

Shouldham Parish Council

Minutes of the Ordinary Meeting of Shouldham Parish Council held on Wednesday 7th January 2026 at 7.30pm in Shouldham Village Hall

Present:

Parish Councillors: Cllrs Sarah Sheldon (Chair), Claire Atterbury, Pippa Bennett, David Bland, Geoffrey Hipperson, Keith Matthews

Proper Officer/RFO: Jo Lloyd

Apologies: Cllrs Pallavi Devulapalli, John Carman, C.Cllr Jim Moriarty

In attendance: 2, representing Shouldham Entertainments Committee and Shouldham Community Enterprise.

Public: None

- 1/26 **Introduction and apologies:** Cllr Sheldon opened the meeting and apologies were accepted.
- 2/26 **Declarations:** Cllr Matthews declared an interest in item 5 as he is a member of SEC and SCE.
- 3/26 **Public Forum:** None.
- 4/26 **Minutes of the meeting held on 5th November 2025:** The draft minutes having been previously circulated were agreed and signed, proposed by Cllr Bennett and seconded by Cllr Matthews.
- 5/26 Representatives from SEC and SCE introduced their request to install a Beacon Basket on the Green, to be lit as part of village celebrations. Historically Shouldham has used a bonfire on the hill (on land belonging to Cllr Hipperson) for these events. Two possible locations towards the edge of the Green have been identified - furthest away from houses, leaving a large open space and avoiding overhead pylons. Funding would come from SCE and SEC and the basket would be constructed by a local craftsman. The design was shared with the Council.

The proposal put forward that the advantages of a beacon basket over a bonfire would include that it is more scalable (a small fire can be lit), less weather dependent and would prevent the need for a walk uphill along the dark road to the field. It would also be near to the King's Arms for social gatherings afterwards. Cllr Hipperson confirmed that the location on the field might not be feasible in the long term. Suggested disadvantages included the initial cost and any maintenance (which should be low) and the reduction in space on the Green. Practical considerations were the need for permissions (including Highways and Planning), and the need for risk assessments and marshalling which would be carried out by the volunteers running the event with a dedicated operator. SCE and SEC asked whether any planning application could go through the PC, or in liaison with the PC. The choice between the two suggested locations would be determined by Planning.

Cllrs discussed the positives of the location, being in the centre of the village. They noted that a lot of events already focus on the Green and there are already a number of other focal points there such as the telephone box, flagpole and pump. Safety considerations were discussed, and it was agreed that Cllr Sheldon will check with the Council's insurance

company for any implications. The clerk will also check with Highways to establish their views on the proximity to the road. The Council would like clarification on some practical details, such as how large an exclusion zone is needed when the beacon is lit, and an agreement on who is responsible for safety. The clerk will seek information from other Parish Councils who have a beacon basket close to a road.

6/26 Borough and County Council Members' reports:

County Council: C.Cllr Moriarty sent his apologies and his report was circulated in advance of the meeting, attached at Annex A.

Borough Council: B.Cllr Devulapalli sent her apologies, and reported that there were no significant updates.

7/26 Financial Matters:

- a. Approval of payments at Annex B: proposed by Cllr Atterbury, seconded by Cllr Bland and agreed.
- b. Income received was noted, attached at Annex C.
- c. A bank reconciliation was checked and signed by Cllr Sheldon: proposed by Cllr Bennett and seconded by Cllr Matthews.
- d. A virement of £112 was agreed from the Trod reserve to the IT reserve: proposed by Cllr Sheldon and seconded by Cllr Matthews. This was to cover the cost of the new laptop purchased in 2025, which was more expensive than budgeted.
- e. It was resolved to agree to the budget for 26/27, which had been circulated prior to the meeting, proposed by Cllr Matthews and seconded by Cllr Atterbury. It was noted that some costs have increased and that these will be monitored. If necessary, the Council will have to look at recouping some of those costs when recharging other village organisations. The agreed budget is attached at Annex D.
- f. It was resolved to set the precept for 26/27 at £23017, proposed by Cllr Sheldon, seconded by Cllr Hipperson and agreed.
- g. It was agreed that the Parish Council will contribute to the clerk's membership of SLCC at a cost of £92.30 for 2026: proposed by Cllr Sheldon and seconded by Cllr Atterbury.

8/26 Roles and Responsibilities: Councillors discussed and decided roles and responsibilities, attached at Annex E.

