

Pentlow Parish Council

Parish Clerk / RFO: Kevin B. Money

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Minutes of the Annual Parish Council meeting held on Wednesday 13th. May 2026 at 7.30pm in the Village Hall.

Present: Cllrs T. Bartlett, D. Wright, I. Bower, R. Smith, M. Stuchfield and Kevin B. Money (Parish Clerk). There were also 5 members of the public present.

035/2026 Election of Chairman for the 2026/2027 year

Cllr R. Smith proposed Cllr T. Bartlett to act as Chair for 2026-2027 year. Cllr M. Stuchfield seconded.

All Agreed

Cllr T. Bartlett informed the meeting that succession planning needs to be considered as he would not be putting his name forward when elections are due in 2027.

036/2026 Apologies for Absence

037/2026 Election of Vice-Chairman for the 2026/2027 year

Cllr T. Bartlett proposed Cllr I. Bower to act as vice-chair for 2026-2027. Cllr M. Stuchfield seconded.

All Agreed

038/2026 To re-adopt all Council policies for 2026/2027 year

The current policies can be found at <https://e-voice.org.uk/pentlowparishcouncil/policies-procedures/>

Bio-Diversity: Code of Conduct: Complaints Procedure: Co-option Policy: Document Management Policy:

Equal opportunities Policy: Financial Regulations: FOI Policy: Grant Application form: Grievance Policy:

Health & Safety Policy: IT Policy: Internet Banking Policy: Publication Scheme: Risk Assessment:

Social Media Policy: Standing Orders: Statement of Internal Control: Training: Asset Register:

Cllr D. Wright proposed re-adopting the Councils policies above. Cllr I. Bower seconded. **All Agreed**

039/2026 Declaration of Interest

To declare any Disclosable Pecuniary, Pecuniary or non-Pecuniary Interest relating to items on the agenda

Cllrs M. Stuchfield, R. Smith and I. Bower declared an interest in the PCC

040/2026 To approve the Minutes of the last meeting of Pentlow Parish Council

To receive and agree the minutes of the last PPC meetings held on 8th. April 2026 **All Agreed**

041/2026 Planning – including any Current Planning Applications requiring a response

No planning applications have been received affecting Pentlow village

042/2026 VPMC accounts – Update on Internal auditing of accounts

The accounts have been undertaken by Ann Wood and is happy with the accounts provided.

£4500 has been set aside for works on the village hall toilets. The audited accounts to be sent to the Clerk

043/2026 VPMC finances update

Cllr T. Bartlett informed the meeting of the balances held by VPMC as follows: Cash £436.20 and Instant Access savings £9,760.37.

044/2026 Village Hall repairs

The repairs are still ongoing. The tank needs looking at due to the age of the tank and cracks appearing in the top. Previous quotes for chimney and guttering were around £4000 but Cllr. T. Bartlett had met with McKnight and agreed lesser works of pointing and refixing loose slates circa £930 to enable the scaffolding to be removed.

£943 was agreed to be spent on the roof as a matter of urgency so the scaffolding can be removed. The money to come out of the Community VPMC account.

045/2026 Speed watch – update

Very little activity recently but some extreme driving speeds noted. 2 new volunteers have come forward but await training.

046/2026 Parish Councillor Vacancy

Following the resignation of Cllr D. Wright, after this meeting, the Clerk is to set in motion the process for his replacement

047/2026 Bulk Refuse collection – BDC refuse bin will be at the village hall on Saturday 10th. October 2026 from 10am – Noon.

048/2026 Parish Sign – Cllr M. Stuchfield

Cllr M. Stuchfield informed the meeting to see if there is an appetite for a village sign

Does the villager want a village sign with part fund raising from villagers. Where would the sign be located?

The cost of the sign could be in the region of £8000 plus. An article in the Parish news would attract residents to have their input in siting, design and any financial contributions from residents and Parish Council.

Cllr M. Stuchfield to draft an article in the Parish news and website.

049/2026 Councillors, Clerk and website new .gov.uk addresses – update from the Clerk

Councillors received the confirmation that Cabinet office has approved the new .gov.uk addresses for Pentlow.

The email hosting company to set up new .gov.uk email addresses for Councillors, Clerk and website. The

Clerk to keep Councillors informed of the process

050/2026 Councillors to discuss and consider the advantages for a possible merger with Foxearth and Liston Parish Council

Councillors discussed the proposal to merge with Foxearth & Liston PC and the complexity of the process to do so but should look into this matter further. The meeting was informed that Foxearth and Liston had the matter on their next agenda.

051/2026 2025/2026 Annual Return

1) To Receive the Internal Auditors report for 2025/2026

Councillors noted the Internal Auditors report for 2025/2026

2) To receive and sign the Certificate of Exemption – AGAR 2025/26 part 2

Cllr I. Bower proposed to accept the Certificate of Exemption – AGAR 2025/26 part 2. Cllr R. Smith seconded. **All Agreed.** The Chair and RFO then signed the form

3) To receive and sign the Section 1 - Annual Governance Statement 2025/26

Cllr I. Bower proposed completing and signing Section 1 - Annual Governance Statement 2025/26.

Cllr T. Bartlett seconded. **All Agreed.** The Chair and Clerk then signed the form

4) To receive and sign the Section 2 - Accounting Statements 2025/26

Cllr I. Bower proposed to accept and sign Section 2 - Accounting Statements 2025/26. Cllr M. Stuchfield Seconded **All Agreed.** The Chair and RFO then signed the form

052/2026 Finance

a) To receive the Bank balances as at 30th. April 2026

Councillors noted the Bank balance as at 30th. April 2026

b) To receive the comparison of Actual against Budget 2026/2027

Councillors noted the comparison of Actual against Budget 2026/2027

c) Councillors to agree the May '26 finances and to agree a transfer of any funds to meet the Parish Council's financial requirements **All Agreed**

d) Unity Trust Bank submission form – Councillors to sign the submission form to add Cllrs I. Bower and R. Smith as a signatory list and to remove Cllr D. Wright as a signatory

e) To appoint Ann Wood as Internal Auditor for 2026-2027 year

Cllr I. Bower proposed to appoint Ann Wood as the Internal Auditor for 2026-2027. Cllr R. Smith seconded.

All Agreed

053/2026 Public Participation Session

The Chairman will invite questions and observations from members of the public present

Telephone box has been damaged and a guy was seen taking books away in boxes.

054/2026 Items for Next Agenda

Village sign update: VPMC update:

055/2026 Date of Next Full Council meeting – 9th. September 2026 at 7.30pm

Cllr T. Bartlett gave his apologies in advance as he will not be able to attend.

056/2026 2026 meeting date: - 11th. November 2026 (budget meeting)

057/2026 Closure of the Meeting

To Close the meeting having considered and determined all items of business

The Chair then closed the meeting at 9pm and thanked everyone for attending

Signed

T Bartlett

Cllr T. Bartlett - Chair

2nd. September 2026