# LITTLE ELLINGHAM PARISH COUNCIL

**Minutes of the Little Ellingham Parish Council held on**
**Wednesday 4th March 2026 at 7.30pm at Old School Hall, Little Ellingham**

**In attendance:** Cllrs Alex FitzGerald (Chair), Peter Griffiths, Jo Shad & Ian James.
**Members of the public:** 4
**Clerk:** Mrs L Cracknell

1. **Open Forum – Public Speaking**
   1.1 The resignation of County Councillor Edward Connolly was noted.
   1.2 A resident reported that the owner of the dog digging the roadside bank had been asked to stop. Cllr I James to send photos to NCC highways to report damage.
   A resident reported the 'rangers' had painted one signpost but not the other. Cllr I James has reported these to be finished, and overgrowth to be removed. It was reported that on historical planning applications at Pilgrim's Foods, stationary / parked lorries should be run on electric with engines turned off, however residents reported parked lorries are running engines, Clerk to inform Pilgrim's Foods.
   A resident reported that there is dog waste on the Green, to be included in the newsletter.

2. **Co-option for the 1 vacancy**
   No applications received.

3. **Apologies for absence**
   None.

4. **Register of Interests**
   None.

5. **Minutes**
   The minutes of the Parish Council meeting held on 7th January 2026 were approved as a true and correct record of the meeting and signed by the Chair.

6. **Financial Update**
   6.1 Accounts, budget comparison, and bank reconciliation were received, see Annex A.
   6.2 The payments and receipts, as presented were APPROVED.

| Company | Description | Net | Vat | Gross |
|---|---|---|---|---|
| **PAYMENTS** | | | | |
| Village Hall | Hall Hire 4/3/26 | £12.00 | £0.00 | £12.00 |
| Neil Thomas | Tree work from Survey | £500.00 | £0.00 | £500.00 |
| **INCOME** | | | | |
| Rix Petroleum | Oil Syndicate | £127.48 | £0.00 | £127.48 |

7. **Planning**
   7.1 Planning applications received from Breckland District Council prior to the meeting.
      7.1.1 None received.

8. **Newsletter**
   8.1 Items for Volume 77, to be published March 2026. Clean up after your dog on the green, article from the Church, Highways update.

**9. Highways / Roads / Footpaths / Hedges / Trees**

9.1 Update on recent highways reports.
Cllr I James reported that several potholes and damaged manhole covers have been reported to NCC Highways, as well as painting and cleaning of directional signs.

9.2 SAM2 report unavailable due to the machine not working, it was AGREED to purchase 1 x battery from Westcotec, approx. cost £84.00 + VAT.

**10. Policies & Administration**

10.1 Update on the gov.uk website and emails, all circulated and in use. Additional photo's to be sent to update some of the generic headers if possible.

10.2 It was APPROVED to adopt the IT Policy.

10.3 The Reserves Policy was reviewed and APPOVED.

10.4 The Statement of Internal Control, was reviewed and APPROVED subject to updating the use of BACS payments as primary payment process, not cheques.

10.5 The Training & Development Policy was reviewed and APPROVED.

**11. Correspondence**

11.1 A resident's email regarding Pilgrim's car park planning application and response to queries from Pilgrim's was received. It was AGREED to contact Pilgrims to query the waste water discharge aspect of the planning application, and share the report of stationary or parked lorries apparently using engines rather than electric, and the light that has been turned as was causing issues, is still affecting road users, and share the best way for residents to report odour concerns. Clerk to organise site visit for councillors.

11.2 Email from Breckland Council regarding proposed Land Transfers, it was AGREED to take no further action.

**12. Pilgrim Food's**

Updates and actions relating to Pilgrim Food's. See Item 11.1.

