

Shouldham Parish Council

**Minutes of the Ordinary Meeting of Shouldham Parish Council held on
Wednesday 2nd September 2026 at 7.30pm in Shouldham Village Hall**

Present:

Parish Councillors: Cllrs Sarah Sheldon (Chair), Keith Matthews, Pallavi Devulapalli (until 8.24pm), David Bland, Pippa Bennett, Geoff Hipperson, Claire Atterbury

Proper Officer/RFO: Jo Lloyd

In Attendance: Cllr Mike Westman (until after item 138/26)

Public:

134 / 26 **Introduction and Apologies:** Cllr Sheldon opened the meeting. Apologies were received and approved for Cllr Carman due to work commitments. Apologies were received from Borough Cllr Moriarty.

135 / 26 **Declarations:** None at this point but see item 143/26.

136 / 26 **Public:**

A representative of the Bowls and Social Club was present for item 145/26 so this discussion was brought forward. Minuted at item 145/26.

A MOP asked for clarification on the status of Fairstead Drove, which is at times blocked and has a private driveway sign erected. Cllrs said they understand it to be an Unadopted Public Carriageway. The Clerk will contact NCC Highways to clarify.

137 / 26 **Minutes of the Parish Council Meeting held on 1st July 2026:** The draft minutes having been circulated were agreed and signed, proposed by Cllr Bennett and seconded by Cllr Bland.

138 / 26 **Borough and County Council Members' reports:**

County Council: C Cllr Westman had circulated a newsletter to Councillors prior to the meeting. He informed Council that the Judicial Review on LGR was likely to go before a judge in next 10 days or so. If LGR goes ahead, elections for the shadow authority will take place in May. If LGR is cancelled there will be no NCC elections next May and the current system will continue. A consultancy contract which would have cost £6.3 million has been cancelled. Cllr Westman gave his view that it was better for NCC to focus on resolving debt. Cllrs asked about the Foldgate Inn junction at Stradsett, which Cllr Westman was looking into due to safety concerns. He has not heard anything and will follow up again. He will also chase up information about the schedule for repairing Lamson's Lane and Crofts footpaths and installing the Lynn Rd Trod. Cllrs asked that Cllr Westman suggest to NCC that when road closures take place, the signs give more information about where the closure is.

Borough Council: B Cllr Devulapalli reported on 3 big projects in King's Lynn; a new swimming pool, new racket sports centre (for tennis and padel), and the Guildhall restoration. There is also a proposal for a new Town Council for King's Lynn.

The BCKLWN Local Plan is being renewed and a consultation has started. There will be information sessions for PCs and the public. Part of the consultation will be asking for the public's input into where new developments will take place, and Cllr Devulapalli advised everyone to look at the consultation and respond.

Cllr Devulapalli reported on developments re. the QE Hospital. It is part of a three hospital grouping and there are plans to combine services. Some services may be removed from the

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QE site, this could include A&E and maternity. Cllrs expressed concern at the proposals and asked Cllr Devulapalli to feedback their views, in particular the need for a full, local A&E. Cllr Devulapalli reminded Council of new planning framework which is due to begin in October. She also informed Council of some new funding opportunities.

139 / 26 Financial Matters:

- a. Payments at Annex A were approved, proposed by Cllr Sheldon and seconded by Cllr Bland.
- b. Income at Annex B was noted.
- c. A bank reconciliation was checked and signed by Cllr Bennett.
- d. The clerk had circulated a budget report to 31st July 2026 prior to the meeting, which was noted.
- e. It was noted that a Remembrance poppy wreath has been ordered, and the payment of £23 to the RBL was approved, proposed by Cllr Atterbury and seconded by Cllr Bennett.
- f. It was noted that the Local Government Pay Award for 26/27 has been announced, and the increase of 3.3% on clerk's salary will be backdated to 01.04.26.

140 / 26 Play Park and KGV Playing Field:

- a. It was noted that the hot water heater in the ladies' toilet had been replaced between meetings, authorised as within budget and due to the 2 month summer gap between meetings. The cost of £160.40 (plus vat) was ratified. (£90.40 plus vat for heater, £70 installation).
- b. Councillors considered a quote for an external Legionella Risk Assessment for the toilets. After discussion, it was resolved that the Council could do its own risk assessment, due to the very low risk of the system. The clerk and Chair will liaise on this.

141 / 26 Bus stops:

- a. The bench at the bus stop on the Green will be installed soon. It was noted that the extra cost needed for installation on concrete pads (£100) was added to the funding application at item 141/26b.
- b. The clerk applied to NCC Bus Shelter Scheme for 80% funding for a bench at Lynn Rd bus stop and this has been approved. Council resolved to approve the purchase of a Lowther bench from Glasdon at a cost of £803.06 plus vat, proposed by Cllr Matthew and seconded by Cllr Hipperson. Installation costs will be £200, also added to application. Total cost to the Parish Council (20%) will be £200.61.

