

Shouldham Parish Council – Meeting Agenda

I hereby give you notice that an Ordinary Meeting of the above-named Parish Council will be held
on

Wednesday 3rd June 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.

- 96 / 26 To open the meeting and consider and approve apologies for absence.
- 97 / 26 To receive declarations of interest in items on the agenda and requests for dispensation.
- 98 / 26 To hear from the public present (max 3 minutes per person at the Chair's discretion).
- 99 / 26 To agree the minutes of the Annual Parish Council Meeting held on 6th May 2026.
- 100 / 26 To receive Borough and County Council Members' reports.
- 101 / 26 **Financial Matters:**
 - a. To note authorised payments and authorise new payments (Annex A).
 - b. To reconcile the accounts.
 - c. To note acceptance of 3 year LTA with Clear Councils, with annual premium of £947.24.
 - d. To ratify acceptance of a 3 year contract with EDF energy for electricity on the Green.
- 102 / 26 **Annual Governance and Accountability Return 25/26 (AGAR):**
 - a. To receive and consider the Internal Auditor's report including the AGAR page 3.
 - b. To agree and approve Section 1 – the Annual Governance Statement.
 - c. To approve Section 2 – The Accounting Statements as presented by the RFO.
 - d. To note the dates of the Public Exercise of Rights for inspection of the 25/26 accounts.
- 103 / 26 **Consideration of planning applications, decisions and appeals:**
 - a. Applications: To consider any late notice applications.
 - b. Decisions:
 - i. 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: Application permitted.
 - ii. Any late notice decisions.
 - c. Planning Appeals and Enforcement updates.
- 104 / 26 **Play Park and KGV Playing Field:**
 - a. To receive update on play area repairs and ratify extra cost for travel.
 - b. To consider request from SEC to place a picnic bench near to the play area.
 - c. Toilets:
 - i. To note damage to hot water tap and consider replacement.
 - ii. To note communication from cleaning company and review cleaning schedule.
- 105 / 26 **Bus stops:**
 - a. To agree the location of the new bus stop bench.
 - b. To consider repair of the bus stop bench outside King's Arms.
 - c. To consider applying for funding for a bench at Lynn Road bus stop.
 - d. To discuss the sign post at the new bus stop.

106 / 26 Highways, Traffic and Parking:

- a. To consider repair of SAM2 sign at cost of £339 (plus VAT).
- b. To receive an update on Lynn Road Trod and consider any suggested amendments.
- c. Any other highways updates.

107 / 26 To consider request for the use of the Green for a meeting of Ely Cursillo and a picnic.

108 / 26 To receive an update on the Football Clubhouse project.

109 / 26 To receive an update on the Neighbourhood Plan.

110 / 26 To receive report from Cllr Bland on Reception at RAF Marham and consider ongoing engagement.

111 / 26 To receive reports from Clerk and Cllrs for on-going matters:

- a. Repair of Lamson's Lane and Crofts footpaths.

112 / 26 Flooding and Sewage:

- a. To receive SWMG update and consider request to write a letter to landowner re. tree blocking Fairstead Drove ditch.
- b. To consider request from SWMG to update information on PC website.

113 / 26 Clerk's report and correspondence requiring further consideration:

- a. To note Local Plan consultation and upcoming sessions.
- b. To note email from BCKLWN re. waste bin on Lamson's Lane and consider repairs.

114 / 26 To receive Cllr reports for matters arising after the publishing of the agenda and to receive items for the agenda for the next Parish Council meeting.

115 / 26 Close meeting.

Signed: *J Lloyd*
Parish Clerk: Jo Lloyd

Dated: 29th May 2026
clerk@shouldham-pc.gov.uk

Annex A

Payments to note and for authorisation

INVOICE DATE	PAYEE NAME	DETAILS	GROSS AMOUNT
01/04/2026	BCKLWN	Dog bin instalment 1	136.65
01/05/2026	Brightaway	Toilet cleaning invoice 0307	129.60
04/05/2026	Norfolk Association of Local Councils	Annual subscription inv 3013	191.22
04/05/2026	WAVE (Anglian Water)	Water bill 16516514	198.15
08/05/2026	Robin Goreham	Internal audit	70.00
07/05/2026	Pozitive Energy	Green electricity inv 10287279	19.76
15/05/2026	Scottish Power	KGF Electricity	30.28
21/05/2026	CPRE	Membership	5.00
10/05/2026	Tamar Telecommunications	Virtual phone inv 4374244	7.49
27/05/2026	Clear Councils	Insurance	947.24
28/05/2026	Brightaway	Toilet cleaning invoice 0322	86.40
30/06/2026	J Lloyd	Salary month 2 May	392.64