

Shouldham Parish Council

Minutes of the Ordinary Meeting of Shouldham Parish Council held on Monday 21st October 2024 at 7.30pm in the Village Hall.

Present:

Parish Councillors: Nigel Walsh (Chair), Keith Matthews, Pallavi Devulapalli, Claire Atterbury and Sarah Sheldon.

Proper Officer/RFO: Mike Inder.

Apologies: Cllrs John Carman, Geoff Hipperson, Ant Hobbs and C. Cllr Jim Moriarty.

In attendance: None.

Public: None.

135/24 **Introduction and apologies for absence:** Cllr Walsh opened the meeting and accepted apologies.

136/24 **Declarations of interest:** None.

137/24 **Public forum:** None present.

138/24 **To agree the minutes of the previous meeting:** The draft minutes of the ordinary meeting held on 16th Sep 2024 were posted and circulated ahead of the meeting. Cllr Sheldon proposed the minutes as a true reflection of the meeting, seconded by Cllr Atterbury and accepted.

139/24 **Borough and County Council members' reports:** B. Cllr Devulapalli provide an update on the BC KL&WN recent business, the Local Plan Major Modifications pt2 consultation being the current focus.

140/24 **Financial Matters:**

- a. Payments at Annex A: Proposed by Cllr Devulapalli, seconded by Cllr Atterbury and approved.
- b. Accounts: a reconciliation sample check was carried out by Cllr Sheldon.

141/24 **Clerk's report and correspondence requiring further consideration:**

- a. To agree a Cllr/Clerk communications protocol; the recent lapse in communication was discussed and it was agreed that cllrs should check their email account more frequently and that the clerk would insert the word 'Action' at the start of the subject line where a response was expected.
- b. Community update from RAF Marham – circulated by email.
- c. Resident email reporting overgrown ditch from 45 Westgate St northwards. The Steering Group Chair and Cllr Hipperson (in capacity of local landowner) have been requested to investigate and report.
- d. Barclays – notice of interest Rate reduction from 1.5 to 1.4%. Minor impact on budget forecasting.
- e. BCKL&WN – Safe Venue Hire – Due Diligence Training – Forwarded to VH Sec and Bookings. It was suggested and agreed that the email should be copied to the Bowls Club too.
- f. Sibelco Parish Liaison Meeting notice – 29 Oct 24 – Clerk unavailable – Cllr Devulapalli attending and requested to report at the next meeting in light of the NCC Minerals and Waste Plan Major Modifications consultation.
- g. Late Correspondence: Cllr Walsh reported that following a meeting by some cllrs with the owner of the 'Rhubarb Field' to explore how the permitted application might be amended

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to improve the development to the benefit of both the developer and to more closely align with some of the PC's suggested amendments to meet the communities vision and needs, it was agreed that Cllrs would discuss the potential new planning application with B Cllr Moriarty and ask him to engage with the Planning Officers to see how the major modifications to the Local Plan might be interpreted to see if the new plan would be likely to comply with the Planning Policy.

142/24 Flooding & Sewage:

- a. Cllr Walsh reported that the working group had held its first public meeting, which was poorly attended by the public. However, the group has made good progress and is progressing the project to divert surface water run-off from the SW with a new cross drain west of Mill Drove.
- b. The RFO asked that the WG informed him as soon as possible of the likely costs of the survey and groundwork, as well as any potential funding sources out with the Precept for budget consideration in Nov-Jan.

143/24 To receive reports from Clerk and Cllrs for on-going matters:

- a. Update on the management of the closed churchyard. Cllr Matthews reported that the project was yet to be initiated.
- b. Self-set tree issues on Lamsons Lane. Referred to the Rangers in Sep without response, the clerk will revisit and if unable to get a positive answer, then quotes for the PC to address it will be sought.
- c. Update on migration to Gov.UK email system. Cllrs still having issues will contact the clerk with suitable dates for him to assist.
- d. Update on identification of a suitable location for the planting of the heritage oak tree. Cllr Atterbury reported that there had been no progress since the last meeting.

144/24 Neighbourhood Plan Steering Group update. Cllr having given apologies at short notice was not available to report. The clerk reported that the NHP grant of £10k had been awarded and received and work with the consultant was underway again. Cllr Walsh reported that the NHP SG were not taking Cllr Hobbs presence as the official PC representation as he was chairing the SG, Cllr Walsh clarified that Cllr Hobbs was considered as the PC's representative on the SG and that had been notified to the SG secretary.

145/24 Traffic & Parking:

- a. Posts on the Green: The plan to start installing when the ground is softer around the end of October remains extant.
- b. SAM2: nothing significant to report, analysis on the website.

146/24 Play Park and KGV Playing Field:

- a. The options and costs to purchase a CoSHH and supplies storage locker for the toilets were presented and as the cost range was below the threshold for the Clerk to make the purchase with best value for money it was agreed for the clerk to proceed to purchase accordingly.

147/24 Consideration of planning applications, decisions and appeals:

- a. Applications: None.
 - i. 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](#) Decided 24 Sep 24 – **Appeal Dismissed**. It was suggested by Cllr Sheldon that Cllr review the Inspector's report to understand the deciding factors so as to further enhance the Councils processing of future consultations.

148/23 Items for the next agenda to include notification by cllrs for future and ongoing projects for budget consideration. Following a number of recent highways boundary/verges potential encroachments it was decided to determine with Highways the legislation and to use that to inform residents who may have inadvertently encroached so as to resolve amicably without need for authorities to intercede. Meeting closed at 8.30pm.

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
09/09/2024	Positive Energy	The Green 40496720246442749 Aug	73	DD	37.78
10/09/2024	Tamar Telecommunications	Virtual Phone 4054981	74	DD	6.94
18/09/2024	HMRC	PAYE mth 6	75	BACS	155.20
30/09/2024	M Inder	Salary Sep	76	BACS	233.50
16/09/2024	Mr Bees Receipt (purchased by D	NHP SG Printing #7311	77	BACS	30.00
16/09/2024	Shouldham Village Hall	Hall Hire - NHP	78	BACS	16.00
30/09/2024	Brightaway Cleaning Co Ltd	Toilet Cleaning Aug B2309	79	BACS	128.00
08/10/2024	British Gas	Pavilion Electricity 8886513	80	DD	32.42
08/10/2024	Newton Newton Flag & Banner M	VE80 flag SI-4231	81	BACS	30.60
08/10/2024	RBL Poppy Appeal	Wreath 014	82	BACS	25.00
10/10/2024	Tamar Telecommunications	Virtual Phone 4070178	83	DD	6.94
10/10/2024	Mike Inder - Microsoft	365 annual subscription	84	BACS	59.99
10/10/2024	CC Planning	NHP Consultation inv-0528	85	BACS	420.00
10/10/2024	Positive Energy	The Green 40496720246549531	86	DD	47.86
18/10/2024	HMRC	PAYE mth 7	87	BACS	155.20
31/10/2024	M Inder	Salary Oct	88	BACS	233.50
13/10/2024	Louise McIntosh	Grounds Maintenance SPC05 Jul-Sep inc	89	BACS	1,451.25
13/10/2024	Barclays Business Premium Acc	Internal transfer to savings/reserve	90	Int	7,000.00

Income/Receipts

Community Account

DATE	Received from	Detail	REF CR#	CHQ, BACS	Amount
10/10/2024	Groundworks UK	NHP Grant	8	BACS	10,000.00
10/10/2024	Barclays	Internal Transfer	9	Internal	1,000.00

Business Premium Account

			BR#		
13/10/2024	Barclays	Internal Transfer	3	Internal	7,000.00

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