

SHROPHAM PARISH COUNCIL

Chairman: David Napier

Vice Chairman: Andy Thornton

MINUTES OF THE MEETING OF SHROPHAM PARISH COUNCIL on Tuesday 30th September 2025 at 7.30pm at SHROPHAM VILLAGE HALL

Those in attendance: David Napier, Andy Thornton, Lesley Brown, Peter Bush
Wayne Linge, Rob Wylie, Cliff Allen

1. **Apologies for absence**
Apologies were received from F Eagle and A Thornton.
2. **To approve the Minutes of the Meeting held on Tuesday 24 June 2025.**
The Minutes of the Meeting held on Tuesday 24th June 2025 were approved and signed by the Chairman.
3. **To record any Declarations of Interest and to consider any requests for Dispensations from Council Members.**
None.
4. **Guest speakers (County Councillor/District Councillor)**
None.
5. **Planning – Applications**
 - a. **PL/2025/1332/DCA** - Linwood Cottage Watton Road, Shropham, Attleborough, Norfolk, NR17 1DY - Discharge of Condition 3 on PL/2025/0072/HOU. **Undecided.**
 - b. **PL/2025/1313/PAQ** - Tall Trees Watton Road, Shropham, Attleborough, Norfolk, NR17 1DY - Prior approval application for change of use and conversion of existing agricultural building to a single dwelling, and change of use of associated agricultural land to residential curtilage - Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 3, Class Q. **Undecided.**
The Parish Council considered this application and P Cowen explained that a Class Q application serves to change a property to non agricultural. Usually conditions will be placed upon it, if approved. Then would follow the normal planning process. On this basis, the Parish Council have no objections to this application.
 - c. **PL/2025/0737/HOU** - Meadow View Hargham Road, Shropham, Attleborough, Norfolk, NR17 1DS - Loft conversion with two dormer windows to the front and one dormer window to the rear of the property. **Granted with conditions.**

CHAIRMAN.....

DATED:

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- d. **PL/2025/0489/FMIN** - Land Off Hargham Road, Shropham, NR17 1DS - Erection of 4 dwellings and garages (1 no. self build and 3 no. market homes). **Undecided – comments submitted.** The Planning Department are reviewing whether this application will be referred to Committee or whether it will be decided under delegated authority of the Officer. If referred to Committee, D Napier will represent the Parish Council.
- e. **PL/2025/0316/VAR** – Caravan, Rustic Lodge Low Road, Shropham, Norfolk -- Removal of condition 3 on planning reference 3PL/2023/0659/F. **Refused.**
- f. **PL/2025/0194/FMIN** - Rustic Lodge Low Road, Shropham, Attleborough, Norfolk, NR17 1EH - Retention of existing workshop, stable and mobile home (retrospective application). **Refused.**
Both 0316 and 0194 have been refused. The Applicants have six months to Appeal the decision.
- g. **PL/2025/0268/OMIN** - East Cottage Watton Road, Shropham, Attleborough, Norfolk, NR17 1DY - Erection of one self build dwelling. **Refused. Appeal lodged.**
- h. **Local Government Reorganisation, Devolution and Local Plan**
Devolution
In May 2026 a joint mayor for Suffolk and Norfolk will be appointed. Every household will receive a full brochure of the candidates. £1m has been allocated to the Mayoral office. A large percentage of this will be used to produce the brochures.
The Mayor will have the option to add a precept to Council Tax, this is likely to happen but to what extent is unknown.

Local Government Reorganisation

Three proposals have been put forward for consideration for either a one, two or three unitary Council. It is down to the Minister to decide and request additional information on the preferred option.

A Shadow Authority will be formed in 2027 to begin the transition process with the new Authority coming into effect from 2028.

The Boundary Commission will look into and decide the areas/numbers for each area in due course.

Local Plan

Consultation is ongoing in relation to the Local Plan. There is a presentation on 3rd October and when more information is known it will be reported to the Council.

P Cowen spoke about the **Hook 2 Sisters** application in Great Hockham. Shropham Parish Council have been approached to support Stow Bedon & Breckles Parish Council in their efforts to oppose this retrospective application.

The Applicants have demolished existing chicken sheds, without permission, and are in the process of reinstating some of them. The demolished sheds were believed to have contained asbestos and it is possible they were not disposed of in the correct manner.

An Enforcement Notice has been issued and expires on the 15th October. The site is next to a SSSI (Site of Special Scientific Interest).

Shropham Parish Council agreed to support Stow Bedon & Breckles Parish Council where possible.

6. Finance – to approve and report the following expenditure:-

- a. To ratify payment including holiday pay allowance to the Clerk, Mrs Joanne Blackman for the month of June in the sum of £416.47.
- b. To ratify payment including holiday pay allowance to the Clerk, Mrs Joanne Blackman for the month of July in the sum of £345.86

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- c. To ratify payment including holiday pay allowance to the Clerk, Mrs Joanne Blackman for the month of August in the sum of £310.63.
- d. To approve payment to Shropham Village Hall for hall hire on 30 September 2025 in the sum of £10.00.
- e. To approve payment to Norfolk ALC for Website hosting in respect of invoice number 2668 in the sum of £84.00 (incl VAT).
- f. To approve payment to Norfolk ALC for Norfolk ALC Membership in respect of invoice number 2470 in the sum of £156.95 (incl VAT).

