

Shouldham Parish Council

Minutes of the Ordinary Meeting of Shouldham Parish Council held on Wednesday 3rd September at 7.30pm in the Village Hall

Present:

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

Proper Officer/RFO: Jo Lloyd

Apologies: C.Cllr Jim Moriarty

In attendance:

Public: None

134/25 **Introduction and apologies:** Cllr Sheldon opened the meeting and apologies were accepted.

135/25 **Declarations:** None.

136/25 **Public forum:** None.

137/25 **Minutes of the meeting held on 21 July 2025:** The draft minutes having been previously circulated were proposed by Cllr Carman, seconded by Cllr Bland and agreed.

138/25 **Co-option:** One application was received and circulated for consideration. The applicant, Dr Philippa Bennett, was unable to attend the meeting but was willing to be co-opted in her absence. Cllr Atterbury proposed the co-option, seconded by Cllr Matthews, and Cllrs voted unanimously in favour. Dr Bennett will be informed and will need to sign a declaration of office prior to taking her seat on the Council at the next meeting.

139/25 **Borough and County Council Members' reports:**

Borough Council: B.Cllr Devulapalli said that much of the Borough Council's focus is on the Local Government reorganisation. Their final submission will be next week, supporting a 3 unitary authority model. The result will be given in March 2026. There will likely be a Mayoral election in May 2026.

There is to be significant investment in West Norfolk, including the planned restoration of the Guild Hall and redevelopment of Lynnsport, including the addition of a swimming pool to replace St James' pool.

140/25 **Financial Matters:**

- a. Approval of payments at Annex A: proposed by Cllr Hipperson, seconded by Cllr Bland and agreed.
- b. Accounts internal monitoring: A bank reconciliation was checked and signed by Cllr Sheldon.
- c. It was noted that a VAT refund of £2144.27 for April to July 2025 has been received.
- d. It was noted that a direct debit has been set up of £5 per month to CPRE for membership.
- e. It was noted that there has been a Local Government Pay Award of 3.2% Cllrs agreed to increase the Clerk's hourly rate, back dated to April 2025, proposed by Cllr Atterbury and seconded by Cllr Matthews.
- f. The purchase of ink cartridges at £30.59 plus VAT was approved, proposed by Cllr Sheldon and seconded by Cllr Atterbury.
- g. A payment of £35 to electrician for attending the KGF toilets was approved, proposed by Cllr Carman and seconded by Cllr Matthews.
- h. The Agar Completion of Review was noted, and the External Auditor's Report and Certificate was received with no issues.

141/25 **Neighbourhood Plan**

Cllr Sheldon gave an update from the Steering Group. They have met with the consultant and with the Borough Council. It was agreed that the letters sent to homeowners and landowners should be independent of the Parish Council, and letters have now been sent. The Parish Council has received

letters re village green spaces; the KGF, bowls club and the Green. There is a deadline of October for comments, after which the NHP Steering Group will consult with the village again. Cllrs discussed the implications on homeowners of their house being a “non-designated heritage asset” regarding small changes in aesthetics such as windows, porches. These queries can be asked of the Steering Group. Cllrs also asked to see a copy of the plan so far.

142/25 Consideration of planning applications, decisions and appeals:

- a. Applications:
 - i. PA 25/00052/TPO | 9 Hallfields, Shouldham PE33 0DN | T1 Lime - T1 on TPO 1987 No.14 Shouldham, fell due to the basal decay; Kretzschmaria deusta: This application was noted; the Parish Council are not a statutory consultee for tree works but can comment.
- 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.
- 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 : Enforcement Notice upheld with alteration.

143/25 Clerk's report and correspondence:

- a. The Clerk received an email from BCKLWN re overflowing dog waste bins at the Warren. The Parish Council were given 4 options; twice weekly collection, a second bin with weekly collection, removal of the waste bin or seeking an alternative collector. Cllrs discussed the options and it was agreed to request twice weekly collections on a trial basis, at a cost of £219.70 plus VAT per year, proposed by Cllr Sheldon and seconded by Cllr Matthews.
The Clerk will look into the option of a second bin which would depend on permission from Forestry England. Cllrs discussed ways to bring attention to the issue and ask people to take dog waste away if they can see the bin is full.

