

Shouldham Parish Council

Minutes of the Ordinary Meeting of Shouldham Parish Council held on Wednesday 1st October at 7.30pm in the Village Hall

Present:

Parish Councillors: Cllrs Sarah Sheldon (Chair), Claire Atterbury, Pallavi Devulapalli, Pippa Bennett

Proper Officer/RFO: Jo Lloyd

Apologies: Cllr K Matthews, Cllr J Carman, Cllr D Bland, C.Cllr Jim Moriarty

In attendance:

Public: None

155/25 **Introduction and apologies:** Cllr Sheldon opened the meeting and apologies were accepted. Cllr Pippa Bennett was welcomed to the Parish Council.

156/25 **Declarations:** None.

157/25 **Public forum:** None.

158/25 **Minutes of the meeting held on 3rd September 2025:** The draft minutes having been previously circulated were agreed and signed, proposed by Cllr Atterbury and seconded by Cllr Sheldon.

159/25 **Borough and County Council Members' reports:**

Borough Council: B.Cllr Devulapalli told Cllrs that the garden wildlife competition was very successful, with a good number of applicants. They hope to build on this success next year. An update was given on the Lynn Sport redevelopment. This will be a large project and comes at considerable cost. Concerns have been raised that the plans involve reducing the carpet bowls facility as the current location will be used for the new swimming pool. This will affect the ability for King's Lynn to host competitions and will reduce access to activity and social opportunities for older residents. Cllrs agreed that this would be a loss to the community. B.Cllr Devulapalli is keen to ensure a suitable replacement facility is provided. A decision is due in March regarding devolution in Norfolk, the Borough Council have submitted their preference for a three unitary authority model.

County Council: C.Cllr Moriarty gave his apologies and sent a report, see Annex A.

160/25 **Financial Matters:**

- a. Approval of payments at Annex B: proposed Cllr by Devulapalli, seconded by Cllr Bennett and agreed.
- b. Accounts internal monitoring: A bank reconciliation was checked and signed by Cllr Sheldon.
- c. A payment of £72 to NPTS for Clerk training was noted.
- d. A payment of £147.50 to David Willis for NHP postage costs was approved, proposed by Cllr Sheldon and seconded by Cllr Atterbury. This will come from the agreed NHP budget.
- e. It was agreed to remove Mike Inder and Nigel Walsh from the bank account mandates, proposed by Cllr Devulapalli, seconded by Cllr Atterbury.

161/25 **Neighbourhood Plan**

Letters have been sent to all landowners and homeowners who own one or more of the proposed NDHA and LDS sites. There is a deadline of the end of October for responses. A

final decision on which properties are included will be made by the Borough Council. The Parish Council have received letters regarding the Green, Bowling Green and KGF. A public consultation will follow. The draft NHP will be sent to all Parish Councillors shortly.

162/25 **Consideration of planning applications, decisions and appeals:**

- a. Applications:
 - i. 25/01479/PACU3 and 25/01477/PACU3 | Conversion of existing piggery building to 1 dwelling | Agricultural Building at E567566 N309030 Westgate Street Shouldham Norfolk PE33 0BJ | Application to determine if prior approval is required.
The application was noted, the Parish Council are not consulted at this stage but await further details.
 - ii. To consider any late notice applications: None.
- b. Decisions:
 - i. 25/01050/F | New driveway to garden | Brink House 46 Lynn Road Shouldham King's Lynn Norfolk PE33 0BW | Application permitted - noted.
 - ii. 2/TPO/00201: T1 Lime - T1 on TPO 1987 No.14 Shouldham, fell due to the basal decay; Kretzschmaria deusta | 9 Hallfields Shouldham PE33 0DN | Consent given - Cllrs were pleased to note that the tree will be replaced by a healthy tree of minimum size.
 - iii. 2/TPO/00201- T1: Quercus robur. A mature, healthy oak tree requires general maintenance; crown lift and reduce extended branches | 10 Hallfields Shouldham PE33 0DN | Consent given - noted.
- c. Planning Appeals and Enforcement updates: None.

