

Shouldham Parish Council

Minutes of the Ordinary Meeting of Shouldham Parish Council held on Wednesday 5th November at 7.30pm in Shouldham Village Hall

Present:

Parish Councillors: Cllrs Sarah Sheldon (Chair), Pippa Bennett, David Bland, John Carman, Pallavi Devulapalli, Geoffrey Hipperson, Keith Matthews

Proper Officer/RFO: Jo Lloyd

Apologies: Claire Atterbury

In attendance: President of Shouldham FC Ian Haddleton, C.Cllr Moriarty

Public: None

176/25 **Introduction and apologies:** Cllr Sheldon opened the meeting and apologies were accepted.

177/25 **Declarations:** None.

178/25 **Public forum:** None.

179/25 **Minutes of the meeting held on 1st October 2025:** The draft minutes having been previously circulated were agreed and signed, proposed by Cllr Bennett and seconded by Cllr Sheldon.

180/25 **Update from Shouldham Football Club:** Ian Haddleton, president of SFC, attended to update the Parish Council on SFC's plans for a new clubhouse.

- a. Plans and Lease: Plans for the new clubhouse have been drawn up by a local architect and agreed by Norfolk FA. The plans involve two phases, with the second adding a kitchen area. Norfolk FA have reduced the funding available, and significantly more funding will now be needed to continue with those plans. SFC are also looking at other, less expensive options. A draft lease has been agreed in principle by SFC, subject to a few amendments. It is still to be agreed in principle by the PC. Cllrs asked about the costs of running the new clubhouse, which will be covered by revenue from membership fees. The area available for parking was discussed; this will only be slightly reduced and the footprint of phase one is set by FA requirements.
- b. Planning permission: SFC requested that the application for planning permission is in the name of the Parish Council, as the land is owned by the PC and this will reduce costs. A decision will be made once the plans are finalised.
- c. Portacabin: Cllrs asked about the future of the FC portacabin; although some areas have issues it is usable at present.
- d. Football pitch improvements: These are part of a 6 year programme subsidised by the FA, with the remainder covered by SFC. The cost in 2026 will be similar to 2025.
- e. King's Arms Cricket Club: A proposal has been made in the past for the KA Cricket Club to use the KGF for practice and matches. SFC are happy to look at the space and work with the cricket club to try to find a solution to sharing the field.
- f. Any other matters: Cllrs asked that a representative from SFC attend the Parish Meeting each year. They also asked if SFC can continue to help the Parish Council keep an eye on toilet vandalism issues.

181/25 **To receive Borough and County Council Members' reports:**
Borough and County Councillor Jim Moriarty sent his report prior to the meeting, attached

at Annex A. He told Council about the new CIL Spending Strategy and Policy from BCKLWN. There has been a training session explaining the new process for applications, Clerks will be sent information and links to a recording. Parishes are encouraged to produce a Planning Infrastructure Investment Plan (PIIP). Applications will be open for a 2 month window in 2026 (1st March – 1st May).

182/25 Financial Matters:

- a. Approval of payments at Annex B: Proposed by Cllr Bland, seconded by Cllr Devulapalli and agreed.
- b. Income received at Annex C: Income was noted, including a CIL payment of £6287.86.
- c. Accounts internal monitoring: A bank reconciliation was checked and signed by Cllr Sheldon, proposed by Cllr Matthews and seconded by Cllr Carman.
- d. A budget review up to end of 2nd quarter was distributed prior to the meeting. This was agreed, proposed by Cllr Matthews and seconded by Cllr Bland.
- e. Consideration of quotes:
 - i. Grounds Maintenance contracts 2026:
 Quotes for the continuation of the 3 year Grounds Maintenance contract with Nurture Landscapes was received, with options for 16 or 17 cuts. Cllrs agreed to accept the quote of £5047.13 (+VAT) for 17 cuts during the year, proposed by Cllr Sheldon and seconded by Cllr Carman.
 A quote of £3,850 for the continuation of the contract with Louise McIntosh for Grounds Maintenance of The Green and Closed Churchyard was received . Cllrs accepted this quote, proposed by Cllr Sheldon and seconded by Cllr Carman.
 - ii. Tree maintenance on KGF: Three quotes were sought for the removal/remedial work on 5 trees, two quotes were received. A quote of £1280 from Chris Hotson was accepted, proposed by Cllr Matthews and seconded by Cllr Bland.
 - iii. Three quotes were received for the Internal Audit for 2026. Cllrs agreed to appoint Robin Goreham, proposed by Cllr Bland and seconded by Cllr Carman.
- f. The draft budget for 26/27 was circulated prior to the meeting. Cllrs discussed increased costs of utilities and toilet maintenance in relation to recharges but decided not to make changes at this point. The clerk asked Cllrs to review the budget and reserves and suggest any changes or additions before the next meeting in January.

