



Starston Parish Council

Parish Clerk: Mrs Libby Alexander, Bush Green Farm Cottage, Pulham Market, Norfolk, IP21 4YB Tel: 07943 279946 Email: starstonparishcouncil@yahoo.co.uk

Minutes of Starston Parish Council Meeting held in the Jubilee Hall at 7.30 pm, Monday 18th July 2022

Present: Cllr P Astor, Cllr S Griffin, Cllr J Broadhurst and Cllr A Leitch

Clerk to the Parish Council: Libby Alexander

Members of the public: 1

2022/56 To consider accepting apologies for absence.

Apologies received from Cllr A Knowles and Cllr F Fitch.

2022/57 To receive any declarations of personal or prejudicial interest from members on any item to be discussed and consider any dispensations.

No declarations were made.

2022/58 To approve and sign the minutes of the meeting held on 16th May 2022.

Cllr A Leitch highlighted that the data recorded from the SAM2 was not the same as data provided by Speedwatch.

Resolved to approve the minutes, with the above amendment, as an accurate record of the meeting and for them to be signed by the Chairman.

2022/59 The Clerk to provide an update on the matters arising from the minutes of the last meeting and provide any other information on actions that have been undertaken since the last meeting.

- 'Declaration of Office' form completed and signed by Cllr Astor, returned to the Clerk and filed.
- Draft Minutes from May Parish Council Meeting and Annual Parish Meeting written and uploaded to village website.
- AGAR Form completed and Certificate of Exemption sent to External Auditors, necessary documents uploaded to the village website.
- Parish Council piece for the July edition of Pigeon Post written.
- Village Sign refurbished by Fiona Davies and put back in place. Thank you letters to be sent to Richard Hitchman and Fiona Davies.

Action: The Clerk

- Contacted Unity Bank regarding addition of Cllr A Knowles to Bank mandate.
- Contacted South Norfolk Council re key for Bunn's Lane.
- Amendments and updates made to the Parish Council area of the village website as required.
- Investigation by SNDC Enforcement Team re internal building work to a property on Wood Lane has been undertaken and no further action is being taken. Furthermore, any previous change of use for residential purposes has ceased, and so no further action can be taken on the matter.
- Reported Highway issues and fly tipping to relevant departments at SNDC.



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- Annual Policies approved at the May meeting signed off and uploaded to the village website.
- Continued collating information for Insurance renewal and contacted Insurance Companies to obtain quotes for cover for the coming year. Policy finalised and arranged with BHIB Ltd.
- Informed South Norfolk Council of Parish Council vacancy.

2022/60 To receive reports on matters of interest to the parish from District and County Councillors.

Resolved for the meeting to be closed to allow reports from the District and County Councillors.

The County Councillor, Cllr M Wilby, had sent his report in advance of the meeting and it had been circulated to all members. See Appendix 1.

The District Councillor, Cllr C Hudson, reported the following:

- A huge amount of good work is carried out across parishes by volunteers and Cllr Hudson wished to acknowledge this contribution.
- The Community Action Fund is available for funds for community initiatives and applications were welcomed.
- South Norfolk Council had responded robustly to the consultation of a proposed plan for pylons west of the A140 which is routed through a number of South Norfolk parishes.
- The South Norfolk Council offices in Long Stratton were now for sale and the staff will migrate to offices at Broadland Business Park.
- Cllr Hudson praised the efforts by the Pink Ladies Tractor run and subsequent funds raised for Breast Cancer.

Resolved for the meeting to be reopened.

2022/61 Parishioner open forum.

Resolved for the meeting to be closed.

- a) Co-option Candidate to provide the Council with information on their background and experience and explain why they wish to become a member of the Parish Council (Maximum 5 minutes)

Ms Karen O'Keeffe provided a summary to the Council of her length of residence and involvements within the Parish, together with her interests and professional and work-related experiences that could be of benefit to the Parish. It was noted that she was already a valued member of the Neighbourhood Plan Steering Group.

Resolved for the meeting to be re-opened.



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2021/62 To vote on the Co-option to the Parish Council

In line with the Co-option Policy, an application had been received by the Parish Council from Ms Karen O’Keeffe. The Chairman recommended that she be co-opted. A vote unanimously resolved that Ms Karen O’Keeffe be appointed with immediate effect.