163/25 **Clerk's report and correspondence** requiring further consideration:

- a. Agar Assertion 10 requirements for 25/26 audit: The clerk circulated a report prior to the meeting summarising the new requirements. Shouldham Parish Council will need to ensure the website meets Web Content Accessibility Guidelines 2.2AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. The PC will also need an IT Policy. Clerk to action both.
- b. Maintenance of Lamson's Lane and other footpaths: The Clerk has checked with NCC and the Parish Council are not responsible for the maintenance of any footpaths in the village. Lamson's Lane is cut as part of the Nurture grounds maintenance contract, which the PC will continue with as NCC would only cut twice per year. Cllrs agreed to ask NCC to keep Lamson's Lane on their schedule too.

164/25 **Proposal for Beacon Basket** from Shouldham Ents Committee. Cllrs discussed the proposal including best location and funding. It was agreed that SEC should be invited to a meeting to discuss the proposal, also inviting a representative from the PCC.

165/25 **Bus stop on Green:** The proposed location for a marked bus stop and pull-in was discussed. The Clerk is communicating with Highways at NCC re. the boundary of the Green and which areas are within the Highway. It was suggested the PC could apply for funding for a bench if the option is still available when the bus stop is agreed.

166/25 **Flooding & Sewage:**

- a. To consider proposal from Cllr Hipperson for flood alleviation: In the absence of Cllr Hipperson this was postponed until the next meeting.

- b. To receive Surface Water Management Working Group update: The group met on 24th September, they have received the proposed plan at 166/25 from Cllr Hipperson.
- c. To receive update on drainage ditch to west of Westgate Street: no update.

167/25 **To receive reports from Clerk and Cllrs for on-going matters:**

- a. Dog waste collections: These have been increased to twice weekly at Shouldham Warren, as agreed at the last meeting. Since this began the Warren has been closed to vehicles, and also for walkers except for evenings and weekends. The Clerk will query with the collections team whether they have been doing any collections during this time.
- b. Update on issues reported to NCC: The Clerk has been informed that the hedge at Westgate Street / Lynn Road corner will be trimmed very soon.

168/25 **To consider Councillor roles and responsibilities:** In the absence of a number of Cllrs this was postponed until next month.

169/25 **To consider Councillor and Clerk training:** The Clerk is booked onto training in budget setting with NPTS. Cllr Sheldon will attend training for Chairs in November, Clerk to book. Cllrs Atterbury and Bennett are interested in attending training if there are suitable dates.

170/25 **Tree maintenance:** The Clerk is establishing which of the recommended works is a priority and is seeking quotes for those initially. Lower priority maintenance could be scheduled for the next financial year.

171/25 **Posts on the Green:** It was noted that quite a number of the old posts are rotten and wobbly, and two have broken at the base. It was proposed to ask Cllr Hipperson whether his workers could remove stumps and replace posts as they have previously, and to ask for a quote, proposed Cllr Sheldon and seconded by Cllr Bennett.

172/25 **Play Park and KGV Playing Field:**

- a. Play area: it was noted that Wicksteed have re-tensioned the cableway.
- b. Update from Shouldham Football Club: Ian Haddleton will attend the next meeting in November to give an update and discuss the Football Club.

173/25 **Highways, Traffic & Parking:**

- a. SAM2 report: received for August, see website; low incidence of speeding on Norwich Rd.
- b. Any other highways updates: None.

174/25 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. Update on adoption of phonebox.

175/25 The meeting closed at 8.40pm

Signed: *J Lloyd*
Parish Clerk: Jo Lloyd

Prepared: 8 October 2025

Chair

Date

Annex A

Report from C. Cllr Jim Moriarty

One council for Norfolk plan submitted to Government

The Government is being urged to back plans for better services, local decision making and bigger savings, by replacing Norfolk's eight councils with one. Which, in my opinion is complete nonsense and would very bad for the local delivery of services, local representation and would leave West Norfolk out on a limb.

The Government wants to have fewer councils, known as unitary authorities, which run all services in their area. It asked existing councils to submit detailed proposals by 26 September. It is due to consult the public on different council options this autumn, before making a final decision, expected in spring next year.

