



# 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 16<sup>th</sup> May 2022**

**Present:** Cllr P Astor, Cllr S Griffin, Cllr J Broadhurst, Cllr L Cave and Cllr A Leitch, Cllr A Knowles

**Clerk to the Parish Council:** Libby Alexander

**Members of the public:** 1

**2022/34**      Appointment of Chairman and Declaration of Office.

**Cllr P Astor stated that he was willing to stand for another year as Chairman and with no other Councillors declaring a wish to stand, it was unanimously agreed and resolved that Cllr P Astor be elected as the Chairman for the year 2022-23.**

**The Chairman agreed to complete the 'Declaration of Office' form and provide this to the Clerk.**

**2022/35**      To consider accepting apologies for absence.

**Apologies received from Cllr M Wilby.**

**2022/36**      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.**

**2022/37**      To agree recommended revisions of annually reviewed policies

The policy working party, comprising Cllr P Astor, Cllr L Cave and the Clerk, had reviewed the annual policies in advance of the meeting.

All annual policies had been circulated to members for review prior to the meeting.

**Unanimously agreed to adopt and approve all the annual policies.**

The Clerk to update the village website with the adopted annual policies.

*Action: The Clerk*



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## **2022/38**      Confirmation / Appointment of Representatives.

a)      Tree Warden

**Resolved for Cllr P Astor to continue in this role.**

b)      SAM2 data analysis & Moving of the SAM2 equipment

**Resolved for Cllr S Griffin to continue being the representative for moving the SAM2 equipment. It was unanimously agreed that analysis of the data from SAM2 was no longer necessary and the positioning and flashing lights on the SAM2 equipment provided the most effective deterrent to speeding.**

c)      Footpath Warden

**Resolved for Cllr J Broadhurst to continue in this role.**

d)      Welcome to Starston

**Resolved for Cllr A Leitch with the support of Cllr Broadhurst to continue in this role.**

e)      Starston Litter Pick

**Resolved for Cllr A Knowles to continue in this role.**

f)      Highways

**Resolved for the Clerk to continue being the representative for this role.**

## **2022/39**      To ratify the banking mandate.

**Resolved for the following changes to be made to the banking mandate:**

- **Cllr A Knowles to be added to authorise bank payments.**

*Action: The Clerk*

## **2022/40**      To approve and sign the minutes of the meeting held on 21<sup>st</sup> March 2022.

**Resolved to approve the minutes as an accurate record of the meeting and for them to be signed by the Chairman.**

## **2022/41**      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.

- Draft Minutes from March meeting written and uploaded to village website.
- Parish Council piece for the May edition of Pigeon Post written.
- Finalised accounts for year end for Internal Auditor. Met with Internal Auditor to discuss queries, observations and recommendations for the future.
- Liaised with Richard Hitchman re village sign. He has completed his work on the joinery of the post and name plate. He delivered the sign to Fiona Davies who is competing the refurbishment of the sign. Richard will help her put it in position when it is ready. Awaiting a response from Fiona on her proposed time scale for completion.



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- Amendments and updates made to the Parish Council area of the village website as required.
- Action plan updated for 2022-23 and uploaded to the village website.
- Liaised with Cllr Knowles on arrangements for the Litter Pick.
- Reported potholes and fly tipping to relevant departments at SNDC.
- Updated Policies for 2022 and reviewed with Cllr Astor and Cllr Cave.
- Started collating information for Insurance renewal and contacting Insurance Companies to obtain quotes for cover for the coming year. Currently waiting to receive all quotes. Insurance renewal due 1<sup>st</sup> June.

*Action: Cllr P Astor, Cllr L Cave and The Clerk*

- Put together agenda for the Annual Parish Meeting and contacted all organisations inviting them to write and present a report on their activities.
- Further Starston 'Welcome Packs' prepared and delivered to Cllr Broadhurst for distribution to new residents.
- Attended a Norfolk ALC Highways Webinar.
- Cllr P Astor had received a letter from the resident who had previously written regarding the Neighbourhood Plan Regulation 16 Consultation process, acknowledging his response.

**2022/42**      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 was not in attendance and no report had been received in advance of the meeting.

**Resolved for the meeting to be reopened.**

**2022/43**      Parishioner open forum.

**Not required.**

**2022/44**      To receive and ratify the Internal Auditors Report for year ending 2021-22 along with letter and invoice from the Internal Auditor explaining an increase in the fee from the original quotation.

