

LITTLE ELLINGHAM PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING OF LITTLE ELLINGHAM PARISH COUNCIL HELD ON WEDNESDAY 7th SEPTEMBER 2022 AT 7.30PM AT OLD SCHOOL HALL, LITTLE ELLINGHAM

Present: Cllr Griffiths, Cllr Knight, Cllr Fitzgerald and the Clerk

In attendance: 2 residents of the Parish.

Open Forum

The meeting was opened the meeting and all those present were welcomed.

It was noted that the defibrillator may be recalled by the manufacturer. Cllr S Knight is dealing with this.

It was noted that there are reports of large vehicles using Anchor Corner. Unless specific details are sought there is not much that can be done.

1. To accept apologies for absence

There were none.

2. Register of Interests and applications for dispensations– to declare personal or prejudicial interests in items on the agenda

None.

3. To approve the minutes of the meeting held on 6th July 2022.

The minutes were circulated prior to the meeting and were AGREED and signed as a true record.

4. Matters arising on minutes for information only

The report from Steve Jackman in relation to website accessibility was received and noted.

It was noted that the grass cutting contract with CGM cannot be cancelled until end of October. The Clerk to inform Mr Baker that his contract can commence in March 2023.

5. To consider applications for co-option to Little Ellingham Parish Council.

There are two vacancies on the Parish Council. Thus far, only one application has been received. It was unanimously agreed that Jo Shad be appointed as councillor to the Council. The Clerk to liaise with Jo in relation to the relevant paperwork.

6. Financial Update

- a) The accounts, budget comparison and bank reconciliation for financial year 2022/2023 as of 31st August 2022 were received and noted.
- b) It was noted that the Clerk has commenced the process of opening an account with Unity Trust Bank.
- c) Following the report from Steve Jackman it was noted that the Clerk should undertake some training on website accessibility. This was agreed up to a cost of £24.00. The Clerk to ask her other councils if they would be willing to contribute to this cost.
- d) The contract with Mrs C Moore as Internal Auditor for 2022/2023 at a cost of £60.00 was considered and approved.
- e) It was AGREED to release the following payments:

1.	Little Ellingham VH	6 th July 2022 Hall Hire	£12.00
2.	Mrs M Eversfield	Microsoft 365 Subscription and Ink Cartridges	£101.16
3.	Mrs M Eversfield	Salary for August 2022	£167.80
4.	Mr S Jackman	Website Accessibility Report	£45.00
5.	Little Ellingham PCC	S137 Annual Grant	£100.00
6.	Mrs M Eversfield	Salary & Expenses for September 2022	£283.67

7. To note Parish Council comments to planning application 3PL/2022/0843/F – Installation of an all-weather riding arena (menage) on existing paddock (25m x 40m riding surface area). Includes under surface drainage pipes and fencing – Lays Farm, Poplar Lane, Little Ellingham.

It was noted that the Parish Council had no objections. This application has since been approved by Breckland Council.

- 8. To note appeal decision for planning application 3PL/2022/1183/F – Church Lane, Little Ellingham, NR17 1JN**
Noted.
- 9. To agree comments on planning application 3PL/2022/0966/HOU – Proposed new front oak porch – Paddock Cottage, Attleborough Road, Little Ellingham.**
No objection.
- 10. Policies and Procedures**
The following policies and procedures were reviewed and agreed: -
- Health and Safety Policy
 - Scheme of Delegation
 - 3-Year Action Plan
 - Annual Report for 2021/2022
- 11. To confirm that all evidence is prepared and in place to apply for Quality Award as part of the Local Council Award Scheme**
Agreed.
- 12. Newsletter – to agree the future of Little Ellingham News**
Annual Parish Meeting Reports
Parish Council Vacancies
Village Hall
Seek feedback in relation to the importance and value of the newsletter
Quality Council
Litter Pick
Parochial Charity
- 13. Highways / Roads / Footpaths / Hedges / Trees**
- To consider projects, if any, for Parish Partnership Bid 2023/2024. None. It was noted that the Village Gateway that was bid for in the 2021/2022 round has still not been installed even though payment was sent on 3rd November 2021. The Clerk and Cllr Griffiths to chase this with Ed Connolly.
 - It was noted that Cllr Griffith and Cllr Fitzgerald were meeting with the Norfolk Flood Defence Team later in the week in relation to the drains in the parish. It is hoped that some movement can be made.
- 14. To receive updates and discuss any actions relating to Pilgrim Food's**
It was noted that complaints had been received in relation to the number of vehicles exiting the site. Cllr Griffiths has emailed Scott Turner.
- 15. Any other business to be included on the agenda for the next meeting.**
Energy Fuel Hardship Fund. Councillors are also to inform the Clerk of any items they wish to be placed on the next agenda.
- 16. To confirm date of next meeting: Wednesday 2nd November 2022 beginning at 7.30pm or at Old School Hall**
- Noted
- 17. To note dates of 2022 meetings:** Noted
Wednesday 2nd November 2022

There being no other business the Chairman closed the meeting at 8.08pm.

Chairman 2nd November 2022