

Pentlow Parish Council

Parish Clerk / RFO: Kevin B. Money
 7 Roach Vale Colchester Essex CO4 3YN
 Tel: 07810781509 email pentlowparishcouncil@gmail.com
 www. <https://e-voice.org.uk/pentlowparishcouncil>

Dear Councillor

You are requested to attend the forthcoming meeting of Pentlow Parish Council to be held in the Village Hall on **Wednesday 2nd. September 2026 at 7.30pm** for the purpose of transacting the business ONLY shown on the agenda

KBMoney Kevin B. Money CiLCA - Clerk to the Council – 27th. August 2026

AGENDA

058/2026 Apologies for Absence

- 1) Councillors to accept the resignation of the Parish Clerk / RFO

059/2026 Declaration of Interest

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

060/2026 To approve the Minutes of the last meeting of Pentlow Parish Council

To receive and agree the minutes of the last PPC meeting held on 13th. May 2026

061/2026 Planning – including any Current Planning Applications requiring a response

26/01750/AGR - Esterdale Pinkuah Lane Pentlow Essex CO10 7JW

Application for prior notification of agricultural or forestry development - Erection of a steel framed portal frame building for agricultural storage.

Documents can be found at

<https://publicaccess.braintree.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=TIXKH4BFJJG00>

BDC is informing PPC that an application for a Prior Approval under the General Permitted Development Order 1995 (as amended) has been submitted.

Please note that this is for information only and due to the type of application BDC does not seek PPC's comments.

062/2026 Planning Decision/s made by BDC

26/00957/LBC - Simpsons Farm Belchamp Road Pentlow Essex CO10 7JT

Replacement single storey extension with flat roof, alterations to fenestration, reinstatement of the historic front door opening, removal of existing lean to, conservatory and chimney, and internal alterations including changes to the internal layout. **Application Granted**

063/2026 VHMC finances update

064/2026 Village Hall repairs

065/2026 Agreement of payment for Christmas Tree (£150 to Catherine O'Hara).

066/2026 Blue and Red lid recycling bins.

067/2026 Litter picking events.

068/2026 Village Hall grant application

069/2026 Councillors to consider the advantages for a possible grouping with Foxearth & Liston Parish Council - Cllr T. Bartlett

070/2026 Bulk Refuse collection – BDC refuse bin will be at the village hall on Saturday 10th. October 2026 from 10am - Noon

071/2026 Parish Sign – Cllr M. Stuchfield

072/2026 Finance

- a) To receive the Bank balances as at 31st. August 2026
- b) To receive the comparison of Actual against Budget 2026/2027
- c) Councillors to agree the June, July, August and September '26 finances and to agree a transfer of any funds to meet the Parish Council's financial requirements

073/2026 Public Participation Session

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

074/2026 Items for Next Agenda

075/2026 Date of Next Full Council meeting – TBC

076/2026 Closure of the Meeting

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

KEVIN B. MONEY

7 Roach Vale, Colchester, Essex. CO4 3YN

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Councillor Tim Bartlett
Pentlow Parish Council

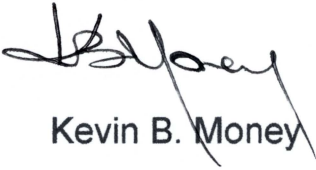
26th. August 2026

Dear Councillor Bartlett,

I am resigning as the Parish Clerk / RFO to Pentlow Parish Council and giving the Council 5 weeks' notice from the date of this letter

Therefore, my last working day will be on the 30th. September 2026

Yours faithfully



Kevin B. Money

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 VHMC 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 VHMC finances update

Cllr T. Bartlett informed the meeting of the balances held by VHMC 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 VHMC 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

Cllr T. Bartlett - Chair

2nd. September 2026

	BANK RECONCILIATION			
Financial year ending 31.03.27				
Bank Balance as at	30.04.26	31.05.26	30.06.26	31.07.26
Unity Trust Bank - Current a/c	£ 4,066.40	£ 3,245.81	£ 3,238.81	£ 3,231.81
Unity Trust Bank - EMR a/c	£ 17,046.02	£ 17,046.02	£ 17,129.11	£ 17,129.11
Total:	£ 21,112.42	£ 20,291.83	£ 20,367.92	£ 20,360.92
Less Unpresented cheques				
Total of unpresented cheques	£ -	£ -	£ -	£ -
Net Bank Balances as at	£ 21,112.42	£ 20,291.83	£ 20,367.92	£ 20,360.92
CASH BOOK				
Balance as at 01.04.26	£ 17,909.24	£ 17,909.24	£ 17,909.24	£ 17,909.24
Plus Receipts	£ 3,634.00	£ 4,460.64	£ 4,543.73	£ 4,543.73
Total	£ 21,543.24	£ 22,369.88	£ 22,452.97	£ 22,452.97
Less Payments	£ 430.82	£ 2,078.05	£ 2,085.05	£ 2,092.05
Grand Total	£ 21,112.42	£ 20,291.83	£ 20,367.92	£ 20,360.92
Difference	£ -	£ -	£ -	£ -
Bank Balance as at				
Unity Trust Bank - Current a/c				
Unity Trust Bank - EMR a/c				
Total:				
Less Unpresented cheques				
Total of unpresented cheques				
Net Bank Balances as at				
CASH BOOK				
Balance as at 01.04.26				
Plus Receipts				
Total				
Less Payments				
Grand Total				
Difference				
Bank Balance as at				
Unity Trust Bank - Current a/c				
Unity Trust Bank - EMR a/c				
Total:				
Less Unpresented cheques				
Total of unpresented cheques				
Net Bank Balances as at				
CASH BOOK				
Balance as at 01.04.26				
Plus Receipts				
Total				
Less Payments				
Grand Total				
Difference				

