

Shouldham Parish Council

Minutes of the Annual Meeting of Shouldham Parish Council held on Wednesday 6th May 2026 at 7.30pm in Shouldham Village Hall

Present:

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

Proper Officer/RFO: Jo Lloyd

Apologies: Cllrs Keith Matthews and Pippa Bennett, C.Cllr Jim Moriarty

Public:

- 76 / 26 Cllr Devulapalli proposed Cllr Sheldon to remain as Chair for the coming year. This was seconded by Cllr Atterbury and all agreed. Cllr Sheldon signed the acceptance of office.
- 77 / 26 Cllr Sheldon proposed that Cllr Matthews remain as Vice-Chair for the coming year. Cllr Atterbury seconded and all agreed.
- 78 / 26 **Apologies:** Apologies were received and accepted from Cllr Bennett due to work commitments and Cllr Matthews due to family commitments.
- 79 / 26 **Declarations:** None.
- 80 / 26 **Public:** None.
- 81 / 26 **Minutes of the meeting held on 1st April 2026:** The draft minutes having been circulated were agreed and signed, proposed by Cllr Atterbury and seconded by Cllr Carman.
- 82 / 26 **Borough and County Council Members' reports:**
C.Cllr Moriarty sent a report before the meeting, attached at Annex A.
B.Cllr Devulapalli said there was not much to update due to being in a pre-election period. LGR is decided and there will be elections for the new Unitary Councils next May, with Shouldham being under the new West Norfolk Council. There will be around 3000 residents in each ward, boundaries will change and Shouldham will be included in a ward with Wormegay and Watlington. Cllr Devulapalli said that devolution will be a challenge but could also be a good opportunity. Unitary Councils will have to work with the new Norfolk and Suffolk Mayoral Authority.
- 83 / 26 **Financial Matters:**
- a. Payments at Annex B were approved, proposed by Cllr Bland and seconded by Cllr Devulapalli.
 - b. Income received at Annex C was noted.
 - c. A bank reconciliation was checked and signed by Cllr Carman.
 - d. The clerk reported that the end of year accounts were ready to be sent for internal audit and would be approved at the next PC meeting in June.
 - e. A virement of £300 was agreed from the General Reserve to the Neighbourhood Plan Reserve to cover some additional expected costs, proposed by Cllr Sheldon and seconded by Cllr Atterbury.
 - f. It was noted that a direct debit has been set up to pay the annual charges for dog bin emptying (£1138.80 plus VAT) in ten monthly instalments.

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- g. Cllrs discussed the rules around VAT reclamation and agreed that it would be helpful to have these clarified in a written statement, proposed by Cllr Hipperson and seconded by Cllr Bland. The clerk will prepare this.

84 / 26 Insurance:

The clerk reported that three insurance companies had been asked for quotes but so far only one had been provided, for renewal with Clear Councils. This quote was considered and Cllrs agreed to accept it unless one of the other quotes provided like-for-like cover at a lower cost, proposed by Cllr Bland and seconded by Cllr Carman. Cllr Sheldon suggested asking if Clear Councils can give a discount for another long term agreement, which the clerk will do.

85 / 26 Neighbourhood Plan:

- a. The Parish Council have received three letters from the NHP Steering Group re. the designation of land as a Local Green Space (Bowling Green, King George's Field and Village Green). All Cllrs were in agreement that those areas of land should be included in the NHP.
- b. An update on the NHP consultation was given as part of the Annual Parish Meeting.

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: Cllrs discussed the application. They noted that any holiday let could potentially increase noise and cause traffic issues. They considered the location of the property and the fact that it has been used as a holiday let for some time with no problems, agreeing that the applicants have demonstrated they can manage noise and extra traffic. Cllrs agreed to submit a comment of no objection to this application.
- b. Decisions: None.
- c. Planning Appeals and Enforcement updates: None.

87 / 26 Flooding and Sewage:

- a. Surface Water Management Group update: The clerk reported that she had spoken to the Highways Engineer who agreed they could schedule the culverts and gully pots around New Road to be cleared. He has also offered to meet with the SWMG to look at the drainage around that area.

88 / 26 Play Park and KGV Playing Field:

- a. Three quotes were provided for the annual play area inspection. Cllrs resolved to book an inspection with Rospa Play Safety for £119 plus VAT, proposed by Cllr Sheldon and seconded by Cllr Bland. The clerk will liaise with the King's Arms as Rospa can inspect their play equipment at the same time for £83 plus VAT, which will be paid by SEC.
- b. Cllrs considered three quotes for maintenance work on the play area. It was agreed that BBT Construction Ltd would be asked to replace the shackles on the Giant Rope Swing and check/tighten all bolts on the Senior Multiplay, at a cost of £240 plus £104 travel proposed by Cllr Carman and seconded by Cllr Bland.

89 / 26 Football Clubhouse project:

- a. It was noted that the electricity supply has now been moved. Scottish Power have reconnected the meter at a cost of £135.11 (+VAT) which will be added to the next bill.