9/26 Lynn Road Trod: NCC Highways have contacted the Parish Council to discuss a potential problem with the plans for the Trod on Lynn Road. Due to the steepness of the bank, they are looking at measures to make the Trod safe for users. One option suggested is to take the Trod into the adjacent field, which would need permission of the landowners. Another is to add a barrier which would increase costs. The Council discussed and agreed to ask NCC to offer alternative solutions. It was suggested that traffic calming measures such as a lower speed limit or changes to the road to widen the verge could be looked at.

10/26 Neighbourhood Plan: no update.

11/26 Consideration of planning applications, decisions and appeals:

- a. Applications:
 - i. 25/01787/F | Eastgate Cottage 30 The Green PE33 0BY | First Floor Rear Extension: Council ratified the comments submitted on 1/12/25 supporting the application.
 - ii. 25/01796/F | Labyrinth 9 Westgate Street PE33 0BN | Alterations to lower front garden wall: Council ratified the comments submitted on 4/12/25 supporting the application.
 - iii. 25/01884/F | 9 Hallfields PE33 0DN | Erection of single-storey side extension: Council ratified the comments submitted on 8/12/25 supporting the application, but with a concern raised regarding the materials not being in keeping with surrounding properties and previous applications.
- b. Decisions:
 - i. 25/00098/NMA_1 | NMA to PP 25/00098/F: Householder, proposed single storey and two storey extensions and internal alterations to existing dwelling | Labyrinth 9 Westgate Street PE33 0BN: Permitted.
 - ii. 25/01479/PACU3 | Conversion of agricultural building to 1 dwelling (Sch 2, Pt 3, Class Q) | Agricultural Building At E567566 N309030 Westgate St: Prior approval.
 - iii. 25/01863/CHSR17 | Conservation of Habitats & Species Regs | Class Q conversion of existing barn | Agricultural Building at E567566 N309030 Westgate St: Permitted.
 - iv. 25/01787/F | Eastgate Cottage 30 The Green PE33 0BY | First Floor Rear Extension: Permitted.
 - v. 25/01884/F | 9 Hallfields PE33 0DN | Single-storey side extension: Permitted.
 - vi. 25/01796/F | Labyrinth 9 Westgate Street PE33 0BN | Alterations to lower front garden wall: Permitted.
- c. Planning Appeals and Enforcement updates: None.

12/26 Clerk's report and correspondence requiring further consideration:

- a. The clerk reported that the deadline for the Government consultation on LGR was 11th January. Cllrs agreed to submit a response from the Parish Council stating a preference for the proposal of three Unitary Authorities, proposed by Cllr Sheldon and seconded by Cllr Matthews. It was felt that this would provide a more locally focussed provision for public services.
- b. An email was received from a resident re the condition of the car park at KGF, which has some very large potholes. Cllrs agreed that quotes could be sought for repairs to the surface.
- c. An email was received from East Anglian Air Ambulance asking for a donation. It was agreed that the clerk reply with the suggestion that the King's Arms might be willing to hold a fundraising quiz, and to pass on contact details.

13/26 Bus stop bench:

- a. Council considered designs for the bus stop bench, which had been previously circulated. NCC are offering funding of 80% cost. Cllrs chose the “Lowther” seat from Glasdon, in “Timberpol” material, at a cost (before funding) of £803.06 + VAT, proposed by Cllr Matthews and seconded by Cllr Sheldon. Cost to the Council will be £160.61.
- b. It was resolved to apply to the NCC Bus Shelter Scheme for 80% funding for the bench plus installation. The clerk will check that installation can be added to the funding application, and that a suitable base will be provided as part of the bus stop, before seeking quotes.

14/26 Phone box adoption: Cllrs approved the contract to adopt the phone box, which was signed by Cllr Sheldon. The cost will be £1. Once adopted, Council will consult with residents to decide on how to use the phone box.

15/26 Flooding & Sewage:

- a. Letters were sent to residents regarding riparian responsibilities for drainage dykes and pipes along Fairstead Drove. There are questions regarding the ownership of some parts of the drainage system. Council resolved to apply to the Land Registry (at cost) for the Title Deeds and Title Plan where needed to establish ownership, proposed by Cllr Sheldon and seconded by Cllr Matthews.
- b. Surface Water Management Working Group update: There have been no recent meetings. Cllr Hipperson reported on the response he had received to his flood alleviation plan. The information received suggests a feasibility study would cost £15-20,000, and any ongoing maintenance or issues following the works would likely be the responsibility of the Parish Council. It was thought to be preferable to get the current drainage system working as it should in the first instance.

