

Shouldham Parish Council

Minutes of the Ordinary Meeting of Shouldham Parish Council held on Monday 18th November 2024 at 7.30pm in the Village Hall.

Present:

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

Proper Officer/RFO: Mike Inder.

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

In attendance: None.

Public: One.

149/24 **Introduction and apologies for absence:** Cllr Walsh opened the meeting and accepted apologies.

150/24 **Declarations of interest:** None.

151/24 **Public forum:** A resident, having shared proposed property extension plans, asked the PC for comment ahead of submitting a planning application. Cllrs and resident exchanged information and clarified aspects of the design and materials. The clerk recommended that the resident might wish to submit a pre-application enquiry with the planning authority and perhaps wait until the outcome of the appeal is known as it may alter his plans. The Neighbourhood Plan draft policy on Design was viewed alongside this proposal, although the NHP is unlikely to be adopted by the time the application is submitted it was an opportunity to test the policy. It was considered that the policy would need to be more explicit for it to be interpreted as intended, given that the village has an eclectic mix of design and materials it was difficult to say that the design was not 'in keeping', even within the Conservation Area there is a variety of materials and styles due to development prior to being designated a CA, indeed many of those are painted white.

152/24 **To agree the minutes of the previous meeting:** The draft minutes of the ordinary meeting held on 21st Oct 2024 were posted and circulated ahead of the meeting. Cllr Atterbury proposed the minutes as a true reflection of the meeting, seconded by Cllr Sheldon and accepted.

153/24 **Borough and County Council members' reports:** B. Cllr Devulapalli provide an update on the BC KL&WN recent business, highlighted the Warm Homes Grant and reported on the behind the scenes visit to the QEH for B Cllrs, which shocked her; she intends lobbying the MP regarding the situation with funding implications caused by the failing infrastructure. The County Councillor sent a report which is attached at Annex A.

154/24 **Financial Matters:**

- a. Payments at Annex B: Proposed by Cllr Sheldon, seconded by Cllr Devulapalli and approved.
- b. Accounts: a reconciliation sample check was carried out by Cllr Sheldon.
- c. The [draft budget for 2025-26](#) was reviewed and some points clarified, there were no new items put forward requiring funding. Budget will be finalised at the January meeting.
- d. Notice that Nurture Landscapes are changing to 12 equalised monthly payments was received, the clerk reported that the admin office would send him a monthly list of works so that it can be checked.

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155/24 Clerk's report and correspondence requiring further consideration:

- a. Cllr Walsh reported that he had drafted a response to the Rhubarb Field development agent, the draft was agreed, and he would send it and 'reply all' to include the applicant. The matter is now considered closed without agreement being reached.
- b. Email from B Cllr re Wayland Farms Environmental Permit consultation. Cllrs discussed the matter, raised various concerns and asked the Clerk to draft a comment to submit focusing on the potential exacerbation of disease control impact on the local farming and residential communities of such an intense operation.
- c. A letter from the Norfolk ALC chair was received following the dismissal of the County Officer. The Clerk provided an update and that there had been a large response from Councils to the now ex-President, who had raised a series of questions and concerns regarding the irregular Cooperative Society constitution, the HMRC dispute and the future threats to the services to member councils of de-funding by the NCC. The call was for an EGM to address these issues, but the Board have not accepted this stating that they will hold the AGM (delayed) on the 4th of Dec 24, remotely via Teams. There is a group of concerned councils that are seeking support to press for a series of agenda items to address the concerns that have neither been acknowledged or addressed by the board to date, or at least not communicated to the membership. Council agreed to support this group and to attend the meeting. It was proposed by Cllr Hipperson to request the AGM is held in person/hybrid, agreed by Council. It was also proposed by Cllr Devulapalli that the Clerk was given delegated authority to represent and vote on behalf of the Council to the communicate the Council's call for the AGM to be in person and to speak at the meeting with regards to the proposed agenda items to put Norfolk ALC on a stable and sustainable pathway to continue to provide the invaluable services and support needed.

156/24 Flooding & Sewage:

- a. Cllrs Walsh and Hipperson reported that the working 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. The WG is meeting with the MP on 22 Nov to brief him on the issues and seek his support. The proposed leaflet drop has been replaced with an article in the newsletter.
- b. The likely costs of the survey and groundwork, as well as any potential funding sources are not yet known, this will need to be estimated prior to the Jan full Council meeting when the budget is resolved.

