

LITTLE ELLINGHAM PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Wednesday 7th May 2025 at 7.30pm at Old School Hall, Little Ellingham

In attendance: Cllrs Alex Fitzgerald, Peter Griffiths, Jo Shad & Ian James.

Members of the public: 2

Clerk: Miss L Dawson

1. Elect a Chair

It was RESOLVED to elect Cllr Alex Fitzgerald as Chair, PROPOSED Cllr P Griffiths, seconded Cllr I James, the declaration of acceptance was signed.

2. Elect a Vice-Chair

It was RESOLVED to elect Cllr Ian James as Vice Chair, PROPOSED Cllr A Fitzgerald, seconded Cllr J Shad, the declaration of acceptance was signed.

3. Apologies for absence

None.

4. Open Forum – Public Speaking

It was noted that a footpath map should be published on the noticeboards.

It was noted that District and County Councillors do not attend the Parish Council meetings.

It was noted that there is speeding witnessed between 6-6:30am and 5-5:30pm past Pilgrims Foods.

A member of the public gave thanks to a local volunteer who has been litter-picking in the village regularly.

5. Co-option

No applications.

6. Register of Interests – to declare personal or prejudicial interests

None.

7. Minutes

The minutes of the Parish Council meeting held on 5th March 2025 were APPROVED as a true and correct record of the meeting and signed by the Chair.

8. Financial Update

8.1 The 2024/2025 End of Year bank reconciliation was RECEIVED.

8.2 The Internal Audit report for 2024/25 was RECEIVED and recommendations were noted.

8.3 The AGAR was RECEIVED

8.3.1 It was RESOLVED to declare Little Ellingham Parish Council as an exempt authority and Certificate of Exemption was signed, as neither the gross income or expenditure exceeds £25,000.

8.3.2 It was RESOLVED to approve Section 1 of the AGAR the Annual Governance Statement.

8.3.3 It was RESOLVED to approve Section 2 of the AGAR the Accounting Statement.

8.3.4 The publication of rights as 3 June to 14 July 2025 were NOTED.

8.3.5 The analysis of variances report was RECEIVED.

8.4 The current bank signatories were confirmed to be Peter Griffiths & Alex Fitzgerald, it was AGREED to add Cllr Ian James as a bank signatory.

8.5 An accounts, budget comparison, and bank reconciliation will be taken to the next meeting.

8.6 The payments and receipts, as presented below were APPROVED.

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
9. TTSR	Grounds Maintenance	£210.60	£42.12	£252.72
10. Sonya Blythe	Internal Audit	£100.00	£0.00	£100.00

9. Planning

9.1 To consider any planning applications received from Breckland District Council prior to the meeting. None received.

10. Newsletter

10.1 A draft copy was received, it was AGREED to include a poster for the Little Ellingham Steam, and Vintage Working Show on 9th and 10th August 2025, a poster for the Open Gardens on 8th June 2025 and move the bus timetable to the next newsletter.

11. Policies & Administration

- 11.1 The updated policy review sheet was received,
 - 11.1.1 Policies for approval to go to next meeting.
- 11.2 The insurance renewal quote for £324.03 was received it was AGREED for the Clerk to source additional quotes and AGREED to accept best value.
- 11.3 The current committee structure includes the Staffing Committee, current structure approved, members are Cllrs A Fitzgerald, I James & P Griffiths.

12. Highways / Roads / Footpaths / Hedges / Trees

- 12.1 It was noted that there is a lack of safe or official passing places, on the bus route down Rockland Road. It was AGREED to investigate further, Clerk to contact highways, Cllr I James to draft correspondence. It was noted that there has been mud reported on Scoulton Road and pot holes have been reported.
- 12.2 The current dog waste bins were considered, it was AGREED to pursue the location on the Anglian Water land, Clerk to contact highways with street furniture application.
- 12.3 The SAM2 report was RECEIVED, report presented by Cllr A Fitzgerald.

13. Correspondence

13.1 The NCC Parish reports from Cllr Edward Connolly, were circulated.

14. Pilgrim Food's

14.1 The meeting notes from 25th April 2025 were circulated.

15. Items for the next meetings agenda.

To be sent to Clerk before next meeting agenda is published.

16. Date of next meetings, beginning at 7.30pm at Old School Hall.

Wednesday 3rd July 2025
 Wednesday 3rd September 2025
 Wednesday 5th November 2025
 Wednesday 7th January 2026

It was RESOLVED 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.

17. Staffing

17.1 The Clerks annual appraisal was considered and APPROVED, and the annual contractual pay scale increase to SCP17 was APPROVED.

Meeting Closed: 20:26

Signed:

Dated:

DRAFT