2022/63 To receive and ratify matters relating to the finances including the following:

- a) Clerk’s time sheet for May-July 2022
Unanimously agreed.

- b) Finance statement for May-July 2022, and agree Councillor authorisation for payments.
 - i. Fiona Davies Village Sign: £657.50
Unanimously agreed.

 - ii. Clerk’s Wages for July 2022: £248.17
Unanimously agreed.



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BANK RECONCILIATION & FINANCE DETAIL SHEET as at 15 JULY 2022

Date	Bank balance		Payments Total	Receipts Total	Bank Actual
07-May-22	15617.11	Balance B/F			15,617.11
		7 May - 15 July 2022 Sub total payments	2,903.09		12,714.02
		7 May - 15 July 2022 Sub total receipts	-	200.00	12,914.02
Bank Closing Balance					12,914.02
Earmarked Reserves					
		Members Ward - Village Sign	£ -		* £300 used towards R. Hitchman Invoice
		Norfolk Community Foundation Covid 19 Grant	£ 882.13		* £117.87 used on J Broadhurst Covid Exper
		CIL Money	£ 843.38		* £800 used towards R. Hitchman Invoice
		Neighbourhood Plan	£ 2,986.61		
Sub Total - Money Held			£ 4,712.12		12,914.02
General Reserves i.e. Bank reconciled balance less monies held					8,201.90
Payments Details					
		Mrs L Griffin-Sparrow			
19-May-22		Jubilee Contribution	250.00		
23-May-22		Mrs C Hall Internal Auditor	125.00		



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23-May-22	D M Payroll	Payroll Administration	120.00
23-May-22	Norfolk ALC	Annual Subscription	113.62
23-May-22	Richard Hitchman Mrs L Griffin-	Village Sign	1100.00
23-May-22	Sparrow	Jubilee Grant	200.00
27-May-22	Mrs E Alexander	May Wages	234.17
30-May-22	Mrs J Broadhurst	Covid Expenses	117.87
30-May-22	BHIB Ltd	Insurance	362.26
22-Jun-22	HMRC	Tax on Clerk's wages	13.80
24-Jun-22	Mrs E Alexander	June Wages	248.37
30-Jun-22	Unity Bank	Bank Charges	18.00
		Sub total payments	<u>2,903.09</u>
		Receipts Details	
20-May-22	SNDC	Jubilee Grant	200.00
		Sub total payments	<u>200.00</u>
		Future payments to be approved by Council	
22-Jul-22	HMRC	Tax on Clerk's Wages	26.80
24-Jul-22	Fiona Davies	Village Sign	657.50
29-Jul-22	Mrs E Alexander	July Wages	248.17
		Sub total payments	<u>905.67</u>

Unanimously agreed.



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2022/64 To consider matters relating to village maintenance, PROW and Highways including Highway Rangers.

The following issues were raised as items in need of attention in the village which could be addressed by the Highway Rangers:

- Potholes in Wood Lane and Starston Lane
- Cleaning of signs, particularly north-facing signs on Railway Hill
- Washing the railings on the bridge

Resolved for the Clerk to highlight these issues with the Highway Rangers.

Action: The Clerk

Cllr J Broadhurst reported that there were a number of ongoing issues on footpaths, particularly with regards to stiles, for which she was liaising with Norfolk County Council and landowners as appropriate.

Action: Cllr J Broadhurst

It was reported that dog excrement was becoming a problem on footpaths and in the Glebe Meadow.

Resolved for the Clerk to include a reminder to residents to clear up excrement in the next Pigeon Post article.

Action: The Clerk

The Chairman reported that he had written to the agent for Askew Estates to inquire about the possibility of establishing a Permissive Footpath in the meadow south of the Beck. He had not yet received a reply.

2022/65 To receive an update on the Neighbourhood Plan.

Cllr A Leitch reported that following the review by an independent examiner, the Steering Group had agreed the recommendations in the report. The Plan will go back to South Norfolk Council on 5th September and, if adopted, there will then follow a referendum by the community. Cllr P Astor thanked Cllr Leitch and the rest of the Steering Group for their continued work to finalise the Plan.

2022/66 To receive an update from the Emergency Plan Co-ordinator.

No matters to report.

2022/67 To receive an update on the 'Queen's Green Canopy' and any other tree planting matters.

