

Shouldham Parish Council

Minutes of the Ordinary Meeting of Shouldham Parish Council held on

Wednesday 1st April 2026 at 7pm in Shouldham Village Hall

Present:

Parish Councillors: Cllrs Sarah Sheldon (Chair), Pallavi Devulapalli, Geoffrey Hipperson, Keith Matthews from item 61/26, David Bland, Pippa Bennett, John Carman, Claire Atterbury

Proper Officer/RFO: Jo Lloyd

Apologies: C.Cllr Jim Moriarty

Public: 9 incl. members of the Surface Water Steering Group & representatives from Anglian Water.

57/26 **Introduction and apologies:** Cllr Sheldon opened the meeting and apologies were received from County Cllr Moriarty.

58/26 **Declarations:** None.

59/26 **Public Forum:** None.

60/26 **Minutes of the meeting held on 4th March 2026:** The draft minutes having been previously circulated were agreed and signed, proposed by Cllr Devulapalli and seconded by Cllr Sheldon.

61/26 **Flooding and Sewage:** The Surface Water Management Group attended to give an update on their work so far. The group has spent considerable time looking into the village drainage system, including meeting with organisations under the umbrella of the Norfolk Strategic Flood Alliance and the local MP. Solutions involving new drainage infrastructure have been investigated, but funding for these would be difficult. Focus on maintaining the current drainage system is thought to be the best option at present, to ensure it works correctly. The system includes drainage ditches along Fairstead Drove and the back of Westgate St, and pipes going under New Road and Westgate Street at Fairstead Rd. Static water in any part of this system causes silt to build up and subsequent blockages. Several pinch points have been identified. Difficulties arise because land ownership is difficult to establish and riparian responsibilities to maintain drainage is hard to enforce. The SWSG have identified the next steps they would like to take and asked for the Parish Council's support with these.

Blocked culverts under roads: The culvert under New Road is blocked, and the Parish Council were asked to liaise with Highways to unblock this before any other work could be done. Cllr Sheldon confirmed this has been raised and the clerk was asked to chase.

Letter to Borough Council: It was explained that the Borough Council have powers to investigate land ownership and enforce riparian responsibilities, under Section 25 of the Land Drainage Act. It was proposed that a letter is sent requesting that they investigate areas of the surface water drainage system in Shouldham and use these powers if necessary, with a draft letter having been provided by the SWSG. It was agreed that a letter can be sent by the Parish Council; a draft will be sent to the SWSG.

Maintenance of drainage ditches: The SWSG propose that all drainage ditches and pipes should be cleared at the same time, following the clearance of the New Road culvert. There could then be an annual maintenance scheme to keep the system clear. Residents with riparian responsibilities would cover some of the cost of this work, but there might be a

shortfall and it was queried whether there might be funds available from the PC or BC.

Flooding on Lynn Road between Westgate St and the school: This is another area with high risk for surface water flooding. The SWSG asked that this area can also be raised as an issue with Highways.

Cllrs asked for a copy of the SWSG document log and a map and spreadsheet of the affected areas to help identify pinch points.

Cllrs wished to reassure residents that they take the issue of flooding seriously and it is a regular agenda item for ongoing discussion. They appreciate that some residents spend considerable time and money maintaining the areas they are responsible for, but that other areas along the system are not maintained by the landowners or authorities.

62/26 **Anglian Water Strategic Pipelines:** Representatives from Anglian Water attended to give information regarding a proposed temporary logistics compound on Mill Road.

This is part of a major infrastructure project laying pipes to move water from Bexwell towards Norwich & Aylsham. It will be more efficient for them to buy pipe in bulk then transport to locations as needed, and to have a single compound to store this pipe.

The proposal is to use the existing Carter's site off Mill Road. Vehicles will not travel through Shouldham; they will come in and out via the A134. The representatives said that transport will not be increased, as Carter's are used for their logistics already. The same number of vehicles will be travelling in and out of the site, but will be bringing pipe to store rather than collecting it and taking it elsewhere. It is estimated the site will take 3-4 months to set up; pipe will be arriving for the next 3-6 months; the project will take 5-7 years and the compound will be demobilised at the end.

Cllrs asked whether the site could impact water soakaway – they will be using permeable material (crushed stone) for the ground apart from one main road through the site.

Cllrs asked about any visual impact – at the Southern edge of the compound they will build a bund for noise and visual screening which will be landscaped. Sound and vibration testing has been done from nearby housing.

