



# Starston Parish Council

Parish Clerk: Mrs Libby Alexander, 25 Hill Farm Road, Long Stratton, Norfolk, NR15 2WA  
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> January 2023**

**Present:** Cllr P Astor, Cllr S Griffin and Cllr K O’Keeffe  
**Clerk to the Parish Council:** Libby Alexander  
**Members of the public:** 1

**2023/1**        To consider accepting apologies for absence.

**Apologies received from Cllr A Leitch and Cllr A Knowles were considered and accepted.**

**2023/2**        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.**

**2023/3**        To approve and sign the minutes of the meeting held on 21 November 2022.

Cllr P Astor confirmed that training in the use of the flood barriers at the Jubilee Hall had been undertaken by a number of residents.

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

**2023/4**        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 November Parish Council Meeting written and uploaded to village website.
- Parish Council report for the January and February editions of Pigeon Post written.
- Continued progressing process of adding of Cllr A Knowles to Bank mandate.
- Amendments and updates made to the Parish Council area of the village website as required.
- Reported Highway issues online with SNDC.
- Contacted SNDC re Councillor resignation, vacancy advertised, no election required, co-option now possible.
- Application to the SNDC Parish Partnership Scheme for 50% towards the cost of Quiet Lanes submitted, expect to hear outcome in March 2023.
- Paid donation to Redenhall and Harleston Town Council towards car parking as agreed.
- Started enquiries into painting of phone box – ongoing.
- Submitted a neutral response to the planning application for conversion and extension of agricultural building to residential dwelling (prior notification 2022/1282), with demolition of remaining agricultural buildings on site.
- Expressed an interest to join the Norfolk ALC .gov.uk email pilot scheme.
- Prepared budget for Precept.
- Continued CILCA Course.



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**2023/5**      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 was not in attendance and no report had been received in advance of the meeting.

The District Councillor reported the following:

- The Christmas trees in Starston and the Pulhams looked very festive in the run up to Christmas when travelling to and from Harleston and those involved in putting them up should be applauded.
- Congratulations to all those involved in the production of the Neighbourhood Plan which had successful in being adopted by SNDC.
- In the current challenging times with increased costs of living, the Help Hub run by SNDC should be promoted to residents as more people are likely to require help.
- Devolution – some of the powers that lie with Government currently are likely to be passed to County Councils in the future
- Following previous floods and current high rainfall Pulham St Mary had installed flood marker metre boards at key points along the River Beck. A further one lower downstream at the Starston bridge would provide further data if it was something Startson would like to consider.

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

**2023/6**      Parishioner open forum.

**Not Required.**

**2023/7**      To receive and ratify matters relating to the finances including the following:

- a) Clerk's time sheet for November 2022-January 2023  
**Unanimously agreed.**
- b) Finance statement for November 2022-January 2023, and agree Councillor authorisation for payments.
  - i. Clerk's Wages for January 2023: £421.67 (inc. back pay following NALC pay increase)  
**Unanimously agreed.**
  - ii. Tax on Clerk's Wages for October 2022: £27.00  
**Unanimously agreed.**



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## BANK RECONCILIATION & FINANCE DETAIL SHEET as at 11 JANUARY 2023

Date	Bank balance		Payments Total	Receipts Total	Bank Actual
21-Nov-22	16294.51	Balance B/F			16,294.51
		2 Nov 22 - 11 Jan 23 Sub-total payments	939.76		15,354.75
		2 Nov 22 - 11 Jan 23 Sub-total receipts	-	600.00	15,954.75
<b>Bank Closing Balance</b>					<b>15,954.75</b>
<b>Earmarked Reserves</b>					
		Members Ward - Village Sign	£ -		
		Norfolk Community Foundation Covid 19 Grant	£882.13		
		CIL Money	£1,799.35		
		Neighbourhood Plan	£2,986.61		
		Warm Spaces Grant	£528.58		
				£600 received, £71.42 to pay Cllr Leitch expenses	
		<b>Sub-total - Money Held</b>	<b>£6,196.67</b>		15,954.75
		<b>General Reserves i.e. Bank reconciled balance less monies held</b>			<b>9,758.08</b>
<b>Payments Details</b>					
18-Nov-22	Norfolk ALC	Clerk's CILCA Course	300.00		
02-Dec-22	Mrs E Alexander	November Wages	248.37		
02-Dec-22	HMRC	Tax on Clerk's wages	27.00		





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**2023/8**      To present and review budget and agree on the Precept payment 2023/24.

