

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 5th November 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.

- 176/25 To open the meeting and receive apologies for absence.
- 177/25 To receive declarations of interest in items on the agenda and any requests for dispensation.
- 178/25 To hear from the public present (max 3 minutes per person at the Chair's discretion).
- 179/25 To agree the minutes of the meeting held on 1 October 2025.
- 180/25 To receive an update from the President of Shouldham Football Club and consider:
 - a. Draft lease for new clubhouse.
 - b. Proposal to apply for planning permission in the name of the Parish Council.
 - c. Future of the FC portacabin and responsibility for disposal.
 - d. Football pitch improvements.
 - e. Use of the playing field by the King's Arms Cricket Club.
 - f. Any other matters.
- 181/25 To receive Borough and County Council Members' reports.
- 182/25 **Financial Matters:**
 - a. To note authorised payments and authorise new payments (Annex A).
 - b. To note income received (Annex B).
 - c. To reconcile the accounts.
 - d. To receive budget review for 2nd quarter.
 - e. To receive and consider quotes for the following:
 - i. Continuation of Grounds Maintenance contracts for 2026.
 - ii. Tree maintenance on KGF.
 - iii. Internal auditor for 2026.
 - f. To receive and consider draft budget for 26/27.
- 183/25 **Neighbourhood Plan**
To receive update on Neighbourhood Plan.
- 184/25 **Consideration of planning applications, decisions and appeals:**
 - a. Applications:
 - i. To consider any late notice applications.
 - b. Decisions:
 - i. 25/01477/PACU3 | Notification for Prior Approval: Change of use of agricultural building to no.1 dwelling house | Westgate Street, Shouldham PE33 0BJ | Application withdrawn.
 - ii. Any late notice decisions.
 - c. Planning Appeals and Enforcement updates:

185/25 **Clerk's report and correspondence** requiring further consideration:

- a. Letter from resident re Lamson's Lane and Crofts footpaths.

186/25 **Proposal for Bus Stop:** to approve location for bus stop on the Green.

187/25 **Flooding & Sewage:**

- a. To consider proposal from Cllr Hipperson for flood alleviation.
- b. To receive Surface Water Management Working Group update:
 - i. NCC Property Flood Resilience questionnaire.
 - ii. Update from Highways re Lynn Road flooding.
 - iii. Consider request to send letters to landowners re. Fairstead Drove.

188/25 **Churchyard Maintenance:** To consider the maintenance of footpaths.

189/25 **To receive reports from Clerk and Cllrs for on-going matters:**

- a. Dog waste collections at Shouldham Warren.
- b. Maintenance of Lamson's Lane and other footpaths.
- c. Fallen branch on KGF.
- d. Update on phone kiosk adoption.

190/25 **To consider Councillor roles and responsibilities.**

191/25 **Poorlands Trust:** to consider request for new trustees.

192/25 **Posts on the Green:** to consider future maintenance and replacement programme.

193/25 **Play Park and KGV Playing Field:**

- a. To receive update on issues with vandalism of toilets and consider repairs and future use.

194/25 **To consider Councillor training.**

195/25 **Highways, Traffic & Parking:**

- a. SAM2 report.
- b. Any other highways updates.

196/25 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.

197/25 Close Meeting.

Signed: *J Lloyd*
Parish Clerk: Jo Lloyd

Dated: 31 October 2025
clerk@shouldham-pc.gov.uk

Annex A

Payments to note and for authorisation

Date	Payee	Details	Gross	VAT
07/10/25	Post Office (D Willis, NHP)	NHP postage costs	147.50	
07/10/25	Brightaway Cleaning	Toilet cleaning inv 0155	183.60	30.60
13/10/25	Pozitive Energy	Green Electricity	68.72	3.27
14/10/25	Nurture Landscapes	Grounds Maintenance Sep INV 371397	352.20	58.70
14/10/25	Norfolk Parish Training and Support	Training invoice 30034	78.00	13.00
15/10/25	Scottish Power	Pavillion Electricity	30.28	
21/10/25	CPRE		5.00	
22/10/25	Barclays Business Premium Account	Internal transfer to savings	4,000.00	
24/10/25	Tamar	Virtual Phone 4283100	7.20	1.20
28/10/25	Jo Lloyd	Salary month 7	392.57	
29/10/25	Royal British Legion	Poppy wreath	20.00	
31/10/25	Brightaway Cleaning	Toilet cleaning inv 0174	183.60	30.60

Annex B

Income received

From	Detail	Amount
BCKLWN	CIL Payment	6287.86
SCE	Electricity recharge for Beer Festival	48.22
Bowls & Social Club	Rent	800.00
SFC	Utilities recharge	893.65
UK Power Networks	Wayleave payment	5.75