63/26 **Borough and County Council Members' reports:**

Apologies were received from C.Cllr Moriarty who had sent a report, at **Annex A**.

B.Cllr Devulapalli told the Council about changes to planning which mean there will be no ability for Borough Cllrs to "call in" applications to Planning Committee. Planning Committees will be much smaller and most applications decided by officers.

The Government decision on Local Government Reform is for 3 Unitary Councils. West Norfolk will be joined with Breckland and parts of South Norfolk. There will be elections for the new Unitary councils in May 2027; they will act as shadow councils for the first year. There will be a new "one-off" fund from the BC which is available because of surplus in the budget, due to the Government carrying out a funding review after budget setting had taken place. The BC Garden wildlife competition is going ahead again this year, more information to follow.

64/26 **Financial Matters:**

- a. Payments at **Annex B** were approved, proposed by Cllr Atterbury and seconded by Cllr Devulapalli. These included an expense claim from the NHP which will be covered by funds in the NHP Reserve.
- b. A bank reconciliation was checked and signed by Cllr Atterbury.
- c. It was noted there will be an increases of 4% in the cost of the virtual phone from Tamar Telecommunications and of £1 per clean for the toilet cleaning, from 1st April.

- d. Discussion of VAT reclamation was deferred until the next meeting.

65/26 Football Clubhouse project:

- a. Update on the movement of electricity supply: the clerk reported that UKPN are due to move the supply and she will need to liaise with Scottish Power to attend on the same day. Not date has been set for this.
- b. Potholes in the car park: a member of the Football Club has offered to fill in the potholes in the car park; the clerk has requested more information before Cllrs can make a decision.
- c. Other updates: Cllrs queried the timescale of the project, as it was understood that the portacabin needed to be demolished before 1st April to secure the CIL funding. The clerk understands there have been delays but the FC have been keeping the BC updated.

66/26 Highways, Traffic & Parking:

- a. Parking issues at school drop off / collection times: The Chair and clerk reported on a meeting with the Head Teacher where they had raised the difficulties with parking and discussed some of the suggestions made at the last PC meeting. The Head confirmed there is still a bus bringing children from Fincham, and it was suggested there might be other locations this could be provided if funding allowed. Neither staggered drop offs nor more children being dropped off on school grounds were considered feasible by the school. A walking bus has been tried in the in the past but the school could not find volunteers to help. It was suggested that the Parish Council could try this again. The Council agreed to ask C.Cllr Moriarty to look into any funding which might be available from NCC for more buses and/or setting up a walking bus.
- b. Update on Lynn Road Trod: none.
- c. SAM2 report: the latest report is on the website.
- d. Other Highways updates: none.

67/26 Clerk's report and correspondence requiring further consideration:

- a. Email from Anglian Water Strategic Pipelines re. logistics compound discussed at item 62/26.

68/26 Update on Neighbourhood Plan: A representative from the NHP attended to give an update. The Regulation 14 consultation period will run from 20th April to 1st June. Draft copies of the NHP will be available for viewing at the Village Hall, King's Arms, Bowls & Social Club and Post Office, as well as online. There will be a presentation in the Village Hall on 9th May. Leaflet drops will publicise both the consultation period and the presentation, which will also be promoted on the PC website and on Facebook. Letters will be sent to stakeholders. It was agreed that the clerk will work with the NHP to find the best way to add information to the PC website. The NHP will estimate any extra funds needed for the next steps so this can be budgeted. It was clarified that the NHP Consultant will be the data controller for GDPR purposes for surveys carried out as part of the consultation. Following consultation, if a majority of those voting are in favour of the draft NHP, it will go to the BC for official consideration.

69/26 Consideration of planning applications, decisions and appeals:

- a. Applications: None.
- b. Decisions:
 - i. 26/00077/F | Householder: Construction of detached garage to serve dwelling. | Wheelers School, 1 Eastgate Street, Shouldham PE33 0BY: Application permitted.
- c. Planning Appeals and Enforcement updates: None.

70/26 **Play Park and KGV Playing Field:**

- a. Cleaning schedule for the toilets: It was agreed that the cleaning of the toilets could reduce from twice weekly to once weekly at present, due to the toilets being closed to the public, proposed by Cllr Devulapalli and seconded by Cllr Matthews. It was agreed that the FC should be asked to cover this cost as they are currently the only user of the toilets. Additional cleaning could be requested for events such as the Beer Festival when the toilets are open.
- b. To receive a report on maintenance of the play area and consider any quotes for work: Item deferred until May meeting.

