

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 7th October 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.

156/26 To open the meeting and consider and approve apologies for absence.

157/26 To receive declarations of interest in items on the agenda and consider requests for dispensation.

158/26 To hear from the public present (max 3 minutes per person at the Chair's discretion).

159/26 To agree the minutes of the Parish Council Meeting held on 2nd September 2026.

160/26 To receive Borough and County Council Members' reports.

161/26 **Neighbourhood Plan:**

- a. To receive an update from NHP Steering Group.
- b. To consider submission of Neighbourhood Plan to BCKLWN.

162/26 **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 note the Conclusion of Audit and receive the External Auditor's Report.

163/26 **Churchyard:** To consider proposal for purchase and emptying of a dog waste bin.

164/26 **KGV Playing Field:** To note there is a large dead branch on Weeping Willow and consider actions / quotes.

165/26 **Village Green:**

- a. To note the broken bench and consider actions.
- b. To consider an Act of Remembrance and Memorial Tree.

166/26 **Post Office:** To discuss the sustainability of the village Post Office.

167/26 **To receive updates from Clerk and Cllrs for ongoing matters:**

- a. Bus stop benches.
- b. Footpath across Green.
- c. Lamson's Lane and Crofts resurfacing.
- d. Phone box refurbishment.
- e. Bin lock on Lamson's Lane.

168/26 **Highways, Traffic and Parking:**

- a. Update on Lynn Road Trod.
- b. SAM2 sign and traffic report.
- c. Any other highways updates.

169/26 Correspondence requiring further consideration:

- a. To note email from NCC regarding designation of FP6 Fairstead Drove.

170/26 **Flooding and Sewage:** To receive SWMG update.

171/26 Consideration of planning applications, decisions and appeals:

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

172/26 To consider meeting dates in November and December.

173/26 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.

174/26 Close meeting.

Signed: *J Lloyd*
Parish Clerk: Jo Lloyd

Dated: 2nd October 2026
clerk@shouldham-pc.gov.uk

Annex A

Payments to note and for authorisation

PAYMENT DATE	PAYEE NAME	DETAILS	GROSS AMOUNT	VAT
28/08/2026	HMRC	NI month 5	28.48	
01/09/2026	BCKLWN	Dog bin instalment 5	136.65	22.77
04/09/2026	Jocelyn Stuart	Installation of tap	70.00	
08/09/2026	PKF Littlejohn	External audit	378.00	63.00
08/09/2026	SLCC	Clerk training (Churchyards)	57.60	9.60
08/09/2026	NALC	Clerk training (public conveniences)	42.00	7.00
15/09/2026	Scottish Power	KGF electricity	30.28	
16/09/2026	EDF	Green electricity AUG	16.28	0.78
23/09/2026	CPRE	Membership	5.00	
24/09/2026	Tamar Telecommunications	Virtual phone	7.49	1.25
	Nurture Landscapes	Grounds maintenance inv 386888	504.72	84.12
	J Lloyd	Salary month 6	549.94	
	HMRC	NI month 6	19.94	

Annex B

Income received

DATE	PAYER	DETAILS	AMOUNT
08/09/2026	From KGF Charity account	FC Utilities contribution	815.95
10/09/2026	BCKLWN Precept	Precept (second instalment)	11,508.50

Shouldham Parish Council Reconciliation

		Cash in Hand at	31-Mar-26
		Community Account	£1,080.87
		Business Premium Account	£14,108.02
			£15,188.89
		Less unrepresented payments	0
			£15,188.89
		Add Receipts	£39,663.83
		Subtract Payments	£15,806.11
A	Cash in Hand at	30-Sep-26	£39,046.61

		Cash in Hand per Bank Statement dated	30-Sep-26
		Cash	
		Community Account	£4,832.48
		Business Premium Account	£34,214.13
			£39,046.61
		Less Unrepresented Payments	
			£0.00
		Add Unrepresented Receipts	
			£ 0.00
B	Adjusted Bank Balance		£39,046.61

Error A - B		£0.00
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Prepared by: _____
Jo Lloyd - Clerk & RFO

Date: 02-Oct-26

Approved by: _____
Cllr

Date: _____

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

Shouldham Parish Council – NO0395

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

04/09/2026