All payments were proposed by D Napier and seconded by W Linge, all voted in favour.

7. **To discuss, propose and vote on the following subjects:-**

- a. To consider purchase of a new Council laptop and associated software.

The Clerk explained that the existing Council laptop was not working correctly. It can take up to 40 minutes for it to turn on and it often has to be rebooted and the battery is no longer holding charge.

A new laptop will cost in the region of £300. The Clerk explained that new software may not be required as she believes the current software can be transferred to a new device.

D Napier proposed that the Council approve the purchase of a new Council laptop up to the value of £300, seconded by P Bush, all voted in favour.

The Clerk to purchase the same.

8. **Matters to Report**

- a. **Financial Balances**

Parish Council £10,679.19

- b. **Parish Land/Land Registry**

A Thornton advised that he had received paperwork from the solicitors which had been submitted to the Land Registry. A Thornton and P Bush will review the same and report back to the Council in due course.

- c. **Oxygen Conservation – update**

The Clerk read the following report from Fiona Milden, Planning & Property Director, Oxygen Conservation.

“Since our last update, Manor Farm has experienced another busy summer season at Wild With Nature with glamping occupancy levels higher than in 2024 - bringing new guests to the area and with many already booked to return next season. We are pleased to have been able to provide employment opportunities for a seasonal housekeeping team in addition to our permanent WWN team members.

We were delighted to welcome back our tenants at the Lodge after a prolonged vacancy and we have completed our renovation of 3 Manor Farm Cottages. We have also been keeping a number of contractors busy with repairs and maintenance across the estate.

In our last update we introduced the river restoration project which saw us submit our applications for consent to both the East Harling Internal Drainage Board and the Environment Agency. We are thrilled to confirm we are now in possession of both

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permits which means works will begin in the upcoming months to transform the visual impact and ecological functions of the River Thet, with the Stow Bedon beginning in early 2026. We have tried to engage our neighbours and develop further relationships through meetings letters to keep them up to date with our plans. To date all interactions have been positive and encouraging, and we have partnered with one to source 'large woody debris' needed to support the restoration plans. We will continue to provide updates on our efforts if this is of interest to the Parish and would love to showcase the works once complete.

Work on plans for our extensive Biodiversity Net Gain scheme continues and we are working with a third party to secure a 'Conservation Covenant' that will set out our long term commitments to managing the proposed conservation habitats.

Finally, we await publication of the District Council's next draft Local Plan – we understand this is likely to occur during October. As you know, we have previously made representations about the potential of land adjacent to the village boundary to accommodate any planned housing allocation. We would welcome the opportunity to meet with the Parish once the District's direction of travel is known.

Please do pass on any queries – we will be happy to address them at your next meeting or in the interim”.

It was agreed to invite Fiona Milden to our next Parish Council meeting.

d. **Highways**

The new 40mph proposed speed limit is ongoing and a date is awaited for installation. The Council will be updated in due course.

i. **Highway Ranger Service**

There has been a re-allocation of staff and the Rangers have been reinstated. Reports should continue to be passed to the Clerk for processing.

ii. **Village Gateway for the West end of the village**

An application can be made under the Parish Partnership Scheme for installation of village gateways. These are the white gates you often see on entry to villages. Research shows this can discourage drivers from speeding. D Napier had spoken to East Harling who have recently had these installed and they advised that whilst they may have slowed traffic initially, once people were used to seeing them, they had no effect.

Community Speedwatch is the most effective way of discouraging speeding drivers however, it is a constant struggle to get volunteers to come forward.

e. **Insurance Renewal**

The Clerk advised the renewal cost is £734.42 (up £154.44 on the previous year). The renewal was discussed, and it was agreed that the Clerk will try to obtain quotes from other companies. The Clerk advised that as it is a specialist insurance, our choices are limited but she would look into it. Given the short timescale and the absence of an Asset Register, this may not be possible for this year.

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The benefits of having an Asset Register was discussed and P Cowen advised that many Councils do not have them. It was agreed that A Thornton and P Bush would look into preparing an Asset Register.

Immediate items to be included on the Register include:

SAM2 sign and poles

Flashing Deer sign and pole

Telephone Box

Noticeboard (in Telephone Box)

Noticeboard (Village Hall)

Land/Trees

Grasscutting

A question was raised in relation to grasscutting. F Eagle explained that three cuts had been completed outside the village area and two cuts had been completed inside the village area.

The conservancy on the verge near Manor Farm has been implemented by the Environmental Team. It was noted that the weeds are very overgrown by the entrance to Manor Farm.

9. **Any items to be noted for the next Agenda**
None.

10. **Correspondence**

Breckland Council have organised an engagement session on the 28th October 2025 in Shropham Village Hall and as many Councillors as possible will attend, as well as the Clerk. A Thornton and W Linge are not available.

F Eagle advised that each County Councillor has been allocated £5,000 to help reduce isolation. £3.5K has been allocated to village fete necessities. These include a BBQ, coconut shy and other games which are stored in North Pickenham but are available for all villages to borrow for their own events.

A new scheme called High Street Matters has been launched to support the High Streets in Market Towns. This offers advice to shops. There is no other scheme like it in England and Wales. It has been very successful and is now being implemented in other areas of the Country.

11. To agree date for next meeting: Tuesday 25th November 2025.

Meeting closed at 8.42pm

Jo Blackman
Parish Clerk

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