

Shouldham Parish Council

**Minutes of the Annual Meeting of Shouldham Parish Council held on
Wednesday 7th May 2025 at 7.30pm in the Village Hall.**

Present:

Parish Councillors: Sarah Sheldon (Chair), Nigel Walsh, Keith Matthews, Geoff Hipperson, John Carman, David Bland and Pallavi Devulapalli (arrived before item 77/25)

Proper Officer/RFO: Jo Lloyd

Apologies: C.Cllr Jim Moriarty

In attendance:

Public: None.

- 74/25 **Introduction and apologies for absence:** Cllr Walsh opened the meeting and welcomed Cllr David Bland to his first meeting. Apologies were accepted.
- 75/25 **Annual election of Chair:** Following Cllr Walsh noting his wish to retire from the Parish Council, nominations were received for the role of Chair. Cllr Sheldon was elected, proposed by Cllr Hipperson and seconded by Cllr Matthews.
- 76/25 **Annual election of Vice-Chair:** Cllr Matthews was elected as Vice-Chair, proposed by Cllr Walsh and seconded by Cllr Carman.
- 77/25 **Declarations of interest:** None
- 78/25 **Public forum:** None
- 79/25 **To agree the minutes of the previous meeting:** The draft minutes having been previously circulated were proposed by Cllr Walsh, seconded by Cllr Carman and agreed.
- 80/25 **Borough and County Council members' reports:** A report from C.Cllr Moriarty was distributed prior to the meeting.
- 81/25 **Financial Matters:**
- a. Payments at Annex B: Proposed by Cllr Devulapalli, seconded by Cllr Carman and approved.
 - b. Accounts internal monitoring: Cllr Sheldon checked and signed the bank reconciliation.
 - c. Bank Mandate amendment update: Forms have been sent to Barclays and still awaiting addition of Cllr Sheldon as a signatory.
 - d. EoY update: The clerk reported that the internal audit has been completed and all documents returned. AGAR documents will be signed at the meeting in June.
 - e. It was agreed to keep Mike Inder as a signatory for the bank accounts for a short period to assist with submitting payments promptly.
 - f. It was agreed that Jo Lloyd should be added as a signatory for the bank accounts.
- 82/25 **Consideration of planning applications, decisions and appeals:**
- a. Applications:
 - i. 24/02235/RM Application for 5 new dwellings at Matthews Coaches, 50 Westgate Street – Discharge of Conditions 6 and 7 was noted.
 - ii. To consider any late notice applications: None.
 - b. Decisions:
 - i. None.

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- 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 update.

83/25 **Clerk's report and correspondence requiring further consideration:**

- a. Work on Lynn Road Trod is due to be scheduled. Awaiting invoice from NCC which will be paid in advance of work. The previous clerk has asked that the work is scheduled asap, as the Parish Council will not receive the CIL Community Grant money awarded from BCKLWN until after the work is completed.

84/25 **Flooding & Sewage:**

- a. Cllr Walsh reported that the next meeting has been postponed until later in May, as they are still awaiting a response from various agencies.

85/25 **To receive reports from Clerk and Cllrs for on-going matters:**

None.

86/25 **Highways, Traffic & Parking:**

- a. SAM2: Data for April has been sent to the clerk. Data has previously been analysed by the clerk and a report produced for the website. Going forward, either the new clerk will learn how to produce the report or a volunteer will help with this. Clerk to liaise with potential volunteer and previous clerk to organise this.

87/25 **Play Park and KGV Playing Field:**

- a. To receive and consider quote for the Cableway servicing: Councillors had received a copy of the quote from Wicksteed, which includes all parts which may need replacing. Cllr Matthews proposed the work go ahead, seconded by Cllr Carman and all agreed. The clerk was asked to clarify that Wicksteed do not expect payment for all parts in advance, and will only invoice after servicing for any parts needed. Councillors discussed the service schedule which will need to be decided so that ongoing costs can be determined and budgeted for. Cllr Sheldon to contact the insurance company for guidance on service frequency.

88/25 **Cllr reports for items arising after the publishing of the agenda and to receive items for the agenda for the next Parish Council meeting:**

- a. Consider possibility of a school crossing patrol on Lynn Road. Clerk to contact the school.
- b. Consider greater use of the Parish Council Facebook page to communicate with the community. Clerk will ensure she has access to this and update at the next meeting.
- c. Consider change to the regular meeting night.
- d. Neighbourhood Plan update.
- e. Consider membership of CPRE Norfolk.

89/25 **Date for the next Ordinary Meeting of the Parish Council:** Due to the availability of the clerk, it was agreed to move the date to Monday 9th June at 7.30pm.

90/25 It was resolved to move to a closed session in accordance with the Public Bodies Admission to Meetings Act 1960 s.1(2) to transact HR and Finance matters.

Staffing: The contract for the new clerk Jo Lloyd was approved and signed by Cllr Sheldon and Jo Lloyd.

91/25 Meeting closed at 8.25pm.

Chair

Date

Prepared by
Jo Lloyd, Parish Council Clerk & RFO

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<http://shouldhampc.norfolkparishes.gov.uk>

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Annex A**Nature recovery strategy for Norfolk**

Norfolk County Council is inviting residents, landowners, conservation experts, and local communities to take part in the public consultation on Norfolk's draft Local Nature Recovery Strategy (LNRS).

