

Shouldham Parish Council

**Minutes of the Ordinary Meeting of Shouldham Parish Council held on
Wednesday 3rd June 2026 at 7.30pm in Shouldham Village Hall**

Present:

Parish Councillors: Cllrs Sarah Sheldon (Chair), Pallavi Devulapalli, Geoffrey Hipperson, Keith Matthews, David Bland, Pippa Bennett, Claire Atterbury

Proper Officer/RFO: Jo Lloyd

Apologies: Cllr John Carman

In Attendance: C.Cllr Jim Moriarty, C.Cllr Westman

Public: 1

96 / 26 **Introduction and Apologies:** Cllr Sheldon opened the meeting and apologies were received and approved for Cllr Carman, due work commitments.

97 / 26 **Declarations:** Cllr Atterbury declared an interest in item 107/26.

98 / 26 **Public:** None.

99 / 26 **Minutes of the Annual Parish Council Meeting held on 6th May 2026:** The draft minutes having been circulated were agreed and signed, proposed by Cllr Atterbury and seconded by Cllr Sheldon.

100 / 26 **Borough and County Council Members' reports:**

County Council: Cllr Westman introduced himself as the new County Councillor and said he here to listen and to serve the residents. He said he can't promise what he can't deliver but he will do his best to help with any issues. The Parish Councillors raised some of the issues they would like support with:

Foldgate Inn junction– this is a very dangerous junction with a high number of accidents, which would benefit from a roundabout. Cllr Westman said he has already had this issue raised and he would like to contact the Parish Meeting in Stradsett to discuss. The clerk will try to find contact details.

Shouldham Surface Water issues – Cllrs summarised the situation and asked for support to enforce the maintenance of ditches and pipes. It was agreed that Cllr Westman should be sent more information.

Footpaths in Shouldham – Residents have raised concerns re. the surfaces of Lamsons Lane and Crofts footpaths. The County Council have said they will schedule resurfacing but the PC would like Cllr Westman to chase this up.

Borough Council: Cllr Moriarty told Council about upcoming Parish Update sessions which will cover CIL, PIIPs, the Local Plan and the changes to planning delegation. The clerk will send dates to the Cllrs. Cllr Devulapalli said that the annual Garden Wildlife Competition will take place again. She has a poster for display in the KA and on Facebook.

101 / 26 **Financial Matters:**

- a. Payments at Annex A were approved, proposed by Cllr Devulapalli and seconded by Cllr Bland.
- b. A bank reconciliation was checked and signed by Cllr Sheldon.
- c. It was noted that the Parish Council insurance has been renewed with Clear Councils, as agreed at the last meeting, with a 3 year LTA. The annual premium for 26/27 is £947.24.

- d. A 3 year contract with EDF for electricity on the Green was recommended by the broker, Procure Smart, between meetings. This offered a saving of approximately £50/yr. The decision to accept this quote was ratified.

102 / 26 Annual Governance and Accountability Return 25/26 (AGAR):

- a. The Internal Auditor's Report was received and accepted, proposed by Cllr Atterbury and seconded by Cllr Matthews.
- b. The clerk read Section 1 of the AGAR, the Annual Governance Statement, and the Council agreed to tick yes to all statements. Section 1 was signed by the Chair and Clerk.
- c. It was resolved to approve Section 2 of the AGAR, the Accounting Statements, as presented by the RFO. Section 2 was signed by the RFO and Chair.
- d. It was noted that the dates of the Public Exercise of Rights for inspection of the 25/26 accounts will be 30th June to 10th August.

103 / 26 Consideration of planning applications, decisions and appeals:

- a. Applications: None.
- 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.
- c. Planning Appeals and Enforcement updates: None.

104 / 26 Play Park and KGV Playing Field:

- a. **Play area repairs:** It was noted that these have been completed. The travel charge had increased by £12 and the extra cost was ratified having been agreed between meetings. The contractor, BBT Construction, had noticed a corroded pin on one of the lower shackles of the rope swing which he had been unable to fix at the time as it required a new part. He had tightened the pin but recommended close monitoring and replacement asap. Councillors agreed that he should return to repair this at a cost of £30 plus travel £116, proposed by Cllr Sheldon and seconded by Cllr Atterbury.
- b. **Picnic bench:** SEC have asked whether they can place a new picnic bench, to be donated by Carter Haulage, near to the play area on the KGV field. The Cllrs agreed that this was a good idea but wanted to request more information about location and fixings.
- c. **Toilets:**
 - i. The clerk reported that the hot water tap in the ladies' toilet has snapped off. A local contractor has been asked to quote for a replacement part.
 - ii. The cleaning company have queried whether once weekly cleans will be enough during the summer months. The Council agreed that if the toilets are locked when not in use and bins are checked regularly by the FC, this should prevent issues. The clerk will contact the FC to ask that they do both of these things to enable to current cleaning schedule to continue.

