



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 20th March 2023

Present: Cllr P Astor, Cllr A Knowles and Cllr K O’Keeffe (Cllr J Broadhurst joined the meeting via zoom)

Clerk to the Parish Council: Libby Alexander

Members of the public: 3

2023/19 To consider accepting apologies for absence.

Apologies received from Cllr A Leitch and Cllr S Griffin were considered and accepted.

2023/20 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.

2023/21 To approve and sign the minutes of the meeting held on 16th January 2023.

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

2023/22 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 January Parish Council Meeting written and uploaded to village website.
- Parish Council report for the March and April editions of Pigeon Post written.
- Precept figure submitted and acknowledgement received.
- Amendments and updates made to the Parish Council area of the village website as required.
- Application made to the SNDC for grant for King’s Coronation; approved and received.
- Paid grants to Pigeon Post and Starston PCC and other payments as agreed.
- Met with Gary Overland, NCC, re road markings at Church Hill/Low Road/The Street junctions and completion of bridge repairs
- Attended online training for upcoming Elections and put Notice of Election on noticeboard and website.
- Completed CILCA Course. Now need to work on Portfolio to gain qualification.

2023/23 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.



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The County Councillor, Cllr M Wilby, was not in attendance and but 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:

- The District Council element of Council Tax for the coming year was to be frozen. The County Council and Police and Crime Commissioner elements would have an increase.
- Following a full Council meeting where the decision to not provide a grant for Parishes towards Community events to celebrate King Charles III's Coronation was raised, South Norfolk Council had now reversed their decision and Parish Councils were able to apply for a £200 grant.
- Town and Parish Councils were now in a period of Purdah in advance of the elections to be held on 4th May 2023. Councillors were reminded of the need to re-apply to be a Councillor by Tuesday 4th April if they wished to continue. All voters would require photographic identification to vote at Polling Stations from 4th May 2023 onwards.
- The Devolution process for a County Deal for Norfolk was still open for comment on the Norfolk County Council website.
- The Planning committee had unanimously supported the construction of a bypass around Long Stratton. This may start in 12-18 months and take around 18 months to complete.
- A celebration of the remodelling of the streets in Harleston had recently taken place and the toilet block in the Co-op car park had been removed.

Resolved for the meeting to be reopened.

2023/24 Parishioner open forum.

Resolved for the meeting to be closed.

A resident raised concerns on the amount of mud left on Skinner's Lane by agricultural machinery following the harvesting of sugar beet, and as to whose responsibility it was to clean the road, as she had been unable to get a definitive response from either SNDC or NCC.

District Councillor, Cllr C Hudson, clarified that the Clerk should contact the Highways Department of NCC who would liaise with the Landowner.

Action: The Clerk

- 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)

Mr Chris Sparrow provided a summary to the council with details of length of residence and involvements with the Parish, interests and professional and work related experiences that could benefit the Parish.

Resolved for the meeting to be re-opened.



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2023/24 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 Mr Chris Sparrow. The chairman recommended that he be co-opted. A vote unanimously resolved for Mr Chris Sparrow to be appointed with immediate effect.

2023/25 To receive an update on the District and Town/Parish Elections to be held on Thursday 4th May 2023

Councillors were reminded that the deadline for nomination papers to be submitted to SNDC was 4.00pm on Tuesday 4th April. The Clerk confirmed she would circulate the Nomination Pack to Councillors.

Action: The Clerk

2023/26 To receive and ratify matters relating to the finances including the following:

- a) Clerk's time sheet for January-March 2023
Unanimously agreed.
- b) Clerk's Expenses Form 2022-23
Unanimously agreed.
- c) Finance statement for January-March 2023 and agree Councillor authorisation for payments.
 - i. Clerk's Wages for March 2023: 265.64
Unanimously agreed.
 - ii. Tax on Clerk's Wages for March 2023: £31.20
Unanimously agreed.

Cllr K O'Keefe proposed that as the Clerk's salary was agreed at the start of the year, the monthly instalments did not need approving through the year.
Unanimously agreed.

Cllr K O'Keefe proposed that regular updates on CIL money available and time scales for spending it would be useful.
Unanimously agreed.

Action: The Clerk

Cllr P Astor proposed that the Parish Council donate £250 towards the community celebrations for the King's Coronation in May, as they had for The Queen's Jubilee celebrations in June 2022.
Unanimously agreed.