Running from 16 April to 11 June, this consultation aims to gather feedback on priorities and actions for restoring and enhancing nature across Norfolk.

The LNRS seeks to reverse biodiversity loss, support climate adaptation, and promote sustainable land use to benefit both people and wildlife. It is one of 48 across the country, aimed at addressing the decline in nature and identifying a network of areas to help it recover.

The draft strategy has been created with input from other local authorities alongside nature experts, farmers, land managers and Norfolk residents.

Further details are available in the press release [here](#).

People are encouraged to review the [Local Habitat Map](#), draft LNRS, and FAQs and take part in the consultation [here](#).

Norfolk and Suffolk County Councils are working together via the Norfolk & Suffolk Nature Recovery Partnership, in recognition that some of our most important wildlife-rich spaces are shared by both counties. Further information is available on the Norfolk and Suffolk Nature Recovery Partnership website [here](#).

Give home composting a go this Compost Awareness Week

To mark International Compost Awareness Week (4-10 May), Norfolk County Council is encouraging people who are interested in home composting to give it a try. Discounted compost bins, a special event held by Norfolk's Master Composters and a free online Introduction to Composting Course are all on offer.

Discounted 220 litre compost bins are currently available at all of Norfolk's 19 recycling centres at the price of just £15. And from June this year, for the first time ever, discounted 330 litre compost bins will also be available to purchase at the seven larger recycling centres (Caister, Dereham, Hempton, Kings Lynn, Norwich North, Norwich South and Thetford) for £21.

Norfolk County Council has a team of volunteer Master Composters who offer expert advice at events and online throughout the year. Plus, to coincide with International Compost Awareness Week, a special event will be held at the Norfolk and Norwich Millennium Library in the Forum on Wednesday 7 May. The event takes place from 10am until 3pm to show people how easy it is to get into composting at home.

For those that can't attend the event, there is lots of advice on how to get started on www.norfolkrecycles.com/home-compost including information about our new, free Introduction to Composting Course.

To learn how to compost at home visit www.norfolkrecycles.com/home-compost

To get your cut price compost bin, visit www.getcomposting.com

Call 0800 316 445 or buy one at your local recycling centre.

Norfolk County Council waives fees for street parties to celebrate VE and VJ Day anniversaries

This year will mark the 80th anniversaries of VE and VJ Day on 8 May and 15 August respectively and to mark the occasions Norfolk County Council is offering communities the chance to close their road free of charge for celebrations.

The anniversaries this year will be a time for reflection and celebration, and an opportunity for the nation to come together to honour and pay tribute to those that lived through and served during Second World War. The days will mark the end of World War II in Europe (VE Day) and Japan surrendering in the Far East, officially marking the end of the Second World War (VJ Day).

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Communities across Norfolk can join the national celebrations by hosting their own street party between Saturday 3 and Monday 5 May 2025 (VE80) or between Friday 15 and Sunday 17 August 2025 (VJ80).

Street parties are a great way for communities to come together to mark the commemorations.

To support these celebrations, Norfolk County Council has agreed there will be no charge for VE80 and VJ80 street party road closures. To be eligible for the fee waiver, the road closure must be planned for the sole purpose of holding a celebration street party in a residential area.

The deadline for applications is as follows:

VE80 - Friday 18 April 2025

VJ80 - Friday 18 July 2025

To find out more information visit the Norfolk County Council website: [Street Parties for the 80th Anniversaries of Victory in Europe \(VE80\) and Victory over Japan \(VJ80\) - Norfolk County Council](#)

All street parties will require a temporary road closure, people can apply by completing a [VE Day and VJ Day 80th Anniversary Street Party Application \(Word doc, 55 KB\)](#).

The government website also [Read more about hosting a street party in this guide from GOV.UK](#)

Other useful Information

Find out more about other VE and VJ resources and events at:

<https://ve-vjday80.gov.uk/>

<https://together.org.uk/ve80/>

Annex B

Payment authorisation

DATE	PAYEE NAME	DETAILS	REF NO	CHEQUE NO / BACS	GROSS AMOUNT
10/04/25	Tamar Telecommunications	Virtual Phone 4161467	1	DD	6.94
18/04/25	HMRC	PAYE Mth 1	2	BACS	164.40
11/04/25	Mike Inder	Salary and Allowance	3	BACS	257.44
02/04/25	Pozitive Energy	Green Electricity 40496720257697572	4	DD	20.84
31/03/25	British Gas	Pavilion Electricity 10679351	5	DD	42.71
28/03/25	Brightaway Cleaning	Toilet Cleaning inv 0021	6	BACS	153.60
14/04/25	NCC	PPS Trod Contribution	7	BACS	21,395.82
14/04/25	BCKLWN	Dog Bin Collection BC110304318	8	BACS	1,318.20
18/04/25	AG McIntosh	Mole Control AGM/CJ/00	9	BACS	250.00
18/04/25	RLS Computer Servces Ltd	Clerk laptop and MS365 14738	10	BACS	733.44

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