

Shouldham Parish Council – Meeting Agenda

I hereby give you notice that an ordinary meeting of the above-named Parish Council will be held on
Wednesday 3rd September 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.

- 134/25 To open the meeting and receive apologies for absence.
- 135/25 To receive declarations of interest in items on the agenda and any requests for dispensation.
- 136/25 To hear from the public present (max 3 minutes per person at the Chair's discretion).
- 137/25 To agree the minutes of the meeting held on 21 July 2025.
- 138/25 To consider co-option to fill the casual vacancy.
- 139/25 To receive Borough and County Council Members' reports.
- 140/25 **Financial Matters:**
- a. To note authorised payments and authorise new payments (Annex A).
 - b. To reconcile the accounts.
 - c. To note VAT refund for April to July received; £2144.27.
 - d. To note direct debit set up of £5 per month to CPRE for membership.
 - e. To note the Local Government Pay Award 2025 and increase in Clerk hourly rate by 3.2%, back dated to April 2025.
 - f. To approve the purchase of ink cartridges at £30.59 plus VAT.
 - g. To approve payment of £35 to electrician for attending toilets on KGF.
 - h. To note the Agar Completion of Review and receive the External Auditor's Report and Certificate.
- 141/25 **Neighbourhood Plan**
To receive update on Neighbourhood Plan and letters to parishioners.
- 142/25 **Consideration of planning applications, decisions and appeals:**
- a. Applications:
 - i. To consider any late notice applications.
 - b. Decisions:
 - i. PA 25/00980/F | 15 Hallfields Shouldham King's Lynn Norfolk PE33 0DN | Extension & alterations to bungalow and erection of garage: Application permitted.
 - ii. 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: Application permitted.
 - iii. To note any other 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.
- 143/25 **Clerk's report and correspondence** requiring further consideration:
- a. To consider email from KLWNBC re overflowing dog waste bins at the Warren and decide actions.

144/25 **Proposal to hold an Act of Remembrance on the Green around the 11 November.**

145/25 **Bus stop:**

- a. To consider proposal for a marked bus stop and area of hardstanding on the village green.
- b. To consider applying for funding for a bus shelter for the village green.

146/25 **Flooding & Sewage:**

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

147/25 **To receive reports from Clerk and Cllrs for on-going matters:**

- a. Update on Lynn Road pavement issues reported to NCC.
- b. Maintenance of footpaths around village.

148/25 **To consider Councillor roles and responsibilities.**

149/25 **To consider Councillor and Clerk training.**

150/25 **Tree maintenance:** to consider tree survey report and consider actions.

151/25 **Play Park and KGV Playing Field:**

- a. Play area inspection report: receive report and consider actions to address issues.
- b. Toilets: to consider actions wrt ongoing mess and damage in toilets.
- c. Toilets: update on recent issues with plumbing and electricity and consider replacing water heater in gents toilet at an estimated cost of £200.

152/25 **Highways, Traffic & Parking:**

- a. SAM2 report.
- b. Lynn Road Trod update.
- c. Solar stones in road.

153/25 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.

154/25 Close Meeting.

Signed: *J Lloyd*
Parish Clerk: Jo Lloyd

Dated: 29 August 2025
clerk@shouldham-pc.gov.uk

Annex A

Payments to note and for authorisation

DATE	PAYEE	DETAILS	GROSS	VAT
31/07/2025	Brightaway Cleaning	Toilet cleaning	183.60	30.60
31/07/2025	The Play Inspection Company	Annual inspection KGV PF	169.20	28.20
31/07/2025	The Play Inspection Company	Annual insp. King's Arms (to be recharged)	102.00	17.00
31/07/2025	Nurture Landscapes	Grounds maintenance July	352.20	58.70
05/08/2025	RLS Computer Serivces Ltd	Laptop disposal	36.00	6.00
10/08/2025	Tamar Telecommunications	Virtual Phone	7.20	1.20
10/08/2025	Pozitive Energy	Green electricity	21.39	1.02
10/08/2025	Nurture Landscapes	Grounds maintenance June	352.20	58.70
14/08/2025	Chemex	Toilet cleaning products	76.72	12.79
14/08/2025	Wave	Water	1.57	
15/08/2025	Scottish Power	Pavillion Electricity	30.28	
31/08/2025	Jo Lloyd	Salary month 5	379.60	
28/08/2025	PKF Littlejohn	External audit fee	252.00	42.00