183/25 Neighbourhood Plan

Cllr Sheldon updated the Council on the next steps for the Neighbourhood Plan, which will be a public consultation. A majority of those voting need to approve the plan for it to be accepted.

184/25 Consideration of planning applications, decisions and appeals:

- a. Applications:
 - i. 25/01787/F | Householder: First Floor Rear Extension | Eastgate Cottage 30 The Green Shouldham PE33 0BY: This application was showing on the planning portal but no documents yet so could not be discussed. The clerk will forward the consultation when it is received.
- 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.

- c. Planning Appeals and Enforcement updates: None

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

- a. A letter was received from a resident regarding the uneven surface on Lamson's Lane and Crofts footpaths. This has been reported to NCC by the clerk.

186/25 **Proposal for Bus Stop on the Green:** Cllrs resolved to request a bus stop with a pull in on the edge of the Green at the location suggested by Highways (opposite the King's Arms), proposed by Cllr Sheldon, seconded by Cllr Devulapalli and agreed. The clerk will look into funding towards a bench for the bus stop.

187/25 **Flooding & Sewage:**

- a. Cllr Hipperson explained the plan he has designed, which would divert half of the water which flows from Shouldham Thorpe into a new alleviation pond to reduce the amount going down to Westgate St ditch. An engineer is doing a feasibility study at no cost. Cllrs agreed the plan looks very good. Cllr Hipperson will update at the next meeting.
- b. Surface Water Management Working Group:
 - i. The SWMG have completed the Property Flood Resilience questionnaire sent by NCC.
 - ii. The clerk received an update from Highways re. land on the corner of Westgate St and Lynn Rd. The highways engineer confirmed there is no soakaway under the field.
 - iii. Council considered a request from the SWMG to send letters to landowners re. the dyke and pipes on Fairstead Drove. It was acknowledged that the pipe there is one of the main problems in the drainage network. Cllrs agreed to send letters from the Parish Council to remind landowners of their riparian responsibilities, proposed by Cllr Matthews and seconded by Cllr Hipperson.

188/25 **Churchyard Maintenance:** It has been noted that there is grass growing through the footpaths in the Churchyard. The Grounds Maintenance contractor has been asked for a quote to spray the paths.

189/25 **Reports from Clerk and Cllrs for on-going matters:**

- a. The clerk checked with BCKLWN and was told the dog waste collections at Shouldham Warren have continued during the recent closure, and the bins have still needed emptying twice weekly.
- b. NCC have confirmed they are responsible for surface maintenance of PROW footpaths in Shouldham. They are aware the Parish Council are paying for extra cuts of Lamson's Lane.
- c. A large branch has fractured on a poplar tree in the corner of the KGF and is resting on the ground. Removal of this has been added to the tree maintenance work quoted for above.
- d. Phone kiosk adoption: BT have registered the Parish Council's interest in adopting the phone box on the Green, there will be a cost of £1. The clerk will check with planning for any considerations before bringing the contract to the next meeting.

190/25 **To consider Councillor roles and responsibilities:** This was postponed until the next meeting.

191/25 **Poorlands Trust:** Cllr Matthews explained the purpose of the Poorlands Trust, to oversee the land which is the Community Orchard and to look after the fund for residents who are having financial difficulties. The Trust needs two more trustees, in addition to Cllrs Matthews and Hipperson. This will be added to the Cllr roles and responsibilities to be

discussed at the next meeting.

- 192/25 **Posts on the Green:** The older posts now need replacing as a number are beginning to rot or have broken. Cllr Hipperson offered to assist with this programme as he did previously. He will work out costings to bring to the next meeting.
- 193/25 **Play Park and KGV Playing Field:**
- a. Update on issues with vandalism of toilets: Following further vandalism the toilets are now locked, with use only by the FC. On one occasion in the last month they were left open for a few hours, and more damage occurred. Cllrs agreed to continue to keep them locked for the time being.
- 194/25 **Training:** Cllrs approved Cllr Sheldon attending training “Understanding Planning” with NPTS, at a cost of £65+VAT, to take place in November.
- 195/25 **Highways, Traffic & Parking:**
- a. SAM2 report: The clerk received the report for September, with low incidence of speeding on Lynn Road driving towards the Green.
 - b. Any other highways updates: none.
- 196/25 Items arising after the publishing of the agenda and to receive items for the agenda for the next Parish Council meeting.
- a. The clerk has received a request for donation from the East Anglian Air Ambulance.
- 197/25 The meeting was closed at 20.58

Signed:

Chair

Date

Annex A**Report from County Councillor Jim Moriarty****Norfolk County Council Budget Consultation**

The council's annual budget consultation launched on 27 October and NCC are being urged to take a look at the proposals and have their say.

Overall spending by the council is expected to increase next year, but this will not be enough to keep pace with inflation and expected increases in demand for NCC services - particularly in adult social care and children's services.

The county council is working to set a balanced budget, despite the need to save £41.6m in 2026-27.

