

Shouldham Parish Council

Minutes of the Ordinary Meeting of Shouldham Parish Council held on Monday 16th September 2024 at 7.30pm in the Village Hall.

Present:

Parish Councillors: Nigel Walsh (Chair), John Carman, Geoff Hipperson, Pallavi Devulapalli, Ant Hobbs and Sarah Sheldon.

Proper Officer/RFO: Mike Inder.

Apologies: Cllrs Keith Matthews.

In attendance: C. Cllr Jim Moriarty.

Public: One.

119/24 **Introduction and apologies for absence:** Cllr Walsh opened the meeting and accepted apologies.

120/24 **Declarations of interest:** None.

121/24 **Public forum:** None present.

122/24 **To agree the minutes of the previous meeting:** The draft minutes of the ordinary meeting held on 15th July 2024 were posted and circulated ahead of the meeting. Cllr Sheldon proposed the minutes as a true reflection of the meeting, seconded by Cllr Hipperson and accepted.

123/24 **Borough and County Council members' reports:** B. Cllr Devulapalli provide an update on the BC KL&WN recent business, the main points with the new leadership and CE are to transform to be more transparent and accountable. Budgets remain tight and compensation from central government for the increased IDB costs to the BC was appreciated. C. Cllr Moriarty provided a written report, and it can be found on the PC website News tab; he also informed Council that the CIL grant application towards the Orchard trod was awarded at the meeting earlier in the day. He also received positive feedback from Cllrs that attended the Planning training event on 12th Sep 24.

124/24 **Co-option to fill vacant Cllr position:** Claire Atterbury, having applied for the position, was proposed by Cllr Sheldon, seconded by Cllr Hipperson and voted in favour of co-option. Cllr Atterbury signed the declaration office, witnessed by the Proper Officer and was provided with a copy of the declaration of pecuniary interests form, she then took her seat on the Council.

125/24 **Financial Matters:**

- a. Payments at Annex A: Proposed by Cllr Hobbs, seconded by Cllr Sheldon and approved.
- b. Accounts: a reconciliation sample check was carried out by Cllr Sheldon.
- c. External Audit Report: The RFO, having circulated the report, explained the 'Except for' matter relating to Set 2 box 9 (Assets valuation), the RFO had removed the Football portacabin from the asset register and insurance policy as it had been clarified last year the cabin was actually owned by the Football Club; this had reduced the box 9 figure for 2023/24 but it was noted that the box 9 figure for 2022/23 should have been re-stated to follow the guidance correctly. The RFO presented Section 2 with the re-stated figure, and it was proposed by Cllr Carman, seconded by Cllr Devulapalli and agreed, the Chair and RFO signed to confirm the re-stated accounts, and it will be uploaded to the website and filed.

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126/24 Clerk's report and correspondence requiring further consideration:

- a. Email from B Cllr Parish re Local Plan consultation – Major Modifications implications were explained by the clerk in an email and Cllr Carman clarified that the '5 additional homes' was not applicable to Shouldham as had been inferred during the recent planning training, that would only apply if there were no sites allocated in line with the number identified in the Local Plan, which is one.
- b. Cllr Walsh proposed that the Council purchase a VE-Day 80 flag for the village commemoration in May 2025, seconded by Cllr Sheldon and agreed.
- c. Litter pick report: Cllr Walsh reported that 14 residents participated and most of the planned areas were covered with only 4 bags of waste being collected, it was deemed a success and indication that littering is not a significant issue in the village.

127/24 Flooding & Sewage:

- a. Cllr Walsh reported that the working group was moving in a positive direction and the action plan is at Annex B. Cllr Hipperson reported that he had support from the Stow estate manager for the new ditch on the northern stretch on Mill Drove. The Clerk reported that he had discussed the issues with the Norfolk Strategic Flood Alliance presenter at the recent NALC/SLCC conference and that they were happy to engage with the Shouldham Working Group to provide advice and signpost opportunities for funding and assistance. Cllr Walsh stated that a public engagement event was planned for the 16th Oct 24.
- b. Draft Letter to the MP: The clerk had circulated to cllrs a draft letter to the new MP to highlight the plight and lack of meaningful support from other tiers of govt. The letter was approved for release.

128/24 To receive reports from Clerk and Cllrs for on-going matters:

- a. Update on the management of the closed churchyard. Cllr Hobbs reported that there was no progress to date.
- b. KA Cricket Club proposal to use the KGV Playing Field. The Clerk and Chair had not had a response from the Football Club Chair with regards a meeting to explore the proposal
- c. Self-set tree issues on Lamsons Lane. (Referred to the Rangers) not resolved yet, Clerk to hasten.
- d. Migration to Gov.UK email system. Cllrs were at various stages, and some were experiencing difficulties in setting up, the clerk offered to pay house calls to assist and that will take place at the earliest convenient opportunity.
- e. Update on identification of a suitable location for the planting of the heritage oak tree. The option to use it to replace the fallen tree in the Churchyard was agreed and Cllr Hipperson and Cllr Atterbury offered to progress with seeking permission from the Diocese.
- f. Cllr roles and responsibilities, the draft list was added to include Cllr Atterbury as the All Saints Church rep.