142 / 26 Highways, Traffic and Parking:

- a. Lynn Road Trod:
 - i. It was noted that NCC have agreed the Lynn Rd Trod will go ahead without additional cost to the PC, after this cost was queried following the last PC meeting.
 - ii. It was noted that the PC have received 90% of the CIL contribution for the project from BCKLWN. The remaining 10% will be received on completion.
 - iii. There is no update on the timescale for the project.
- b. SAM2 sign and traffic report. The volunteer has reported that battery life seems to be better following repair. Recent data shows over 60% of vehicles driving over the 20mph limit at the Green.
- c. Other highways updates: It was reported that the trod on Norwich Rd is overgrown; Cllr Hipperson said he will trim the hedge as it borders his land. A concern was raised re. cars parking along Norwich Rd and Lynn Rd which restrict views of oncoming traffic. It was agreed that a reminder should be added to the next update for the Shouldham News.

- 143 / 26 **Proposal for picnic benches on the Green:** A proposal was received from SCE to place some picnic benches on the Green for use of customers of the King's Arms. Cllrs Hipperson and Matthews declared an interest in this item and left the room. There was a discussion around practicalities and safety which included concerns over staff, customers and in particular children crossing the road; potential for litter including broken glass; noise for nearby residents. It was queried whether the tables would be for drinks only or would include food, and whether there would be demand outside of summer time. It was noted that any benches on the Green could not be for the exclusive use of pub customers. It was suggested that a trial period could be held, but after further discussion it was agreed that the Council could not approve the proposal at this time due to the concerns raised.
- 144 / 26 **Norfolk Environmental Collaboration:** (item brought forward and discussed after 138/26) Cllr Devulapalli explained this is a NALC initiative to join with other parishes to share ideas. There is no cost to the PC. All agreed that the Council could join this collaboration.
- 145 / 26 **Proposal from Bowls and Social Club re. hedges:** Council heard a request from the Bowls and Social Club to replace their boundary hedges with fences. This is to enable easier maintenance with a team of volunteers who are not physically able to trim the hedges regularly. The project would be a 5-6 year programme, starting with the section nearest the car park where the hedge has grown to around 6ft wide and is blocking part of the car park where they plan to have disabled parking spaces. Cllrs asked what height and colour the fence would be. It was suggested some parts (next to car park and between Bowls Club and KGF toilets/FC portacabin) would be 6-7ft, other sections could be 4-5 ft (between Bowls Club and Fairstead Drove, and alongside the playing field). The colour is flexible although they suggest black to match the existing post. Cllrs expressed a general preference for hedges for wildlife habitat, and also potential noise reduction, but acknowledged practical difficulties. They asked whether there is an option to just remove some of the hedges. It was suggested that some of the Cllrs meet at the Bowls Club to look and discuss. It was also noted that this decision would go to the KGF Charity and would be discussed at the AGM in October.
- 146 / 26 Cllrs considered a request to cut brambles along the drive to the Church. Cllr Hipperson said that he has done this in the past and will do so again.
- 147 / 26 **Training:** It was agreed that the clerk could attend the following training, proposed by Cllr Sheldon and seconded by Cllr Matthews:
- a. Understanding Charity Trustees (Norfolk ALC, £33)
 - b. Public conveniences: Cost, pressure and practical solutions (NALC, £35)
 - c. Managing Closed Churchyards (SLCC, £57.75)
- 148 / 26 **Phone box refurbishment**
- a. Cllrs agreed a budget of £500 (£250 for parts and £250 for labour) for refurbishment of the phone box. Parts needed include a door closing mechanism. primer and paint.
 - b. The clerk has sought quotes for refurbishment but only one received which was for a very high specification restoration and Cllrs agreed this was not needed. The clerk is in communication with another company.
- 149 / 26 **Correspondence requiring further consideration:**
- a. A resident emailed re. the issue of cars blocking the end of the path across the Village Green, which Cllrs acknowledged is a problem. The clerk and the resident have asked NCC

Highways for advice. Cllrs agreed that temporary cones could be used to mark the end of the path and a reminder could be put in the next Shouldham News update.

- b. Email from BCKLWN re new community fund: this was noted and the clerk was asked to look into applying for funding for the phone box refurbishment.
- c. Email from NCC re PPS Partnership 27/28: noted.
- d. Email from Anglian Water re. webinar on 3rd Sept: noted.

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

- a. Repair of Lamson's Lane and Crofts footpaths: the clerk received update from NCC that this has been raised with the area manager and they are awaiting a price from contractors.

151 / 26 Update from Surface Water Management Group: Cllr Hipperson reported that there has been a productive meeting with NCC who are supporting the group to look into funding for a potential project to divert flood water into an attenuation pond.

152 / 26 Neighbourhood plan: No 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 OBH: Council ratified the comment of No Objection, submitted by delegated authority between meetings.
 - 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 OBY: Decision - Would be lawful.
 - ii. To note any late decisions.
- c. Planning Appeals and Enforcement updates.

154 / 26 Cllr reports for matters arising after the publishing of the agenda and items for the agenda for the next Parish Council meeting.

- a. The clerk received a query after publishing of agenda re. an overgrown area of the Churchyard. It was determined that this is in the open Churchyard (PCC).
- b. It was noted that one of the benches on the Green is in a state of disrepair. It was agreed that this should be removed asap pending further discussion into whether it can be repaired.

155 / 26 Meeting closed at 21.24

Signed

Date

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
28/08/2026	Brightaway	Toilet cleaning invoice 0378	86.40	
28/08/2026	J Lloyd	Salary month 5 plus back pay	606.85	
28/08/2026	Nurture Landscapes	Grounds maintenance inv 385854	504.72	84.12
28/08/2026	Brightaway	Toilet cleaning inv0378	86.40	14.40

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