An invoice had been received from Cllr J Broadhurst for expenses for the Warm Rooms initiative.
This was unanimously agreed to be paid.



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BANK RECONCILIATION & FINANCE DETAIL SHEET as at 16 MARCH 2023

Date	Bank balance		Payments Total	Receipts Total	Bank Actual
11-Jan-23	15,954.75				15,954.75
		Balance B/F			
		12 Jan - 16 March 23			
		Sub-total payments	1,861.79		14,092.96
		12 Jan - 16 March 23			
		Sub-total receipts	-	200.00	<u>14,292.96</u>
		Bank Closing Balance			14,292.96
		Earmarked Reserves			
		Members Ward - Village Sign	£ -		
		Norfolk Community Foundation Covid 19 Grant	£ 882.13		
		CIL Money	£ 1,799.35		
		Neighbourhood Plan	£ 2,669.33	£317.28 R Leggett Expenses	
		Warm Spaces Grant	£ 468.58	£60 banner	
		King's Coronation Grant	£ 200.00		
		Sub-Total - Money Held	£ 6,019.39		14,292.96
		General Reserves i.e. Bank reconciled balance less monies held			8,273.57



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Payments Details

Harleston Town			
16-Jan-23	Council	Donation towards Car Parking	100.00
19-Jan-23	Mrs R Leggett	Neighbourhood Plan Expenses (Printing)	317.28
20-Jan-23	Starston PCC	Grant towards Churchyard maintenance	500.00
20-Jan-23	Pigeon Post	Grant towards production costs	100.00
27-Jan-23	Mrs E Alexander	January Wages + Back pay	421.67
07-Feb-23	John E Wright	Warm Spaces Banner	60.00
07-Feb-23	HMRC	Tax on Clerk's Wages	27.00
24-Feb-23	HMRC	Tax on Clerk's Wages	70.20
24-Feb-23	Mrs E Alexander	February Wages	265.64
Sub-total payments			<u>1,861.79</u>

Receipts Details

10-Mar-23	SNDC	King's Coronation Grant	200.00
Sub-total payments			<u>200.00</u>

Future payments to be approved by Council

21-Mar-23	Mrs J Broadbent	Warm Spaces Expenses	55.11
31-Mar-23	HMRC	Tax on Clerk's Wages	31.20
31-Mar-23	Mrs E Alexander	March Wages	265.64
Sub-total payments			<u>351.95</u>



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2023/27 To receive and consider any grant requests received.

- a) A contribution to the Jubilee Hall towards operating costs.

Unanimously agreed to award a grant of £400 to the Jubilee Hall.

- b) A contribution to the Jubilee Hall towards a PA system for Starston.

Unanimously agreed to award a grant of £600 to Jubilee Hall.

Action: The Clerk

2023/28 To agree Mrs Christine Hall as the Council's Internal Auditor for financial year ending 2022/23.

Unanimously agreed and resolved to appoint Mrs Christine Hall as the Council's Internal Auditor for the year ending 2022/23.

2023/29 Development of 2023-24 Parish Council Action Plan.

Unanimously agreed and resolved for the Clerk to update and amend the Action Plan for 2023-24.

Action: The Clerk

2023/30 To consider participation in The Big South Norfolk Litter Pick 2023.

Unanimously agreed and resolved for a community litter pick to be held on Saturday 27th May and Saturday 30th September 2023. Cllr A Knowles (Litter Pick Co-ordinator) and the Clerk to liaise and make arrangements.

Action: Cllr A Knowles & The Clerk

2023/31 To consider matters relating to village maintenance, PROW and Highways, including the Parish Partnership bid.

SNDC had confirmed that the Parish Partnership bid for Quiet Lane signs had been successful and the project would be funded up to 50%.

Unanimously agreed to pay the £1,220, 50% contribution of the proposed cost, to SNDC.

Action: The Clerk

Cllr J Broadhurst reported that the footpath near the windpump had been reinstated by the landowner and that it would be appropriate for the landowner to receive a letter of thanks.

Action: The Clerk

Cllr J Broadhurst reported that she was working with Norfolk County Council to reinstate a bridleway across land belonging to Gawdy Hall following a change in ownership of the Estate.

The Clerk reported that following a meeting with Gary Overland from Norfolk County Council the final repairs to the bridge following the damage from a falling tree would be completed.