**Unanimously agreed to receive and accept the report and increased fee.**



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**2022/45**      Presentation of the 2021-22 End of Year Finance Report.

- a) Council to agree to declare itself as exempt from a limited assurance review  
**Unanimously agreed.**
- b) Council to agree to self-certify their accounts  
**Unanimously agreed.**
- c) Council to agree the Annual Governance Statement 2021-22  
**Unanimously agreed.**
- d) Council to agree the Accounting Statements 2021-22  
**Unanimously agreed.**

**2022/46**      To receive and ratify matters relating to the finances including the following:

- a) Clerk's time sheet for March-May 2022  
**Unanimously agreed.**
- b) Norfolk ALC Annual subscription 2022: £113.62  
**Unanimously agreed.**
- c) D M Payroll Services Administration of Payroll 2022-23: £120  
**Unanimously agreed.**
- d) SNDC Dog Bin Annual Charge 2021-22: £132.72  
**Unanimously agreed.**
- e) Richard Hitchman Bespoke Joinery Village Sign: £1100.00  
**Unanimously agreed.**
- f) Clerk's Wages for May 2022: £234.17  
**Unanimously agreed.**
- g) Finance statement for March-May 2022, and agree Councillor authorisation for payments.



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## BANK RECONCILIATION & FINANCE DETAIL SHEET as at 7 MAY 2022

Date	Bank balance		Payments Total	Receipts Total	Bank Actual
21-Mar-22	14881.75				
		Balance B/F			14,881.75
		22 Mar - 6 May 2022			
		Sub total payments	2,875.27		12,006.48
		22 Mar - 6 May 2022			
		Sub total receipts	-	3610.63	15,617.11
		<b>Bank Closing Balance</b>			<b>15,617.11</b>
		<b>Earmarked Reserves</b>			
			£		
		Members Ward - Village Sign	300.00		
			£		
		Norfolk Community Foundation Covid 19 Grant	1,000.00		
			£		
		CIL Money	1,643.38		
			£		
		Neighbourhood Plan	2,986.61		
			£		
		Sub Total - Money Held	<b>5,929.99</b>		15,617.11
		<b>General Reserves i.e. Bank reconciled balance less monies held</b>			<b>9,687.12</b>
		<b>Payments Details</b>			
		Mrs Libby Alexander			
25-Mar-22		March Wages	258.60		



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25-Mar-22	Mrs Libby Alexander	Expenses	44.25
30-Mar-22	Parish Online	Annual Subscription	60.00
31-Mar-22	Unity Bank	Bank Charges	18.00
19-Apr-22	SNDC	Dog Bin Annual Charge (2021-22, late invoice)	132.72
29-Apr-22	Mrs Libby Alexander	April Wages + Back Pay	304.44
04-May-22	Groundwork UK	NP Grant Repayment	2057.26
<b>Sub total payments</b>			<b><u>2,875.27</u></b>
<b>Receipts Details</b>			
30-Mar-22	SNDC	Litter Pick	20.00
27-Apr-22	HMRC	VAT Return	232.63
03-May-22	SNDC	Precept - 1st Payment	3358.00
<b>Sub total payments</b>			<b><u>3,610.63</u></b>
<b>Future payments to be approved by Council</b>			
14-May-22	DM Payroll Services	Payroll Administration	120.00
25-May-22	Mrs Libby Alexander	May Wages	234.17
01-Jun-22	Norfolk ALC	Annual Subscription	113.62
01-Jun-22	Richard Hitchman	Village Sign	1100.00
<b>Sub total payments</b>			<b><u>1,567.79</u></b>

**Unanimously agreed.**



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**2022/47**      To consider matters relating to village maintenance, PROW and Highways.

Cllr P Astor reported that there had been a theft from the garden of a property in the village.

Cllr J Broadhurst reported that the permissive path signs had been erected by Gawdy Hall. She also thanked South Norfolk Council for quickly actioning a replacement bridge on Colby Walk after a report by the landowner that it was unsafe.

There was some discussion regarding the status of the footpath in Beck Meadow and other footpaths in the village.

Cllr L Cave reported that the pot holes on Wood Lane had still not been repaired. The Clerk confirmed she would contact South Norfolk Council again.

