

Shouldham Parish Council

Minutes of the Ordinary Meeting of Shouldham Parish Council held on Monday 17th July 2023 at 7.30pm in the Village Hall.

Present: Parish Councillors: Nigel Walsh (Chair), Elaina Friend, Pallavi Devulapalli, Geoff Hipperson and Ant Hobbs

Clerk: Mike Inder.

Apologies: Cllr Keith Matthews.

In attendance: County and Borough Cllr Jim Moriarty

Public: 3 residents and 2 visitors.

105/23 **Introduction and apologies for absence:** Cllr Walsh opened the meeting and made introductions. He decided to move the planning matters at item 120 up the agenda to follow item 109 (Planning) to facilitate the time constraints of the BC and public. Apologies were received and accepted as above.

106/23 **Declarations of interest:** None.

107/23 **Public forum:** Mr Roland Woods offered information on the local charity branch of the [Rapid Relief Team](#), a global charity that provides a wide range of charitable support to communities. He asked that the PC considered advertising the charity through its various outlets. The PC agreed to do so.

The Bowls Club and Social Club Chairman asked if the Parish Council and Borough Cllrs would support a CIL Infrastructure Community fund application towards the installation of accessible toilets and parking. Both agreed and the clerk offered to assist with the application process if required. Cllr Hipperson declared an interest and abstained from the vote as a Bowls Club member.

108/23 **To agree the minutes of the previous meeting:** The draft minutes of the meeting held on 19th June 2023 were posted and circulated ahead of the meeting and proposed as a true reflection of the meeting by Cllr Devulapalli, seconded by Cllr Hobbs, and agreed.

109/23 **Borough and County Officer reports:** County Cllr Moriarty provided a written report on County matters that is posted on the PC website, it includes information on the 'Good Journey' partnership, Norfolk Net Zero, NHS Health Checks for those aged 40-74 and an update on the negotiations for further funding under the elected leader proposal.

B Cllr Devulapalli reported that she had been selected to serve on the Sibelco Liaison Ctte and that the £1000 Cllrs fund for dispersion amongst Ward organisations was available again this year. New signage to help tackle fly-tipping has been funded, the Council Tax Support Grant scheme is being extended and B Cllr Moriarty added that there was a drive to see the Planning Dept consult Parish Councils about the sifting process to improve transparency.

110/23 **Clerk's report and correspondence:**

- a. AGAR update on external audit progress – A query on the bridging loan was responded to.
- b. Toilet block damage/vandalism and requirement to repair/replace water heater. The water heater was replaced as agreed. The Clerk will approach a local handyman to see if he would be able to repair the hole and décor.
- c. Report of a water leak from the SFC clubhouse supply connection under the portacabin. The clerk responded to the report and isolated the supply, the meter readings indicated that the loss was not excessive. The FC have completed repairs.

Chairman Initials _____

- d. Invitation to participate in the 80th Anniversary of D-Day on 6th Jun 2024. This has been taken up by the Shouldham Ents Ctte.
- e. Report of overgrown vegetation on FP11 Lamsons Lane. Requires checking.
- f. To receive report on dog waste bin repair. The rust damaged bin has been replaced and the clerk reported that the old bin has been repaired and will be retained as a temporary spare for when other bins need replacement.
- g. Notice of NCC PPS grant application timetable for 2024/25. No projects identified at this juncture.
- h. Late Correspondence – the Shouldham FC wrote to the Chairman to seek support for CIL community funding application towards their new clubhouse. The PC voted in favour of supporting the application.

111/23 **Management of the closed churchyard:** The clerk reported that the management of the churchyard and specifically the closed area that the PC is responsible for, needs improvement with a Cllr lead appointed, protocols and checks to documented in a policy, training and a review of budget in November. Cllr Walsh volunteered to take the lead role on a temporary basis until more cllrs were co-opted. The Council agreed to the proposed implementation of an improved management system and the clerk will draft accordingly. There will also need to be consultation with the PPC to integrate with their systems and approval of the policies from the Diocese of Ely.