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The road markings around the junctions of Low Road, Church Hill and The Street would also be refreshed.

2023/32 To consider an invitation to meet with South Norfolk Planning Officers to discuss the Neighbourhood Plan.

Unanimously agreed for the Clerk to accept the invitation and Cllr K O’Keeffe to progress with the input of the Steering Group.

Action: The Clerk and Cllr K O’Keeffe

2023/33 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.

Cllr J Broadhurst requested that Welcome packs should go out to new residents as soon as possible after they move to the village. Cllr J Broadhurst to update the Clerk with any welcome packs that need to be sent.

Action: Cllr J Broadhurst and The Clerk

2023/34 To receive an update on tree planting matters.

Nothing to report.

2023/35 To consider any planning applications received.

None received.

2023/36 To receive an update on application for grant funding for the installation of an Electric Vehicle Charging Point in the village.

Norfolk County Council had confirmed they had secured funding from Central Government and would report further on how the project would progress in the near future.

2023/37 To receive an update on the ‘Warm Room’ initiative.

Cllr P Astor reported that the Warm Room Initiative had been a great success, with a small but appreciative group of residents regularly attending.

It was unanimously agreed for a donation to be made to the Jubilee Hall from the grant received, notwithstanding that the Jubilee Hall had formally waived its charges.

2023/38 To receive an update on the plans to mark The King’s Coronation.

Cllr P Astor reported that a Steering Group had been formed and plans were being made to celebrate The Kings Coronation with a Community Lunch Party on Sunday 7th May. The next meeting of this group was on 6th April 2023 and full details of the event would be published in Pigeon Post.



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2023/39 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 15th May 2023 in the Jubilee Hall at 7.30pm.

Date noted.

Meeting closed at 9.30pm.



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Appendix 1.

Thanks to everyone for the many kind messages of support that have been sent to me over the past few weeks following my recent operation, this support has helped me greatly and I am on the road to recovery.

New road safety schemes are to be introduced in almost 100 towns and villages across Norfolk. The projects, including traffic calming measures, vehicle-activated signs, extra signage, bus shelters and new footpaths, form part of Norfolk County Council's parish partnership initiative. First launched in September 2011, it invites communities to bid for cash to make much-needed improvements to slow down traffic and make our towns and villages safer. A total of £770,000 is to be spent on 95 schemes across the county, with County Hall putting in just under £345,000 and the Norfolk Safety Camera Partnership £40,556. The rest of the money comes via match funding from town and parish councils. Locally there are schemes planned for Pulham Market, Starston, Tivetshall and Redenhall with Harleston.

NCC has unveiled plans to join forces with Saffron Housing to build houses in Harleston, for people who want to live independently but with extra support. The plan will see the creation of an independent living scheme made up of 91 new flats, with a mix of 16 two-bed and 75 one-bed flats, on land east of Mendham Lane. The county council will put in just over £4m into the scheme. The Harleston scheme would be fourth in Norfolk, following ones in Fakenham, Acle and Stalham. Construction should start on site in June 2024. Properties can be owned or rented and are available to those who pay for their own care and those funded by the council.

A multi-million-pound boost means Norwich is to get 55 more electric buses – making it one of the first cities in the country with a depot running an all-electric fleet. An £11.5m investment will see First Buses getting new double-decker electric buses, in addition to the 15 single-deckers which had previously secured funding. The money from the government's Zero Emission Buses Regional Area (ZEBRA) scheme means the First Bus Norwich depot at Roundtree Way will be one of the first outside London to go fully electric from March next year.

A crackdown on abuse of blue badges for disabled people has seen 10 people taken to court and dozens of warnings for misuse. NCC's determination to stamp out the abuse bucked the national trend, where more than 100 councils failed to take any legal action. County Hall employs an enforcement officer who goes undercover on patrols, which helped lead to 10 people being taken to court for misuse of the badges. In addition, 24 verbal or written warnings issued and 28 badges were seized with 19 of them subsequently destroyed. Across Norfolk, 35,000 valid badges are held, entitling the holder park on single or double yellow lines for up to three hours in vehicles they drive or travel in.

Looking forward to the many King's Coronation events to be held over the weekend 6th to 8th May 2023, there is funding available from South Norfolk Council to support town and parish council's, all details on their website. Hoping for good Weather.

Best Wishes
Martin