

Shouldham Parish Council

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

Present:

Parish Councillors: Cllrs Sarah Sheldon (Chair), Pallavi Devulapalli, Geoffrey Hipperson, Keith Matthews

Proper Officer/RFO: Jo Lloyd

Apologies: Cllrs David Bland, Pippa Bennett, John Carman, Claire Atterbury

In attendance: Borough & County Cllr Jim Moriarty, President of Shouldham Youth FC Ian Haddleton

Public: 3

- 41/26 **Introduction and apologies:** Cllr Sheldon opened the meeting and apologies were received and accepted from Cllrs Bland, Bennett, Carman and Atterbury. All absences were approved for the reasons given (work and personal commitments).
- 42/26 **Declarations:** Cllr Hipperson declared an interest in item 49/26a.
- 43/26 **Public Forum:** A member of the public introduced himself as a new resident in the village and explained that he is considering standing in the County Council elections.
- 44/26 **Minutes of the meeting held on 4th February 2026:** The draft minutes having been previously circulated were agreed and signed, proposed by Cllr Sheldon and seconded by Cllr Hipperson.
- 45/26 **FC Clubhouse:** The SYFC President gave an update on the project to replace the old portacabins on KGF with a new club building. The Football Foundation (FA) have reduced the funding available but the CIL fund previously approved is still available. The FC will have to do additional fundraising and are looking at alternative buildings such as prefabricated structures or new portacabins. CIL requirements for the new building state that it should have 2 changing rooms, a disabled toilet and a kitchen. CIL funding is dependent on work beginning before April so the FC are planning to start demolition of the old portacabins as soon as possible. Their aim is to remove them by 1st April. Before demolition the electricity supply must be relocated.
- a. **Process for temporary disconnection / relocation of shared utilities:** UK Power Networks and a local electrician have surveyed the site and propose a new kiosk, with meter and electrical consumer unit inside, similar to the one on the Village Green. There could be spare capacity to provide electricity for events on KGF if needed. UKPN will need to attend to do the wiring to the new kiosk, a local electrician can prepare the area and provide the kiosk. SYFC would pay for this work. The Parish Council will need to liaise with the electricity supply company to move the meter as the supply is in their name. There was discussion around whether this work could be procured through the Parish Council as landowners, the clerk was asked to check.
 - b. **Approve location for the new electricity supply kiosk:** IH shared the proposed location on a plan, at the corner of the car park near to the playing field. Cllrs resolved to approve the movement of the electricity supply and installation of a kiosk in this location.

- c. **Ownership and responsibilities wrt work on shared areas / utilities:** It was noted that the utilities are in the name of the Parish Council as landowners. Responsibility for work on shared utilities will be discussed and decided as needed.
- d. **Location of temporary building and new clubhouse:** These are still to be decided. The Parish Council suggested they would like to revisit the original plans to establish the best location for any new building.
- e. **Temporary fencing during work:** IH showed Council the proposed position of safety fencing, which will surround the portacabins and skips during work. Cllrs queried whether parking will be reduced and suggested that the overflow car park at the Bowls Club is clearly advertised. IH confirmed that SYFC will be responsible for safety of the site during works.
- f. **Expected timescales for project:** IH indicated that for the CIL funding the new club building should be in place by 2029 at the latest.
- g. **Funding for project:** This is still uncertain, more fundraising will need to be done.
- h. **Agreeing a Memorandum of Understanding:** It was agreed that it would be helpful to have a MoU before building work commences, to lay out expected timescales, plans, responsibilities and funds.
- i. **Lease agreement:** To be progressed when there is more certainty over the building plans.
- j. **Any other issues:** Cllrs asked that SYFC give as much notice as possible of any work and plans for the next steps.

46/26 **Borough and County Council Members' reports:**

County Council: Cllr Moriarty updated Cllrs on NCC elections which will be held on May 7th. New boundaries mean that Shouldham will be part of the Nar and Wissey Valley ward. Cllr Moriarty will not be standing in the elections.

Borough Council: BCKLWN are sending a weekly news email to clerks. The new round for CIL fund applications has started, with funding available for projects between £10-100,000. There will be a new Community Fund totalling £500,000 to be given to projects, application rules are not yet known. The BC budget has been passed.

The local plan and targets from the Government mean there will need to be an increase in housebuilding. The BC have sent out a "Call for Sites" to landowners and developers. Changes in planning rules mean that fewer applications will go to committee.

47/26 **Financial Matters:**

- a. Payments at Annex A were approved, proposed by Cllr Devulapalli and seconded by Cllr Matthews.
- b. A bank reconciliation was checked and signed by Cllr Sheldon.
- c. The clerk had circulated a quote of £145 per year for adding footpath maintenance to the Churchyard grass cutting contract with Louise McIntosh. It was resolved to accept this quote, proposed by Cllr Sheldon and seconded by Cllr Devulapalli.

48/26 **Flooding & Sewage:**

- a. Update on land ownership: Further documents obtained by the clerk did not give any more information on responsibility for the drain on Fairstead Drove. It appears from all the documents received that the private land goes right up to the drain, so landowners likely

have riparian responsibilities for at least half of the drain. Norfolk County Council have offered to clear the drain on this occasion, as it borders the highway on the other side. It was agreed that the clerk should write to landowners to inform them that NCC will clear the drain on this occasion but to reiterate the understanding that they share the riparian duties for this. The clerk will also clarify how much of the drain will be cleared by NCC.