*Action: The Clerk*

Cllr P Astor asked the Clerk to contact South Norfolk Council regarding having a further key to the padlock on Bunns Lane, to be held by the Parish Council.

*Action: The Clerk*

**2022/48**      To receive an update on the Neighbourhood Plan.

Cllr P Astor reported that the plan had been reviewed by an independent examiner who had produced a report. There would now be a meeting of the Steering Group and South Norfolk Council to discuss the findings of the report.

**2022/49**      To receive an update from the Emergency Plan Co-ordinator.

Cllr J Broadhurst confirmed that eighteen households had been invited to the Annual Parish Meeting to be held on 19<sup>th</sup> May 2022.

**2022/50**      To receive an update on the 'Queen's Green Canopy' and any other tree planting matters.

Cllr P Astor reported that a tree to commemorate the Queen's Platinum Jubilee had been planted in the Glebe Meadow. This would be formally 'unveiled' during the Jubilee celebrations on 4<sup>th</sup> June.

**2022/51**      To receive an update on the plans to mark the Queen's Platinum Jubilee.

Cllr P Astor reported that plans were in place to mark the Queen's Platinum Jubilee. Full details were in the June issue of Pigeon Post.

**2022/52**      To consider any planning applications received.

None received.



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**2022/53**      Correspondence received: Redenhall with Harleston Town Council and Starston PCC acknowledgement of Grants.

**Noted.**

**2022/54**      To note the Annual Parish Meeting 2022 will be held on Thursday 19<sup>th</sup> May 2022 at 7.00 for 7.30pm in the Jubilee Hall.

**Noted.**

**2022/55**      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 18<sup>th</sup> July 2022 in the Jubilee Hall at 7.30pm.

**Date noted.**

Cllr L Cave announced her resignation from the Council due to personal commitments. Cllr A Leitch thanked her for all she had done for the Council over the previous 3 years. This was echoed by Cllr P Astor.

Meeting closed at 9.20pm.





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## **Appendix 1**

Congratulations to Harleston Town Football Club on their fantastic achievement of being promoted to the Thurlow Nunn League Premier Division (Step 5) for the first time in their history following the victory over Downham Town at Rec. Well done to all of the players, manager and everyone involved with the club that has made this happen.

Work has started on our annual spring and summer surface dressing project. This year 301 miles of Norfolk's roads will get a new seal to extend the life of the road, prevent potholes opening up and provide a new skid-resistant surface to help reduce the risk of accidents. The work is carried out between April and September every year while the weather is warmer. The team aims to get the holiday areas and main roads treated first so they are complete before the start of the summer season. The new seal consists of a thin layer of bitumen and chippings which is laid onto the road. The action of vehicles passing over the new surface plays an important part in helping the new surface to settle in.

Norfolk County Council has launched the Norfolk Cost of Living Support Scheme which is £7.7m package of hardship support offering increased flexibility and choice in the way a broader range of households can access help. The council is topping up £6.7m of Government funding from the Household Support Fund with a further £1m to create a new Norfolk Cost of Living Support Scheme which will help people who are struggling to pay for food, energy and water bills, and other essentials. Some of the money is directed to the Norfolk Assistance Scheme, which is a robust and proven welfare offering to help households meet their immediate and longer-term needs as well as channeling funding through our partners in the voluntary sector and other local authorities to expand capacity for wider support needs. Residents who find themselves in hardship can contact NCC on 0344 800 8020 so that support can be offered either directly or through our partners.

The upward trend in apprenticeship starts continue to increase in Norfolk. A 35% increase in apprenticeships has been reported between August 2021 and January 2022 with 3026 new apprenticeships in the last 6 months. Apprenticeships are a government-funded scheme which gives individuals of any age the opportunity to build a new future whilst earning and learning and enables businesses to harness new skills and improve their productivity and sustainability at the same time. For Norfolk businesses looking to take on an apprentice, the Recruit, Retain, Reward (RRR) financial incentive scheme for businesses taking on young apprentices aged 16-24 is available from Apprenticeships Norfolk until the end of June.

The recent Harleston Business Forum breakfast meeting was held at the Harleston Sancroft Academy where we heard all about the All Through School which has brought the Primary and Secondary schools together. It was good to meet the staff and children over breakfast (very good breakfast) and to hear all about their achievements and their very positive plans for the future. This all gives our local youngsters the best possible



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start in life.

Best Wishes  
Martin



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