

Shouldham Parish Council

Minutes of the Ordinary Meeting of Shouldham Parish Council held on Monday 9th June 2025 at 7.30pm in the Village Hall

Present:

Parish Councillors: Sarah Sheldon (Chair), Keith Matthews, David Bland, Geoff Hipperson, Pallavi Devulapalli, Claire Atterbury

Proper Officer/RFO: Jo Lloyd

Apologies: John Carman, C.Cllr Jim Moriarty

In attendance:

Public: None

92/25 **Introduction and apologies for absence:** Cllr Sheldon opened the meeting and apologies were accepted.

93/25 **Declarations:** Cllr Devulapalli declared an interest in item 109/25.

94/25 **Public forum:** None.

95/25 **To agree the minutes of the meeting held on 7 May 2025:** The draft minutes having been previously circulated were proposed by Cllr Matthews, seconded by Cllr Bland and agreed.

96/25 **To receive Borough and County Council Members' reports:**

Borough Councillor Devulapalli updated the Council on her position within the Green Party and said that she will remain as an Independent Councillor. The Borough Council had not yet reached a decision regarding their position on local government reorganisation. They are running a Garden Wildlife competition, with more information on their website [Garden Wildlife Competition 2025 | Garden Wildlife Competition 2025 | Borough Council of King's Lynn & West Norfolk](#).

County Councillor Moriarty sent a report which was circulated before the meeting and is attached at Annex A. He provided an update just prior to the meeting to say that Norfolk County Council have stated their position on local government reorganisation which is to support one unitary authority.

97/25 **Financial Matters:**

- a. Approval of payments at Annex B: proposed by Cllr Atterbury, seconded by Cllr Devulapalli. These include a payment for the pitch maintenance of King Georges Field. Shouldham Football Club will be making a donation to cover this.
- b. Accounts internal monitoring: Cllr Sheldon checked and signed the bank reconciliation.
- c. Bank Mandate amendment update: Cllr Sheldon is now a signatory for all bank accounts. The mandate forms for the Clerk have been signed and will be returned to Barclays as soon as possible.
- d. Insurance: It was noted that the Insurance Policy has been renewed, as the final year of a three year LTA. The Statement of Fact was confirmed, proposed by Cllr Atterbury, seconded by Cllr Sheldon.
- e. It was resolved to accept the quote from RLS Computer Services for secure disposal of the old laptop, proposed by Cllr Matthews, seconded by Cllr Atterbury, all in favour.
- f. An IT support service from RLS Computer Services was considered and Councillors agreed they would like more information on what is needed before making a decision.

98/25 **Annual Governance and Accountability Return (AGAR):**

- a. Internal Auditor's report: This was received, with all areas satisfactory.
- b. Section 1 – The Annual Governance Statement 2024/25: The statements were approved, proposed by Cllr Matthews, seconded by Cllr Hipperson. Section 1 was signed by the Chair and Clerk.
- c. Section 2 – The Accounting Statements: These were approved, proposed by Cllr Matthews, seconded by Cllr Hipperson. Section 2 was signed by the Chair.

99/25 Consideration of planning applications, decisions and appeals:

- a. Applications:
 - i. To consider any late notice applications: None.
- b. Decisions:
 - i. Ref.25/00463/F Midhurst 7 Westgate Street Shouldham King's Lynn Norfolk PE33 0BN - Householder: Single storey rear extension on existing two storey house. Status: Application permitted. Noted.
- 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. Noted.

100/25 Clerk's report and correspondence requiring further consideration:

- a. An email was noted from Forestry England giving advance notice of felling work which is scheduled to take place after the school summer holidays, likely beginning September. Further information and dates will be given in due course and will be publicised on the PC Facebook page.
- b. It was noted that BCKLWN have received a Temporary Events Notice 25/00577/LA_TEN for the use of the Village Green for the Beer Festival 29-31 August. All Councillors support.
- c. The Clerk updated on the Councillor vacancy: A notice of casual vacancy has been published, and the Council can advertise for co-option after 25/6/25 if an election is not called. Clerk to action.