The council want to find out what people think about their 2026-27 budget proposals. This year they are consulting on proposals to increase council tax and to seek feedback on saving proposals to help close the budget gap.

The county council have produced a [Budget Factsheet](#), a brief guide to the annual budget – what it means, where the money comes from and where it goes, why council tax is going up, the challenges local authorities face, and our plans to fix the budget gap.

The consultation survey offers residents and local communities the opportunity to share any ideas they may have for saving public money.

The consultation closes on 15 December 2025.

Findings and final decisions will be made by the council in February 2026.

People can find out more and have their say at www.norfolk.gov.uk/budget.

People in Norfolk encouraged to attend organised displays this Bonfire Night

Norfolk Fire and Rescue Service is encouraging people to attend public fireworks displays this bonfire night, rather than setting off fireworks at home.

The advice comes from the service's Prevention team which works to keep people in the county safe by stopping fires from occurring.

Giving Tree for children in care

Norfolk County Council welcomes back the Giving Tree appeal for Christmas 2025, a popular initiative that brings the magic of books to children in care across the county.

Hosted at Waterstones, Castle Street, Norwich, the Giving Tree is decorated with tags, each representing a child and the book or genre they'd love to receive. Shoppers can select a tag, purchase the chosen book, and hand it in at the till. Norfolk County Council will then wrap and deliver the gifts in time for Christmas Day. Books need to be purchased by 7 December, to ensure they reach children in time for Christmas.

Avian flu in Norfolk

The Avian Influenza Prevention Zone (AIPZ) in England with mandatory biosecurity measures remains in place. This means all bird keepers (whether they have pet birds, commercial flocks or just a few birds in a backyard flock) are required by law to take biosecurity precautions.

From 30 October 2025 Norfolk became one of the high risk areas where additional housing measures will apply to help protect birds from bird flu.

In Norfolk you must now house your birds if you keep either:

- more than 50 birds of any species
- any number of poultry (meaning birds that are kept to give away or sell eggs, poultry products or live birds)

You will not have to house your birds if you keep less than 50 birds and their eggs or poultry products are for your own use only.

Links to government updates are available on the county council's trading standards web pages [here](#).

If you wish to report breaches of bird flu rules, please email trading.standards@norfolk.gov.uk.

Devolution update

Following a discussion at full council on 16 October, Norfolk County Council's cabinet have voted in favour of proceeding with devolution.

Devolution will bring new powers and funding to boost jobs, transport, housing and growth in Norfolk and Suffolk. Under the Government's devolution priority programme, Norfolk and Suffolk have been offered:

- The transfer of powers and funding from Whitehall, to enable decisions on jobs, skills, transport and housing to be taken in Norfolk and Suffolk.
- A multi-million pound investment fund for 30 years, to spend on local priorities.

The new devolved powers and funding would be overseen by a mayor, elected by voters in May 2026, to lead a new combined authority.

Further details are available in our news release [here](#).

You can find out more about devolution at www.norfolk.gov.uk/devolution.

Norfolk County Council Adoption Service

Norfolk is outperforming the national trend when it comes to recruiting adoptive parents. Whilst there has been a 12% drop in families considering adoption across England this year, Norfolk County Council's Adoption Service has seen a significant rise. In 2024/25, 43 adoptive households were approved in Norfolk - a 53% increase on the previous year. These included 37 couples and six single adopters.

This positive news comes as the council celebrates National Adoption Week (20–26 October), which this year focuses on dispelling myths about who can adopt. Research shows that many prospective adopters worry they need a "perfect" home, but the reality is that children simply need a welcoming and loving environment. In fact, 41% of adoptive parents surveyed live in homes with two bedrooms or fewer, 65% do not have a garden, and 25% live in rented accommodation.

Norfolk Adoption Service is currently seeking families for 10 children. If you or someone you know is considering adoption, please visit [Norfolk Adoption Services online](#) or call 01603 638343 for a friendly chat and details of upcoming information events.

New Norfolk-wide highways contract

Norfolk County Council has appointed Kier as its new long-term contractor responsible for the maintenance and construction of the county's highway network.

Norfolk's highway network is one of the largest in the country, comprising around 6,000 miles of roads as well as extensive pedestrian and cycle paths. Kier will deliver a programme of highways maintenance and improvement, including road resurfacing and surface dressing, bridge works, drainage and the delivery of new transport infrastructure.

As part of the contract, Kier will invest in its existing site in Wymondham - upgrading facilities to reduce energy consumption and support the latest in sustainable construction and materials innovation, which will benefit the wider Norfolk economy.

A key feature of Kier's approach will be its commitment to local skills and employment. At any given time, Kier will employ at least 15 apprentices, providing structured training, professional qualifications, and career pathways for young people across Norfolk. The company will also run an

annual 10-week programme for young people in care and care leavers, offering taster sessions, work experience, and employability skills, with support from supply chain partners.

Annex B

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 C

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