

Shouldham Parish Council

Minutes of the Ordinary Meeting of Shouldham Parish Council held on Wednesday 1st July 2026 at 7.30pm in Shouldham Village Hall

Present:

Parish Councillors: Cllrs Keith Matthews (Chair), Pallavi Devulapalli, David Bland, Pippa Bennett, John Carman

Proper Officer/RFO: Jo Lloyd

In Attendance:

Public: 0

116 / 26 **Introduction and Apologies:** Cllr Matthews opened the meeting and apologies were received and approved for Cllrs Sheldon and Atterbury. Apologies were noted from C.Cllr Westman and B.Cllr Moriarty.

117 / 26 **Declarations:** none declared at this point but see item 126/26.

118 / 26 **Public:** none

119 / 26 **Minutes of the Annual Parish Council Meeting held on 3rd June 2026:** The draft minutes having been circulated were agreed and signed, proposed by Cllr Devulapalli and seconded by Cllr Bland.

120 / 26 **Borough and County Council Members' reports:**

County Council: C.Cllr Westman was unable to attend but sent a report via email.

Borough Council: B.Cllr Moriarty was unable to attend but sent a report via email. B.Cllr Devulapalli had no further updates.

121 / 26 **Financial Matters:**

a. Payments at Annex A were approved, proposed by Cllr Bennett and seconded by Cllr Devulapalli.

b. Income at Annex B was noted.

c. A bank reconciliation was checked and signed by Cllr Devulapalli.

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

a. Applications: None.

b. Decisions: 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 - noted.

c. Planning Appeals and Enforcement updates: None.

123 / 26 **Play Park and KGV Playing Field:**

a. It was noted that the rope swing lower shackle with corroded pin has been replaced. The zip-wire tension has been checked, with no adjustment needed. The cost of £30 for the tension check was ratified, having been agreed between meetings to save travel costs as the engineer was attending anyway.

b. The annual play area inspection report was received, having been circulated prior to the meeting, with no urgent actions. Rospa noted a large number of weeds growing through the safety surfaces which have since been removed by Nurture Landscapes. Cllrs discussed whether

DRAFT UNTIL APPROVED

Initials

the basketball net is used and concluded that although it is used fairly infrequently, it is good to keep for those who do enjoy it.

- c. Cllrs approved the proposed location for SEC to install a picnic bench near to the play area.
- d. It was noted that the 2 benches next to the play area are no longer attached to their concrete pads, and agreed that the clerk should ask the contractor who is fitting the SEC bench to quote for this job at the same time.
- e. The clerk is still seeking quotes for repair of the broken tap in the ladies toilet.

124 / 26 **Bus stops:**

- a. Cllrs considered an amended quote for installation of the bench at the bus stop on the Green. The previously agreed quote was to install onto concrete, but the bench will need to be installed onto grass. All agreed to the recommendation from the contractor to attach it to 2 small concrete pads, in keeping with the other benches on the Green. Cllrs accepted a quote of £200 from Webber Construction Ltd. 80% of this cost will be reclaimed through the PPS scheme for bus stop improvements.
- b. Cllrs confirmed the agreed location for a bench at the Lynn Rd bus stop opposite Rye's Close. The clerk will apply for a Street Furniture Licence then complete the PPS application for 80% funding, to include installation on small concrete pads.

125 / 26 **Highways, Traffic and Parking:**

- a. The SAM2 sign has been repaired and is functioning well again. The report for June indicates a significant number of vehicles exceeding the limit on the Lynn Road approach to Shouldham.
- b. An update has been received from NCC re the Lynn Road Trod, with additional costs of £1406.75. Cllrs agreed that the clerk should write to NCC to say the PC feel this extra cost is unfair as the late change in design was not the fault of the PC, the extra is not budgeted for, and there has already been a long wait since the PC paid for the work.
- c. Other Highways updates: none.

126 / 26 **Street name consultation:** The PC have been consulted on a proposed new street name for the development on the former "Matthews Coaches" site. A suggestion of "Garage Mews" had been rejected prior to the meeting, and the new name of "Garage Drive" was to be considered. Cllr Bland suggested that the street name should include the name "Matthews" to reflect the history of the site, and in keeping with other roads in Shouldham which are named after notable families. Cllr Bland proposed the name "Matthews Close", seconded by Cllr Carman. Cllr Matthews declared an interest in this proposal and did not vote. All other Cllrs agreed. The clerk will send this proposal in reply to the consultation.

127 / 26 **Neighbourhood Plan:** none.

128 / 26 **Reports from Clerk and Cllrs for on-going matters:**

- a. Lamson's Lane and Crofts footpaths: NCC have indicated they hope this work will be scheduled for the school summer holidays. Cllrs discussed the benefits of the path being widened slightly to improve access, as the verges have encroached over time. The clerk will email NCC to ask if it is possible to do this while resurfacing work is being done.
- b. Football clubhouse project: the clerk provided an update from the FC. The building is being demolished this week, and the ground will be made level before safety fencing is removed. The FC have a water supply connected to a stand pipe which will remain until the new building is in place. Options are still being considered for building type and will be discussed with the Parish Council before decisions made. The next stage is to seek additional funding. The FC might wish to install temporary changing rooms (prefab) in the meantime and will keep the PC updated on this.

c. The broken bin lock on Lamson's Lane has been repaired by Webber Construction Ltd at no cost.

129 / 26 **Flooding and Sewage:** Cllr Bland gave an update from the SWMG. A meeting with NCC resulted in them agreeing to clear out the ditches and pipes along Fairstead Road/Drove, Westgate Street and New Road - including the 49m pipe and the fallen trees. There is no timescale for this yet, but NCC should report back with plans in the next month. There will be liaison with Anglian water and if necessary landowners. The pipe on New Road is blocked past New Road towards Abbey Farm; due to the bend this might be difficult to unblock. NCC have also agreed to look at the flooding issue on Lynn Road.

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

- a. The volunteer who previously repainted the white gates on Norwich Road is waiting for the PC to let him know when he can paint the gates on Lynn Road. The plan had been to wait until the trod work was completed, but it was agreed that if this is not to be scheduled soon it would be good for them to be repainted now.
- b. A resident had asked for support with hedge maintenance. It was agreed that the PC cannot help directly but will send some information re. local contractors.
- c. It was agreed that SCE Ltd can use the Green for the annual Beer Festival 4th-6th September.
- d. It was agreed that the Green could be used for a Marie Curie fundraising event on 8th July, subject to the organisers having liability insurance.
- e. The clerk has been in communication with Nurture Landscapes re. invoicing, uncut areas and play area weeds. All issues have been resolved.
- f. The Parish Council received an invitation from RAF Marham for a representative to attend their Families Day. Cllr Bland will attend.

131 / 26 **It was resolved 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. Following the clerk's annual performance appraisal, it was resolved that the clerk's salary be progressed by one increment from SCP13 to SCP14 with effect from 1st July 26, proposed by Cllr Matthews, seconded by Cllr Bennett.
- b. Following a review of workload and consideration of budget implications it was resolved to increase the number of weekly contracted hours for the clerk to 8 with effect from 1st July 26, proposed by Cllr Matthews, seconded by Cllr Bennett.

132 / 26 **Cllr reports for matters arising after the publishing of the agenda and items for the agenda for the next Parish Council meeting:**

- a. Resident have voiced concerns to Cllrs that parking during school sports day led to problems with congestion and blocked access. It was noted that the PC have limited power to intervene on this issue and residents should be directed to NCC and the police if assistance is needed.
- b. The phone box defibrillator project will be added to the next agenda.

133 / 26 Meeting closed at 20.53

Signed

Date

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