

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 2nd September 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.

134/26 To open the meeting and consider and approve apologies for absence.

135/26 To receive declarations of interest in items on the agenda and consider requests for dispensation.

136/26 To hear from the public present (max 3 minutes per person at the Chair's discretion).

137/26 To agree the minutes of the Parish Council Meeting held on 1st July 2026.

138/26 To receive Borough and County Council Members' reports.

139/26 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.
- d. To receive a budget report to 31st July 2026.
- e. To note that the annual poppy wreath has been ordered and to sign cheque for £23 to RBL.
- f. To note the Local Government Pay Award for 26/27 of 3.3% backdated to 01.04.26.

140/26 Play Park and KGV Playing Field:

- a. To ratify the replacement of the hot water tap in the ladies' toilet.
- b. To consider quote for a Legionella Risk Assessment for the toilets.

141/26 Bus stops:

- a. To receive update on installation of the bus stop bench on the Green and to note application for extra funds is approved.
- b. To note application for funding for a bench at Lynn Road bus stop has been approved and to approve the purchase of a bench.

142/26 Highways, Traffic and Parking:

- a. Lynn Road Trod:
 - i. To note the Trod Project will go ahead without additional cost.
 - ii. To note that the Parish Council have received 90% of the CIL contribution from BCKLWN.
 - iii. To receive any update on timescales.
- b. SAM2 sign and traffic report.
- c. Any other highways updates.

143/26 To consider a proposal from SEC to place picnic benches on the Green.

144/26 To consider joining the Norfolk Environmental Collaboration.

145/26 To consider a request from the Bowls Club to replace boundary hedges with fences.

146/26 To consider a request to cut brambles along the drive to the Church.

147/26 To consider the following training for the clerk or a Councillor:

- a. Understanding Charity Trustees (Norfolk ALC, £33) 22nd September.
- b. Public conveniences: Cost, pressure and practical solutions (NALC, £35) 11th November.
- c. Managing Closed Churchyards (SLCC, £57.75) 7th October.

148/26 Phone box refurbishment

- a. To agree a budget for refurbishment and parts.
- b. To consider options for refurbishment and any quotes received.

149/26 Correspondence requiring further consideration:

- a. Query re. path across the village green.
- b. Email from BCKLWN re new community fund.
- c. Email from NCC re PPS Partnership 27/28.
- d. Email from Anglian Water re. webinar on 3rd Sept.

150/26 To receive reports from Clerk and Cllrs for on-going matters:

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

151/26 Flooding and Sewage: To receive SWMG update.

152/26 Neighbourhood plan: To receive steering group update.

153/26 Consideration of planning applications, decisions and appeals:

- a. Applications:
 - i. **26/01252/F** | Householder: Single Storey Porch Extension to Dwelling | 66 Westgate Street PE33 0BH: To ratify the comment of No Objection submitted by delegated authority.
 - ii. To consider any late notice applications.
- b. Decisions:
 - i. **26/00975/LDP** | Application for a Lawful Development Certificate for proposed installation of 45 no solar panels to rear facing roof slope | Kings Arms, 28 The Green PE33 0BY: Decision - Would be lawful.
 - ii. To note any late decisions.
- c. Planning Appeals and Enforcement updates.

154/26 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.

155/26 Close meeting.

Signed: *J Lloyd*
 Parish Clerk: Jo Lloyd

Dated: 27th August 2026
 clerk@shouldham-pc.gov.uk

Annex A

Payments to note and for authorisation

DATE	PAYEE NAME	DETAILS	GROSS	VAT
01/07/2026	BCKLWN	Dog bin instalment 3	136.65	22.77
03/07/2026	Nurture Landscapes	Grounds maint. inv June383473	504.72	84.12
13/07/2026	Pozitive Energy	Green electricity	20.71	0.99
15/07/2026	Scottish Power	KGF electricity	30.28	
21/07/2026	CPRE	Membership	5.00	
24/07/2026	Tamar Telecommunications	Virtual phone inv 4419751	7.49	1.25
30/07/2026	J Lloyd	Salary month 4	532.21	
04/08/2026	HMRC	NI month 4	17.28	
04/08/2026	Nurture Landscapes	Grounds maint. inv 384675 July	504.72	84.12
04/08/2026	Louise McIntosh	Grass cutting May June July inv 011	1,443.75	
04/08/2026	Brightaway	Toilet cleaning invoice 0365	108.00	18.00
07/08/2026	WAVE (Anglian Water)	Water bill 16881862	176.55	
07/08/2026	BCKLWN	Dog bin instalment 4	136.65	22.77
13/08/2026	J Lloyd (CEF Electricals)	Water heater for toilets	108.48	18.08
17/08/2026	Scottish Power	KGF electricity	30.28	
18/08/2026	EDF	Green electricity	17.49	0.83
21/08/2026	CPRE	Membership	5.00	
24/08/2026	Tamar Telecommunications	Virtual phone inv 4434798	7.49	1.25
30/08/2026	Brightaway	Toilet cleaning invoice 0378	86.40	
30/08/2026	J Lloyd	Salary month 5 plus back pay	606.85	

Annex B

Income received

DATE	PAYER	DETAILS	AMOUNT
13/07/2026	BCKLWN	CIL payment (90% Trod Project)	14,500
17/07/2026	HMRC	VAT126 claim	1037.32