

Shouldham Parish Council

Minutes of the Ordinary Meeting of Shouldham Parish Council held on Monday 21st July at 7.30pm in the Village Hall

Present:

Parish Councillors: Cllrs Sarah Sheldon (Chair), Claire Atterbury, David Bland, John Carman, Pallavi Devulapalli, Geoff Hipperson

Proper Officer/RFO: Jo Lloyd

Apologies: Cllr K Matthews

In attendance: C.Cllr Jim Moriarty (arrived at item 119/25), Members of the NHP steering group (5)

Public: None

- 113/25 **Introduction and apologies for absence:** Cllr Sheldon opened the meeting and apologies were accepted.
- 114/25 **Declarations:** Cllrs Carman and Hipperson declared an interest in item 118/25. Cllrs Atterbury and Sheldon declared an interest in item 123/25. Cllr Atterbury declared an interest in item 124/25.
- 115/25 **Public forum:** None.
- 116/25 **Minutes of the meeting held on 9 June 2025:** The draft minutes having been previously circulated were proposed by Cllr Atterbury, seconded by Cllr Hipperson and agreed.
- 117/25 **Borough and County Council Members' reports:**
 Borough Council: B.Cllr Devulapalli told the meeting about the planned restoration of the Guild Hall in King's Lynn, which will be an opportunity to increase tourism. £30 million will be needed, of which they already have half. This project will be in addition to their other work and will not impact those budgets.
 County Council: A report from C.Cllr Moriarty had been circulated prior to the meeting and is attached at Annex A. C.Cllr Moriarty had not been expecting to be available but arrived later in the meeting.
- 118/25 **Neighbourhood Plan:** The Neighbourhood Plan Steering Group attended to discuss the proposal to identify within the plan some areas of land as "local green spaces" and some local properties as "non-designated heritage assets." There was a discussion of the set criteria which have been used to identify these areas and properties, which were based on the public engagement sessions, and of what the impact of the designation would be on planning decisions. The points were made that some of the green spaces are already protected, that design and appearance of properties is already a material planning consideration, and that "opting out" of inclusion might be considered but not guaranteed. The NHP Steering Group proposed writing to parishioners whose homes or land are included as a courtesy and as part of public engagement and neighbourliness. These letters are also part of the due process in producing the Neighbourhood Plan, enabling public examination. Councillors asked for clarification on what the regulations say about sending out letters, whether it is a requirement and what should be included. The NHP Steering Group will clarify with the consultant. It was agreed that if letters are to be sent, they should go directly from the NHP Steering Group rather than the Parish Council.
- Councillors acknowledged the considerable amount of work that has gone into the Neighbourhood Plan, and its potential value in supporting decisions the Parish Council make on planning and protecting the character of the village. They expressed their appreciation to the NHP Steering Group.
- The Steering Group outlined the next steps for the NHP. These would include some possible doorstep visits to homeowners and consultation with the Borough Council. The NHP will go to the public for the final say in whether it is adopted.
- 119/25 **Financial Matters:**
- Approval of payments at Annex B: proposed by Cllr Devalupalli, seconded by Cllr Atterbury and agreed.
 - Accounts internal monitoring: A bank reconciliation was checked and signed by Cllr Sheldon.
 - Budget Report: A budget report for the first quarter 25-26 was circulated prior to the meeting. Councillors expressed thanks to Cllr Hipperson and Mike Inder for cost savings with the post installation on the Green.

- d. Pitch Maintenance of KGVPF: The payment of £6900 (plus VAT) to Mr Groundsman for pitch maintenance was authorised, proposed by Cllr Sheldon and seconded by Cllr Bland.
- e. It was agreed to accept a donation of £6900 from Shouldham Youth Football Club for football pitch improvements, proposed by Cllr Sheldon and seconded by Cllr Bland.
- f. It was agreed to reimburse the Clerk £5.83 (plus VAT) for the cost of key cutting, proposed by Cllr Sheldon and seconded by Cllr Atterbury.
- g. The payment of £90 to Aquajet for unblocking the toilet drains on KGVPF was authorised, proposed by Cllr Devulapalli, seconded by Cllr Atterbury.
- h. It was agreed to reimburse a volunteer up to £50 for any paint needed to repaint the Village Gates, proposed by Cllr Sheldon and seconded by Cllr Devulapalli.
- i. Purchase of a Poppy Wreath for Remembrance Sunday costing £20 was approved. Cllr Devulapalli queried whether there was a more sustainable option than plastic and Cllrs suggested this is researched for future years.

j. **Consideration of planning applications, decisions and appeals:**

Applications:

- i. PA 25/00980/F | 15 Hallfields Shouldham King's Lynn Norfolk PE33 0DN | Extension & alterations to bungalow and erection of garage: The agreed response of no observations was ratified, having been submitted prior to the meeting.
- ii. PA 25/01050/F | Brink House 46 Lynn Road Shouldham King's Lynn Norfolk PE33 0BW | New driveway to garden: Councillors resolved to support this application, citing improved highway safety.
- 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: Councillors resolved to support this application, citing improved design and appearance.
- iv. Late notice applications: None.

k. Decisions: None.

l. 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.