16/26 Churchyard Maintenance: The clerk is awaiting a quote for the maintenance of the footpaths.

17/26 To receive reports from Clerk and Cllrs for on-going matters:

- a. Surface of Lamson’s Lane and other footpaths: The clerk reported concerns over the footpath surfaces to NCC, including photos taken by Cllr Atterbury. A response from NCC stated it does not currently meet the criteria for repair, but minor defects have been noted and it is hoped that repairs can be scheduled for the new financial year. The clerk will email to ask for this to be prioritised as the Parish Council are concerned about falls risk. Parishioners will be reminded via Facebook and the noticeboard that they can also report issues direct to NCC.
- b. Tree work on KGF: This has started and the tree surgeon has notified the clerk that there are currently piles of branches on the edge of the field which will be removed.

18/26 Play Park and KGV Playing Field:

- a. Councillors approved the repair of locks and cutting of new keys for the toilets, agreeing to the quote from Bargate Master Locksmiths Ltd of approx. £150. The clerk has asked the FC for a contribution to this, as currently they are the only users of the toilets.

- b. Cllrs discussed the frequency of dismantling inspection needed for the zip-wire in the KGF play area, considering the information received last year that the usual play inspections can only give a visual inspection of the cableway from the ground. Neither insurance companies nor the manufacturers have guidelines for how often the dismantling inspection should happen. Council need to make sure they carry out due diligence in keeping the cableway safe, while balancing the high cost of this service (£832.93 plus VAT in 2025.) After seeking advice and researching what other Councils have decided, the Council agreed to a dismantling service every 3 years.

19/26 Highways, Traffic & Parking:

- a. SAM2 report: Report from December is on the website.
- b. Cllrs discussed the issue of heavy goods vehicles entering the village from the Fincham direction, and considered requesting a sign at that end of the village similar to the one at the junction of Lynn Road. Possible locations would be at the bottom of Fincham Hill or in Fincham at the junction towards Shouldham and Marham. Clerk to contact Highways.

20/26 Reports for items arising after the publishing of the agenda and items for the agenda for the next Parish Council meeting.

- a. Car parking on Westgate St.
- b. Posts on the Green.

21/26 Meeting closed at 21.26

Chair

Date

Prepared by Jo Lloyd

Parish Council Clerk & RFO

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<http://shouldhampc.norfolkparishes.gov.uk>

Annex A**Report from County Councillor Jim Moriarty****Norfolk County Council Updates****Funding for active travel improvements in Norfolk**

Norfolk County Council has been awarded more than £12 million in capital funding and nearly £3 million revenue funding from the Department for Transport's Active Travel Capability Fund - to improve walking, wheeling, and cycling infrastructure across the county.

The funding forms part of the Government's national commitment to invest £616 million in active travel over the next four years. Norfolk County Council will publish details of planned schemes as they are confirmed.

Norfolk Trails Public Survey

The council is seeking feedback to ensure that the future of [Norfolk's Trails](#) aligns with the values and preferences of residents. A public survey is being conducted to gather community input, which will inform the long-term planning and improvement of the trails, with the aim of enhancing accessibility for all.

We welcome the views of our local councillors and are keen to hear from your residents – so please share the link to the public survey. The link to the survey is available [here](#).

New mentoring programme for Norfolk care-experienced young people

A new mentoring programme is being launched to support Norfolk children and young people in care. The Beyond Limits scheme pairs care-experienced young people with mentors who share similar backgrounds, providing dedicated support and guidance. Five care-experienced young adults have been recruited as mentors. They will also visit schools, colleges, and other settings, and participate in events and training for employers and professionals.

The mentoring team will be led by James Waterson, Virtual School Apprentice Project Manager. James joined Norfolk County Council to help build a team of volunteer mentors who, like him, are all care experienced.