144/25 Proposal to hold an Act of Remembrance on the Green:

Cllrs Atterbury and Sheldon introduced a proposal to decorate the tree on the Green with poppies for the month of November as an Act of Remembrance. The poppies would be made from recycled plastic bottles, painted red, attached to chicken wire. The tree would be the centre of a Remembrance Ceremony around 11th November. Cllrs agreed to give permission for use of the Green and the tree, proposed by Cllr Matthews and seconded by Cllr Devulapalli.

145/25 Bus stop:

- a. **Proposal for a marked bus stop on the Village Green:** Cllrs agreed to implement and further explore the proposal for a bus stop with pull-in on the Village Green, for the reasons of improved safety and reduced congestion when buses are stopping. They noted the location proposed by Highways, away from the bend in the road.
- b. **Option to apply for funding for a bus shelter for the village green:** Cllrs discussed whether a bus shelter would be beneficial, as there is funding available from NCC. They agreed that the Green was not a suitable location, and also felt that a shelter on that side of the road would not be used very much as few people wait for buses going in that direction.

146/25 Flooding & Sewage:

- a. **Surface Water Management Working Group update:** The Clerk reported on correspondence from the Working Group who had met with Nick Tupper of the Norfolk Strategic Flood Alliance, along

with representatives from NCC Highways and Anglian Water. All parties expressed support for the Working Group's efforts though they confirmed that collectively they have no authority to implement a solution. They did agree the option of a diversion flow should be explored further and suggested contacting NCC Flood Team.

The pooling of water between Westgate Street and the school will be investigated by Highways to determine whether it is their responsibility or the landowner's.

In the meantime, efforts will continue to remind residents of their responsibilities to maintain waterways and to encourage residents to report any unusual conditions.

- b. Update on drainage ditch to west of Westgate Street: Cllr Sheldon had received an estimate of £600-£700 for a contractor to clear the ditch, provided he could dispose of the waste onsite. It was suggested that the pipe at Fairstead Drove would need clearing first. Cllrs discussed how this can be enforced.

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

- a. Lynn Road pavement issues: One area of the pavement near Rye's Close junction has been cleared by the homeowner, but adjacent areas are still overgrown with grass and moss extending into the path. The Clerk has reported to NCC who will schedule this work.
The Clerk has chased Highways regarding the hedge at the corner of Lynn Road and Westgate Street, which Cllrs reported is still causing problems to anyone walking on the pavement.
- b. Maintenance of footpaths around village: Several footpaths are the responsibility of homeowners. Lamson's Lane is maintained by Nurture Landscapes on behalf of the Parish Council and the Clerk will check whether there are any other footpaths the Parish Council are responsible for.

148/25 To consider Councillor roles and responsibilities: this was deferred to the next meeting.

149/25 To consider Councillor and Clerk training: The Clerk has shared a list of training options with Cllrs. It was agreed that Cllr Sheldon and the Clerk can book a training course each with Norfolk Parish Training and Support.

150/25 Tree maintenance: A tree survey was carried out and the report circulated to Cllrs before the meeting. It was agreed that the Clerk would look for quotes to carry out the recommended works.

151/25 Play Park and KGV Playing Field:

- a. Play area inspection: The annual inspection has been carried out by The Play Inspection Company and the report circulated to Councillors. Following recommendations on the report, a missing slat on the Junior Multiplay has been replaced at no cost thanks to a parishioner. Cllrs agreed to include cutting back of trees near the cableway in the tree work to be quoted at item 150/25.
- b. Mess and damage in toilets: there have been no further reports of vandalism but the toilets continue to be left in a mess at times. A sign will be placed in the toilets asking people to leave them in a tidy state, and this will continue to be monitored.
- c. Toilet electrics: An electrician has checked and found the reason for the lights going off and on every few seconds was the sensor timer being set to 5s, it was changed to 2 minutes. The electrician confirmed that the water heater in the gents toilet is not working and a replacement would cost approximately £200.

152/25 Highways, Traffic & Parking:

- a. SAM2 report: The report for July was received and is on the website.
- b. Lynn Road Trod update: This work has been scheduled for the first week in January 2026.
- c. Large stones / rocks in road: Cllrs have noted some householders have large stones bordering their properties which can cause an obstruction in the road. The Clerk advised that it is the responsibility of Highways to inspect any issues raised.

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.

- a. Boundary walk
- b. Parish Council news in the village newsletter.

154/25 The next meeting was agreed as 1st October.

The meeting closed at 9.10pm

Signed: *J Lloyd*
 Parish Clerk: Jo Lloyd

Dated: 10 September 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