101/25 Flooding & Sewage:

- a. Surface Water Management Working Group update: Nigel Walsh provided the Clerk with an update to say they have still not heard from NCC regarding some queries, and the next meeting will be scheduled towards the end of June.
- b. Drainage ditch to west of Westgate Street: Cllr Hipperson reported that the dyke needs to be cleared. Cllr Bland noted that there is no point in only some people clearing a section near their property because unless the entire length of the dyke is cleared then the cleared areas very soon fill again with silt. Cllr Hipperson said that it would be possible for a small digger to clear the dyke, but access is difficult in some areas. Cllr Hipperson and Cllr Atterbury offered to talk to homeowners along the dyke to ask them to make access for a digger. Cllr Sheldon will contact Webber Construction to find out the cost to clear the dyke with a digger.

102/25 To receive reports from Clerk and Cllrs for on-going matters:

- a. The Clerk has access to the PC Facebook Page and it will be used for posting agendas, minutes and other updates.
- b. Councillor and Clerk training: Cllr Sheldon said it is important that the Parish Council are well informed and gain expertise in areas such as planning. The Clerk circulated a list of training opportunities prior to the meeting. Cllrs will look to see if there is any training they would like to do and this can be discussed /approved at the next meeting.
- c. Self-set walnut trees on Norwich Road: These are beginning to grow fast and could cause a visibility issue on Norwich Road and/or cause damage to a nearby pipe. Cllr Hipperson reported that the householder agrees to their removal.

103/25 To consider Councillor roles and responsibilities: The clerk circulated a list of roles and responsibilities which Councillors will look at, to be reviewed at the next meeting.**104/25 Mere Plot:** Annual rent for the plot was reviewed and it was agreed that it would remain the same for the next three years, proposed by Cllr Atterbury and seconded by Cllr Bland. The Council asked that the tenant provides proof of insurance.**105/25 Neighbourhood Plan:** There was no update but the Clerk noted that the latest minutes of the Steering Group are on the PC website.

106/25 Highways, Traffic & Parking:

- a. SAM2 report: A report was received for May 2025 which has been published on the PC website. A volunteer has kindly offered to produce the monthly report. Councillors have noticed vehicles speeding when approaching the village on Lynn Road and Norwich Road and asked that when the camera is moved it could be in one of those positions.
- b. It was resolved to purchase a new battery for the SAM2 camera, proposed by Cllr Matthews and seconded by Cllr Bland.
- c. Lynn Road Trod: The PC contribution has been paid and awaiting the work being scheduled by NCC.

107/25 Play Park and KGV Playing Field:

- a. Cableway servicing update: The clerk contacted Wicksteed who clarified that the Council will only be invoiced for parts needed. The service is booked, an engineer will contact the clerk to arrange a date.

108/25 School crossing patrol on Lynn Road: Cllr Hipperson explained that some land could be made available for a car parking area opposite the school, under certain conditions including there being a safe crossing. NCC have confirmed they would not provide a permanent crossing. A school crossing patrol was discussed as an option, if the local authority would fund it. Cllr Hipperson will confirm whether this would be agreeable to the other landowner before this is pursued further. The Clerk and Chair will liaise with the school.

109/25 CPRE membership: It was resolved to join the Campaign for Rural England (Norfolk), proposed by Cllr Matthews, seconded by Cllr Bland. Cllr Devulapalli abstained due to a conflict of interest. All other Councillors agreed.

110/25 Councillors discussed whether to change the meeting day to the third Wednesday of the month. As not all Councillors were present, this will be added for approval at the next meeting. The next Ordinary Meeting of the Parish Council will be Monday 21 July.

111/25 To receive Cllr reports for items arising after the publishing of the agenda and to receive items for the agenda for the next Parish Council meeting:
 Act of Remembrance proposal: Cllr Atterbury will update.
 Village Gates: Clerk to contact volunteer re. repainting.
 Hedge on Lynn Road between Westgate Street and the school: Clerk to contact Highways re. trimming.

112/25 Meeting closed at 8.56pm

Signed: *J Lloyd*
 Parish Clerk: Jo Lloyd

Dated: 17 June 2025
 clerk@shouldham-pc.gov.uk

Roadworks - fines for non-compliant roadworks in Norfolk

Norfolk County Council has issued fines totalling £685,000 in a year for non-compliant roadworks as part of its ongoing efforts to reduce the impact of roadworks upon Norfolk's communities.