157/24 To receive reports from Clerk and Cllrs for on-going matters:

- a. No update on the management of the closed churchyard. Cllr Matthews stated this would be picked up in the Spring.
- b. Self-set tree issues on Lamsons Lane. (Cllrs Sheldon and Walsh carried out a site visit and determined the clearance is beyond self-help and Cllr Walsh will seek quotes to clear them.
- c. Sibelco Parish Liaisons meeting. Cllr Devulapalli reported on the first meeting in 2 years, there had been little progress with plans to progress approved planning and the Local Plan Minerals and Waste Management is still to complete the Inspectorate examination which may affect the way things need to be addressed in future.
- d. Update on identification of a suitable location for the planting of the heritage oak tree. Cllr Hipperson proposed a location in the Churchyard, Cllr Atterbury proposed an alternative and it was decided that they should pass this matter to the PCC for decision and to gain any necessary permissions from the Diocese.
- e. Clerk's report on new legal duty for employers to take a positive approach to sexual harassment. The Clerk reported that Norfolk ALC concurred that minor modifications to the template Dignity and Respect Policy to include a specific reference and a risk assessment in line with the regulatory advice would fulfil the duty. Cllr Sheldon proposed

adopting the policy with the aforementioned amendment, seconded by Cllr Atterbury and agreed.

158/24 **Neighbourhood Plan Steering Group update.** Cllr Hobbs having given apologies at short notice sent an update; the first draft of the Plan is expected to be progressed in January 25.

159/24 **Traffic & Parking:**

- a. Posts on the Green: Cllr Hipperson will trial install a couple of posts at the earliest opportunity and a copy of the map has been emailed to him.
- b. Once the posts are installed the Clerk was authorised to source the best value reflectors to attach.
- c. SAM2: nothing significant to report, analysis on the website.
- d. Highway encroachment: The list of potential issues was discussed with the Highways Engineer and the license for cultivation was confirmed along with advice to residents who place rocks or other items on their verge to deter traffic from driving on it. It was agreed that an article highlighting the liability of the property owner should an incident occur should be published in the next newsletter as a more passive approach to the matter.

160/24 **Play Park and KGV Playing Field:** The clerk highlighted the need for a tree survey for insurance purposes, Council agreed to quotes being obtained and Cllr Sheldon suggested that obtaining an up to date list of TPOs on trees on Parish Council land so as to identify that Orders are being upheld would be prudent.

161/24 **Consideration of planning applications, decisions and appeals:**

- a. Applications: None.
 - i. To consider any late notice applications: None
 - ii. To consider 9 Westgate pre-application perspectives. Covered during the public session.
- 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.

148/23 Items for the next agenda in January were requested, no new items put forward. Meeting closed at 9.45 pm.

Chairman

Date

Prepared by
Mike Inder, Parish Council Clerk & RFO

clerk@shouldham-pc.gov.uk
<http://shouldhampc.norfolkparishes.gov.uk>

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Annex A**Household Support Fund – October 2024 to March 2025****Background**

Originally launched in September 2021, the Government's Household Support Fund was aimed at providing a bridge between the end of both furlough and the Universal Credit top-up, helping alleviate winter hardship while the economy recovered from Covid.

The fund is now in its sixth round and this briefing outlines how Norfolk County Council will spend its share of the fund for the coming year.

The council will receive £6.7 million from central government to cover a 6-month period to the end of March 2025.

Since the fund began, the council has received over £39 million from the Government and has supplemented this support with almost £3 million of additional funding. This funding has provided direct support to over 200,000 households.

The announcement of round 6 funding means that by March 2025 the council will have spent just over £50 million on Household Support. Working with partners, we have supported people to buy food, utilities and other crucial supplies. We have also given households access to advice and guidance, and invested in community facilities like food hubs, community hot spots and warm places.

The Fund was due to cease at the end of September 2024, and we lobbied hard for the continuation of this vital support. We were pleased that the Government recently announced a further extension of the scheme. This allows us to continue this valuable programme of support and implement some longer-term solutions to help families to manage the ongoing impact of increased costs of living. We will continue to work in partnership with schools and local councils to distribute the funds. We are not expecting the funding to continue beyond March of next year.

