

LITTLE ELLINGHAM PARISH COUNCIL PARISH COUNCIL MEETING

**Minutes of the Parish Council Meeting held on
Wednesday 2nd September 2026 at 7.30pm at Old School Hall, Little Ellingham**

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

Members of the public: 10

Clerk: Mrs L Cracknell

1. Open Forum – Public Speaking

A resident reported that a number of properties in Anchor Corner, Attleborough Road, Bow Street, Goose Common and Wood Lane are affected by odour from the Wood Lane poultry farm which is currently managed by 2Agriculture, following an operational change from ducks to broilers. Engagement from George Freeman MP and the Environment Agency, as well as Banham Poultry before management was transferred to 2Agriculture, appeared to have dropped off, although both George Freeman MP and 2Agriculture have now engaged in conversation to address concerns following the involvement of the Parish Council. The last couple of months with warmer weather have caused residents to be affected again, and a response is awaited from 2Agriculture regarding their odour management plan and actions. The Environment Agency has produced a bulletin previously circulated with details for reporting complaints formally. Some highways issues have been highlighted and Cllr I James confirmed that these have all been reported to the relevant authority.

2. Co-option for the 1 vacancy

It was RESOLVED to elect Courtney Griffin as a Parish Councillor, PROPOSED Cllr A FitzGerald seconded Cllr I James, Courtney Griffin signed the declaration of acceptance and joined the meeting as a Parish Councillor.

3. Apologies for absence

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

4. Register of Interests

None.

5. Minutes

The minutes of the Parish Council meeting held on 1st July 2026 were APPROVED as a true and correct record of the meeting and signed by the Chair.

6. Financial Update

6.4 An up-to-date bank reconciliation was RECEIVED, see Annex A.

6.5 An accounts update was RECEIVED, see Annex B.

6.6 The payments as presented were APPROVED.

Company	Description	Net	Vat	Gross
PAYMENTS				
Village Hall	Hall Hire 2/9/26	£13.00	£0.00	£13.00
Unity	Service Charge 30/9/26	£7.00	£0.00	£7.00
Unity	Service Charge 31/10/26	£7.00	£0.00	£7.00
Staff Costs	Months 6 & 7	£514.56	£0.00	£514.56
Westcotec	New SAM2 battery	£93.00	£18.60	£111.60
Vistaprint	Newsletter July 2026 refund LC	£60.55	£12.11	£72.66
TTSR	Grass-Cutting INV 3 of 4	£221.13	£44.23	£265.36

7. Planning

- 7.1 Planning applications or decisions received from Breckland District Council, none received.

8. Newsletter

- 8.1 Items for Volume 79, December 2026.
Information on odour from 2Agriculture poultry farm and reporting processes
Update on the SAM2 data, Cllr I James

9. Highways & Open Spaces

- 9.1 Update on recent highways reports.
It was NOTED that some verge trimming has been carried out on the junctions exiting the village. Overgrowth on signposts has been reported, but has not yet been addressed so will be reported again. Footpath between horse paddocks, great clump of brambles needs reporting, hard to pass, Cllrs to send Cllr I James photos to report.
- 9.2 The SAM2 report was RECEIVED.
- 9.3 No update regarding the bus stop that is no longer in use, Clerk to chase for removal of the bus stop sign.
- 9.4 It was AGREED not to apply to the parish partnership scheme for 2027-2028.
- 9.5 The draft feasibility study for a children's play area was received, Cllr I James reported. It was AGREED to send all feedback on the feasibility study to Cllr I James so that any suggested amendments can be made. It was AGREED to draft a community survey for feedback, online and paper, for input into equipment choices and location. The survey results will help identify which specialist companies should be invited to quote and for which preferred equipment.

10. Policies & Administration

- 10.1 It was NOTED that the new laptop has been setup, all software downloaded and is in use.
- 10.2 It was AGREED to send a letter to The Ellingham Pump Magazine.

11. Correspondence

- 11.1 Email from Breckland regarding Town & Parish Forums.
- 11.2 Email from Breckland regarding the Local Plan Pre-submission Public Consultation & Gypsy and Traveller Call for Sites. Consultation open 31st July to 16th September 2026. Cllr P Griffiths noted Goose Common not being public access.
- 11.3 Email from Greater Norwich Local Plan regarding the scoping consultation which is open from 17th August to 28th September 2026.
- 11.4 Email from Breckland regarding Local Plan Pre-submission public consultation drop-in sessions.
- 11.5 Email from George Freeman MP regarding an invitation to the Norfolk Solar Summit.
- 11.6 Email from resident regarding 2Agriculture now being responsible for the Banham Poultry Farm. 2Agriculture have received all reported odour complaints from the Environment Agency, and will ensure feed lorries are fully aware of the prescribed routes for HGV's. Future complaints can be sent to:
complaintsbanham@2agriculture.com
- 11.6.1 Email correspondence from George Freeman MP regarding writing to the Environment Agency and Banham Poultry.
- 11.6.2 Email from 2Agriculture regarding their new procedures to ensure HGV will not use Anchor Corner to access the site.
- 11.7 Emails forwarded from resident, from Breckland and Environment Agency about asbestos on private land, stated that it is the responsibility of the landowner to remove.
- 11.8 Letter from NCC deputy leader.