The Council's role is to coordinate and manage street works across the county. In 2024/25, they issued over 44,000 street and roadwork permits, with 75% of these relating to works by utility companies and developers. Of these, 7,000 were emergency works, which often cause the most disruption. The Council rejected 5,400 permit proposals that were unacceptable. However, their powers remain limited under national legislation, so 79 utility companies have a legal right to carry out works on public highways – and in emergency situations, can begin this work before notifying the Council.

The Council does have the power to issue Fixed Penalty Fines (FPNs) to utility companies for breaches such as working without a permit or failing to comply with permit conditions.

In 2024/25, Norfolk County Council issued 2,809 Fixed Penalty Notices (FPNs) for breaches such as working without a permit or failing to meet permit conditions—raising nearly £340,000 in fines. A further £345,000 was recovered from 306 cases where works overran, causing 1,317 days of disruption across Norfolk's roads.

In addition, the Council successfully prosecuted two utility companies, resulting in court-imposed fines of nearly £100,000, with full costs awarded to the Council.

Norfolk's Local Nature Recovery Strategy – public consultation

The county council is inviting everyone to take part in their public consultation on Norfolk's draft Local Nature Recovery Strategy (LNRS).

Running until 11 June, this consultation aims to gather feedback on priorities and actions for restoring and enhancing nature across Norfolk, reversing biodiversity loss and promoting sustainable land use to benefit both people and wildlife.

Norfolk's Local Nature Recovery Strategy is one of 48 across the country, aimed at addressing the decline in nature and identifying a network of areas to help it recover.

Please take the time to fill in the survey and share with local groups who might want to provide their input, and with your local residents.

A link to the consultation is available [here](#).

You can find out more on [our website](#)

Contact the team at naturalnorfolk@norfolk.gov.uk for further information and posters.

Norfolk Fire and Rescue Service update

In the last year, Norfolk Fire and Rescue Service has helped more people than ever before stay safer in their homes. Between April 2024 and April 2025, the service's Prevention team, fire crews and volunteers completed 8,164 in-person Home Fire Safety Visits, which is a 139% increase on 2023-24 and the highest on record for the service.

Home Fire Safety Visits are free, in-person visits designed to reduce the risk of fire and improve safety and wellbeing in homes across Norfolk. They identify potential hazards, raise awareness and influence safer behaviours and also serve as a gateway to wider health and wellbeing support - with teams able to make onward referrals to services such as social care, mental health support and assistive technology providers.

If you know someone who may benefit from a Home Fire Safety Visit, please refer them via our website where we will check if they are eligible: www.norfolk.gov.uk/firesafetycheck.

Investment for autistic children

Proposals to develop more specialist education places in Norfolk for autistic children have been boosted, thanks to proposed investment from the Cullum Family Trust.

Working alongside the National Autistic Society, the Cullum Family Trust has offered to provide £2.2m to help support Norfolk County Council's plans for more specialist resource bases, supporting children with additional needs at mainstream schools.

If approved, the proposals would see £1.1m invested at both Acle Academy and Alderman Peel High School, with Norfolk County Council meeting the remaining £2.5m capital costs for the projects.

The Cullum Family Trust has been set up by Peter Cullum, CBE, a philanthropist and businessman who grew up in Norfolk. The National Autistic Society, on behalf of the Cullum Family Trust, is working in partnership with the County Council and the Wensum Trust to develop Norfolk's first Cullum Centres. The aim of the centres is to provide specialist support to autistic children to help them thrive within a mainstream school.

Further information is available in our press release [here](#).

Norfolk County Council's Cabinet is being asked to agree the proposed investment and partnership with the Cullum Family Trust, when it meets on 2 June.

A link to the Cabinet papers is available [here](#).

New exhibition - Unearthed: The Power of Gardening

Unearthed: The Power of Gardening is a free display beginning in Norfolk's Museum of Norfolk Life at Gressenhall Farm and Workhouse and continuing to Dereham Library, Norwich's Millennium Library and Fakenham Library.

The display explores the transformative, enriching and sometimes radical power of gardening. Inspired by the British Library's major exhibition, Norfolk Library and Information Service is one of 30 library services celebrating gardening through the UK-wide Living Knowledge Network.

