

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 4th February 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.

- 22 / 26 To open the meeting and receive apologies for absence.
- 23 / 26 To receive declarations of interest in items on the agenda and any requests for dispensation.
- 24 / 26 To hear from the public present (max 3 minutes per person at the Chair's discretion).
- 25 / 26 To agree the minutes of the meeting held on 7th January 2026.
- 26 / 26 To receive Borough and County Council Members' reports.
- 27 / 26 **Financial Matters:**
 - a. To note authorised payments and authorise new payments (Annex A).
 - b. To reconcile the accounts.
 - c. To agree the asset register.
 - d. To consider quote for replacement of posts on the Green.
- 28 / 26 To receive update on Neighbourhood Plan.
- 29 / 26 **Consideration of planning applications, decisions and appeals:**
 - a. Applications:
 - i. 26/00077/F | Wheelers School | 1 Eastgate Street PE33 0BY | Householder: Construction of detached garage to serve dwelling.
 - ii. 26/00143/F | Mirries Garden, 5 Westgate Street PE33 0BN | Change of use of an existing timber-framed caravan to a small one-bedroom holiday let.
 - iii. To consider any late notice applications.
 - b. Decisions:
 - i. Any late notice decisions.
 - c. Planning Appeals and Enforcement updates:
- 30 / 26 To approve IT Policy.
- 31 / 26 To receive an update on Lynn Road Trod and consider any suggested amendments.
- 32 / 26 **Bus stop bench:** To note that funding from NCC Bus Shelter Scheme has been approved and to decide whether to hold the funds in reserve or purchase and store the bench.
- 33 / 26 **Defibrillators:** To establish ownership and responsibility for the AED devices in Shouldham.
- 34 / 26 **Flooding & Sewage:**
 - a. To receive update on land ownership.
 - b. To consider next steps in the surface water flooding plans.
 - c. To receive Surface Water Management Working Group update.

35 / 26 Play Park and KGV Playing Field:

- a. To note condition attached to the permission for removal of the Poplar tree, and to consider requesting that this is removed or amended.
- b. Update on toilet locks.
- c. Update on car park quotes.
- d. To consider maintenance work on the play area.

36 / 26 Clerk's report and correspondence requiring further consideration:

- a. Any late notice correspondence.

37 / 26 Churchyard Maintenance: To consider the quote for maintenance of footpaths if received.

38 / 26 To receive reports from Clerk and Cllrs for on-going matters:

- a. Update on phone box.
- b. Update on request for sign at bottom of Fincham Hill.

39 / 26 Highways, Traffic & Parking:

- a. To consider how to improve parking around the Green at school drop off / collection times.
- b. Any other highways updates, including SAM2 reports.

40 / 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. Close Meeting.

Signed: *J Lloyd*
Parish Clerk: Jo Lloyd

Dated: 30th January 2026
clerk@shouldham-pc.gov.uk

Annex A

Payments to note and for authorisation

Date	Payee	Details	Gross	Vat
15/01/26	Scottish Power	Pavillion Electricity	30.28	
15/01/26	Nurture Landscapes	Grounds Maint. inv 376560	352.20	58.70
15/01/26	Pozitive Energy	Green Electricity	21.18	1.01
26/01/26	Tamar	Virtual phone 4328741	7.20	1.20
26/01/26	CPRE	Membership	5.00	
27/01/26	Bargate Master Locksmith	Repair of KGF toilet locks	125.00	
27/01/26	Viking Office Supplies	Stationery Inv 4410335577	31.98	5.34
27/01/26	Viking Office Supplies	Stationery Inv 4410341043	4.43	0.74
	Jo Lloyd	salary month 10	392.64	
	Jo Lloyd	Expenses (Stamps - Tesco)	6.96	
	Jo Lloyd	Expenses (Land Registry)	14.00	
	Jo Lloyd	Expenses (Land Registry)	11.00	
	Brightaway Cleaning	Toilet cleaning (Jan)	81.60	13.60
	Chemex	Toilet cleaning products	79.04	13.18