120/25 **Clerk's report and correspondence** requiring further consideration:

- a. The Clerk gave an update on the Councillor vacancy, there has been one applicant so far.
- b. The electricity supply contract with Pozitive Energy for the Village Green has been renewed for one year at a fixed rate, as previously agreed. The Clerk informed Councillors that it had been out of contract for around 6 weeks due to an oversight by the broker.
- c. The Clerk has received an email from Nurture Landscapes saying they are increasing their charges by 8%, they have confirmed this will not apply to Shouldham until the current contract finishes at the end of 2025. The Clerk will seek alternative quotes for 2026.
- d. The Parish Partnership Scheme is offering funding for bus stops and bus stop updates. Councillors discussed the possibility of a designated bus stop on the Green to reduce congestion, which would then benefit from a shelter. C.Cllr Moriarty offered to look into the process to request a bus stop. The Clerk will then look at the process for a funding application for a shelter.

121/25 **Review of Orders, Regulations and Policies:**

- a. Draft Standing Orders were circulated prior to the meeting with an explanation of amendments made, based on the 2025 updates to the NALC model document. The draft was approved, proposed by Cllr Sheldon and seconded by Cllr Atterbury.
- b. A draft Co-option Policy was circulated prior to the meeting and was approved, proposed by Cllr Atterbury and seconded by Cllr Carman.
- c. The remaining Governance Documents were unchanged and were approved.

122/25 **Proposal to hold an Act of Remembrance on the Green around the 11 November:** Councillors discussed the plan to create a field of poppies using plastic bottles. Parishioners will be asked for unwanted empty

bottles. There will be a proposal to use the tree on the Green which was agreed in principle.

- 123/25 **Proposal for a Memorial Garden in the Closed Churchyard:** Cllr Atterbury shared the PCC plans for a memorial garden for the internment of ashes. Money has been raised by the PCC. The area is within the Closed Churchyard which is maintained by the Parish Council but will be low maintenance; each plot will have a small plaque and no memorial trees will be planted. The Garden will be surrounded by a small hedge. Councillors resolved to support the Garden, proposed by Cllr Bland and seconded by Cllr Carman.
- 124/25 **Flooding & Sewage:**
- Surface Water Management Working Group: There was no update as there has been no response yet from MP Terry Jermy.
 - Drainage ditch to west of Westgate Street: Cllr Sheldon has spoken to Webber Construction who said they are able to access the ditch to clear it if homeowners do not want to. They will give a quote which will be shared with the homeowners and advised this would be lower if they do not have to dispose of the waste. Homeowners will be contacted with this proposal and asked to move any obstacles when necessary. The homeowner at Fairstead Drove will also be reminded to clear the pipe on their land.
- 125/25 **To receive reports from Clerk and Cllrs for on-going matters:**
- Self-set walnut trees on Norwich Road: this has been resolved.
 - School crossing on Lynn Road: the landowner of the field opposite the school is concerned that the location is not suitable so this will not be pursued.
- 126/25 **To consider Councillor roles and responsibilities:** Cllr Sheldon and Cllr Atterbury will take responsibility for the children's play area. All other roles were deferred until September.
- 127/25 **To consider Councillor and Clerk training:** This item was deferred until September.
- 128/25 **Highways, Traffic & Parking:**
- SAM2 report: a report was provided which shows minimal speeding on Westgate Street.
 - Lynn Road Trod update: The Clerk has been in contact with Highways to ask for a date for the work to begin.
 - Hedge cutting on Lynn Road/Westgate Street corner: This has been reported to NCC Highways but Cllrs are concerned it is still very overgrown and walking along the path is not safe. Clerk to contact Highways again.
- 129/25 **Play Park and KGV Playing Field:**
- Cableway servicing: This has been completed and the report was circulated.
 - Vandalism and mess in toilets: A notice has been put up in the toilets and on the PC Facebook group reminding people to look after the toilets. The option of installing CCTV to deter vandalism was discussed, clerk to research costs and implications.
 - Drainage and electricity in toilets: A recent blockage was caused by a build up of paper and a piece of wood which was inside the outlet pipe. It was reported by the cleaner that the electricity was off on one occasion recently, and it is not known whether it had been accidentally switched off. This will be monitored.
 - AGM for King George V Charity: It was resolved to hold this immediately before the September Parish Council meeting.
- 130/25 **Meeting night:** It was resolved to change the regular meeting night to the first Wednesday in the month. The next Ordinary Meeting of the Parish Council will be September 3rd.
- 131/25 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.
- Decorative solar light stones in road.
- 132/25 The meeting was closed at 21.13

