

Shouldham Parish Council

Minutes of the Ordinary Meeting of Shouldham Parish Council held on Monday 20th April 2025 at 7.30pm in the Village Hall.

Present:

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

Proper Officer/RFO: Mike Inder.

Apologies: C. Cllr Jim Moriarty.

In attendance:

Public: None.

- 54/25 **Introduction and apologies for absence:** Cllr Walsh opened the meeting and apologies were accepted.
- 55/25 **Declarations of interest:** Cllrs Matthews, Hipperson and Devulapalli declared an interest in item 62/25 and did not comment or vote.
- 56/25 **Public forum:** None
- 57/25 **To agree the minutes of the previous meeting:** the draft minutes having been previously circulated were proposed by Cllr Atterbury, seconded by Cllr Carman and agreed.
- 58/25 **To consider Co-option to fill the casual vacancy:** One application received and circulated for consideration. The applicant, Mr David Bland was unable to attend the meeting but was willing to be co-opted in his absence. Cllr Matthews proposed the co-option, seconded by Cllr Devulapalli and voted unanimously in favour. Mr Bland will be informed and will need to sign a declaration of office prior to taking his seat on the Council and complete a Declaration of Pecuniary Interest and submit to the Monitoring Officer within 28 days of taking office.
- 59/25 **Borough and County Council members' reports:** Report as per the APM held prior to the meeting.
- 60/25 **Financial Matters:**
- a. Payments at Annex A: Proposed by Cllr Atterbury, seconded by Cllr Sheldon and approved.
 - b. Accounts internal monitoring: Cllr Sheldon conducted a reconciliation sample check.
 - c. Bank Mandate amendment update: The forms were partly completed and require further work.
 - d. EoY update: The clerk reported that the EoY process and preparation for Internal Audit was complete. He also made Council aware that the BCKLWN had taken a decision to charge full costs for waste collection, which for dog bins equates to an increase from £611 to £1098 and the date for charging has been brought forward from mth 11 to mth 1, this along with staged payment of the precept in future needs to be factored into the budget. Having had complaints to this late notice of the change and impact on finances the BC has advised that in future they will share their provisional budget information earlier in their process to allow PCs to budget in a more informed way. Cllr Sheldon and Cllr Walsh suggested that the significant increase in costs for waste collection should be borne in mind

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when considering suggestions such as those recently seen on social media for more dog bins.

61/25 Consideration of planning applications, decisions and appeals:

- a. Applications:
 - i. 25/00463/F Single storey rear extension on existing two storey house. at Midhurst 7 Westgate Street – to note Delegated Comment to Support
 - ii. 25/00432/F Variation of condition 2 attached to planning permission 23/00056/F: Proposed Development of five houses on allocated site G81.1. at Land E of 52 To 60 Westgate Street - to note that there was insufficient response to form a delegated Comment, so none submitted.
 - iii. To consider any late notice applications: none.
- b. Decisions:
 - i. 25/00098/F Labyrinth 9 Westgate Street Shouldham King's Lynn Norfolk PE33 0BN - Householder: Proposed single storey and two storey extensions and internal alterations to existing dwelling. Application Permitted.
- 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, from mid-March pending decision.

62/25 Clerk's report and correspondence requiring further consideration:

- a. Request from the KA to hold the Classic Car meet on the Green on first Sunday of each month Apr-Sep. Granted.
- b. Request from SCE to hold the Beer Festival on the Green 28-31 Aug 25. Granted.

63/25 Flooding & Sewage:

- a. Cllr Walsh reported that correspondence has been sent to various agencies, and they are awaiting a response. The next meeting will be on the 30th of April.

64/25 Beacon: Cllr Walsh reported on arrangements, suggestions were made by Cllr Atterbury and Hipperson regarding parking options. Cllr Sheldon asked for clarification regarding Insurance and Risk Assessments, Cllr Walsh replied that this was all part of the Ents Ctte's remit and outside the PC responsibilities.

65/25 To receive reports from Clerk and Cllrs for on-going matters:

- b. To consider quotes for removal of self-set trees on Lamsons Lane. Cllr Walsh will contact supplier after the meeting.
- c. Telephone kiosk adoption: Nothing new to report.

66/25 Neighbourhood Plan Steering Group update: The Steering Group provided an update, the key points being that the Steering Group is now meeting every 10 days or so to progress the final aspects of draft Plan, which is almost complete and will be reviewed by the consultant in the coming days, after which it will be sent to the BCKL&WN for public examination. The public should be encouraged to engage with the consultation process thereafter to add value to the process. It is anticipated that the Plan could be 'made' by the end of the calendar year.
Cllr Atterbury asked if an executive summary would be available, and it was replied that the main body of the report is in a format that readers will be able to quickly identify key aspects without needing to read the hundreds of pages of evidence to form an opinion.

67/25 Highways, Traffic & Parking:

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

68/25 Play Park and KGV Playing Field:

- a. To receive quotes and determine the supplier for the Annual Play Equipment Inspection and Cableway servicing. The Clerk explained that there are no inspectors that will inspect the zip slide to the extent required as it requires disassembly and working at height to ensure integrity and that is outside of their scope; the sector advice from the manufacturers and insurance underwriter is that a servicing of the equipment would fulfil the legal requirement to ensure it is safe to continue using. Suppliers will only service their own equipment and bespoke national servicing companies charge between £600 and £2000 to carry out the work. The Clerk recommended that the Council continued to use the Play Inspection Co Ltd for inspection and that was agreed. The servicing costs will be ascertained based on no replacements being required and reported to Council. It was suggested by Cllr Devulapalli that these costs should be made transparent to the public as a large increase to previously budgeted costs, it was agreed to do that during the draft budget cycle.
- b. Chafer bug reported on the playing field, update on action. Cllr Hipperson is attempting to source a solution.

69/25 Proposal to hold an Act of Remembrance on the Green around the 11 Nov. Deferred awaiting developed proposal.

70/25 Cllr reports for items arising after the publishing of the agenda and to receive items for the agenda for the next Parish Council meeting. Cllr Hipperson explained the reason for the increased farm traffic over this week as that the last spoil pile from legacy sewage works some 2 decades ago is being separated and disposed of.

71/25 Date for the Annual Meeting of the Parish Council. It was agreed due to a variety of reasons to move the date to the Wed the 7th of May at 7.30pm.

72/25 Staffing: Appointment of Mrs Jo Lloyd was confirmed with handover taking place after Easter and a start date of 1st of May.

73/25 Meeting closed at 8.50pm .

Chair

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
17/03/2025	Shouldham Village Hall	Hall Hire (Interviews)	142	BACS	24.00
10/04/2025	Tamar Telecommunications	Virtual Phone 4161467	1	DD	6.94
18/04/2025	HMRC	PAYE Mth 1	2	BACS	164.40
11/04/2025	Mike Inder	Salary and Allowance	3	BACS	257.44
02/04/2025	Pozitive Energy	Green Electricity 40496720257697572	4	DD	20.84
31/03/2025	British Gas	Pavilion Electiricty 10679351	5	DD	42.71
28/03/2025	Brightway Cleaning	Toilet Cleaning inv 0021	6	BACS	153.60
14/03/2025	NCC PPS	Trod Contribution	7	BACS	21,395.82
14/04/2025	BCKLWN	Dog Bin Collection BC110304318	8	BACS	1,318.20

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