112/23 **Clerk and Cllr updates:**

- a. **Flooding Action Plan update.** The clerk reported that he has emailed CPRE for advice and is waiting for a response.
- b. **Closed Churchyard collapsed tomb.** The clerk reported that he logged onto the online faculty system as advised and contacted the churchwarden for assistance. The churchwarden has no experience with the online application process, which appeared lengthy and required knowledge and data that neither the clerk nor churchwarden have, so it was decided to refer back to the Diocese for assistance, they have not responded yet (an out of office until 4th July was received). The clerk will attempt to contact them again.
- c. **Bowls Club matters raised at March meeting:** (items ii, iii and iv require KGV Trust agreement – AGM to be held prior to the Sept PC meeting)
 - i. Lease – the clerk has drafted a header lease document for the Bowls Club to review at their next meeting, the chairman commented that aside from a change of Trustee on their part the draft looked good at first reading.
- d. **Climate training for PCs:** Proposal by Cllr Devulapalli for the clerk and cllrs to attend 'Save our Shropshire' online training. The scheme was explained by Cllr Devulapalli, the clerk added that the scheme training represented a large proportion of the training budget and that the PC had yet to carry out a training needs analysis for the cllrs to assist them in their core roles. The Chairman suggested that the scheme was reviewed by Cllrs and if anyone was interested then to mention it at the next meeting.

113/23 **Neighbourhood Plan:** Cllr Hobbs reported that the Gov ministry still has not announced this year's grant scheme yet, so they were unable to apply. In the interim the Ctte will continue to write the brief for the consultant engagement process.

114/23 **Financial Matters:**

- a. Payments for Jun/Jul as authorised:

Date	PAYEE NAME	DETAILS	REF NO	CHEQUE NO / BACS	GROSS AMOUNT
16/06/2023	Dave Bevan (Wickes)	White Gates Paint 0623A12557340614	33	BACS	42.98
03/07/2023	Brightaway Cleaning Co Ltd	PF Toilet Cleaning B1874	34	BACS	135.00
15/06/2023	Pozitive Energy	Green 40496720233531778	35	DD	154.26
15/06/2023	Pozitive Energy	Pavilion 40496720233531774	36	DD	34.05
22/06/2023	ICO	Renewal confirmation ICO:00013572396	37	DD	35.00
30/06/2023	CGM	Grounds Maintenance inv 255159	38	DD	86.40
10/07/2023	Play Inspection Ltd	Annual Play Eqpt inspection inv 62427	39	BACS	239.94
10/07/2023	Tamar Telecommunications	Virtual Phone Line 3846156	40	DD	6.29
18/07/2023	HMRC	PAYE Mth 4	41	BACS	71.20
31/07/2023	M Inder	Clerk Salary Jul	42	BACS	285.00
10/07/2023	Wiggenhall St Germans PC	Share of SLCC Conference cost	43	BACS	30.33

- b. Summary bank reconciliation check carried out by Cllr Walsh.
- c. The 2022/23 CIL report was presented and signed.
- d. To receive update on inaccurate invoicing of the Green electric meter. The clerk reported that the initial reading in Apr had been incorrect (not even close) and that subsequently estimates of consumption were excessive (c400 units per month) despite contact with the company to correct the start reading and explanation that the usage is occasional and an estimate of zero should be used with reading supplied after each use. In addition, the installation of a smart meter was agreed but they failed to show for the appointment. Ongoing.
- e. To receive external audit update. In addition to the query regarding the reason for the bridging loan an exception has been noted that the date references indicate Section 2 was approved before Section 1, no further action required and noted for future.

115/23 **Traffic and Parking:** SAM2 operation – The clerk reported that the latest SAM2 data was analysed and there was nothing significant to report. Nothing further to report on parking.

116/23 **Annual Play Equipment Report:** The report was received too late to review prior to the meeting, the Chairman will identify a date to meet with the clerk to review the observations and present recommendations to Council in Sep.

117/23 **Proposal to plant a commemorative Oak tree.** In the absence of a developed proposal the item was deferred.

118/23 **Highways Matters:**

- a. Lynn Rd Trod Installation – Cllr Hipperson stated that maybe after the haymaking there would be an opportunity.
- b. A request for clarification of Bus Stops and request for marking was submitted to NCC Highways Engineer for advice in May and chased but no response to date.
- c. An overgrown hedge on Lynn Rd was reported by a member of the public and the clerk ascertained ownership responsibility, which rests with the NCC, and it has been reported accordingly. Still requires cutting, clerk to hasten.