What support is available?

Based on our experience in earlier phases, we expect the funding to provide support to around 50,000 households across Norfolk.

Support for families who receive Free School Meals £3.6 million

The Council will continue to provide cost-of-living vouchers for free school meals eligible children with those eligible receiving a total of £120 in vouchers per child for the period October 2024 to March 2025.

The vouchers are provided by Edenred, which can be used in a number of supermarkets for food and groceries.

If families receive a means-tested benefit and are entitled for Free School Meals (Pupil Premium) they will automatically receive the vouchers from their child's school.

Children who are home educated and may be entitled to the vouchers can complete the Norfolk Assistance Scheme form and will be supported to access Edenred by NAS. [Find out more about free school meals on our website.](#)

Around 30,000 children will have access to this support.

Client Hardship Service (NAS) £1 million

The Client Hardship service already provides hardship support to Norfolk residents who are struggling with their living costs. The service will now receive additional funds to be able to support more people over the next year.

Delivered directly by the County Council, the scheme includes: -

- Providing household items through charities (e.g. cooker, fridge, washing machine, bed)
- Financial support for emergency energy needs (Pay Point payment for gas and electricity)

as well as other types of support and guidance: -

- Support with grant applications
- Support with money management and budget, DWP benefits entitlement, referral to debt agencies and support disability related expenses etc.
- Introductions to support workers, advice organisations and voluntary agencies to provide wraparound support to help prevent further crisis occurring
- Referral to other services and partners for complex areas

[Client Hardship Service – Norfolk County Council](#)

Working with our trusted partners to support residents affected by the winter fuel payment changes £750,000

To further support pension age residents who are experiencing hardship but are not eligible for pension credit, we are allocating £750,000 of the Household Support Fund to our trusted partners. These partners, who provide accredited advice, are in the best position to identify and assist those in need and are already working to support Norfolk residents to access pension credit where they are entitled. The funding will allow our partners the flexibility to award residents £120 per household to help towards their increased costs of living through the winter, such as fuel and heating. This approach ensures that support is targeted and effective, addressing the specific needs of those who might otherwise fall through the cracks.

Local support in the community provided by district councils £700,000

This allocation will enable the seven local councils across Norfolk to continue to provide proactive and crisis support to residents.

Funding has been divided up in proportion to the number of Universal Credit and Pension Credit claimants in each district as follows:

Norwich	£143,281
Great Yarmouth	£123,441
King's Lynn and West Norfolk	£113,609
Breckland	£101,045
South Norfolk	£80,121
Broadland	£68,688
North Norfolk	£69,809

A number of data sets are provided by DWP to support work to proactively identify those in need of support. Work will be carried out to ensure that there is some consistency in how those most in need are proactively identified across the seven local councils, and to ensure that there is no duplication of effort, with a view to maximising the reach of any support made available. Links to local council officers for more information can be found at the end of this briefing. To ensure adequate funds are allocated at a local level we will continue to review demand and spend with each local council and adjust accordingly.

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Adult Learning £250,000

The County Council's Adult Learning service provides a range of free to access courses, including:

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- Cooking on a budget – which includes food supplies and recipes for families to take home at the end of the session to cook at home
- Money management
- Family learning sessions
- Digital skills to enable families, as well as older and disabled people to access advice and support services

This funding will enable the service to continue this expanded programme and deliver more courses across the county during this period, to help families to better manage the impact of the increased cost of living.

The service will focus on providing additional courses in those areas where the need is highest, for example in areas of deprivation and to those people who we know are more impacted by cost-of-living increases (older and disabled people).

Using our own community spaces as Winter Warm Spaces £400,000

Norfolk County Council is committed to supporting our vulnerable residents through the winter months and will be using our libraries and museums, as winter warm spaces. These spaces will provide a safe, warm environment for residents over the winter months. In addition to warmth, these spaces will offer free hot drinks, some essential supplies, and access to advice and support services. By using our community spaces in this way, we aim to create a network of support that helps to mitigate the impact of the cold weather on our most vulnerable residents. Individuals will be able to access: -

- Free grab and go bags with essential daily supplies, e.g. hygiene bags
- Winter warm grab and go bags including blankets, hot water bottles and draught excluders
- A free drink (including through our Just a Cuppa sessions)
- Warm spaces during the winter/colder months

How long is this funding in place?