[Skip to transactions](#)



Mr Kevin Money
Pentlow Parish Council
7 Roach Vale
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✉ Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

☎ Call **0345 140 1000***

✉ Email **us@unity.co.uk**

🌐 Visit **www.unity.co.uk**

Account Statement

01 July 2026 to 31 July 2026

Account Name: Pentlow Parish Council
Sort Code: 608301
Account Number: 20488712
Swift Code (BIC): NWBKGB2L
IBAN: GB93NWBK60023571418024

Summary**

Start balance	Paid out	Paid in	End balance
£3,238.81	✓ £7.00	£0.00	✓ £3,231.81

Your arranged overdraft limit is £0.00



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**Please note it is your responsibility to check all statement entries and period end dates when reconciling your accounts for your own official accounting purposes.

Transactions for Current T1 account 20488712

Date	Type	Details	Paid Out £	Paid In £	Balance £
30/06/2026		Balance brought forward	£0.00	£0.00	£3,238.81
31/07/2026	Fee	Service Charge	£7.00	£0.00	£3,231.81

[Skip to transactions](#)



Mr Kevin Money
Pentlow Parish Council
7 Roach Vale
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✉ Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

☎ Call **0345 140 1000***
✉ Email **us@unity.co.uk**
🌐 Visit **www.unity.co.uk**

Account Statement

01 July 2026 to 31 July 2026

Account Name: Pentlow Parish Council
Sort Code: 608301
Account Number: 20488725
Swift Code (BIC): NWBKGB2L
IBAN: GB93NWBK60023571418024

Summary**

Start balance	Paid out	Paid in	End balance
£17,129.11	£0.00	£0.00	✓✓ £17,129.11

The credit interest rate is 1.95% AER as of your statement date.



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Transactions for Instant Access account 20488725

Date	Type	Details	Paid Out £	Paid In £	Balance £
30/06/2026		Balance brought forward	£0.00	£0.00	£17,129.11

PPC ACTUAL AGAINST BUDGET REPORT					
		Budget 2026/2027	Total Income / spend to Sept '26	Left in Budget as at Sept '26	
Income	PRECEPT	7268	£ 3,634.00		
	OTHER INCOME	0	£ -		
	GRASS CUTTING	0	£ -		
	STREET CLEANING	810	£ 826.64		
	VAT REFUND	0	£ -		
	INTEREST	120	£ 83.09		
	TOTAL	8198	£ 4,543.73		
Exp.					
Staff	Salary	4457	£ 2,122.56	£ 2,334.44	
	Office Allowance	0	£ -	£ -	
	TOTAL	4457	£ 2,122.56	£ 2,334.44	
Adm.					
	Office Expenses	100	£ 58.38	£ 41.62	
	Audit Fees	110	£ 120.00	-£ 10.00	
	TOTAL	210	£ 178.38	£ 31.62	
General	Telephone Box	50	£ -	£ 50.00	
	Insurance	400	£ -	£ 400.00	
	EALC/NALC Subs	150	£ 82.87	£ 67.13	
	BDC Refuse vehicle	525	£ -	£ 525.00	
	Village Hall Rent	500	£ 500.00	£ -	
	Village Events	250	£ -	£ 250.00	
	Parish Magazine	400	£ -	£ 400.00	
	Bank Charges	84	£ 28.00	£ 56.00	
	Meeting costs	50	£ -	£ 50.00	
	Website	0	£ -	£ -	
	Christmas Tree	150	£ -	£ 150.00	
	Notice Board Maintenance	150	£ -	£ 150.00	
	Contingency	672	£ 1,003.00	-£ 331.00	Solicitors cost
	Defibrillator	100	£ -	£ 100.00	
	Poppy Wreath	50	£ -	£ 50.00	
	TOTAL	3531	£ 1,613.87	£ 1,867.13	
	GRAND TOTAL	8198	£ 3,914.81	£ 4,233.19	
	VAT		£ 236.28		
	Total:		£ 4,151.09		

	FINANCE MAY - SEPTEMBER 2026					
	INCOME:					
	EXPENDITURE					
Chq No.	Invoice No.	Payee	Cost	VAT	Total	PPC Ref
FEE	May '26	Unity Trust Bank - Service Charge	£ 7.00	£ -	£ 7.00	7
FEE	June '26	Unity Trust Bank - Service Charge	£ 7.00	£ -	£ 7.00	8
FEE	July '26	Unity Trust Bank - Service Charge	£ 7.00	£ -	£ 7.00	9
BACS	June '26	Kevin B. Money - Clerk salary	£ 353.76	£ -	£ 353.76	10
BACS	July '26	Kevin B. Money - Clerk salary	£ 353.76	£ -	£ 353.76	11
BACS	Aug '26	Kevin B. Money - Clerk salary	£ 353.76	£ -	£ 353.76	12
BACS	Sept '26	Kevin B. Money - Clerk salary	£ 353.76	£ -	£ 353.76	13
BACS		Pentlow PCC - Rent for village hall	£ 500.00	£ -	£ 500.00	14
BACS	SI-364	Dunmow Training - Internal Audit 25-26	£ 120.00	£ 24.00	£ 144.00	15
		<u>TOTAL:</u>	£2,056.04	£ 24.00	£2,080.04	
		Denotes already paid				