who wished to tender for the playing field but not the balance of the work. The Clerk advised that she had got the maps of the areas that the county and borough cut so what else needs cutting, that is down to the parish and then we need to go out to tender. Cllr Rons asked if the Clerk got anywhere regarding another parish who cut their own fields would be interested. **It was resolved for the Clerk to chase but transportation was the problem.**

f) AGAR – Final Report. The Clerk advised that it had been received that they ran out of time to complete before the cut of the 30 September. **It was resolved for Cllr Rons to place on the noticeboard the electors' rights and section 1-3 of the report.**

8. Village Matters

a) Feedback on River Swan issues

Cllr Parker advised that there was no change and everything running well.

b) De-Fib Update

Cllr Dallas had sent a report that the de-fib was possible used, and she had gone to check but everything was intact, so she had marked off as all in order on the circuit.

Cllr Rons said about the number of weeds in the gutters etc. This items to go on the next agenda and in the meantime the Clerk to find when they are next due to be undertaken.

9 To discuss any planning applications or local developments.

Applications:

23/01735/F Application for variation of condition number 2 attached to planning permission 21/01428.F detached 4 bed 2 storey dwelling at land 1 to 18 W of Foxes Liar, Narborough Road, Pentney. **It was resolved to recommend approval.**

Determinations:

22/01066/F Application for Proposed Bungalow and integral Garage Land S of 1 To 18 W of Foxes Lair Narborough Road Pentney. **Withdrawn.**

Cllr Rons advised that last month's comments have not appeared on the Borough Council website. The Clerk advised that she was sure she had undertaken as it was between holidays. The Clerk to check and re-send if necessary.

10. Governance

a) Training.

None undertaken.

b) .gov emails/website

The Clerk advised that this was all in place apart from Cllr Harvey, and the Clerk was due to go round and hopefully undertake. Cllr Rons advised that she was still unable to change her password. The Clerk advised that she had undertaken, and it was on the instruction sheet. Cllr Rons to have another go and if unable to undertake to contact the Clerk. Cllr Rons reminded about the passwords in envelopes the Clerk advised that she would make sure they were given to Cllr Littlehales and Cllr Parker as soon as possible.

11 To receive an update on playing field equipment.

a) Playground Survey

The Clerk advised that she had received a several emails regarding equipment that parishioners would like to see on the playground. These included wooden trim trail, new swings including a basket swing, new roundabout, climbing frame and monkey bars. One person said about goalpost nets and the grass being cut more frequently. **It was resolved for the Clerk to obtain three quotes to get the work undertaken that can be used for grant purposes.**

Cllr Littlehales advised that she had heard a gun shot and realised that it was a man with a dog over the playing field. **It was resolved for the Clerk to check re any bylaw to prohibit dog on the playing field with the Borough Council.**

12. Correspondence

a) Email to say that the 365 subscription runs out on the 23 October and one email from Curry's advising that the backup function is running out. It was resolved for the Clerk to obtain 365 business edition and to see if access can be granted to the one-drive. The Clerk also to check with Curry's regarding what back-up are/were in place and to report back.

13 Items for next Agenda

Budget Setting
Weeds in the gutters
Wi-Fi for the Village Hall
5-year plan

**14 The date of the next Parish Council meeting
Tuesday 14 November 2023 at 7.00pm at the Village Hall.**

With no further business the meeting closed at 20:15pm.

**Pentney Parish Council
PAYMENTS LIST**

	Cheque No	Description	Supplier						
26	1075 Bank	04/08/2023	Barclays Current	Bank Commission	Barclays Bank	X	8.50	8.50	
27	1110 Grasscutting	21/08/2023	Barclays Current	Grass Cutting	Mr R T Edwards	X	50.00	50.00	
28	1075 Bank	05/09/2023	Barclays Current	Bank Commission	Barclays Bank	X	8.50	8.50	
29	1070 Bank Charges	04/09/2023	Unity	Bank Commission	Unity Bank	X	18.00	18.00	
30	1110 Grasscutting	31/07/2023	Unity	Grass Cutting	CGM Group	S			
30	1100	31/07/2023	Unity	Grass Cutting	CGM Group	S	144.00	28.80	
30	1105	31/07/2023	Unity	Grass Cutting	CGM Group	S	360.00	72.00	
31	1035 Room Hire	02/10/2023	Unity	Room Hire	Pentney Parish Rooms	Z	60.00	60.00	
32	1220 General Village	14/08/2023	Unity	SAMS2 Unit	Westcotec Ltd	S	3,204.00	640.80	
33	1155 Playground	17/07/2023	Unity	Playground Inspection	ROSPA Play Safety	S	252.00	50.40	
34	1020 Audit Fees	10/10/2023	Unity	External Audit	PKF Littlejohn LLP	S	210.00	42.00	
Total							4,315.00	834.00	5,149.00