129/24 Neighbourhood Plan Steering Group update. Cllr Hobbs reported on progress following the extended call for sites consultation and the result of that was that the majority didn't want to nominate a site or homes for the life of the new plan, this will need to be aligned with the Local Plan modifications which calls for 1 home and the PC and NHP SG will research how to achieve the best outcome. The NHP Grant scheme has opened again and a proposed schedule of work by CCP and to apply for the grant to be administered by the PC was agreed. Cllr Devulapalli enquired as to the expected timeline for the NHP and was informed that the draft plan would probably be ready for early 2025.

130/24 Traffic & Parking:

- a. Posts on the Green: a cheaper solution of posts to be installed with self-help offered by Cllr Hipperson was agreed between meetings as it would cost 10% of the costs quoted by

contractors having been agreed by round robin email it was ratified and the posts have been delivered with a plan to start installing when the ground is softer around October.

- b. SAM2: nothing significant to report, analysis on the website.

131/24 Highways and Footpaths matters:

- a. The Clerk received a refreshed quote for the trod and it had risen astronomically to just under £50k, it was agreed between meetings to increase the CIL grant application to cover the increase and £16,145.82 was applied for and has been awarded. This means that the PC can proceed with the PPS application for 50%, £24,895.82 of the overall scheme cost with the ear-marked reserve funding of £8,750 being applied to it if the PPS bid is successful (announced in Mar 2025), with the project scheduled by Highways for carrying out after Apr 2025.
- b. The Chair reported that he wrote to the School Head again to ask that considerate and safe parking is reiterated to the new cohort of pupil's parents in Sept, it was copied to the Norfolk Constabulary, and they have stated they will attend site to monitor on occasions.

132/23 Play Park and KGV Playing Field:

- a. Following the annual inspection report recommendations, it was agreed to add weed control to the ground's maintenance contract for artificial surfaces.
- b. It was also agreed to follow the recommendation to install grass matrix in dipped areas (eg gates)
- c. Public toilet blockages – The recent blockages followed a football event, after discussion it was agreed that the SFC coaches would check the toilets before and after events, training and matches to help clarify whether the problem occurs during their usage as it appears to at face value. If the issue is identified as connected to football or other users such as SCE during beer fest camping, then the additional cleaning cost may be recharged to the users concerned.
- d. Storage of cleaning materials and toilet supplies is of concern following the recent blockages where large quantities of handtowels were put down the toilet and the cleaner's litter picker used for retrieving towels after blockages has been stolen. It was agreed to replace the litter picker and to obtain quotes for a storage locker. It was also suggested that installing warm air hand-driers may be a practical alternative to hand towels, the clerk will provide a report on the costs and practicality of the proposal.

133/23 Consideration of planning applications, decisions and appeals:

- a. Applications:
 - i. Ongoing: [22/00037/DISC_A](#) | DISCHARGE OF CONDITION 3 OF PLANNING CONSENT 22/00037/F - VARIATION OF CONDITION 2 OF PLANNING PERMISSION 19/01832/F: Proposed conversion of existing barn into a one residential dwelling and construction of a garage | The Barn 14 New Road Shouldham KINGS LYNN Norfolk PE33 0DF- Conservation Officer refusal for first sample panel. Info only.
 - ii. [21/01856/DISC_A](#) | DISCHARGE OF CONDITIONS 6 AND 7 FROM ORIGINAL APPLICATION NUMBER - 21/01856/O - Outline Application: Demolition of existing disused bus depot and construction of five new dwellings. | Mathews Coaches 50 Westgate Street Shouldham King's Lynn Norfolk PE33 0BH. Info only
 - iii. To consider any late notice applications: None
- b. Decisions: None.
- c. Planning Appeals and Enforcement updates:
 - i. [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.

- ii. Planning Appeal Notification [23/01017/O](#) | Land E of 99 Westgate Street Shouldham Norfolk. PINS [APP/V2635/W/24/3339927](#) no event date arranged.

