

Shouldham Parish Council

Minutes of the Ordinary Meeting of Shouldham Parish Council held on Monday 17th June 2024 at 7.30pm in the Village Hall.

Present:

Parish Councillors: Keith Matthews (Chair), Ant Hobbs and Sarah Sheldon.

Proper Officer/RFO: Mike Inder.

Apologies: Cllrs Nigel Walsh, Geoff Hipperson, John Carman, Pallavi Devulapalli.

In attendance: Nil

Public: Nil.

- 88/24 **Introduction and apologies for absence:** Cllr Matthews presiding opened the meeting and accepted apologies.
- 89/24 **Declarations of interest:** None.
- 90/24 **Public forum:** None present.
- 91/24 **To agree the minutes of the previous meeting:** The draft minutes of the extra ordinary meeting held on 10th Jun 2024 were posted and circulated ahead of the meeting. Cllr Sheldon proposed the minutes as a true reflection of the meeting, seconded by Cllr Hobbs, and agreed.
- 92/24 **Borough and County Council members' reports:** Cllr Devulapalli reported that the CIL Community Infrastructure Grant was open on 1 Jul and that as BC Cllr she would support an application toward the Lynn Road Orchard Trod project.
- 93/24 Clerk's report and correspondence requiring further consideration:
- a. Report of missing bolt in the playpark. Cllr Walsh has it in hand.
 - b. Self-set tree issues on Lamsons Lane. Cllr Matthews reported that he had taken a look and suggested they might be able to be removed by the Highways Rangers, the clerk will report to Highways.
- 94/24 **Flooding & Sewage:**
- a. Surface Water Management Working Group update; Cllr Walsh circulated an email providing an update, there was no news of the LLFA site visit.
- 95/24 **To receive reports from Clerk and Cllrs for on-going matters:**
- a. To receive update on the management of the closed churchyard. Deferred – Time constraints.
 - b. To receive an update on a proposal from the KA Cricket Club to use the KGV Playing Field. A meeting with Shouldham Football Club has not been possible yet.
- 96/24 **Neighbourhood Plan Steering Group update.** Cllr Hobbs reported that the NHP SG the public consultation questionnaires were being collated and analysed for the Site Allocation aspect and that the design code was still work in progress.
- 97/24 **Financial Matters:**
- a. Payments at Annex A approved. Proposed by Cllr Sheldon, Seconded by Cllr Hobbs.
 - b. Accounts reconciliation check carried out by Cllr Sheldon. Annex B

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- 98/24 **Gov.UK email system migration:** The clerk explained the reasons to migrate now rather than wait for it to become compulsory as expected next year so as to take advantage of £100 subsidy, reducing the cost to £12. Cllr Sheldon proposed the motion, seconded by Cllr Matthews and agreed.
- 99/24 **To consider options for the location of the heritage oak tree:** The proposed location of the community orchard was not favoured as it was thought that it would overshadow the orchard trees over time. Other possible locations were discussed including the playing field and the field in front of the Church, where a tree was lost in the recent past, the latter being on private land it was agreed to explore this with the landowner.
- 100/24 **Councillor Roles and Responsibilities review:** Cllrs having expressed an interest in the roles available were allocated accordingly and are attached at Annex C.
- 101/24 **Traffic & Parking:**
- Review of proposal to phase installation of Posts on the Green. Cllr Hipperson had suggested a more affordable option, this was discussed, and it was agreed that the idea should be developed further with the type of posts and costs researched and a revised proposal brought forward.
 - SAM2: nothing significant to report.
- 102/24 **Highways and Footpaths matters:**
- The Clerk is waiting for the NCC PPS announcement and to receive the updated costs to apply for funding.
 - Addressed at item 93/24.b.
 - The suggestion to resolve parking of the field off Lynn Road but with the caveat of a zebra crossing was discussed and regulations for visibility and the ground conditions on either side would seem to rule out either a zebra crossing or crossing patrol even before the questions of cost, NCC support and suitability near to the conservation zone with public support were addressed.
- 103/24 **Consideration of planning applications, decisions and appeals:**
- Applications:
 - Ongoing: [24/00765/F](#). Construction of new outbuilding| Warren House Shouldham PE33 0DQ- Objection submitted. Applicant has since submitted information on the design, but it did not warrant reconsideration.
 - Decisions: None at time of Publishing. To consider any late notice
 - Planning Appeals and Enforcement updates:
 - [23/00296/UNOPDE](#) | Alleged Unauthorised Operational Development | Labyrinth 9 Westgate Street Shouldham King's Lynn Norfolk PE33 0BN. Appeal [APP/V2635/C/23/3333470](#) in progress, No event date arranged.
 - Planning Appeal Notification [23/01017/O](#) | Land E of 99 Westgate Street Shouldham Norfolk. PINS [APP/V2635/W/24/3339927](#) no event date arranged.