Action List

Cllr Rons

- Placed completed AGAR on noticeboard.

Clerk

- Obtain copy of Memorandum of use re Sam2
- Work on grant re Neighbourhood Plan with Consultant.
- Chase portacabin removal
- Playground Tenders
- Chase allotment payments outstanding
- Put in bid for Parish Partnership Scheme re Sam2
- Passwords to Cllr Littlehailes/Parker
- Asset mapping.
- Arrange the Electricity for the playing field site for full electricity use.
- Obtain 365 business.
- Check out Backup with Curry's
- Check out bylaw re dogs on the playing field.
- Making Planning Comments to the Borough Council.

Cllr Moriarty's Report

I can report that the leader has had meetings with Parish Council chairs in recent weeks and it is his intention to have more.

The Councillor grant scheme of up to £1000 has been extended so if there are organisations, other than the Parish Council itself or the church, which would like to apply for funding (such a village hall chairs) please ask them to get in contact with either myself or Cllr Devulapalli.

Herewith my County Report:

DIY Waste at Recycling Centres

On Sunday 18 June Government set out its plans on how DIY waste at recycling centres is going to be addressed via '*changes that will be brought in to force this year*' (details here <https://www.gov.uk/government/news/council-diy-waste-charges-abolished> and here [Summary of responses and government response - GOV.UK \(www.gov.uk\)](#))

Further clarity from Government is awaited on the implementation, detail and timing of its proposal, which importantly is not a ban on charging but is instead a limit on what should be accepted for free from householders.

The County Council has been charging for DIY waste at recycling centres for over 20 years and in 2018 removed a weekly free allowance of one 80 litre bag or one item a week from householders.

As it stands the new Government proposal is likely to specify that, in relation to small-scale projects undertaken by householders, there would be:

'Free disposal of DIY waste up to two 50L rubble bags (or one bulky or fitted item no larger than 2,000mm by 750mm by 700mm, the approximate size of a bathtub or shower screen)' 'at a frequency of 4 visits per household over a 4-week period'

Government has clarified that new funding will not be provided to councils to deal with the extra costs of this change to legislation, with DLUHC deciding *'that local authorities that currently charge householders to dispose of DIY waste will be required to absorb any associated costs'*.

Norfolk County Council has launched a new website to help residents and visitors get around the county more easily with all travel information and a useful journey planner in one place.

www.travelnorfolk.co.uk is the next step in the creation of the 'Travel Norfolk' brand which launched last year to provide the county with a consistent strong identity to showcase what options are available and to show travel as a convenient single system.

The Travel Norfolk website has a number of unique benefits making it the place to go when you're planning a journey from A to B or a day out in the county.

- The journey planner features local, real-time information from all public transport operators across the county and the handy map allows the user to select an individual bus stop and see which routes service that stop.
- Motivation-based planning: The Travel Norfolk journey planner allows users to input trip criteria based on their motivations. Whether it is focused on journey time, environmentally, health benefits, or cost savings routes. Once users enter the start point and destination the route finder will map out the best routes, giving users an estimation of time and a mileage count, highlighting the fastest, greenest, healthiest, and cheapest route depending on people's motivation.
- The map can be personalised – allowing the user to toggle on toilets and other local amenities including cycle parking and cycle share bays - making it easier for people to plan a journey using more than one mode. For example – why not hop on a beryl to a bus stop to pick up your bus?
- Find local electric vehicle charge points by toggling these on using the map key.
- Whether you're a keen walker or a novice looking for inspiration the walking map shows all national trails, Norfolk trails and other local walks by selecting them in the key. Plus, if you toggle the bus stops on it's easier to plan a linear walk or find out which routes are accessible by bus.
- For those who prefer two wheels, with both commuter routes and leisure routes across the county available to view using the key in the cycle map.
- Our recently launched Good Journey campaign which promotes car-free days out, is also featured with attractions that are signed up plotted on the map with the ability to plan a route to it in just a couple of clicks.