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- b. The Vice-Chair of SFC gave an update on the project in the Annual Parish Meeting.

90 / 26 **Bus stop:**

- a. The new bus stop on the Green has been installed by NCC. Some concerns have been raised with the PC regarding its appearance. Cllrs have responded and explained the reasons for wanting a designated bus stop there - to make access on and off the buses easier and to support the use of public transport. They noted that the area looks quite stark at present but feel that once the grass has re-seeded and tarmac has faded the bus stop will be less conspicuous. The presence of the pole has been queried; the clerk will ask NCC whether they are returning to put a sign there or whether the pole is necessary.
- b. Installation of the new bus stop bench: Cllrs will decide on the best location for the bench and the clerk will contact the contractor who quoted for its installation.
- c. Bus stop bench opposite the Green: Cllr Atterbury noted that this bench is now quite wobbly. Cllrs will look to see if it is repairable.

91 / 26 **Highways, Traffic & Parking:**

- a. Lynn Road Trod: The clerk has spoken to the Highways Engineer who said they should have a revised quote very soon.
- b. SAM2 sign: As it had not been possible for the volunteer to repair the fault, it was agreed prior to the meeting that Westcotec could assess the sign at a cost of £50. This decision was ratified, all agreed. The sign requires a new PLN10 unit and a replacement coin cell, which would cost a further £339 plus VAT. Cllrs discussed the age of the sign and agreed to explore different options before making a decision.
- c. Footpaths: Residents have reported concerns with a number of footpaths around Shouldham, which are the responsibility of NCC. The clerk will add a notice to Facebook and the village noticeboard to inform people how to contact NCC with any reports.
- d. Other highways updates: none.

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

- a. An email was received from SEC requesting the use of the KGF for the Annual Cricket Event on 28th June, and of the Green on 4th July for the Village Fete. Cllrs have agreed to both.

93 / 26 Reports from Clerk and Cllrs for on-going matters: None.

94 / 26 Cllr reports for items arising after the publishing of the agenda and items for the agenda for the next Parish Council meeting: None.

95 / 26 The meeting was closed at 20.59

Chair

Date

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Annex A

Report from County Councillor Moriarty

Norfolk Heating Oil Fund

Norfolk County Council has set up a new Norfolk Heating Oil Crisis Fund to support low-income households who rely on heating oil and are at risk of losing access to heating and hot water due to sharply rising oil prices.

This funding is available now and is designed to provide rapid, practical help to residents experiencing financial hardship or a sudden financial shock.

Further information is available [here](#)

Posters you can share are available [here](#)

Household Hazardous Waste Days announced for Spring 2026

Norfolk County Council has announced a series of Household Hazardous Waste Days taking place at recycling centres across the county this spring.

The events allow residents to dispose of hazardous household waste free of charge, this includes items such as aerosols, anti-freeze, drain cleaners, fertilisers, paint, and weed killer.

Booking is required and opens 8 days before each event. Booking can be done online or over the phone. Residents can secure their spot at the first event, taking place at Norwich North Recycling Centre, from tomorrow (Thursday 2 April).

These events are for household waste only – and are not for businesses, groups, or organisations.

The dates and location of the events taking place this spring are:

- **Friday 10 and Saturday 11 April** – Norwich North Recycling Centre
- **Friday 17 and Saturday 18 April** – Thetford Recycling Centre
- **Friday 24 and Saturday 25 April** – King's Lynn Recycling Centre
- **Friday 8 and Saturday 9 May** – Caister Recycling Centre
- **Friday 15 and Saturday 16 May** – Dereham Recycling Centre
- **Friday 29 and Saturday 30 May** – Hempton Recycling Centre
- **Friday 5 and Saturday 6 June** – Norwich South Recycling Centre

To check which items are and are not accepted, and to book a slot residents can visit:

www.norfolk.gov.uk/hazardouswaste

List of items accepted on our Hazardous Waste Days

- Aerosols - full or part full (empty aerosols are accepted)
- Antifreeze
- Bleach
- Brake fluid
- Degreasers
- Descalers
- Drain cleaners
- Fence or shed treatments/preservers
- Fertilisers
- Fire extinguishers (maximum 2 per household) - some extinguisher supply companies may also offer a disposal service; check the labelling on your fire extinguisher
- Fungicides

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- Gas bottles and cylinders - empty gas bottles and cylinders can be accepted except CO₂, O₂ and N₂O. Full or partially full gas bottles or cylinders will not be accepted. Always return non-empty gas containers to the gas company branded on the container or search your local telephone directory/online under bottled gas.
- Glue
- Insecticides
- Lawn treatments
- Lubricants
- Oven cleaners
- [Paint/paint cans](#)
- Paintbrush cleaner/thinners
- Pesticides/fertilisers
- Photographic chemicals
- Stain removers
- Swimming pool cleaners
- Weed killer
- Wood preservers/treatments

Annex B

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 C

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

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