This additional Government funding for household support ends in March 2025. Vouchers/ grants can be distributed until the end of March 2025 and must be redeemed/ fully spent before the end of April 2025. We will review the demand and funding allocations at the end of January to reprofile to meet need, as necessary.

How can people access support?

People can go to www.norfolk.gov.uk/costofliving to find out how to access the support available. Organisations and support workers can also do this on people's behalf. If people have problems accessing online services, then they can visit their local library or call us on 0344 800 8020.

What can I do to help?

If you are working with, or aware of, a family who you think may be eligible for free school meals, who are not currently receiving them, please encourage them to speak to their children's education provider or support them in that conversation where needed.

Please direct people to the website www.norfolk.gov.uk/costofliving so that they can find the right support for their needs.

Who can I contact for further information?

- Hardship Support General Information – Hannah Edge, Head of Communities and Customer Services, Norfolk County Council Hannah.edge@norfolk.gov.uk
- Client Hardship Service and the support on offer - John Baldwin, Head of Finance Exchequer Services john.baldwin@norfolk.gov.uk
- Free School Meal vouchers and support for families – philip.beck@norfolk.gov.uk
- Broadland Council's support offer - Mike.Pursehouse@southnorfolkandbroadland.gov.uk
- Breckland Council's support offer – Jessica.Creighton@breckland.gov.uk
- Great Yarmouth Borough Council's support offer – Steve Scott-Greenard earlyhelphub@great-yarmouth.gov.uk 0808 196 2238
- King's Lynn and West Norfolk Borough Council's support offer - Judith.Berry@West-Norfolk.gov.uk
- Norwich City Council's support offer – covidhub@norwich.gov.uk
- South Norfolk Council's support offer - Mike.Pursehouse@southnorfolkandbroadland.gov.uk
- North Norfolk District Council's support offer - Sonia.Shuter@north-norfolk.gov.uk

Norfolk 2025 Commemorations - open to applications

At the September meeting of the Norfolk Covenant, the Board decided to establish a fund to enable community organisations to apply for up to £500 to commemorate the 80th anniversaries of VE and VJ Day next year.

The Fund is open to any non-profit groups including constituted voluntary and community groups; Parish and Town Councils; charities; churches; social enterprises; community interest companies; cadet groups, and schools and nurseries.

The Fund will consider a wide range of projects specific to the commemoration of military events, which may include but are not exclusive to:

- Community events and commemorations, including street parties
- Dance, drama and art projects
- Local military and social history research projects
- Educational activities

All the information about the fund can be found here: [Norfolk Armed Forces Covenant 2025 Commemoration Fund | Norfolk Community Foundation](#).

The deadline for applications is 12 noon on 9 December 2024.

County Councillor Jim Moriarty
Gayton and Nar Valley - Norfolk County Council

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Payment Authorisation

Date	PAYEE NAME	DETAILS	REF NO	CHEQUE NO / BACS	GROSS AMOUNT
01/11/2024	CCPlanning	NHP Planning consultancy INV-0604	92	BACS	4,620.00
01/11/2024	British Gas	Pavilion Electricity 8886513	93	DD	50.74
07/11/2024	Nurture Landscapes Ltd	Grounds Maintenance 354570	94	BACS	151.20
07/11/2024	Nurture Landscapes Ltd	Grounds Maintenance 354577	95	BACS	456.48
07/11/2024	Nurture Landscapes Ltd	Grounds Maintenance 354578	96	BACS	413.28
11/11/2024	Wave	Playing Field Water 14259755	97	BACS	213.11
11/11/2024	Tamar Telecommunications	Virtual Telephone 4085403	98	DD	6.94
18/11/2024	HMRC	PAYE mth 8	99	BACS	207.60
29/11/2024	M Inder	Salary Nov plus arrears Apr-Oct 24	100	BACS	312.14

Income/Receipts

Community Account

DATE	Received from	Detail	REF CR#	CHQ, BACS	Amount

Business Premium Account

BR#

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