Unearthed: The Power of Gardening explores how the act of gardening can heal and sustain people in a multitude of ways. It reveals how gardening can bring people together, empower communities and shape our relationship with the natural world. It also considers gardening as a form of activism, as a means of challenging land ownership and highlighting social disparities, as well as providing a global story about the movement of plants.

The exhibition's final day at Gressenhall will coincide with Gressenhall's hugely popular Open Farm Sunday free event on 8 June.

The touring exhibition will take place at:

- Gressenhall Farm and Workhouse Museum - 24 May - 8 June
- Dereham Library - 10 June - 12 July
- Norfolk & Norwich Millennium Library - 15 July - 30 August
- Fakenham Library - 2-27 September

Further details about this exhibition and additional supporting events are available in our press release [here](#).

Norfolk County Council is set to launch a new grant scheme to support local community groups.

Each of the 84 local county councillors will be allocated £5,000 to distribute within their divisions, ensuring that funding decisions are made close to home.

The fund will offer grants ranging from £200 to £2,500 to support local projects that promote social inclusion, volunteer opportunities, and community engagement.

Any local non-profit group can apply, including charities, community associations, scout and guide groups, sports groups, faith groups whose activities benefit the wider community.

For grants of £500 or more, groups will be asked to match fund 50% through the Crowdfunding platform, potentially doubling the available funding. Grants under £500 will not be required to seek match funding but groups are welcome to do so to boost their total.

Projects must clearly benefit the local community within the local area. They should aim to bring people together, celebrate local culture, and improve the overall quality of life in Norfolk.

The 2025/26 programme will support key themes:

Ageing Well: Supporting the well-being of older adults through community projects.

Youth Focus: Engaging young people in meaningful activities.

Green and Clean: Promoting environmental sustainability.

Come Together: Celebrating community and culture through public events.

Active Living: Encouraging sports and physical activities.

Creative Connections: Fostering arts and cultural projects.

The process to apply for the fund will follow a simple step by step guide. Local groups will be asked to:

Approach your local councillor and explain the project.

If the councillor would like to support your project they will provide you with a letter of support.

Once you have this, fill in the application form on the Crowdfunder website. The team at Norfolk County Council will approve the application, subject to due diligence checks, and add the Norfolk Community Fund Pledge.

The community group can then start crowdfunding for 50% match funding required (for projects under £500, there will be no match-funding requirement, but groups will have the option to still crowdfund if they wish to increase the total amount of funding).

Once the group has reached 100% of the target they will receive the funding & will be able to start their project.

Norfolk County Council will require you to fill in a questionnaire 1 month post project completion about the impact of the project & the experience of the process. More details will follow in July.

Payments for authorisation

ANNEX B

DATE	PAYEE	DETAILS	GROSS AMOUNT (£)
01/05/2025	AC Hipperson & Sons	Posts around green	180.00
02/05/2025	Brightaway Cleaning	Toilet Cleaning inv 0048	183.60
02/05/2025	Chemex	Toilet cleaning products	89.84
06/05/2025	British Gas	Pavillion Electricity	20.25
08/05/2025	NCC	PPS Trod contribution	21,395.82
06/05/2025	Pozitive Energy	Green Electricity 40496720257847531	20.17
08/05/2025	Louise McIntosh	Grounds maintenance March and April	871.00
10/05/2025	Tamar Telecommunications	Virtual Phone 4191483	7.20
04/05/2025	John Cross	Internal audit	40.00
04/05/2025	Wave	Water 15021843	414.11
12/05/2025	Nurture Landscapes	Grounds maintenance Jan	352.20
12/05/2025	Nurture Landscapes	Grounds maintenance Feb	352.20
12/05/2025	Nurture Landscapes	Grounds maintenance March	352.20
12/05/2025	Nurture Landscapes	Grounds maintenance April	352.20
16/05/2025	Jo Lloyd	Salary	303.80
15/05/2025	Scottish Power	Pavillion Electricity DD	30.28
16/05/2025	NALC	Annual membership INV 2469	191.22
27/05/2025	Clear Insurance Management Ltd	Annual insurance premium	1,012.23
30/05/2025	Brightaway Cleaning	Toilet cleaning inv 0061	183.60
Due 21/06/2025	Tri Hardy Ltd TA Mr Groundsman	Football pitch maintenance package	7920.00