104/24 **Meeting closed at 8.40pm**

Chairman

Date

Prepared by
Mike Inder, Parish Council Clerk & RFO

shouldhampc@gmail.com
<http://shouldhampc.norfolkparishes.gov.uk>

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Date	PAYEE NAME	DETAILS	REF NO	CHEQUE NO / BACS	GROSS AMOUNT
14/05/2024	Positive Energy	Pavilion Elect 40497620245712071 Apr	25	DD	57.83
15/05/2024	Groundworks UK	NHP Grant refund of unspent grant	26	BACS	1,406.25
18/05/2024	WEL Medical	AED Pads #I275586	27	BACS	79.08
18/05/2024	John Cross	Internal Audit Fee	28	BACS	35.00
18/05/2024	Screwfix (M Inder)	Toilet Seat A17826242764	29	BACS	22.49
23/05/2024	Louise McIntosh	Grounds Maintenance SPC002	30	BACS	483.75
31/05/2024	Brightaway Cleaning Co Ltd	Toilet Cleaning Apr B2189	31	BACS	144.00
18/06/2024	HMRC	PAYE mth 2	32	BACS	77.60
30/06/2024	M Inder	Salary May	33	BACS	311.10
10/09/2024	Tamar Telecommunications	Virtual Phone 4009576	34	DD	6.94
11/06/2024	AC Hipperson and Sons Ltd	Trod piping	35	BACS	1,449.84
31/05/2024	Nurture Landscapes Ltd	Grounds Maintenance 349203	36	DD	372.96
31/05/2024	Nurture Landscapes Ltd	Grounds Maintenance 349204	37	DD	110.88
11/06/2024	Positive Energv	The Green 40496720245860744 Apr	38	DD	Credit

Shouldham Parish Council Reconciliation

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SHOULDHAM PARISH COUNCIL

COMMITTEES, STEERING GROUPS and COUNCILLOR AREAS OF RESPONSIBILITY

Committees & Steering Groups	
Surface Water Management SG	Cllr Walsh
Neighbourhood Plan SG	Cllr Hobbs
Planning Steering Group	Cllrs Hobbs, Carman & Sheldon
Governance, HR & Finance	
Governance, HR & Finance SG	Cllr Walsh, Clerk/RFO, Cllr Matthews
Signatories (Online Banking)	RFO, Cllrs Matthews & Hipperson
Internal Finance Monitor	Cllr Sheldon
Facilities	
Playpark Inspections	Cllrs Walsh & Sheldon
KG Playing Field and Toilets	Cllrs Walsh & Sheldon
Closed Churchyard	Cllrs Matthews & Hobbs
Functions	
Highways, Parking & PRoW	Cllrs Walsh and Carman
Environment, Biodiversity, Grounds Maintenance & Open Spaces	Cllrs Devulapalli and Carman
SAM2 operator	Mr Simon Walker
Clubs & Organisations Representatives	
Football Club Liaison	Cllr Walsh
Bowls Club Liaison	Cllr Sheldon
Shouldham Ents Ctte	Cllr Walsh
Shouldham Community Enterprise	Cllr Matthews

Reviewed Annually in May and after Resignation, Co-option or Election of Councillors.

Terms of Reference to be adopted for responsibilities.

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