134/23 To receive items for the agenda for the next Parish Council meeting. Nothing put forward at this juncture. C. Cllr Moriarty offered his apologies in advance due to other commitments. The Chair closed the meeting at 8.58pm

Chairman

Date

Prepared by
Mike Inder, Parish Council Clerk & RFO

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Annex A

Payment Authorisation

Date	PAYEE NAME	DETAILS	REF NO	CHEQUE NO / BACS	GROSS AMOUNT
10/07/2024	Tamar Telecommunications	Virtual Phone 4024668	47	DD	6.94
10/07/2024	Louise McIntosh	Grounds Maintenance SPC003	48	BACS	483.75
10/07/2024	Louise McIntosh	Grounds Maintenance SPC004	49	BACS	483.75
18/07/2024	HMRC	PAYE mth 4	50	BACS	155.20
31/07/2024	M Inder	Salary Jul	51	BACS	233.50
15/07/2024	Pozitive Energy	The Green 40496720246082150 Jun	52	DD	14.65
17/07/2024	M Inder	Allowances and Expenses	53	BACS	47.99
31/07/2024	Play Inspection Co Ltd	Annual Play Eqpt Inspection #70876	54	BACS	261.00
02/08/2024	Brightaway Cleaning Co Ltd	Toilet Cleaning Jul B2251	55	BACS	160.00
02/08/2024	British Gas	Pavilion Elect 8341983	56	DD	25.87
18/08/2024	HMRC	PAYE mth 5	57	BACS	155.20
31/08/2024	M Inder	Salary Aug	58	BACS	233.50
12/08/2024	PKF Littlejohn LLP	External Auditor fee	59	BACS	252.00
12/08/2024	Pozitive Energy	The Green 40496720246281503 Jul	60	DD	21.50
12/08/2024	SLCC Enterprises	Conference contribution	61	BACS	6.00
12/08/2024	Wave	Playing Field Water 13879236	62	BACS	248.58
10/08/2024	Tamar Telecommunications	Virtual Phone 4039850	63	DD	6.94
23/08/2024	Chase Timber	Posts for the Green	64	BACS	653.02
28/08/2024	Chemex	Toilet supplies 2283	65	BACS	85.11
28/08/2024	Nurture Landscapes Ltd	Grounds Maintenance 351617	66	BACS	72.00
28/08/2024	Nurture Landscapes Ltd	Grounds Maintenance 351616	67	BACS	341.28
30/08/2024	Brightaway Cleaning Co Ltd	Toilet Cleaning Aug B2276	68	BACS	144.00
30/08/2024	British Gas	Pavilion Electricity 8597765	69	DD	29.11
06/09/2024	Nurture Landscapes Ltd	Grounds Maintenance 352447	70	BACS	86.40
06/09/2024	Nurture Landscapes Ltd	Grounds Maintenance 352446	71	BACS	86.40
06/09/2024	Nurture Landscapes Ltd	Grounds Maintenance 352445	72	BACS	419.04

Chairman Initials _____

Steering Group Actions

Ser No	Topic	Action	Date	Comments
1	Initial Meeting	Nigel Walsh	11 Apr	Refer Pg 15/16
2	Local Flood Auth Visit	Ben Hornigold/Geoff Hipperson	22 May	Refer Pg 17/19
3	Draining SH/Thorpe Junction	Nigel Walsh	1 Jul	ENQ900268076/submitted 25 May. Pipe blockage under the road. Update problem made safe. Permanent repair to be arranged. 28 Aug Nige to progress and update
4	Proposed Viewing Proposal Orchard Lane	Allan Roseland	20 Aug	Postponed. To be discussed. 28 Aug. Await further update
5	Steering Group Meeting	Nigel Walsh	28 Aug	Confirmed.
6	Contact with Hare Estate	Geoff Hipperson	28 Aug	Initial contact to Assess and Discuss Dyke from Mill Drove to Fairstead Drove. If agreed, we will then look at cost. 28 Aug Geoff to contact Hare Estate.
7	Levelling Survey	Colin Chapman/ Allen Roseland	28 Aug	Mill Drove to Fairstead Drove. 28 Aug Colin and Allen to progress
8	Contact Landowners Fairstead Drove	Geoff Hipperson	28 Aug	28 Aug Geoff to contact John Engledow/Simon Bates to ascertain Dyke and Pipe responsibilities.
9	** Fairstead Drove long Pipe	PC	28 Aug	28 Aug If nor covered by the above to look at the land registry to ascertain responsibility. Refer #8
10	Letters to adjoining Landowners			Subject to discussion with PC on 16 Sep Nige to progress
11	Investigate further Funding			
12	Engagement with Water Authority	Nigel Walsh	28 Aug	Subject to discussion with PC on 16 Sep Nige to progress Surface Water entering into the Vacuum System
13	Residential responsibilities	Nigel Walsh	28 Aug	28 Aug Nige to design surface water flooding prevention leaflets for a letter box drop
14	Next Meeting	Nigel Walsh	16 Oct	28 Aug Nige in progress 7.30pm Village Hall, 16 Oct. Advertised to all residents with concerns. To attend.