12. Updates and discuss any actions relating to Pilgrim Foods.

It was NOTED Clerk is in process of organising a site visit for Councillors.

13. Items for the next meeting's agenda.

Deadline 26th October for items to be sent to Clerk for consideration.

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

Wednesday 4th November 2026, 7:30pm Parish Council Meeting

Wednesday 6th January 2027, 7:30pm Parish Council Meeting

It was RESOLVED Under Section 1 of the Public Bodies (Admission to Meetings) Act 1960, that the Council would move to exclude the press and public for the remaining items of the agenda, by reason of the confidential nature of the business.

15. Staffing

15.1 The Parish Clerk & RFO resignation was NOTED, it was AGREED the final date of employment would coincide with recruitment of a new permanent Clerk.

15.2 It was NOTED that the current staff hours are 16 per month. It was RESOLVED to increase hours to 5 hours per week for new Clerk.

15.3 The terms of employment and recruitment process were considered. It was APPROVED to offer Nest pension scheme, £10 per month Work from home allowance, scale points to stay LC1 above substantive range points 13-17, £15.56 to £16.61 per hour dependent on experience. Clerk to advertise on Facebook & Norfolk Parish Training and Support website, all free of charge. Deadline for applications 31 October 2026.

Meeting Closed: 20:59

Signed:

Dated:

Annex A. Item 6.4 Bank Reconciliation

Little Ellingham Parish Council		
Prepared by L Cracknell 2/9/26		
Bank Balance @ 1/4/2026	£	6,200.87
Plus Cashbook Income	£	4,236.72
Minus Cashbook Expenditure	£	4,050.85
Plus Payments not yet processed	£	792.50
Minus Income not yet received		
Cashbook Balance @31/8/26	£	7,179.24
Bank Balance @ 31/8/26	£	7,179.24
Difference	£	-

Annex B. Item 6.5 Accounts Update

Little Ellingham Parish Council
Accounts for Year Ended 31st March 2027
Actual @ 2/9/26

	Actual	Actual	Budget	Budget /
	2025-26	2026-27	2026-27	Expenditure
Income				
Precept	£ 7,344.37	£ 3,856.27	£ 7,712.54	-£ 3,856.27
VAT recovered	£ 745.96	£ 380.45		£ 380.45
Interest	£ -	£ -		£ -
Grants received	£ -	£ -		£ -
Rix Petroleum	£ 127.45	£ -	£ 126.00	-£ 126.00
Total	£ 8,217.78	£ 4,236.72	£ 7,838.54	-£ 3,601.82
Expenditure				
Chairmans Allowance	£ -	£ -	£ -	£ -
Hire of Hall	£ 96.00	£ 39.00	£ 100.00	£ 61.00
Insurance	£ 315.51	£ 296.99	£ 350.00	£ 53.01
Clerk: Salary & PAYE	£ 3,080.16	£ 1,440.80	£ 3,500.00	£ 2,059.20
Admin Costs	£ 773.45	£ 481.32	£ 490.00	£ 8.68
S137 Grants : PCC Grant	£ -	£ -	£ -	£ -
Grass Cutting	£ 842.20	£ 688.71	£ 900.00	£ 211.29
Trees	£ 770.00	£ 300.00	£ 1,000.00	£ 700.00
Donations			£ 250.00	£ 250.00
Audits	£ 100.00	£ 130.00	£ 130.00	£ -
Subscriptions	£ 170.44	£ 77.13	£ 150.00	£ 72.87
Training	£ -	£ -		£ -
Parish Partnership Scheme	£ -	£ -		£ -
Little Ellingham News	£ 185.09	£ 129.71	£ 250.00	£ 120.29
SAM2	£ -	£ 177.00		-£ 177.00
VAT to be reclaimed				£ -
Total	£ 6,332.85	£ 3,760.66	£ 7,120.00	£ 3,359.34
Surplus / (Deficit)	£ 1,884.93	£ 476.06	£ 718.54	

Balance Brought Forward

£ 6,200.87

Balance Carried Forward

£ 6,676.93 £ 718.54

General Reserves

£ 5,000.00

Earmarked Reserves

£ 1,300.00

Total Reserves

£ 6,300.00