

LITTLE ELLINGHAM PARISH COUNCIL ANNUAL PARISH COUNCIL MEETING

**Minutes of the Annual Parish Council Meeting held on
Wednesday 6th May 2026 at 7.30pm at Old School Hall, Little Ellingham**

In attendance: Cllrs Alex Fitzgerald (Chair), Peter Griffiths & Jo Shad

Members of the public: None

Clerk: Mrs L Cracknell

1. Elect a Chair

It was RESOLVED to elect as Alex Fitzgerald as Chair of the Council, a declaration of acceptance was signed.

2. Elect a Vice Chair

It was RESOLVED to elect as Ian James as Vice Chair of the Council, a declaration of acceptance to be signed at the next meeting.

3. Public Speaking

None in attendance.

4. Applications for co-option for the 1 vacancy

None received.

5. Apologies for absence

It was AGREED to accept apologies for Cllr I James due to work commitments.

6. Declarations of Interests

None.

7. Minutes

The minutes of the Parish Council meeting held on 4th March 2026 were APPROVED as a true and correct record of the meeting and signed by the Chair.

8. Financial Update

8.4 The end of year bank reconciliation 31.03.2026 & Bank Rec to 30.04.2026 were RECEIVED.

8.5 The internal audit report for 2025/2026 was received and recommendations noted and actioned.

8.5.1 Risk Assessment to be reviewed, item 12.6

8.5.2 Review Financial Regs, item 12.4

8.5.3 Review Standing Orders, item 12.7

8.5.4 Review the Asset Register, next meeting

8.6 The 2025/2026 Annual Governance and Accountability Return (AGAR) was RECEIVED.

8.6.1 It was RESOLVED to declare Little Ellingham Parish Council as an exempt authority and the Certificate of Exemption was signed as neither the gross income or expenditure exceeded £25,000.00, PROPOSED Cllr A Fitzgerald, seconded Cllr J Shad.

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

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

8.6.4 The publication of rights were NOTED as 3 June 2026 to 14 July 2026 and it was confirmed this will be published on the noticeboard and website no later than 2 June 2026.

- 8.6.5 The analysis of variances report was RECEIVED.
- 8.7 An accounts update was RECIEVED.
- 8.8 The TTSR Fuel Surcharge of £12.66 + VAT which will be added to each bill was NOTED.
- 8.9 The payments and receipts were APPROVED.

Company	Description	Net	Vat	Gross
PAYMENTS				
Village Hall	Hall Hire 6/5/26	£13.00	£0.00	£13.00
TTSR	Grounds Maintenance INV 1 of 4	£233.79	£46.76	£280.55
Vistaprint	Newsletter Printing – Refund LC	£69.16	£13.83	£82.99
Neil Thomas	Tree Works	£300.00	£0.00	£300.00
Staff Costs	Month 1 – April 2026	£257.28	£0.00	£257.28
Staff Costs	Month 2 – May 2026	£257.28	£0.00	£257.28
Jo Beardshaw	Internal Audit 25/26	£130.00	£0.00	£130.00
NPTS	Annual Subscription	£77.13	£15.43	£92.56
Westcotec	SAM2 Battery	£84.00	£16.80	£100.80
Unity Bank	Monthly Fee 30/04/2026	£7.00	£0.00	£7.00
INCOME				
Breckland District Council	1 st Precept Instalment	£3856.27	£0.00	£3856.27
VAT	VAT126 Return	£0.00	£380.45	£380.45

9. Planning

- 9.1 Planning applications received from Breckland District Council prior to the meeting.
- 9.1.1 PL/2026/0511/FMIN. Proposal: Erection of a single storey extension to a detached curtilage building and associated works. Site: Lombard House, Anchor Corner, Little Ellingham. The Councils response of NO COMMENT sent by deadline of 1st May 2026.
- 9.1.2 PL/2026/0345/VAR, Proposal: Variation to pp PL/2025/0662/HOU - minor revision to the proposed roof structure to negate changing/reducing the size of the first-floor window and secondly, to include cladding the front facade of the main house (only) with cementitious boards (Hardie Plank). Site: Magnolia House, 7 The Green, Little Ellingham. The Councils response of NO COMMENT was sent by deadline of 31st March 2026.

10. Newsletter

- 10.1 Items for Volume 78, to be published end of June 2026, to include adverts for the Little Ellingham Town Lands and Educational Charity (Registration No. 1085528) and the Little Ellingham Relief in Need Charity (Registration No. 242733).

11. Highways / Roads / Footpaths / Hedges / Trees

- 11.1 Update on recent highways reports, it was AGREED to report to Clerk what3words locations of where posts/signage would be beneficial to mark public footpaths.
- 11.2 The SAM2 report was received, contact Clerk for a copy, and it was updated that the new battery is working efficiently. It was AGREED to purchase an additional battery at a cost of £84.00 + VAT so that one can be charged whilst another is in use.

12. Policies & Administration

- 12.1 The subscription to Norfolk Parish Training and Support at a cost of £77.13 + VAT was APPROVED.
- 12.2 The current unity bank signatories were confirmed to be Cllrs A Fitzgerald, P Griffiths & I James.
- 12.3 The Co-option policy and application form were adopted and APPROVED.
- 12.4 The Financial Regulations were reviewed and APPROVED.
- 12.5 The Privacy Notice was reviewed and APPROVED.

- 12.6 The Risk Assessment was reviewed and APPROVED.
- 12.7 The Standing Orders were reviewed and APPROVED.
- 12.8 It was noted that the current laptop is near end of life and slow, additional RAM was considered to improve the speed, it was AGREED to purchase a new laptop within a budget of £350.00.

13. Correspondence

- 13.1 Email from Norfolk Ramblers, it was agreed that the current reporting structure is sufficient.

14. Pilgrim Food's.

It was AGREED to organise a site visit.

15. Items for the next meetings agenda.

- 15.1 To consider a SAM2 risk assessment.
- 15.2 To review the asset register.

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

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: 20:15

Signed:

Dated:

Item 8.4 Bank Reconciliations

Little Ellingham Parish Council - EOY Bank Rec 25/26		Little Ellingham Parish Council	
Prepared by L Cracknell 4/4/26		Prepared by L Cracknell 05/06/2026	
Bank Balance @ 1/4/2025	£ 4,705.84	Bank Balance @ 1/4/2026	£ 6,200.87
Plus Cashbook Income	£ 8,217.81	Plus Cashbook Income	£ 4,236.72
Minus Cashbook Expenditure	£ 6,722.78	Minus Cashbook Expenditure	£ 1,405.58
Plus Payments not yet processed		Plus Payments not yet processed	£ 554.51
Minus Income not yet received		Minus Income not yet received	
Cashbook Balance @31/03/2026	£ 6,200.87	Cashbook Balance @31/03/2026	£ 9,586.52
Bank Balance @ 31/03/2026	£ 6,200.87	Bank Balance @ 30/4/26	£ 9,586.52
Difference	£ -	Difference	£ -