105 / 26 Bus stops:

- a. A location for the bench at the new bus stop was discussed. Cllrs Sheldon and Atterbury will look at the site and make recommendations.
- b. The bench at the bus stop outside the King's Arms needs refurbishment. It was agreed this could be done by volunteers, Cllr Sheldon will post on Facebook.

- c. Council discussed applying for NCC funding (80%) towards a bus stop bench for Lynn Road bus stop. This was agreed and the clerk will begin the application.
- d. It was noted there is still no bus stop sign on the post at the new bus stop. The clerk has contacted NCC and will chase.

106 / 26 **Highways, Traffic and Parking:**

- a. **SAM Sign:** Councillors considered the repair of the SAM speed sign verses alternatives. A new sign would be very costly and information suggests that with repair the sign could potentially last another ten years. Councillors discussed the value the sign gives in deterring speeding, with mixed opinions. It was resolved by majority to approve the repair of the sign by Westcotec at cost of £339 (plus VAT).
- b. **Lynn Road Trod:** no updates. County Cllr Westman agreed to help chase this.
- c. **Other highways updates:** none.

107 / 26 **Ely Cursillo:** Cllr Atterbury summarised a proposal for the use of the Green for a meeting of Ely Cursillo and a picnic on Saturday 11th July. The event would take place from 9.30am to 1.30pm for 20-40 people. Cllrs discussed where cars will park – the organisers are encouraging car shares and there will parking at the Green, the village hall and the King's Arms. Cllr Hipperson offered overflow parking if needed. Cllrs agreed to the request.

108 / 26 **Update on the Football Clubhouse project:** The Vice-Chair of the Football Club, Rob Howling, attended to give an update. Works are ongoing, the electricity supply has been moved and water disconnected. The portacabins will be removed in 4-6 weeks. The trenches and ground under the cabins will be filled in with shingle or hardcore, then the fences can come down. The FC are looking at options for the new building which must comply with certain conditions for the Football Federation grant, plans will be presented to the PC once available. The buildings are likely to be steel, so will be longer lasting than the current portacabins. The surface of the car park was discussed and Cllrs explained that they want to wait until works are completed before costly resurfacing is done. In the meantime, the Council are planning to source hardcore to fill in the pot holes. The FC have been looking into grants for irrigation of the football field, which gets dry very quickly, and will return to the PC when more information is available. Cllrs asked about how the new clubhouse would be funded and B.Cllrs Devulapalli and Moriarty gave some information about possible Borough Council grants. Cllrs asked whether the FC will have any problems without a clubhouse until the new one is built. They are confident they can manage.

109 / 26 **Neighbourhood Plan update:** The survey closed on 1st June. There will be an update following their next meeting.

110 / 26 **RAF Marham:** Cllr Bland reported on the formal reception he attended on behalf of the PC. The number of planes leaving and arriving is increasing. The majority of complaints received are from North Norfolk which is on the flight path. The RAF are keen to engage with Shouldham and Marham as neighbours and would like ideas on how relationships can be strengthened. Cllrs suggested liaison with the school and /or holding a stall on the Green or in the King's Arms on a weekday afternoon. Cllr Bland will liaise with the RAF contact. It was also suggested that they are invited to the Annual Parish Meeting next year.

111 / 26 Reports from Clerk and Cllrs for on-going matters:

- a. Lamson's Lane and Crofts footpaths: the clerk has asked NCC for an update on when these will be resurfaced.

112 / 26 Flooding and Sewage:

- a. The SWMG have asked that the PC write a letter to the landowner regarding a tree blocking Fairstead Drove ditch. This was agreed, clerk will action.
- b. The SWMG have asked that the information on the PC website is updated. They would also like the title of the page to be changed to "Surface Water" rather than "Flooding". Councillors agreed that the group could send their updates for the PC to amend.

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

- a. Emails from BCKLWN re. the Local Plan consultation and Parish Planning sessions were noted.
- b. An email has been received from BCKLWN re. a waste bin on Lamson's Lane which the contractors were unable to open and empty. Cllr Sheldon will inspect the bin.

114 / 26 Cllr reports for matters arising after the publishing of the agenda and items for the agenda for the next Parish Council meeting: None.

115 / 26 Meeting closed at 21.05

Signed

Date

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
30/05/2026	J Lloyd	Salary month 2 May	392.64