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

13.1 Send to Clerk.

**14. Dates of next meetings, held at Old School Hall.**

Wednesday 6th May 2026, 7pm Annual Parish Assembly
Wednesday 6th May 2026, 7:30pm, Annual Parish Council Meeting
Wednesday 1st July 2026, 7:30pm Parish Council Meeting
Wednesday 2nd September 2026, 7:30pm Parish Council Meeting
Wednesday 4th November 2026, 7:30pm Parish Council Meeting
Wednesday 6th January 2027, 7:30pm Parish Council Meeting

**Meeting Closed: 9:02pm**

**Signed:** **Dated:**

# Annex A – Item 6.1 Bank Rec & Budget Comparison

| | |
|---|---|
| Little Ellingham Parish Council - Bank Rec 25/26 | |
| Prepared by L Dawson 26/02/2026 | |
| | |
| Bank Balance @ 1/4/2025 | £ 4,705.84 |
| | |
| Plus Cashbook Income | £ 8,217.81 |
| Minus Cashbook Expenditure | £ 5,291.62 |
| | |
| Plus Payments not yet processed | £ 87.40 |
| Minus Income not yet received | |
| | |
| Cashbook Balance @26/02/2026 | £ 7,719.43 |
| | |
| Bank Balance @ 31/01/2026 | £ 7,719.43 |
| | |
| Difference | £ - |

**Little Ellingham Parish Council**
**Accounts for Year Ended 31st March 2026**
**Actual @ 26/02/2026**

| | Actual | Actual | Budget | Budget / Expenditure Comparison 2025/26 |
|---|---|---|---|---|
| | 2024-25 | 2025-26 | 2025-26 | |
| **Income** | | | | |
| Precept | £ 5,200.00 | £ 7,344.37 | £ 7,344.37 | £ - |
| VAT recovered | | £ 745.96 | | £ 745.96 |
| Interest | | £ - | £ - | £ - |
| Grants received | | £ - | | £ - |
| Rix Petroleum | £ 126.63 | £ 127.45 | £ 230.00 | -£ 102.55 |
| **Total** | **£ 5,326.63** | **£ 8,217.78** | **£ 7,574.37** | **£ 643.41** |
| **Expenditure** | | | | |
| Chairmans Allowance | | £ - | £ - | £ - |
| Hire of Hall | £ 120.00 | £ 96.00 | £ 168.00 | £ 72.00 |
| Insurance | £ 355.66 | £ 315.51 | £ 380.00 | £ 64.49 |
| Clerk: Salary & PAYE | £ 2,585.37 | £ 2,977.28 | £ 3,072.00 | £ 94.72 |
| Admin Costs | £ 338.05 | £ 297.45 | £ 350.00 | £ 52.55 |
| S137 Grants : PCC Grant | | £ - | £ - | £ - |
| Grass Cutting | £ 810.00 | £ 842.40 | £ 850.00 | £ 7.60 |
| Trees | £ 1,100.00 | £ 270.00 | £ 250.00 | -£ 20.00 |
| Audits | £ 200.00 | £ 100.00 | £ 100.00 | £ - |
| Subscriptions | £ 140.62 | £ 170.44 | £ 150.00 | -£ 20.44 |
| Training | | £ - | £ 50.00 | £ 50.00 |
| Parish Partnership Scheme | | £ - | £ - | £ - |
| Little Ellingham News | £ 126.98 | £ 185.09 | £ 250.00 | £ 64.91 |
| VAT | | £ - | £ - | £ - |
| **Total** | **£ 5,776.68** | **£ 5,254.17** | **£ 5,620.00** | **£ 365.83** |
| **Surplus / (Deficit)** | **-£ 450.05** | **£ 2,963.61** | **£ 1,954.37** | |

| | | |
|---|---|---|
| Balance Brought Forward | £ 5,602.80 | £ 5,602.80 |
| **Balance Carried Forward** | **£ 8,566.41** | **£ 7,557.17** |

| | |
|---|---|
| General Reserves | £ 5,000.00 |
| Earmarked Reserves | £ 800.00 |
| **Total Reserves** | **£ 5,800.00** |

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