

Shouldham Parish Council – Meeting Agenda

I hereby give you notice that an ordinary meeting of the above-named Parish Council will be held on
Monday, 21st July 2025 at 7.30pm in the Shouldham Village Hall.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

113/25 To open the meeting and receive apologies for absence.

114/25 To receive declarations of interest in items on the agenda and any requests for dispensation.

115/25 To hear from the public present (max 3 minutes per person at the Chair's discretion).

116/25 To agree the minutes of the meeting held on 9 June 2025.

117/25 To receive Borough and County Council Members' reports.

118/25 **Neighbourhood Plan:** To receive an update from the Neighbourhood Plan Steering Group and consider letters to parishioners.

119/25 **Financial Matters:**

- a. To note authorised payments and authorise new payments.
- b. To reconcile the accounts.
- c. To receive a budget report for the first quarter 25-26.
- d. To ratify the authorised payment of £6900 (plus VAT) to Mr Groundsman for pitch maintenance of the KGVPF.
- e. To accept a donation of £6900 from Shouldham Youth Football Club for football pitch improvements.
- f. To consider reimbursing the Clerk £5.83 (plus VAT) for the cost of key cutting.
- g. To authorise payment of £90 to Aquajet for unblocking the toilet drains on KGVPF.
- h. To consider purchasing paint for the Village Gates (to be bought by volunteer and reimbursed).
- i. To consider purchase of a Poppy Wreath for Remembrance Sunday (£20 plus any donation).

120/25 **Consideration of planning applications, decisions and appeals:**

Any application that appears on the Borough Council planning portal up to the date of the meeting, that requires the consultation of the Parish Council will be considered by the Councillors at this scheduled meeting, even if the application is not listed on the agenda below.

a. Applications:

- i. To ratify the agreed response to PA 25/00980/F | 15 Hallfields Shouldham King's Lynn Norfolk PE33 0DN | Extension & alterations to bungalow and erection of garage.
- ii. PA 25/01050/F | Brink House 46 Lynn Road Shouldham King's Lynn Norfolk PE33 0BW | New driveway to garden.
- iii. PA 25/01164/F | Brink House 46 Lynn Road Shouldham King's Lynn Norfolk PE33 0BW | Rear single storey extension, demolition of existing outbuilding, new outbuilding and permeable area to end of garden.
- iv. To consider any late notice applications.

b. Decisions:

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.

121/25 **Clerk's report and correspondence** requiring further consideration:

- a. Update on Councillor vacancy.
- b. Update on Pozitive Energy contract for Village Green electricity.

- c. Email from Nurture Landscapes re. cost increase from next financial year.
- d. Parish Partnership Scheme offering funding for bus stops.

122/25 To review Council policies and procedures:

- a. To review Standing Orders noting the 2025 updates to NALC model document.
- b. To adopt a Co-option policy.
- c. To review other policies (no changes).

123/25 Proposal to hold an Act of Remembrance on the Green around the 11 November.

124/25 Churchyard: To consider proposal for a Memorial Garden in the Closed Churchyard.

125/25 Flooding & Sewage:

- a. To receive Surface Water Management Working Group update (if available.)
- b. To receive update on drainage ditch to west of Westgate Street.

126/25 To receive reports from Clerk and Cllrs for on-going matters:

- a. Self-set walnut trees on Norwich Road.
- b. School crossing on Lynn Road.

127/25 To consider Councillor roles and responsibilities.

128/25 To consider Councillor and Clerk training.

129/25 Highways, Traffic & Parking:

- a. SAM2 report.
- b. Lynn Road Trod update.
- c. Update on hedge cutting on Lynn Road/Westgate Street corner.

130/25 Play Park and KGV Playing Field:

- a. Cableway servicing report.
- b. Toilets: to consider actions wrt vandalism in toilets.
- c. Toilets: update on recent issues with drainage and electricity.
- d. To confirm a date for the AGM for KGV Charity.

131/25 To consider moving the meeting night to a Wednesday and to agree the date for the next Ordinary Meeting of the Parish Council in September.

132/25 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.

133/25 Close Meeting.

Signed: *J Lloyd*
Parish Clerk: Jo Lloyd

Dated: 16 July 2025
clerk@shouldham-pc.gov.uk

Annex A

Payments for authorisation

DATE	PAYEE	DETAILS	GROSS	VAT
02/06/2025	BCKLWN	Litter Bin Collection BC110303478	390.30	0.00
03/06/2025	HMRC	PAYE Mth 2 75.80	75.80	0.00
10/06/2025	Nurture Landscapes	Grounds maintenance May 365092	352.20	58.70
03/06/2025	Pozitive Energy	Green Electricity 40496720258074681	49.25	2.35
10/06/2025	Tamar Telecommunications	Virtual Phone 4206713	7.20	1.20
15/06/2025	Scottish Power	Pavillion Electricity	30.28	1.51
22/06/2025	Information Commissioners Office	Data protection fee	47.00	0.00
25/06/2025	Westcotec Ltd	SAM2 battery INV16937	100.80	16.80
30/06/2025	Jo Lloyd	Salary month 3 (including PAYE refund)	473.00	0.00
27/06/2025	Brightaway Cleaning	Toilet cleaning invoice 0082	163.20	27.20
30/06/2025	Wicksteed Leisure Ltd	Cableway service invoice 0000828856 (minus credit note)	999.52	166.59
02/07/2025	Pozitive Energy	Green electricity 40496720258263019	29.67	1.41
02/07/2025	Pozitive Energy	Green electricity 40496720258263021	6.94	0.33
01/07/2025	NALC	website hosting fee INV2667	84.00	14.00
10/07/2025	Louise McIntosh	Grounds maintenance	871.00	0.00
15/07/2025	Aquajet Drainage Solutions	Unblocking toilet drain KGVPF	90.00	0.00
31/07/2025	Jo Lloyd	Reimburse for key cutting (Village Hall)	7.00	1.17
31/07/2025	Jo Lloyd	Salary month 4	379.60	0.00