The website is already set for future developments to enhance its capability. This will include the ability to deliver multi-modal journey results on the journey planner, park & ride services as a travel option, car club bays and local car park information.

To plan your journey visit www.travelnorfolk.co.uk

Cllr Devulapalli Report

I write a regular opinion column for the Lynn news which gives an idea of my council activities over the past few weeks, perhaps you could share that with your parishioners and councillors.

<https://premium.lynnnews.co.uk/news/focus-for-me-has-been-on-health-9331316/>

(It can be accessed for free via a button on the top right corner of the screen on the website).

Please let me know if there is anything of interest from Pentney that is coming up at the next planning meeting.

I have been made aware of a planning application for a very large poultry and pig factory farm that is proposed to be built at Methwold, that your councillors and residents may be interested in responding to.

Micro, small and medium sized businesses and sole traders in west Norfolk are being invited to apply for funding for training employees through a newly-launched West Norfolk Training Grants scheme being run by New Anglia Growth Hub on behalf of the Borough Council of King's Lynn & West Norfolk.

The scheme has been developed to help businesses upskill their employees, improve employee engagement, resilience, and productivity, and to support staff retention.

Grants from £500 up to a maximum of £3,000 per business are available, with the funding covering a maximum of 75% of the total cost of the training. There is no limit to the number of employees being trained, subject to the maximum of £3,000 per business. Employers must be able to confirm that the training they want funding for is available and can be delivered by the end of March 2025.

To apply, simply complete the online form on the New Anglia Growth Hub website (<http://www.newangliagrowthhub.co.uk/contact-us/>), quoting West Norfolk Training Grants, and one of the team will be in touch to complete the application process, which can take up to 28 days. Funding is available for businesses within the administrative boundary of the Borough Council of King's Lynn & West Norfolk and will be offered on a first come, first served basis.

And finally, Jacob Medlock, the council's Energy Efficiency Officer, will be giving his final presentation on help available towards energy efficiency etc at the following location: **Hockwold Village Hall – 10/10/2023 at 19:30 .**

These events are open to the public so please feel free to publicise

Speed Watch Co-Ordinator's Report

1. SPEED REPORT

Attached is a file summary speed report from the new unit. The only way to get this from device software is by taking a screen shot, so this is in fact an image then printed to pdf.

The report covers just short of 9 weeks and two locations.

Daily average vehicle count per 7 days was 477 counts, averaging 3339 vehicle counts per week.

The average speed of all vehicles over the period was 24.2 mph.

Typically there were on average 813 over speed counts per week.

The 85 percentile speed value shown, 32.6 mph, is the speed below which 85% of speed counts were recorded.

The maximum speed recorded was 60mph on Friday 15th September at 16.50.

2. Second Unit

The second old unit was returned to Westcotec and their report states that it has same issues as original unit. Repair cost again £1640 plus VAT.

They await Councils decision whether to repair or not.

3. MoU with Norfolk County Council.

A Memorandum of Understanding is required between the Parish and NCC. A blank is attached for completion together with a list of locations where the SAM can be mounted. The location C opposite the playing field is no longer practical due the re-location of access to the property Rosewood. Putting the SAM on that pole is likely to restrict drivers vision on exit presenting a safety hazard. If the council could complete the MoU and forward to:

Parish Partnership Schemes ppschemes@norfolk.gov.uk

Dan North, BSc (Hons), EngTech MIHE

Senior Programme Technician

Highways, Transport & Waste, Community & Environmental Services

Tel: 0344 800 8020

Please note in his email Dan North copied in Andrew Wallace andrew.wallace@norfolk.gov.uk

The SAM is currently not showing the Slow Down legend. I am in discussion with Westcotec to resolve this.