Annex B

Payments to note and for authorisation

Date	Payee	Details	Gross	VAT
07/11/25	Nurture Landscapes	Grounds Maintenance inv373445	352.20	58.70
07/11/25	Louise McIntosh	Grounds Maintenance invSPC009	1,742.00	
11/11/25	Norfolk Parish Training & Support	Training invoice 30127	78.00	13.00
12/11/25	Pozitive Energy	Green Electricity	20.41	0.97
17/11/25	Scottish Power	Pavillion Electricity	30.28	
17/11/25	Wave	Water 15775262	473.01	
21/11/25	CPRE	Membership	5.00	
24/11/25	Tamar Telecommunications	Virtual phone 4298317	7.20	1.20
28/11/25	Jo Lloyd	Salary month 8	392.64	
28/11/25	Brightaway Cleaning	Toilet cleaning inv 0194	163.20	27.20
28/11/25	Norfolk Parish Training & Support	Clerk training / networking	7.20	1.20
02/12/25	Nurture Landscapes	Grounds maintenance inv374916	352.20	58.70
15/12/25	Pozitive Energy	Green Electricity	19.76	0.94
15/12/25	Scottish Power	Pavillion Electricity	30.28	
23/12/25	CPRE	Membership	5.00	
24/12/25	Tamar Telecommunications	Virtual Phone 4313592	7.20	1.20
	Jo Lloyd	Salary month 9	392.64	
	Jo Lloyd	Reimburse dog bin sign	9.49	

Annex C

Income received

From	Detail	Amount
Jodie Caley	Mere Plot rent	120.00

Annex D Shouldham Parish Council Budget Proposal 26/27

RECEIPTS

	ACTUAL 2024/25	BUDGET 2025/26	Y/E 25/26 Forecast	BUDGET 2026/27	+/- budget
Precept	23,352.00	18,890.00	18,890.00	23,017.00	+4127
Interest	534.82	360.00	260.00	360.00	
Bowls Club Rent	800.00	800.00	800.00	800.00	
Other Rent (Warren)	120.00	120.00	120.00	120.00	
Electricity Recharge	573.81	600.00	600.00	600.00	
Water Recharge	233.90	230.00	200.00	300.00	+70
Cleaning Recharge	758.57	750.00	832.00	884.00	+134
Mole Control Recharge	125.00	125.00	125.00	125.00	
Play Inspect Recharge	81.50	85.00	102.00	102.00	+17
VAT refund	2,321.30	2,032.01	5,438.74	1,000.00	-1032
CIL Community Grant					
Football pitch improvement			6,900.00	6,900.00	+6900
CIL			6,287.86		
UK Power Ntwks wayleave			5.75		
TOTAL RECEIPTS	28,901	23,992	40,561.35	34,208	+10,216

Y/E forecast receipts is £16,569.35 greater than expected due to: £6900 football pitch improvement contribution from SFC, £6287.86 CIL, £2144.27 mid-year VAT reclaim

PAYMENTS

Budget Line Detail	ACTUAL 2024/25	BUDGET 2025/26	Y/E 25/26 Forecast	BUDGET 2026/27	+/-Previous budget
Clerk Salary & PAYE	4,860.96	5,066.00	4,828.03	5,030.00	-36
Home Allowance, Travel & Exp.	127.65	220.00	10.00		-220
Admin, Phone, Stationery & Post.	68.80	150.00	150.00	150.00	
PC Insurance	807.14	850.00	939.36	1,000.00	+150
Subscriptions (ICO, NALC, SLCC)	364.04	350.00	308.22	400.00	+50
Audit Fees	245.00	450.00	250.00	450.00	
Training/Seminars/CPD	94.46	250.00	250.00	400.00	+150
Toilet Cleaning, Supplies, Maint.	1,846.36	2,000.00	2,197.79	2,400.00	+400
Waste/Bin Collections	743.63	900.00	1598.65.	2,000.00	+1,100
Grounds Maintenance	6,661.60	8,157.30	8,157.30	8,898.00	+741
Play Area Inspection & Maint.	274.16	1,920.00	1,058.93	1,500.00	-420
Churchyard Maintenance		850.00		850.00	
Equipment/Software	125.89	250.00	211.20	250.00	
Street Lighting	110.24	120.00	127.32	150.00	+30
Green Electric	215.56	220.00	300.00	300.00	+80
PF Electric	433.46	600.00	450.00	600.00	
Water (Pavilion/Toilet)	1,253.01	500.00	1,120.00	1,200.00	+700
Village Hall Hire / Zoom	120.00	150.00	85.00	150.00	
Village maintenance inc Trees	33.30	500.00	500.00	1,500.00	+1,000
Misc/other payments	49.50		5.83		
Football pitch improvements			6,900.00	6,900.00	+6,900
Grants/Donations inc RBL, CPRE	325.00	25.00	55.00	80.00	+55
From Reserves					

