



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 Annual Parish Council Meeting held in the Jubilee Hall at 7.30 pm, Monday 15th May 2023

Present: Cllr P Astor, Cllr A Knowles, Cllr K O’Keeffe, Cllr J Broadhurst, Cllr S Griffin, Cllr C Sparrow and Cllr A Leitch

Clerk to the Parish Council: Libby Alexander

Members of the public: 0

2023/40 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, Cllr A Knowles proposed Cllr P Astor as Chairman. This was seconded by Cllr O’Keeffe. It was unanimously agreed and resolved that Cllr P Astor be elected as the Chairman for the year 2023-24.

The Chairman completed the ‘Declaration of Office’ form and provided this to the Clerk.

2023/41 To consider accepting apologies for absence.

No apologies received.

2023/42 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.

2023/43 To agree recommended revisions of annually reviewed policies

The policy working party, comprising Cllr P Astor, Cllr K O’Keeffe 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.

It was recommended that the references to Covid-19 in the Financial Risk Assessment be removed.

Unanimously agreed to adopt and approve all the annual policies with suggested amendments.

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

Action: The Clerk

2023/44 Confirmation / Appointment of Representatives.

a) Tree Warden

Resolved for Cllr P Astor to continue in this role.

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b) SAM2 equipment

Resolved for Cllr A Leitch to be responsible for the SAM2 equipment.

c) Footpath Warden

Resolved for Cllr C Sparrow to take on this role.

d) Welcome to Starston

Resolved for Cllr A Leitch with the support of Cllr Broadhurst to take on this role.

e) Starston Litter Pick

Resolved for Cllr A Knowles to continue in this role.

f) Internal Control of Finances

Resolved for Cllr O’Keeffe to take on this role.

g) Highways

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

h) Emergency Plan

Resolved for Cllr J Broadhurst to lead this with the support of Cllr A Knowles and Cllr P Astor.

2023/45 To ratify the banking mandate.

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

- **Former Cllr Ann Leitch to be removed from the banking mandate.**

Action: The Clerk

2023/46 To approve and sign the minutes of the meeting held on 20th March 2023.

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

2023/47 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 report for the May and June editions of Pigeon Post written.
- Circulated Election nomination pack to Councillors.
- Finalised accounts for year-end for Internal Auditor. Met with Internal Auditor to discuss queries, observations and recommendations.
- Amendments and updates made to the Parish Council area of the village website as required.
- Updated Policies for 2023 for review and liaised with Cllrs Astor and O’Keeffe for comments/amendments.
- Contacted Highways regarding issues around mud on road raised by residents.

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- Put together agenda for the Annual Parish Meeting and contacted all organisations inviting them to write and present a report on their activities at the meeting on 22nd May.
- Made payments and grants approved at previous meeting; paid invoice from R Leggett for Neighbourhood Plan (agreed via Councillor emails); and paid District Council grant and Parish Council donation to the organising committee for the Coronation celebrations.
- Paid the Parish Council's 50% contribution of the Parish Partnership Quiet Lanes project to SNDC as agreed – need to follow up.
- Wrote to landowner to thank him for his improvement of the footpath near the windpump.
- Accepted the invitation to meet with South Norfolk Planning Officers to discuss the Neighbourhood Plan – need to follow up.

2023/48 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, was not in attendance and had not sent a report in advance of the meeting.

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

- Following the local elections the two District Councillors for the ward are Cllr Hudson (Independent) and Cllr Thompson (Conservative).
- The Council was now made up of a mix of parties which will likely result in it being more collaborative and bring better democracy.
- The Coronation grants that had been awarded to Parishes had been spent locally to provide community events to celebrate the Coronation of The King.
- The Police speed trap could be present on Harleston Road at any point in daylight hours.
- If any residents needed assistance in getting County Broadband they should contact Cllr Hudson.
- The sale of South Norfolk House in Long Stratton had been deferred to allow Long Stratton Town Council to submit a bid to the Council.
- Work was being undertaken to look at the role of leaky dams to collect water on the River Beck which would slow the water down and help to prevent flooding.

Resolved for the meeting to be reopened.

2023/49 Parishioner open forum.

Not required.

2023/50 To receive and ratify the Internal Auditor's Report for year ending 2022-23.

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Unanimously agreed to receive and accept the report.

2023/51 Presentation of the 2022-23 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 2022-23
Unanimously agreed.
- d) Council to agree the Accounting Statements 2022-23
Unanimously agreed.

2023/52 To receive and ratify matters relating to the finances including the following:

- a) Clerk's time sheet for March-May 2023
Unanimously agreed.
- b) Finance statement for March-May 2023 and agree Councillor authorisation for payments:
 - i. Norfolk ALC Annual subscription 2023: £136.35
Unanimously agreed.
 - ii. D M Payroll Services Administration of Payroll 2023-24: £120
Unanimously agreed.
 - iii. SNDC Dog Bin Annual Charge 2022-23: £110.60
Unanimously agreed.
 - iv. Mrs Christine Hall (Internal Audit): £85.00
Unanimously agreed.
 - v. Website Hosting: £25.00
Unanimously agreed.
 - vi. Clerk's Wages for May 2023: £237.44
Unanimously agreed.
 - vii. Tax on Clerk's Wages for April & May 2023: £59.60 and £59.60
Unanimously agreed.
 - viii. BHIB Insurance (with Aviva): £398.15
Unanimously agreed.