71/26 **Reports from Clerk and Cllrs for on-going matters:**

- a. Update on defibrillator options: There is a defibrillator at the school which is accessible to the public and not used by the school who have their own. It is thought this was purchased around 10 years ago so Cllrs agreed it would be better to obtain a new one and look into housing it in the telephone box.
- b. Cllrs agreed to a request from the King's Arms to hold the monthly Classic Car meet on the Green, first Sunday of each month April to September.

72/26 Cllr reports for items arising after the publishing of the agenda and items for the agenda for the next Parish Council meeting:

- a. Flooding and drainage.
- b. To consider a mural on the wall near back of school.

73/26 It was agreed the Annual Parish Meeting will be held at 7pm on 6th May, before the Annual Parish Council Meeting.

74/26 Staffing: To approval contractual annual increase in clerk's salary from SCP 13 to SCP 14 from 1st April 2026: Cllr Sheldon will circulate appraisal to Cllrs and clerk.

75/26 Meeting closed at 20.55.

Chair

Date

Annex AReport from County Councillor Jim Moriarty**Community Infrastructure Levy**

The CIL funding applications are now open as of 1st March, and will close at 5pm on 1st May. Applications are encouraged for projects requesting between £10k and £100k – full criteria is available on our website:

CIL funding applications | CIL funding applications | Borough Council of King's Lynn & West Norfolk

The next round of parish payments will be sent to relevant parish councils by 28th April, and work for the FY25/26 Annual Infrastructure Funding Statement (IFS) will begin after close of accounts.

Local Plan

Government's ambition is to achieve full coverage of up-to-date local plans across the country as soon as possible. The key regulations for the new plan-making system have been issued. This will enable local planning authorities to commence plan preparation from March 2026. This includes the new Town and Country Planning (Local Planning) (England) Regulations 2026. This leads on from the Levelling Up & Regeneration Act 2023 and they will replace the existing 2012 plan-making regulations. This effectively 'turns on' the new plan-making system.

It is anticipated that further regulations will follow on plan-making data standards, plan timetables, housing requirements, the later stages of the preparation process for local plans, and details of post-adoption monitoring requirements. To support the new system Government have published online guidance: Create or Update a Local Plan.

The new plan-making system is radically different to the existing one. The diagram below illustrates the stages. The process must be completed within a 30-month timescale.

On the 15 January 2026 MHCLG (Ministry of Housing, Communities and Local Government) wrote to the Borough Council confirming that as we submitted a local plan for examination on, or before, 12 March 2025 and the housing requirement in plan as submitted for examination (and now adopted) was meeting less than 80% of the new local housing need, calculated using the standard method, that the Borough Council will therefore be required to start a local plan early in the new plan-making system. We must do this by publishing our notice to commence plan preparation by 30 June 2026 and publishing our Gateway 1 self-assessment by 31 October 2026. MHCLG have also been clear that plan-making should not stop or be paused due to local government reorganisation or devolution.

Work continues at pace to meet the new statutory timescales. Officers are engaging with MHCLG, the Planning Advisory Service (PAS), Planning Officer Society (POS), and other planning authorities in Norfolk on the new planning system. I encourage all Parish Councils to engage in the consultation process in coming months as the Government is intent on cutting down on 'call ins' to the Planning Committee, therefore Parishes views on where development is to happen needs to be expressed during the Local Plan process.

Annex B

Payments to note and for authorisation

Date	Payee	Details	Gross	Vat
06/03/2026	Brightaway Cleaning	Toilet cleaning inv 0266	163.20	27.20
06/03/2026	Nurture Landscapes	Grounds Maintenance inv379005	352.29	58.70
10/03/2026	Pozitive Energy	Green Electricity	18.44	0.88
16/03/2026	Scottish Power	Pavillion Electricity	30.28	
24/03/2026	Tamar	Virtual phone 4359145	7.20	1.20
25/03/2026	CPRE	Membership	5.00	
25/03/2026	Glasdon	Bench for Village Green	963.67	160.61
25/03/2026	RLS Computer Serivces Ltd	Microsoft subscription	116.64	19.44
31/03/2026	Jo Lloyd	Salary month 12	392.64	
31/03/2026	Brightaway Cleaning	Toilet cleaning inv 0287	183.60	30.60
	David Willis (NHP)	Printing and stationery costs for NHP (Mr Bees Fotostop and Ryman)	677.79	112.14