Signed: *J Lloyd*
Parish Clerk: Jo Lloyd

Dated: 5th August 2025
clerk@shouldham-pc.gov.uk

Annex A

Norfolk County Council report from C.Cllr Jim Moriarty

New fund for local projects launched

Local groups across Norfolk can apply for funding through the newly launched Norfolk Community Fund. The Norfolk Council grant scheme is designed to support grassroots organisations at the heart of every community. Each of Norfolk's 84 county councillors has been allocated £5,000 to distribute within their division, ensuring that funding decisions are made by those who know their communities best. With an estimated 10,000 voluntary, community, and social enterprise (VCSE) organisations in Norfolk - including 3,500 registered charities and 6,500 informal groups - the fund aims to provide a vital boost at a time when many are facing financial pressures.

Local groups who could benefit from a grant are encouraged to contact their local county councillor with details of their project and the funding needed. The fund offers grants between £200 and £2,500 to support projects that promote things like social inclusion, volunteering, and community engagement.

Further details and how to apply are available on the county council website [here](#). (The site also includes a link to find out contact details for county councillors).

Options assessment work for a Norwich Western Link

Norfolk County Council has laid out plans to assess options for a Norwich Western Link, to tackle growing traffic issues and improve travel to the west of Norwich. The County Council's cabinet will be asked to approve the options assessment work, which would include a public consultation, when they meet on Monday 7 July. If approved, options that would be assessed would include improvements to the existing road network, public transport and active travel proposals (such as measures to support walking, wheeling and cycling) as well as new single and dual carriageway routes.

The Council's previously submitted planning application for a 3.9-mile dual carriageway road between the A47 and Broadland Northway was withdrawn in January after the Council were unable to resolve an objection from Natural England relating to barbastelle bats. The Council has been in discussions with the Department for Transport (DfT) over the next steps for the project. DfT agreed in principle, subject to the completion of their processes, to funding of £960k, or two-thirds of the overall estimated cost of £1.43 million of the options assessment work.

The report on the Norwich Western Link project will be considered by Norfolk County Council's cabinet on Monday 7 July 2025. Further details are available in our press release [here](#).

Norwich Castle Museum – Castle Keep opening date announced

Norwich Castle Keep will re-open on 7 August 2025.

The Keep has been completely reimagined as part of the Norwich Castle: Royal Palace Reborn project, bringing Norman England vividly back to life. The redevelopment project has received £13m from The National Lottery Heritage Fund and support from Norfolk County Council.

When it reopens, the Keep will transport visitors back 900 years to the heyday of Norman England when Norwich was medieval England's influential second city. Visitors are encouraged to explore:

- The recreated medieval palace with floors and rooms that have been meticulously reinstated and are fully furnished, bringing alive the sights and sounds of the Keep.
- The UK's most accessible castle, with step-free access from basement to rooftop battlements – a first in its 900-year history.
- The Gallery of Medieval Life: A British Museum Partnership will showcase nearly 1,000 medieval artefacts.
- Immersive, multisensory experiences that bring the Norman palace to life.

Priority booking with a Norfolk Museums Pass opens: Thursday 17 July

General booking opens: Thursday 24 July

Further information about the Norwich Castle, Museum and Art Gallery is available [here](#).

Special Schools – update

A building project in Swaffham, which will create 27 new special school places and a new school for 224 children with SEND, recently celebrated its topping out ceremony.

The Fred Nicholson School relocation project will provide state-of-the-art facilities. The new school will include 17 classrooms, dedicated sixth form and Autism Spectrum Disorder (ASD) areas, and specialist spaces for life skills, sensory immersion, and physical development. It is due to open in spring 2026 and is part of plans to deliver new special school places through expansion projects.

Over the past five years, Norfolk County Council has:

- Built 3 new special schools, creating a combined 358 new school places
- Expanded existing special schools to create a further 289 more places

This is a 41% increase in the number of special school places in Norfolk.

The council is awaiting a Department for Education decision on a further two new special schools in Downham Market and Great Yarmouth which would deliver another 270 places.

Consultation – new bus lane to reduce delays on Hardwick Road King Lynn

Norfolk County Council is inviting residents and road users to share their views on a proposed new bus lane along the A149, Hardwick Road, as part of its ambitious Bus Service Improvement Plan (BSIP).

The proposal would see the introduction of an inbound bus lane between the railway bridge and Horsley's Fields, a section of road plagued by congestion during peak hours. The aim is to significantly improve bus journey times and reliability by easing traffic delays between the A47 Hardwick Roundabout and Southgate's Roundabout.

People are encouraged to take part in the public consultation, open until 21 July 2025. If the scheme gets the go-ahead, construction is expected to begin in early 2026.

To take part visit www.norfolk.gov.uk/hardwickroad.

Annex B

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