Cllr P Astor, as Tree Warden, reported that tree packs are available to purchase from Norfolk County Council and he would look into the options available for purchasing trees for Starston.

Action: Cllr P Astor



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2022/68 To consider any planning applications received.

An application for change of use of a field to recreational use for siting of a shepherd's hut to be used as a holiday let had been submitted to South Norfolk Council by Mr Stuart Hendry of Thurlings Farmhouse, Hardwick Road.

Unanimously resolved to support the application, and for the Clerk to submit this on the online planning portal.

Action: The Clerk

2022/69 To consider expressing an interest in applying for grant funding for the installation of an Electric Vehicle Charging Point in the village.

Resolved to respond to South Norfolk Council declaring an interest in a grant for installation of an Electric Vehicle Charging Point, and for the Chairman to inform the trustees of the Jubilee Hall Trust.

Action: The Clerk; Cllr P Astor

2022/70 Correspondence received: Parish Partnership Schemes.

Resolved not to be appropriate this year, as it would require additional CIL money to be available.

2022/71 The Clerk to provide and receive items for the next agenda, and confirm the date and time of the next Parish Council meeting, to be held on 19th September 2022 in the Jubilee Hall at 7.30pm.

Date noted.

Meeting closed at 9.00pm.



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Appendix 1

It was great to see The Pink Tractor Ladies out on their annual tractor run. Setting off from Thorpe Abbots Airfield with Annie Chapman leading the 112 tractors from the front, winding their way through our villages and town in their Pink attire and decorated tractors. Well done to you and all of your helpers on such a memorable day.

More than 40,000 trees are available at a discount for everyone across Norfolk, thanks to the launch of a new scheme in the county. The Jubilee Trees for Norfolk are supporting the Queen's Green Canopy – a scheme to coincide with the celebrations to mark the Queen's Platinum Jubilee – where people from across the UK are invited to 'plant a tree for the Jubilee'. Half price tree packs will be available at seven tree collection points including Norwich (County Hall) and Long Stratton. The tree packs will be ready for collection in the planting season between December 2022-February 2023. Applications are now open via www.norfolk.gov.uk/jubileetrees Jubilee Trees for Norfolk is part of the 1 Million Trees for Norfolk project, an ambitious initiative to work in partnership with communities, landowners, other agencies, businesses and individuals across the county to enable one million trees to be planted over five years.

Delivering local highway improvements in partnership with Town and Parish Councils

Our popular Parish Partnership Scheme Initiative will again be repeated in the financial year 2023/24. The County Council has provisionally allocated £350,000 on a 50/50 basis (there is an upper limit on Norfolk County Council funding support of £25,000) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids. Some examples of acceptable schemes are: small lengths of footway, Trods (a simplified and low cost footway), improved crossing facilities, improvements to Public Rights of Way, flashing signs to tackle speeding.

Bridge Road Closure – C877 Harleston Road, Pulham St Mary

Pulham St Mary Bridge (TM28120) will be closed for essential repairs 25th July to the 12th August 2022. The C877 Harleston Road at the road bridge will remain closed for the full duration of the works. The bridge is located just south as you leave Pulham St Mary heading to Starston. The brick road bridge needs repairs to the parapet, brick walls and both faces of the bridge. Scaffolding will be erected either side, and due to the narrow road width and the type of work required we must close the road to vehicles until the work is complete. This allows our contractors to work safely. Only pedestrian access will be permitted across the bridge while the work is underway.

NCC are holding their annual hazardous waste days at some of their recycling centres across the county again this year. All of the dates and venues can be found on the county council website, and also the items that can be taken in. The nearest sites to us are the Norwich North centre NR10 3JX on the 3rd and 4th of September and the Norwich South centre NR4 6US on the 15th and 16th of October.

I was pleased to see South Norfolk Council's refuse crews recognised in the Community Heroes category (Highly Commended) at the recent MJ magazine awards for their



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outstanding work throughout the pandemic. They all do a great job across South Norfolk, out in all weathers and I thank them on behalf of all residents.

Finally, a reminder to landowners and residents to keep their hedges cut back (outside of the nesting season) to the highway boundary, so that they do not impede the free flow of traffic along our roads and pedestrians on our footpaths.

Best Wishes
Martin