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BANK RECONCILIATION & FINANCE DETAIL SHEET as at 11 MAY 2023

Date	Bank balance		Payments Total	Receipts Total	Bank Actual
15-Mar-23	14,292.96	Balance B/F			14,292.96
16 Mar - 11 May 23		Sub-total payments	4,558.52		9,734.44
16 Mar - 11 May 23		Sub-total receipts		3497.50	13,231.94
		Bank Closing Balance			13,231.94
Earmarked Reserves					
		Members Ward - Village Sign	£ -		
		Norfolk Community Foundation Covid 19 Grant	£ 882.13		
		CIL Money	£ 589.35		£600 sound system, £610 Quiet Lanes
		Neighbourhood Plan	£ 1,613.01		£1135.80 to R Leggett
		Warm Spaces Grant	£ 434.56		£45.92 (ex VAT) J Broadhurst
		King's Coronation Grant	£ -		£200 transferred to L Griffin-Sparrow
		Sub-total - Money Held	£4,729.05		
		General Reserves i.e. Bank reconciled balance less monies held			8,502.89

Payments Details

28-Mar-23	HMRC	Tax on Clerk's Wages	31.20	
28-Mar-23	Jubilee Hall	Grant towards running costs (Electricity)	400.00	
28-Mar-23	Mrs J Broadhurst	Warm Spaces Expenses	55.11	
28-Mar-23	Mrs R Leggett	Neighbourhood Plan	1135.80	Agreed by Councillors by email
31-Mar-23	Mrs E Alexander	March Wages	265.64	

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31-Mar-23	Mrs E Alexander	Clerk Expenses	113.93	Overpaid by £0.40 - Clerk refunded 12 April 23
31-Mar-23	Unity Bank	Bank Charges	18.00	
26-Apr-23	Jubilee Hall	Sound System	600.00	CIL money
02-May-23	Mrs E Alexander	April Wages	237.64	
02-May-23	HMRC	Tax on Clerk's Wages	31.20	
02-May-23	NCC	Parish Partnership 50% Contribution	1220.00	50% CIL Money
02-May-23	Mrs L Griffin-Sparrow	SNDC Grant and PC Contribution to Coronation	450.00	
Sub-total payments			<u>4,558.52</u>	

Receipts Details

12-Apr-23	Mrs E Alexander	Expenses correction	0.40	
19-Apr-23	HMRC	VAT Return	139.10	
28-Apr-23	SNDC	Precept 1st Payment	3358.00	
Sub-total payments			<u>3,497.50</u>	

Future payments to be approved by Council

Norfolk ALC	Annual Subscription	237.44	
HMRC	Tax on Clerk's Wages	119.2	
Mrs E Alexander	May Wages	237.44	
D M Payroll	Payroll Admin	120.00	
SNDC	Dog Bins Annual Charge	110.60	
Mrs C Hall	Internal Audit	85.00	
Mr S Griffin	Website Hosting	25.00	
BHIB	Insurance Renewal	398.15	
Sub-total future payments			<u>1332.83</u>

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2023/53 To receive an update on plans for the Litter Pick.

Cllr Knowles reported that the litter pick was planned to take place on Saturday 27th May from 3.00pm followed by refreshments in the Jubilee Hall. The event had been registered as part of the South Norfolk Big Litter Pick.

2023/54 To consider matters relating to village maintenance, PROW and Highways, including the Parish Partnership bid.

The Clerk confirmed that the Parish Council contribution to the Parish Partnership project for Quiet Lane signs had been paid to SNDC. It was confirmed that 50% of these funds from the Parish Council would come from CIL monies.

Cllr J Broadhurst reported that she was continuing to work with Norfolk County Council and the landowner to reinstate a bridleway across land belonging to Gawdy Hall following a change in ownership of the estate. Cllr Broadhurst proposed that the Parish Council could fund the signage for this if the bridleway was agreed. This proposal was unanimously supported.

2023/55 To receive an update from the Emergency Plan Co-ordinator.

Nothing to report.

2023/56 To receive an update on tree planting matters.

Nothing to report.

2023/57 To consider any planning applications received.

None received.

2023/58 To receive an update on the 'Warm Room' initiative.

Cllr P Astor commended the volunteers for their efforts to provide the Warm Room Initiative which had been a great success.

It was unanimously agreed for a donation to be made to the Jubilee Hall from the remaining monies from the grant received.

Action: The Clerk

2023/59 To receive an update/review on the celebrations to mark The King's Coronation.

Cllr P Astor reported that the community lunch party to celebrate The King's Coronation had been very successful with lots of residents attending.



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2023/60 To note the Annual Parish Meeting will be held on Monday 22nd May 2022 at 7.00 for 7.30pm in the Jubilee Hall.

Noted and unanimously agreed to send welcome packs with invitations to new residents who had moved into the village during the last 12 months.

Action: Cllr Broadhurst and The Clerk

2023/61 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 17th July 2023 in the Jubilee Hall at 7.30pm.

Date noted.

Meeting closed at 9.15pm.

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