

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 1st July 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.

116/26 To open the meeting and consider and approve apologies for absence.

117/26 To receive declarations of interest in items on the agenda and consider requests for dispensation.

118/26 To hear from the public present (max 3 minutes per person at the Chair's discretion).

119/26 To agree the minutes of the Parish Council Meeting held on 3rd June 2026.

120/26 To receive Borough and County Council Members' reports.

121/26 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.

122/26 Consideration of planning applications, decisions and appeals:

- a. Applications: To consider any late notice applications.
- b. Decisions:
 - 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: Application permitted.
 - ii. To note any late decisions.
- c. Planning Appeals and Enforcement updates.

123/26 Play Park and KGV Playing Field:

- a. To receive update on rope swing repair and ratify cost for zip-wire tension check.
- b. To receive annual play area inspection report and consider any actions.
- c. To consider location for SEC picnic bench near to the play area.
- d. To consider re-fixing 2 existing benches to the ground.
- e. To receive update on hot water tap in ladies' toilets and consider any quote for repair.

124/26 Bus stops:

- a. To consider quotes for installing bus stop bench.
- b. To receive update on application for funding for bench at Lynn Road bus stop.

125/26 Highways, Traffic and Parking:

- a. To receive update on repair to SAM2 sign.
- b. To receive an update on Lynn Road Trod and consider additional costs.
- c. Any other highways updates.

126/26 To consider street name consultation from BCKLWN.

127/26 To receive any update on the Neighbourhood Plan.

128/26 **To receive reports from Clerk and Cllrs for on-going matters:**

- a. Repair of Lamson's Lane and Crofts footpaths.
- b. Football clubhouse project.
- c. Broken bin lock on Lamson's Lane.

129/26 **Flooding and Sewage:** To receive SWMG update.

130/26 **Clerk's report and correspondence requiring further consideration:**

- a. Query re. painting of white gates on Lynn Road.
- b. Request re. hedge maintenance.
- c. Request from SEC for the use of the Green for the annual Beer Festival.
- d. Request for the use of the Green for Marie Curie fundraising event.
- e. Communication with Nurture Landscapes re. invoicing, uncut areas and play area weeds.
- f. Invitation from RAF Marham.

131/26 **To resolve to move to a closed session in accordance with the Public Bodies Admission to Meetings Act 1960 s.1(2) to transact HR and Finance matters.**

Staffing:

- a. To approval contractual annual increase in clerk's salary from SCP 13 to SCP 14.
- b. To consider an increase in clerk's hours.

132/26 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.

133/26 Close meeting.

Signed: *J Lloyd*
Parish Clerk: Jo Lloyd

Dated: 26th June 2026
clerk@shouldham-pc.gov.uk

Annex A

Payments to note and for authorisation

DATE	PAYEE NAME	DETAILS	GROSS	VAT
01/06/26	BCKLWN	Dog bin instalment 2	136.65	22.77
05/06/26	NALC	Domain renewal	69.48	11.58
05/06/26	David NHP	NHP expenses: data, postage, stationery	95.86	
15/06/26	Pozitive Energy	Green electricity inv 10442050	20.41	0.97
24/06/26	Tamar Telecommunications	Virtual phone inv 4404626	7.49	1.25
10/06/26	BBT Construction	Play area repairs inv 26034	366.00	
15/06/26	Scottish Power	KGF electricity	30.28	
22/06/26	Rospa Playsafety	KGF inspection	138.00	23.00
22/06/26	Rospa Playsafety	KA inspection (to be recharged inc. VAT)	99.60	16.60
22/06/26	ICO	Annual fee	47.00	
23/06/26	CPRE	Membership	5.00	
24/06/26	Nurture Landscapes	Grounds maintenance March, April, May	1,514.16	252.36
24/06/26	Westcotec Ltd	Repairs to vehicle activated sign	466.80	77.80
26/06/26	BBT Construction	Play area repairs inv 26037	170.75	
26/06/26	Brightaway	Toilet cleaning invoice 0344	86.40	14.40
26/06/26	J Lloyd	Salary month 3 June	392.64	

Annex B

Income received

DATE	PAYER	DETAILS	AMOUNT
08/06/26	Barclays	Interest	49.32
10/06/26	HMRC	PAYE refund from 25/26	87.85
24/06/26	SCE	King's Arms play area inspection	99.60