119/23 **Annual Review of Orders, Regulations and Policies:** The clerk having reviewed the governance documents reported no contextual changes and recommended they were reviewed with the agenda pack for an en-bloc approval. Cllr Friend proposed the approval, seconded by Cllr Devulapalli and carried.

Chairman Initials _____

120/23 **Consideration of planning applications and decisions:**a. **Applications:**

- i. New - [23/01017/O](#) for the land E of 99 Westgate and next to 15 New Road - 8 houses. Having received an approach for an informal view of the PC on a lesser development by the land owners in Jan 2021 the PC had indicated that there was no appetite to see that plot developed outside of the development boundary until such time as the surface water management choke point at Fairstead/New Road was reliably addressed and that the Local Plan review was in the process of de-allocating G81.1 for a 5 home development site, so sustainable need and affordability that the PC gives weight to was not demonstrated. The clerk added that 2 of the 3 site highways access points were also a concern as they enter at a narrow point on Westgate St and would require piping of the open drain that is already of a concern as a choke point and cause of upstream flooding. **Cllrs voted to object** on the basis of the clerks' additional comments and previous concerns combined with the fact that the development is outside the development boundary, too tightly spaced with excess number of homes and that there were inconsistencies in the planning application regarding the lack of awareness that the G81.1 site has been brought forward and will therefore likely be approved and 5 additional homes will certainly negate the need for a further 8 given that the sustainability factors of schooling, transport and employment are overstated i.e. the primary school is at capacity, there is a reduced public transport service since the pandemic and employment is primarily small family businesses. Medical and Dental services require travel and local secondary education is tight for capacity and requires travel of 10 plus miles each way. Additionally, the neighbouring village of Marham is a Key Centre for Rural Growth and that has an allocation of 50 houses that have yet to be brought forward in a village with more facilities.
- ii. On-going [23/00056/F](#) | Proposed Development of five houses on allocated site G81.1|off New Rd. 'Called in' to committee by Borough Cllr Hipperson. A lengthy discussion between the Cllrs and the landowner took place, exploring the options and practicalities. The outcome was that the current application would remain with an Objection but that the PC would submit its 'vision' that would see the allocated site of 0.3 hectares expanded to cover a greater area of the land available to allow the layout of 5 or up to 7 homes to be more spaced with a rural rather than urban feel, especially as this is at the heart of the village and is a "once in 200 years opportunity to get this right" The PC will upload its comments to the Planning system to demonstrate its vision to the Planning officers for comment; the applicant then has the opportunity to amend their plan and if it is in line with the PC vision then the PC would support that application even if the Planners indicate that they are likely to refuse allowing Committee to decide.

b. **Decisions:** None at time of publishing.

c. **Planning Enforcement updates:**

- i. [23/00296/UNOPDE](#) | Alleged Unauthorised Operational Development | Labyrinth 9 Westgate Street Shouldham King's Lynn Norfolk PE33 0BN. Still pending consideration.
- ii. [21/02266/F](#) | Demolition of detached outbuilding and construction of new annex. Erection of porch canopy to an existing dwelling. | 25 The Green Shouldham Norfolk PE33 0BY. Reported breach of Condition 3 – Query raised for clarification of interpretation of the condition via B Cllr Moriarty. Cllr Moriarty reported that the Planning Officer interpreted the situation as acceptable within their interpretation. Cllr

Walsh stated that they should learn from this and in future with better understanding they might comment differently. The Clerk advised Council that this interpretation was difficult to reconcile and that the intent of the condition to maintain the current amount of traffic entering and leaving the site in a hazardous location had not been served by this interpretation. He further advised that as the interpretation of conditions is clearly open to interpretation that might not meet its intent and that they are subject to amendment at will, then the process of 'supporting with conditions' should be considered unreliable and that the alternative process of 'objecting with a stated pathway to removing the objection' would be a safer option to remove the vagaries in interpretation of conditions. Cllr Moriarty concurred with the view that conditions were an unreliable way of steering planning. The matter was closed.

121/23 **Next meeting:** The next meeting to be held on Monday, 18th Sep 2023 at 7.30pm. The deferred items from this meeting will be on the agenda. The meeting will be preceded by the KGV PF Trust AGM.

Meeting closed at 9.40 pm

Chairman

Date

Prepared by
Mike Inder, Parish Council Clerk & RFO

shouldhampc@gmail.com
<http://shouldhampc.norfolkparishes.gov.uk>

Chairman Initials _____