

Great Ellingham Parish Council  
Minutes of the Annual Meeting of the Parish Council  
held at the recreation centre on Wednesday 15 May 2019 at 7.50pm

In Attendance: Cllr T Betts (Chairman), Cllr S Mellor, Cllr A Partridge, Cllr M Hadley, Cllr W Smith

Parish Clerk Anne Rayner  
District Councillor Sarah Suggitt  
4 members of the public

1. **To complete all Councillor declaration of acceptance of office forms and declaration of interest forms, if appropriate** – All Councillors completed the appropriate forms.
2. **To elect a Chairman for the forthcoming year and receive the Chairman's declaration of acceptance of office** – Councillor Betts was nominated and seconded for the role of Chairman. He accepted and signed the appropriate paperwork.
3. **To elect a Vice-chair and receive the Vice-chairman's declaration of acceptance of office** - Councillor Mellor was nominated and seconded for the role of Vice-Chairman. He accepted and signed the appropriate paperwork.
4. **Open Forum – An opportunity for any parishioner to speak on parish matters and to hear reports from District and County Councillors, if available** – A member of the public reported on some late night vandalism in the village, which could have been dangerous for road users. There was also some damage to their own property. A resident asked if anything could be done about the terrible road surface on the B1077. The Chairman confirmed that this was one of the issues raised when he met with Highways staff at Norfolk County Council recently. The request has been followed up in writing.
5. **To consider apologies for absence** – None to report.
6. **To receive any declarations of interest in any item on the agenda** – None to report
7. **To confirm the minutes of the meeting of 17 April 2019** – The minutes were approved without alteration and signed as correct by the Chairman.
8. **To report matters arising not on the agenda and hear the Chairman's report** – Following the recent uncontested election, Councillor duties will need to be re-allocated. This will be addressed when there are more Councillors. However, the parish council does need to have a trustee representative on the Recreation Centre Board of Trustees. The Chairman asked those present to consider if they feel able to take on this role. The Chairman met recently with Councillor Suggitt to discuss village issues.  
A meeting, convened and attended by Cllr. Ed Connolly, also took place recently between the Chairman, Patrick Keohane, Matt Tracey and Liz Pool (of NCC) to discuss the design, budget and timing of the alignment of the staggered junction, school drop off point and roundabout. The work can only begin once the S106 agreement has been signed by all parties. This has been

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delayed as four residents of the village have written to the Secretary of State asking that the planning permission granted by Breckland be 'called in'.

The grass cutting on the Pyghtle and Glebe Meadow has been organised. Thanks go to Cllr Partridge for stepping in and to Dennis Leech for the use of his mower.

9. **Recreation Centre report** – Nothing to report.
10. **Planning applications considered between meetings:** None
11. **To hear of planning decisions and other information:** None
12. **To consider planning applications**
  - a) **3PL/2019/0467/VAR – Kerry Foods, Little Ellingham – Variation of conditions 11 & 15 re 3PL/2016/1445/VAR – Hours and noise restrictions** – This application, including correspondence from Little Ellingham Parish Council was considered. Councillor Smith gave some background on the work undertaken by Breckland and Kerry Foods to mitigate some of the problems. The parish council agreed to **object** to this application on the grounds of increased noise, smell, lighting, traffic and litter.
13. **To confirm meeting dates for the forthcoming year** – It was agreed to continue with meetings on the third Wednesday of each month, apart from August and December. Meetings will only be held in these two months if there is urgent business or planning applications to attend to.
14. **To consider co-option of Councillors, following the recent uncontested election** – There are currently vacancies for four Councillors. Following discussion, it was agreed to advertise the vacancies on the website, noticeboards and the village Facebook page.
15. **To receive the report from the internal auditor** – The report was circulated prior to the meeting and the comments were noted. The auditor had noted that the reasons for declaring an interest could be more specific. The clerk will circulate the flowchart regarding this matter. **Action AR.**
16. **To declare that GEPC is an exempt authority within the definition contained in the Local Audit (Smaller Authorities) Regulations 2015 and confirm exemption for 2018 / 19** – It was agreed that the parish council meet the conditions for exemption and Councillors approved this declaration.
17. **To approve the Annual Governance Statement** - The Annual Governance Statement was read out and the parish council approved the statement.
18. **To consider and approve the Accounting Statements for 2018 / 19** – The statement was circulated prior to the meeting. Councillors unanimously approved the statement.
19. **To consider the following payments:**

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Chq no	Amount	Payee	Notes
100593	£ 252.95	A Rayner	May salary
100594	£ 65.25	P James	Internal audit fee
100595	£ 20.00	D Leech	Contribution to cost of petrol
100596	£ 44.99	M Jeffery	Deopham Green maintenance

- 20. To consider items from Councillors – Nothing to report.**
- 21. To consider correspondence received: None to report**
- 22. To confirm the date of the next meeting as Wednesday 19 June 2019 to be held at the Recreation Centre commencing at 7.30pm.**

There being no further business, the meeting closed at 8.25pm.