It was reported that a working party consisting of Cllr P Astor, Cllr O'Keefe and the Clerk had met and reviewed in detail the budget for 2023-24 and the Precept payment required to cover the Parish Council's budget. A 0% increase on the previous year's Precept was proposed.

**Unanimously agreed and resolved that there would be a 0% increase on the Precept, and it would be set at £6,716 as per the previous year.**

**2023/9**      To receive and consider any grant requests received.

- a) A contribution to the production of the Pigeon Post Magazine.

**Unanimously agreed to award a grant of £100 to the Pigeon Post.**

- b) A contribution to maintenance of the churchyard from Starston PCC.

**Unanimously agreed to award a grant of £500 to Starston PCC.**

*Action: The Clerk*

**2023/10**      To consider matters relating to village maintenance, PROW and Highways, including Highway Rangers.

Cllr Astor confirmed he had met with the relevant individual from SNDC on site, to discuss installation of dog waste bins for the Beck Hall Meadow. He would report back further with costings, infrastructure etc at the next meeting.

*Action: Cllr P Astor*

**2023/11**      To receive an update on the Neighbourhood Plan.

Cllr P Astor reported that following the referendum by the community on 8<sup>th</sup> December, in which more than half of those who voted did so in favour of the Neighbourhood Plan, South Norfolk Council has decided to make the Starston Neighbourhood Plan part of the statutory Development Plan for the District.

Cllr Leitch had sent a quotation in advance of the meeting, for printing of 20 copies of the Final Neighbourhood plan, for consideration by the Council.

**Unanimously agreed.**

**2023/12**      To receive an update from the Emergency Plan Co-ordinator.

Cllr P Astor confirmed that he was the point of contact for the Emergency Plan in the absence of Cllr J Broadhurst while she was overseas.



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**2023/13**     To receive an update on the 'Queen's Green Canopy' and any other tree planting matters.

Cllr P Astor, as Tree Warden, reported that discounted trees were still available from Norfolk County Council.

**2023/14**     To consider any planning applications received.

None received.

**2023/15**     To receive an update on application for grant funding for the installation of an Electric Vehicle Charging Point in the village.

**Nothing further to report.**

**2023/16**     To receive an update on the 'Warm Room' initiative.

Cllr A Leitch had sent a report in advance of the meeting with an update on the 'Warm Room' initiative (See Appendix 1). Cllr P Astor confirmed that the scheme was proving very successful and had received a very positive response from residents.

Cllr Leitch had also sent a quotation for the printing of a banner advertising the 'Warm Rooms' for the Council to consider funding.

**Unanimously agreed to fund the printing of the banner, but to enquire of SNDC whether the cost could be funded by the grant received if there were sufficient funds left at the end of the initiative.**

*Action: The Clerk and Cllr A Leitch*

**2023/17**     To consider meeting dates for Annual Parish Meeting 2023 as Monday 22<sup>nd</sup> May.

**Unanimously agreed.**

**2023/18**     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 20<sup>th</sup> March 2023 in the Jubilee Hall at 7.30pm.

**Date noted.**

Meeting closed at 9.00pm.



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## **Appendix 1.**

### **Starston Warm Welcome Update**

Starston Warm Welcome has been running on a weekly basis from 11:30am each Wednesday since 30<sup>th</sup> November 2022. It offers a warm welcome and a shared space to spend time out of the house during the winter months. Meeting with friends, both old and new, people can chat, play cards or board games, bring a book to read or bring an unfinished craft project.

Free hot drinks and wifi are available, and villagers can stay as long as they wish.

Currently, thanks to the generosity of Starston residents, a free two course hot meal is provided, and there is home-made cake available for anyone just dropping in for a cuppa. Typically, attendance is around 8-12 people, with 3-6 volunteers helping each week with lifts, catering, hosting etc.

A £600 grant was secured from South Norfolk Council to fund this new village initiative, in particular to cover the heating costs of the village hall. Depending on the popularity of this community gathering going forward into the spring, and the availability of volunteers, there is the possibility of continuing on a fortnightly basis and applying for a South Norfolk Council "Go For It" grant of £300.

If you are interested in helping with this event, please contact either Cllr Janet Broadhurst or Cllr Ann Leitch.