

Shouldham Parish Council

Minutes of the Ordinary Meeting of Shouldham Parish Council held on Wednesday 4th
February 2026 at 7.30pm in Shouldham Village Hall

Present:

Parish Councillors: Cllrs Sarah Sheldon (Chair), Claire Atterbury, Pippa Bennett, John Carman, Pallavi Devulapalli, Geoffrey Hipperson

Proper Officer/RFO: Jo Lloyd

Apologies: Cllrs David Bland, Keith Matthews

In attendance: C.Cllr Jim Moriarty

Public: 1

22/26 **Introduction and apologies:** Cllr Sheldon opened the meeting and apologies were accepted.

23/26 **Declarations:** Cllr Carman declared an interest in item 34/26a.

24/26 **Public Forum:** A representative attended from Rapid Relief Team, the charity arm of the Plymouth Brethren Christian Church. They are keen to collaborate with Parish Councils to fund and support work in communities. Councillors expressed an interest in the offer and contact details were shared.

25/26 **Minutes of the meeting held on 7th January 2026:** The draft minutes having been previously circulated were agreed and signed, proposed by Cllr Atterbury and seconded by Cllr Sheldon.

26/26 **Borough and County Council Members' reports:**

County Council: C.Cllr Moriarty updated Council on the upcoming elections – Mayoral elections are postponed until 2028, NCC elections postponed from 2026 until at least 2027 due to the planned move to unitary authorities.

Borough Council: BCKLWN will be likely to shadow the new unitary authority initially. There has been an online training session on the new process for CIL applications, a recording is available.

27/26 **Financial Matters:**

- a. Approval of payments at Annex A: proposed by Cllr Atterbury, seconded by Cllr Carman and agreed.
- b. A bank reconciliation was checked and signed by Cllr Atterbury.
- c. The asset register, having been circulated before the meeting, was agreed: proposed by Cllr Sheldon and seconded by Cllr Carman.

28/26 **Posts on the Green:** Cllrs discussed the replacement of the remaining old posts on the Green. Cllr Hipperson said the cost would be very similar to last time, which was £150 plus VAT. He will count the number of posts needed and get costings for their purchase. Cllrs agreed that Cllr Hipperson can purchase the posts unless the cost is much higher than expected. The clerk will apply to Highways for permission.

29/26 **Update on Neighbourhood Plan:** there have been no further developments, Cllr Sheldon will ask for an update on next steps.

30/26 **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: No objections were raised.
 - 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: Councillors raised concerns regarding this application, including the lack of sufficient dedicated parking meaning that people using the holiday let would have to park at the side of the road. It was noted that Westgate Street is already congested at times due to parked cars making it effectively a single track road in places. Concerns were raised re safety of pedestrians including school children crossing the road. It was agreed that the clerk would submit a response objecting to the application, including all concerns raised.
- b. Decisions: none.
- c. Planning Appeals and Enforcement updates: none.

31/26 **IT Policy:** An IT policy was circulated before the meeting and was approved, proposed by Cllr Carman and seconded by Cllr Atterbury.

32/26 **Lynn Road Trod:** NCC Highways are still looking at possible amendments to the Trod design. The clerk has checked with the PPS team and they have confirmed the offer will be valid into the next financial year if necessary.

33/26 **Bus stop bench:** Funding through the NCC Bus Shelter Scheme has been approved. It was agreed that the bench would be purchased as soon as possible and Cllr Hipperson offered to store it until the bus stop is ready.

34/26 **AED / Defibrillators:** Council discussed the AED devices in Shouldham. One is on school premises and is not accessible to the community. The second is located at the Bowls and Social Club, registered on the national Circuit network in their name. Cllrs discussed the possibility of securing another AED and potential location outside the Village Hall. The clerk will research the offer of a free device from the British Heart Foundation and look into the ongoing running costs, which could possibly be covered by fundraising each year.

35/26 **Flooding & Sewage:**

- a. Update on land ownership: The clerk has received title plan and deeds for land bordering the ditch on Fairstead Drove. It is not clear from the plan where exactly the ditch is in relation to the boundary. Cllrs agreed to purchase a further document to see if this could be clarified. The clerk will also enquire with Highways where the boundary of their land is.
- b. Next steps in the surface water flooding plans: It was agreed that the best option at present is to try to ensure the current drainage system is working as it should, but it is difficult when a number of individual property owners share the responsibility. C.Cllr Moriarty is liaising with Highways to get advice on the legal position and what can be enforced.
- c. Surface Water Management Working Group: It was agreed that it would be useful for the Working Group and the Parish Council to meet together to decide the next steps. It will be suggested that they attend the next Parish Council meeting if possible.

36/26 Play Park and KGV Playing Field:

- a. It was noted that BCKLWN have given consent for removal of the split Poplar tree, with a condition that a replacement tree of minimum size is planted within 2m of the base. Advice from the arborist suggests this will be a difficult location to establish a large tree, and it was agreed that the clerk would request this condition be amended to allow the Council to plant a smaller tree in a more suitable location.
- b. Update on toilet locks: These have now been fixed, with Shouldham FC agreeing to pay half of the cost.
- c. Update on car park quotes: one quote has been received for repair and Council agreed to continue to look at alternative options, noting that it might not be wise to spend on significant work before the football club cabin is replaced as the surface may be dug up again.
- d. Maintenance work on the play area: It was agreed that the clerk should get quotes for some maintenance work to prevent deterioration and future issues.

37/26 Clerk's report and correspondence requiring further consideration:

- a. Late notice correspondence: none.

38/26 Churchyard Maintenance: The clerk is awaiting a quote for maintenance of footpaths.

39/26 To receive reports from Clerk and Cllrs for on-going matters:

- a. Update on phone box: the contract has been returned to BT and the cost of £1 will now be paid. The clerk noticed 2 panes of glass had fallen into the box but were still intact. They will be removed and stored safely until they can be replaced.
- b. The clerk has requested an "unsuitable for HGVs" sign to be put at the bottom of Fincham Hill for vehicles turning left to Shouldham. NCC Highways suggested this should be possible.

40/26 Highways, Traffic & Parking:

- a. Parking around the Green at school drop off / collection times: This is an ongoing problem. The chair and clerk will liaise with the school.
- b. Other highways updates: none.

41/26 Items arising after the publishing of the agenda and for the agenda for the next Parish Council meeting:
BCKLWN Parish Infrastructure Investment Plans (PIIPs)

Meeting closed at 20.50

Chair

Date

Annex APayments 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
02/02/26	Jo Lloyd	salary month 10	392.64	
02/02/26	Jo Lloyd	Expenses (Stamps - Tesco)	6.96	
02/02/26	Jo Lloyd	Expenses (Land Registry)	14.00	
	Jo Lloyd	Expenses (Land Registry)	11.00	
02/02/26	Brightaway Cleaning	Toilet cleaning (Jan)	81.60	13.60
02/02/26	Chemex	Toilet cleaning products	79.04	13.18