

Shouldham Parish Council – Meeting Agenda

I hereby give you notice that the Annual Meeting of the above-named Parish Council will be held on
Wednesday 6th May 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.

- 76 / 26 Election of Chair for the coming year and signing of acceptance of office.
- 77 / 26 Election of Vice-Chair for the coming year.
- 78 / 26 To consider and approve apologies for absence.
- 79 / 26 To receive declarations of interest in items on the agenda and requests for dispensation.
- 80 / 26 To hear from the public present (max 3 minutes per person at the Chair's discretion).
- 81 / 26 To agree the minutes of the meeting held on 1st April 2026.
- 82 / 26 To receive Borough and County Council Members' reports.
- 83 / 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. Update on End of Year.
 - e. To agree a virement of £300 from General Reserve to NHP reserve.
 - f. To note a direct debit has been set up to pay the annual charges for dog bin emptying.
 - g. To discuss VAT reclamation.
- 84 / 26 **Insurance:** to receive and consider three quotes for insurance for the coming year.
- 85 / 26 **Neighbourhood Plan:**
 - a. To consider the letter from NHP Steering Group re. designation of land as a Local Green Space (Bowling Green, KGF and Village Green).
 - b. To receive update on NHP consultation.
- 86 / 26 **Consideration of planning applications, decisions and appeals:**
 - a. Applications:
 - i. 26/00683/CU | The change of use of an existing gym/games room, located within a former double garage, to a one-bedroom short term holiday let studio and accommodation (ancillary to the main dwelling) also used for family and friends (retrospective) | Mayfair, 25 Lynn Road PE33 0BT.
 - ii. To consider any late notice applications.
 - b. Decisions: Any late notice decisions.
 - c. Planning Appeals and Enforcement updates.
- 87 / 26 **Flooding and Sewage:**
 - a. Surface Water Management Group update.
- 88 / 26 **Play Park and KGV Playing Field:**
 - a. To consider three quotes for play area inspection.
 - b. To consider quotes for maintenance work.

89 / 26 Football Clubhouse project:

- a. To receive an update on the movement of electricity supply and note cost of £135.11 (+VAT) for reconnection will be added to the next Scottish Power bill.
- b. Any other updates.

90 / 26 Bus stop:

- a. To receive an update on the new bus stop on the Green and consider comments received.
- b. To consider installation of the new bus stop bench.
- c. To consider replacement of the bus stop bench opposite the Green.

91 / 26 Highways, Traffic & Parking:

- a. To receive an update on Lynn Road Trod and consider any suggested amendments.
- b. To receive SAM2 report and consider estimated cost for repair of fault, if available.
- c. To note comments received regarding footpaths and consider actions.
- d. Any other highways updates.

92 / 26 Clerk's report and correspondence requiring further consideration:

- a. Email from SEC requesting use of KGF for Annual Cricket Event on 28th June, and of the Green on 4th July for Village Fete.
- b. Any other correspondence received before meeting.

93 / 26 To receive reports from Clerk and Cllrs for on-going matters.

94 / 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.

95 / 26 Close meeting.

Signed: *J Lloyd*
Parish Clerk: Jo Lloyd

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

Annex A

Payments to note and for authorisation

INVOICE DATE	PAYEE NAME	DETAILS	GROSS AMOUNT
31/03/2026	David Willis	NHP expenses: Mr Bees Fotostop & Rymans	677.79
01/04/2026	BCKLWN	Litter bins	400.68
08/04/2026	Pozitive Energy	Green electricity inv 10019952	20.41
08/04/2026	Viking Office UK Ltd	Cleaning and office supplies	18.59
10/04/2026	Tamar Telecom.	Virtual phone inv 4374244	7.49
13/04/2026	Npower	Electricity streetlight	137.28
14/04/2026	Transfer	Transfer to savings	9,000.00
11/04/2026	Chris Hotson	Tree surgery on KGF	1,280.00
15/04/2026	Scottish Power	KGF electricity	30.28
22/04/2026	CPRE	Membership	5.00
26/04/2026	Mr A G McIntosh	Mole control	250.00
26/04/2026	Louise McIntosh	Grass cutting March and April	962.50
30/04/2026	Jo Lloyd	Salary month 1 April	392.64

Annex B

Income received

DATE	DETAIL	AMOUNT
11/03/2026	NCC PPS contribution to bench	714.45
25/03/2026	Football Club utilities recharge (from KGF)	785.25
13/04/2026	BCKLWN Precept (50%)	11,508.50