

# LITTLE ELLINGHAM PARISH COUNCIL

**Minutes of the meeting of the Council held on  
Wednesday 5<sup>th</sup> November 2025 at 7.30pm at Old School Hall, Little Ellingham**

**In attendance:** Cllrs Alex FitzGerald (Chair), Peter Griffiths & Ian James.

**Members of the public:** 4, including District Cllr Sarah Suggitt

**Clerk:** Miss L Dawson

## 1. Open Forum – Public Speaking

A member of the public reported issues on Goose Common, with traffic, that since the road closure and diversion the road is now being more commonly used and speeding traffic has been reported. Clerk & Cllr I James to write to highways and enquire into any possible safety measures.

District Cllr S Suggitt reported the budget setting for 26/27 at Breckland District Council is in progress. That Car Park consultations have been completed and paused due to Local Government Reorganisation, which is making Breckland review its assets, considering gifting car parks (33 across Breckland in Market Towns) to the Town Councils locally, in progress. The Local Plan public consultation started again on Monday and will go to mid-December, call for sites is available on the Breckland District Council website, housing allocations from central government have increased from 620 to 920 houses per year to be built through-out Breckland, the type of house is also considered, based on need and location.

## 2. Applications for co-option for the 1 vacancy

None received.

## 3. Apologies for absence

Apologies were accepted for Cllr Jo Shad due to alternative commitments.

## 4. Register of Interests

None.

## 5. Minutes

The minutes of the Parish Council meeting held on 3<sup>rd</sup> September 2025 were APPROVED as a true and correct record of the meeting and signed by the Chair.

## 6. Financial Update

6.1 The Internal Audit quotes for 25/26 were considered it was AGREED to appoint Jo Beardshaw at £130.00.

6.2 Update on a potential application to the Parish Partnership fund for 2026/2027. Cllr I James reported on a proposed trod path across the green on Church Avenue to complete the footpath link, a quote was received for £6,844.29 with 50% funding. It was AGREED not to pursue at this time. It was NOTED that the land is currently owned by Breckland District Council, Cllr S Suggitt to send further information, next meeting.

6.3 The accounts update, budget comparison report, and bank reconciliation were received.

6.4 The payments and receipts, as presented were APPROVED.

| Company         | Description             | Net   | Vat   | Gross |
|-----------------|-------------------------|-------|-------|-------|
| <b>PAYMENTS</b> |                         |       |       |       |
| Unity           | Service Charge 31/10/25 | £6.00 | £0.00 | £6.00 |
| Unity           | Service Charge 30/11/25 | £6.00 | £0.00 | £6.00 |
| Unity           | Service Charge 31/12/25 | £6.00 | £0.00 | £6.00 |

|                 |  |          |        |          |
|-----------------|--|----------|--------|----------|
| Microsoft       | Microsoft365 Family Subscription (Refund L Dawson) | £104.99  | £0.00  | £104.99  |
| Village Hall    | Hall Hire 3/9/25                                   | £12.00   | £0.00  | £12.00   |
| Village Hall    | Hall Hire 5/11/25                                  | £12.00   | £0.00  | £12.00   |
| Village Hall    | Hall Hire 17/10/25                                 | £12.00   | £0.00  | £12.00   |
| TTSR            | Inv 4 of 4 Grass-Cutting                           | £210.60  | £42.12 | £252.72  |
| Staff Costs     | Months 8 & 9                                       | £514.56  | £0.00  | £514.56  |
| <b>RECEIPTS</b> |  |          |        |          |
| Breckland       | Precept 2 <sup>nd</sup> Instalment                 | £3672.18 | £0.00  | £3672.18 |

## 7. Planning

7.1 Planning applications received from Breckland District Council

7.1.1 PL/2025/1528/HOU, Removal of existing extension and conservatory and erection of new extension to rear. The Glebe House Attleborough Road, Little Ellingham. Deadline for response, 7 November 2025. It was RESOLVED to respond with NO OBJECTIONS.

7.1.2 PL/2025/1623/FMIN. Proposal: Proposed extension to staff car park. Site: Car Park Attleborough Road, Little Ellingham. It was RESOLVED to respond with an OBJECTION to the car park extension, in respect of concerns over the amount of lighting, and that it is sensor activated, suggesting reduction in the height of lighting columns and proposing a time-limit of when lights can be on. It was AGREED for Cllr I James to draft and circulate a proposed response, Clerk to send on letterhead paper.

## 8. Newsletter

8.1 A draft of Volume 76 was circulated, to be published end of November 2025, it was AGREED to include information on the Breckland Local Plan & Parochial Charity grants.

8.2 Email from resident with Newsletter feedback was circulated.

## 9. Policies & Administration

9.1 An update on assertion 10, from April 2025, councils will need to confirm compliance with Assertion 10 – Digital and Data Compliance as introduced in the 2025 Practitioners' Guide. It was APPROVED to accept the RLS Computers Ltd quote of £475.00 to migrate the current website to a new gov.uk site, and implement gov.uk email addresses for the Clerk and all Councillors, annual fee thereafter will be £190.00 per annum.

9.2 The current keyholders were noted and it was APPROVED to accept quote of £15.00, to replace the locks and keys on all noticeboards.

## 10. Highways / Roads / Footpaths / Hedges / Trees

10.1 Highways reports. Cllr I James to report broken manhole cover.

10.2 Current dog waste bins, no further action as no suitable location at present for an additional bin.

10.3 The SAM2 report was received, it was noted an overview will be in the next Parish Newsletter.

10.4 The quote for the tree survey from Ravencroft of £295.00 + VAT was APPROVED.

10.5 Update on the bus service and any response from NCC Highways or Konectbus. Konectbus responded, not consulted regarding bus stop installation, welcome a local survey for potential interest in a new route. No response from NCC. Next meeting.

## 11. Correspondence

11.1 NCC Parish reports from Cllr Edward Connolly, circulated.

- 11.2 Email from Norfolk County Council's Budget Consultation 2026-27, The consultation runs from **Monday 27 October 2025 and closes on Monday 15 December 2025**. The consultation is available here: [www.norfolk.gov.uk/budget](http://www.norfolk.gov.uk/budget).
- 11.3 Member briefing Note from County Councillor Edward Connolly on 2/10/25.
- 11.4 Email from NCC regarding Property Flood Resilience and consider response to the questionnaire, no further action.
- 11.5 Email from Breckland Council regarding Town and Parish Engagement Sessions, the Clerk attended on behalf of the Council, update on LGR, devolution, budgeting & Local Plan.
- 11.6 Email from Norfolk Constabulary regarding Operation Radium. It was agreed to join the trigger plan to share local alerts.

**12. To receive updates and discuss any actions relating to Pilgrim Foods.**

- 12.1 Meeting held 17<sup>th</sup> October 2025 with Pilgrims & Cllrs A Fitzgerald and I James.

**13. Items for the next meeting's agenda.**

- 13.1 To consider the Breckland owned land at Church Avenue.
- 13.2 To consider the budget and precept for 2026/2027.

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

Wednesday 7<sup>th</sup> January 2026, Budget-Setting and Precept.

**Meeting Closed: 20:41**

**Signed:**

**Dated:**