PPS Lynn Road Trod			5,250.00		From reserves
Laptop renewal			512.00		
Posts on the Green			150.00		
Neighbourhood Plan			147.50		
Tree maintenance			780		
TOTAL PAYMENTS	30,166	23,528	34,743	34,208.00	10,680

Payments are predicted to be £12,215 greater than budget. Waste collections + £1,100, grounds maintenance +£741, Water charges +£700 (all due to cost increases). Budget for football pitch improvements added £6900 but offset by contribution from SFC. Budget for tree maintenance increased by £1000 to allow for recommended work.

RESERVES

General & Earmarked Reserves	Target	Balance for 25/26	EMR Exp. 2025/26	Y/E 25/26 Forecast	Budget 26/27
Continuity Contingency Fund	18000	6000	0.00	6,000.00	2500
Street furniture & toilets renewals & repairs.	1750	1750	0.00	1,750.00	
PPS Lynn Road Trod		11041.8	5,250.00	5,679.80	
Churchyard Legal Fees and Maintenance	2000	1500	0.00	1,500.00	500
Play Park PC EMR	5000	1750	0.00	1,750.00	750
Tree maintenance work	3500	3500	900.00	2,600.00	900
IT renewal (7 year life £500)	500	400	512.00	0.00	100
Election Costs (contested)	2000	450	0.00	450.00	550
Legal Fees (deeds etc)	2000	1000	0.00	1,000.00	
Car Park Maintenance	1000	1000	0.00	1,000.00	
Neighbourhood Plan		840.42	147.50	692.92	
Op London Bridge/	500	500	0.00	500.00	
A3 archiving scanner		500	0.00	500.00	
Posts on the Green		705.82	150.00	555.82	
PF Chain/gate		400	0.00	400.00	
KGF Toilets maintenance	500	0	0.00	0.00	350
VH car park ditch rail		400	0.00	400.00	
CIL		0		6,287.86	
EMR Total	32650	31738.04	6,959.50	31,066.40	5,650.00

Proposal not to add new funds to the precept for Reserves but reallocate any surplus funds from Trod and NHP lines once those projects are complete. CIL money received in 25/26 will need to be spent or allocated to an infrastructure project.

PRECEPT REQUIRED	Actual 24/25	Budget 25/26	Budget 26/27
Total Payments	30,166	23,528	34,208
Add to Reserves	1,903	6,030	
Total Receipts	5,549	5,102	11,191
Taken from Reserves / surplus funds	3,494	5,566	
TOTAL PRECEPT REQUIRED	23,026	18,890	23,017
£ Increase/Decrease		-4,136	4,127
% Increase/Decrease		-17.96%	21.85%
BAND D CHARGE ON COUNCIL TAX BILL			
Tax Base			247.7
Band D Charge	96.36	76.67	92.92
Actual % Increase/Decrease		-20.43%	21.20%

Annex E

Councillor Roles and Responsibilities

Committees & Steering Groups	
Surface Water Management SG	Cllr Bland
Neighbourhood Plan SG	Cllr Sheldon
Governance, HR & Finance	
Governance, HR & Finance SG	Clerk/RFO, Cllr Matthews
Signatories (Online Banking)	RFO, Cllrs Matthews, Hipperson & Sheldon
Internal Finance Monitor	All Cllrs
Social media	Clerk
Facilities	
Playpark Inspections	Cllrs Atterbury & Bennett
KG Playing Field and Toilets	Cllr Sheldon
Closed Churchyard	Cllr Matthews
Phone box	Clerk & Cllr Matthews
Functions	
Highways, Parking & PRow	Cllr Carman
Environment, Biodiversity, Grounds Maintenance & Open Spaces	Cllrs Devulapalli and Carman
Trees and TPOs	Cllr Sheldon
SAM2 operator	Mr Simon Walker
Clubs & Organisations Representatives	
Football Club Liaison	Cllr Bennett
Bowls Club Liaison	Cllr Bland
Shouldham Ents Ctte	Cllr Matthews
Shouldham Community Enterprise	Cllr Matthews
All Saints Church	Cllr Atterbury
School Liaison	Clerk & Cllr Sheldon
Poorlands Trust	Cllrs Matthews, Hipperson & Bennett

Reviewed Annually in May and after Resignation, Co-option or Election of Councillors.