

LITTLE ELLINGHAM PARISH COUNCIL

To all Councillors

**You are hereby summoned to the Annual Parish Council Meeting to be held on
Wednesday 7th May 2025 at 7.30pm at Old School Hall, Little Ellingham**

Miss L Dawson
Clerk to the Council

Friday 2nd May 2025

Little Ellingham welcomes the public and press to its meetings. The public and press can address the Council during the Open Forum at the beginning of the meeting. The law does not permit members of the public and press to take part in debates.

AGENDA

- 1. To elect a Chair for the ensuing year and sign the Declaration of Acceptance of Office**
- 2. To elect a Vice-Chair for the ensuing year and sign the Declaration of Acceptance of Office**
- 3. To accept apologies for absence**
- 4. Open Forum – Public Speaking**
- 5. To consider any applications for co-option for the 1 vacancy**
- 6. Register of Interests – to declare personal or prejudicial interests in items on the agenda**
- 7. To approve the minutes of the Parish Council meeting held on 5th March 2025**
- 6. Financial Update**
 - 6.1 To receive an up-to-date bank reconciliation. (EOY)
 - 6.2 To receive Internal Audit report for 2022/23 and agree any actions.
 - 6.3 To receive AGAR and agree the following:
 - 6.3.1 To resolve to declare Little Ellingham Parish Council as an exempt authority and sign the Certificate of Exemption as neither the gross income or expenditure exceeds £25,000.
 - 6.3.2 To resolve to approve Section 1 of the AGAR the Annual Governance Statement.
 - 6.3.3 To resolved to approve Section 2 of the AGAR the Accounting Statement.
 - 6.3.4 To note the publication of rights as 3 June to 14 July 2025.
 - 6.3.5 To receive the analysis of variances report.
 - 6.4 To review the current bank signatories.
 - 6.5 To receive accounts, budget comparison, and bank reconciliation.
 - 6.6 To approve the payments and receipts, as presented and any additional payments received before the meeting:

Company	Description	Net	Vat	Gross
1. Staff Costs	Month 1 – April 2025	£245.28		£245.28
2. Staff Costs	Month 2 – May 2025	£245.28		£245.28
3. Village Hall	5 th March 25 meeting Hall Hire	£12.00	£0.00	£12.00
4. Village Hall	7 th May 25 meeting Hall Hire	£12.00	£0.00	£12.00
5. Unity Service Charge	Bank Account Monthly Fees	£6.00	£0.00	£6.00

6. Vistaprint	Vol 74. End May Newsletter printing costs	TBC		
7. Wix	Website Domain	£12.46		£12.46
8. Wix	Premium Plan	£108.00		£108.00

7. Planning

- 7.1 To consider any planning applications received from Breckland District Council prior to the meeting.

8. Newsletter

- 8.1 To receive a copy and consider any additional items.

9. Policies & Administration

- 9.1 To receive the updated policy review sheet.
9.1.1 To consider and approve any updated policies circulated before the meeting.
9.2 To consider the insurance renewal quotes.
9.3 To approve the current committee structure.

10. Highways / Roads / Footpaths / Hedges / Trees

- 10.1 To receive an update on recent highways reports.
10.2 To consider the current dog waste bins.
10.3 To receive the SAM2 report.

11. Correspondence

- 11.1 To receive NCC Parish reports from Cllr Edward Connolly, circulated.

12. To receive updates and discuss any actions relating to Pilgrim Food's

- 12.1 To note meeting notes from 25th April 2025.

13. Items for the next meetings agenda.

14. To confirm date of next meetings, beginning at 7.30pm at Old School Hall.

- Wednesday 18th June 2025
Wednesday 3rd September 2025
Wednesday 5th November 2025
Wednesday 7th January 2026

To resolve to exclude the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960 during the following item due to the confidential nature.

15. Staffing

- 15.1 To consider the Clerk's annual appraisal and pay scale increase.