

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 7th January 2026 at 7.30pm in 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.

- 1 / 26 To open the meeting and receive apologies for absence.
- 2 / 26 To receive declarations of interest in items on the agenda and any requests for dispensation.
- 3 / 26 To hear from the public present (max 3 minutes per person at the Chair's discretion).
- 4 / 26 To agree the minutes of the meeting held on 5th November 2025.
- 5 / 26 To consider proposal from SEC to install a Beacon Basket.
- 6 / 26 To receive Borough and County Council Members' reports.
- 7 / 26 **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 agree a virement from Trod reserve to IT reserve.
 - e. To agree the budget for 26/27.
 - f. To set the precept for 26/27.
 - g. To consider contribution to Clerk's membership of SLCC at £92.30.
- 8 / 26 To consider Councillor roles and responsibilities.
- 9 / 26 To receive update re. Lynn Road Trod.
- 10 / 26 To receive update on Neighbourhood Plan.
- 11 / 26 **Consideration of planning applications, decisions and appeals:**
 - a. Applications:
 - i. 25/01787/F | Eastgate Cottage 30 The Green PE33 OBY | First Floor Rear Extension: to ratify the agreed response.
 - ii. 25/01796/F | Labyrinth 9 Westgate Street PE33 OBN | Alterations to lower front garden wall: to ratify the agreed response.
 - iii. 25/01884/F | 9 Hallfields PE33 ODN | Erection of single-storey side extension: to ratify the agreed response.
 - iv. To consider any late notice 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 OBN: 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.
- vii. Any late notice decisions.
- c. Planning Appeals and Enforcement updates:

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

- a. Deadline for public consultation on LGR: consider any response from Parish Council.
- b. Email from resident re. car park condition.
- c. Email from East Anglian Air Ambulance asking for donation.

13 / 26 **Bus stop bench:**

- a. Consider designs and quotes.
- b. Consider applying to NCC Bus Shelter Scheme for 80% funding.

14 / 26 **Phone box adoption:** to approve and sign the contract with BT.

15 / 26 **Flooding & Sewage:**

- a. To consider responses to Fairstead Drove letters.
- b. To receive Surface Water Management Working Group update.

16 / 26 **Churchyard Maintenance:** To consider the maintenance of footpaths if quote received.

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

- a. Surface of Lamson's Lane and other footpaths.
- b. Update on tree work on KGF.

18 / 26 **Play Park and KGV Playing Field:**

- a. To approve the repair of locks and cutting of new keys for the toilets, quote from Bargate Master Locksmiths Ltd of approx. £150.
- b. To consider frequency of servicing for cableway.

19 / 26 **Highways, Traffic & Parking:**

- a. SAM2 report.
- b. To consider requesting a sign at bottom of Fincham Hill re. unsuitability of village for HGV traffic.
- c. Any other highways updates.

20 / 26 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.

21 / 26 Close Meeting.

Signed: *J Lloyd*
 Parish Clerk: Jo Lloyd

Dated: 2 January 2026
 clerk@shouldham-pc.gov.uk

Annex A

Payments to note and for authorisation

Date	Payee	Details	Gross	VAT
07/11/25	Nurture Landscapes	Grounds Maintenance Oct INV 373445	352.20	58.70
07/11/25	Louise McIntosh	Grounds Maintenance INV SPC009	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 and Support	Clerk training / networking	7.20	1.20
02/12/25	Nurture Landscapes	Grounds maintenance Nov 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 B

Income received

From	Detail	Amount
Jodie Caley	Mere Plot rent	120.00