Support our Stoptober campaign

Norfolk County Council is encouraging residents to stop smoking for good this Stoptober, to help improve their health. The campaign theme is 'Let's Quit together' - joining thousands of others who are committing to quit this Stoptober and making use of the wide range of support available in Norfolk.

With around 99,000 smokers and 1,240 smoking-related deaths in Norfolk each year, quitting is the best step for better health. Evidence shows that stopping for the 28 days of Stoptober makes you five times more likely to quit for good.

Residents can [find support and services](#) on our website, including:

- [Smokefree Norfolk](#)
- [Allen Carr's Easyway](#) seminars
- GP and pharmacy stop smoking services
- The Ready to Change stop smoking [30-day health challenge](#)
- Nicotine replacement therapies
- Group and one-to-one support
- The NHS Quit Smoking app.

To help with the campaign, members are encouraged to:

- Visit our [Ready to Change help to quit smoking website](#) and our [support with stopping smoking webpages](#) and signpost them to others.
- Share Stoptober social media posts from Norfolk County Council's Facebook, Nextdoor and LinkedIn accounts.

Your chance to be one in a million – help plant more trees in Norfolk

NCC are inviting residents, schools, businesses, and community groups to take part in Norfolk's 1 Million Trees project. Since 2020, thousands of trees and hedges have already been planted and we need your help to keep growing.

Through their subsidised scheme, you can apply for native tree packs (with protection included) at up to 50% off. This year, the council is also offering a limited number of 'Taller Tree Packs' grown at Gressenhall Community Tree Nursery.

How you can help:

- [Apply for a subsidised tree pack](#)
- Encourage your parish council, local groups or landowners to get involved

- [Tell us about any trees you've planted since 2020 so we can add them to the county total](#)

Flourish Awards

NCC's recent Flourish Awards ceremony celebrated and recognised individuals and organisations that have made outstanding contributions across the county, as part of our shared ambition that Norfolk is a place where all children and young people can flourish. The ceremony was hosted and compered by young people at The Assembly House, in Norwich, with over 140 guests.

This year, the Flourish Awards received more than 600 nominations, drawn from inspiring individuals, Voluntary Community and Social Enterprises (VCSE) organisations and groups, schools, statutory organisations including health, education, criminal justice and local authorities, and local businesses.

Further details, including the list of winners, are available in our press release [here](#).

Consultation: Great Yarmouth and King's Lynn Transport Strategies

Norfolk County Council has launched a public consultation on updated transport strategies for Great Yarmouth and King's Lynn, inviting residents, workers, visitors, and interested organisations to share their views on future travel options.

The proposed strategies set out the transport infrastructure needed over the next five to ten years to support sustainable growth, while protecting local culture and heritage. Both borough councils and key stakeholders have contributed to the development of these plans.

Improving transport is essential for sustainable housing and economic growth, tackling inequality, improving health, and supporting regeneration. Enhancements to walking, wheeling, cycling, and public transport will help everyone choose cleaner, healthier ways to travel.

The consultation opened on 24 September and closes on 5 November 2025. Further information and a link to the consultation is available in their press release [here](#).

Annex B

Payments to note and for authorisation

Date	Payee	Details	Gross	VAT
09/09/25	Brightaway Cleaning	Toilet cleaning invoice 0127	183.60	30.60
09/09/25	Jocelyn Stuart	Toilet electrics invoice 0001	35.00	
09/09/25	Npower	Streetlight electric inv IN13841488	133.69	6.37
09/09/25	Nurture Landscapes	Grounds Maintenance Aug INV369748	352.2	58.70
11/09/25	Pozitive Energy	Green electricity 40496720258575437	22.08	1.05
24/09/25	Tamar Telecommunications	Virtual phone 4267846	7.20	1.20
15/09025	Scottish Power	Pavillion Electricity	30.28	
22/09/25	CPRE	Membership monthly	5.00	
23/09/25	NPTS	Training invoice 21785	72.00	12.00
23/09/25	Jo Lloyd	Salary month 6 plus back pay	444.45	
23/09/25	HMRC	NIC month 6	4.12	
25/09/25	Jo Lloyd	Printer ink cartridges	41.79	6.96