- b. Letter from the Surface Water Management Working Group: The SWMG had requested the Parish Council's assistance in liaising with Highways on surface water flooding and the various drains and "pinch points" in the drainage system. Cllr Moriarty and the clerk have been in contact with Highways who have agreed to clear some parts of the drains (as above). It will need to be clarified whether Highways will assist with any other areas.
- c. Other updates and next steps: The SWMG will attend the next PC meeting to discuss this. Cllr Hipperson pointed out that after drain clearance on Fairstead Drove there could be repercussions further on in the system (including Abbey Farm) which would have to be monitored.

49/26 **Highways, Traffic & Parking:**

- a. **Parking issues at school drop off / collection times, and the option of a car park:** Cllrs discussed recent correspondence from residents and reports to Cllrs regarding inconsiderate parking, residents' drives being blocked and abuse from parents. It was also noted that there have been some "near misses" with children running out from between parked cars. Cllr Sheldon reported that she and the clerk were due to attend a meeting with the headteacher. Cllrs suggested questions to be asked: whether there are any buses provided for pupils from outside Shouldham (such as Fincham) or any locations which would benefit from transport being provided, whether staggered drop off and pick up times are possible, whether there could be a walking bus and how this could be funded. It was noted that the school have concerns with safeguarding if children are dropped off on school grounds, but it was also felt that the current situation is creating safety issues elsewhere in the village.
The Council discussed the possibility of a car park near to the school, with one suggestion being land across the road. After discussion, which included the landowners, it was felt that this would not be a suitable location even if a crossing could be provided, as it would involve walking along a narrow path at the side of Lynn Road.
- b. SAM2 device: The clerk had been informed by the volunteer that the device was not currently flashing the speed, though it is still collecting data. Cllrs had agreed by email that the volunteer, an engineer, could investigate the fault. This decision was ratified, all agreed.
- c. Update on Lynn Road Trod: none.
- d. Any other highways updates, including SAM2 reports: The latest SAM2 reports are on the Parish Council website. The clerk has confirmation from Highways that no further permissions are needed for replacing the old posts on the Green.

50/26 **Clerk's report and correspondence requiring further consideration:**

- a. Parish Infrastructure Investment Plans (PIIPs): The clerk explained that PIIPs have been introduced by BCKLWN. They are optional but give the opportunity for Parish Councils to identify any infrastructure needed or wished for in the Parish, e.g. paths, drainage, amenities. The PIIP will inform planning when looking at new development applications and would help with any future CIL applications. Cllr Moriarty suggested that the consultations held as part of the NHP can inform the PIIP. Clerk to circulate more information to Cllrs.

- b. Norfolk Ponds Project: The NPP is starting a project called “A pond for every parish” and has asked for information on the number of ponds within the village and level of interest in learning more about them. Cllrs noted that there are a number of large ponds within the village and surrounding farms. It was agreed that a post could be added to FB asking for information which the clerk can compile.

- c. Email from BCKLWN with “Call for Sites”: covered by Cllr Moriarty in his update.

51/26 **Neighbourhood Plan:** Cllr Sheldon reported that the date for consultation will be decided soon and will include leaflets, an online survey and letters to some home/landowners.

52/26 **Governance:** The Council resolved to approve the Internal Controls Statement circulated prior to the meeting, proposed by Cllr Hipperson and seconded by Cllr Matthews.

53/26 **Consideration of planning applications, decisions and appeals:**

- a. Applications: None
- b. Decisions: None
- c. Planning Appeals and Enforcement updates: None

54/26 **Play Park and KGV Playing Field:**

- a. Condition attached to the permission for removal of the Poplar tree on KGF: the clerk has emailed the Tree Officer at BCKLWN with the request to amend the condition to allow planting of a smaller tree at a more suitable location.

55/26 **To receive reports from Clerk and Cllrs for on-going matters:**

- a. Update on defibrillator options: The British Heart Foundation funding for defibrillators opens again in June. To be eligible for their funding the device needs to be more than 200m from the nearest other public access AED, available 24/7 in a non-lockable and uncoded cabinet. It also needs a constant electricity supply.
BT have informed the clerk that the phone kiosk does have a power supply and this could be used to house a defibrillator (BT would cover electricity costs for 7 years). It would have to comply with their contract and they recommend the Community Heartbeat Trust as suppliers. The clerk was asked to enquire with BT whether a BHF funded device could be installed in the phone kiosk.
Cllrs had discussed the option of installing a defib on the outside wall of the Village Hall, which would need to be stored in an insulated case if no electricity supply. The BHF offer would not be available for this.

56/26 Items arising after the publishing of the agenda and for the agenda for the next Parish Council meeting:

The Surface Water Management Working Group will attend to discuss ongoing issues.

Meeting closed at 20.46pm

Chair

Date

Annex A**Payments to note and for authorisation**

Date	Payee	Details	Gross	Vat
10/02/2026	Pozitive Energy	Green Electricity	20.55	0.98
12/02/2026	Nurture Landscapes	Grounds Maint (Feb) inv 377890	352.20	58.70
12/02/2026	BT	Phone kiosk adoption	1.00	
16/02/2026	Scottish Power	Pavillion electricity	30.38	
27/02/26	Jo Lloyd	Month 11 Salary	392.64	
27/02/26	SLCC	Clerk membership contribution	90.30	
	Glasdon	Bench for bus stop	803.06	