



# 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 18<sup>th</sup> 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 16<sup>th</sup> 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
		<b>Bank Closing Balance</b>			<b>12,914.02</b>
		<b>Earmarked Reserves</b>			
		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		
		<b>Sub Total - Money Held</b>	<b>£ 4,712.12</b>		12,914.02
		<b>General Reserves i.e. Bank reconciled balance less monies held</b>			<b>8,201.90</b>
		<b>Payments Details</b>			
		Mrs L Griffin-			
19-May-22		Sparrow 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
		<b>Sub total payments</b>	<u>2,903.09</u>
		<b>Receipts Details</b>	
20-May-22	SNDC	Jubilee Grant	200.00
		<b>Sub total payments</b>	<u>200.00</u>
		<b>Future payments to be approved by Council</b>	
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
		<b>Sub total payments</b>	<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 5<sup>th</sup> 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 19<sup>th</sup> 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](http://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 25<sup>th</sup> July to the 12<sup>th</sup> 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 3<sup>rd</sup> and 4<sup>th</sup> of September and the Norwich South centre NR4 6US on the 15<sup>th</sup> and 16<sup>th</sup> 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



# Starston Parish Council

## **Matters Arising**

Completed Actions;

Draft Minutes from July Parish Council Meeting written and uploaded to village website.

Parish Council piece for the September and October editions of Pigeon Post written.

Progressed process of adding of Cllr A Knowles to Bank mandate.

Followed up with South Norfolk Council re key for Bunn's Lane.

Amendments and updates made to the Parish Council area of the village website as required.

Reported Highway issues online with SNDC and Highway Rangers.

Responded in support of Planning application at Thurlings Farmhouse.

Responded to SNDC declaring an interest in a grant for installation of an Electric Vehicle Charging Point.

Started CILCA Course.

**From the Chairman of Norfolk County Council, Councillor Karen Vincent**

**“Norfolk County Council joins in the nation's mourning for Her Majesty The Queen.**

**Her Majesty served our Nation and the Commonwealth with great distinction. Throughout her remarkable reign, spanning more than seven decades, she was a constant and unifying figure during a time of great change. The Queen, her late husband Prince Philip and their family spent long and happy periods of residence in our county and we will always hold a special place for Her Majesty in our hearts. This is a time to mourn, but also to reflect and be grateful for Her Majesty's unwavering commitment and selfless service. On behalf of the people of Norfolk I shall be sending a letter expressing our sincere condolences”.**

**A dedicated email address for condolences is in place [condolences@norfolk.gov.uk](mailto:condolences@norfolk.gov.uk)**

Norfolk Schools buck the national trend with 'best ever' GCSE results.

The class of 2022 was the first ever GCSE cohort to have completed their entire studies with some form of Covid disruption – having started their courses after the pandemic hit. The group were also the first to sit traditional exams since 2019 - with experts predicting ahead of time that fewer pupils would come away with the very top grades. It was also predicted that results would eclipse those of 2019, but overall would be lower than 2021. But in Norfolk and Waveney some schools boasted their “best ever” results, bucking this national trend. A special mention to all of the pupils and staff at the Harleston Sanctroft Academy on their outstanding results.

This year Norfolk County Council are offering subsidised tree packs to everyone in Norfolk through the Jubilee Trees for Norfolk scheme [www.norfolk.gov.uk/jubileetrees](http://www.norfolk.gov.uk/jubileetrees) .

People applying for these packs can be individuals, landowners, or businesses which shows that this scheme is invaluable to applicants who can't show community benefit for their planting. These people can't usually access tree offers, so tree packs and tree guards with up to 50% reduction is a great opportunity for them. A range of native tree packs including hedges and orchard packs are available through our website. Also we are offering to Parish and Town Councils and community groups carefully selected heritage orchard packs through this Jubilee scheme which are slightly more expensive than the other packs at £200 (these saplings are larger in size). We are keen to see more community orchards spring up around the county, as these are a wonderful haven and resource for wildlife and people - a legacy for future generations.

Homes for Ukraine update

So far, we have welcomed 880 Ukrainians to Norfolk through the Homes for Ukraine scheme, which is over two-thirds of the 1200 guests that we are currently expecting in the county. We are grateful to all our hosts and communities for offering such a warm welcome to our new arrivals. The processes for the Hosts safeguarding and housing checks, and for welcoming new arrivals are now well established, as is the information and support available to hosts and guests on our website and through regular emailed updates to hosts. If you have any questions relating to support for hosts and guest under the Homes for Ukraine scheme, please contact [nchomesforukraine@norfolk.gov.uk](mailto:nchomesforukraine@norfolk.gov.uk)

The Stars of Norfolk and Waveney Awards have officially launched for 2022 and are ready to receive your nominations. To mark a decade of recognising the great and good, new categories have been introduced to extend the net of recognition. The annual celebration highlights those often unseen acts of kindness, bravery and selflessness that make our communities special. To nominate and to see the categories visit [starsofnorfolk.co.uk](http://starsofnorfolk.co.uk). Entries will close on 16<sup>th</sup> October 2022. finalists will be announced on 19<sup>th</sup> November 2022 and the winners will be revealed at the awards ceremony at Norwich Cathedral on 1<sup>st</sup> December 2022.

A reminder about the Household Hazardous Waste Day being held at Norwich South Recycling Centre on the 15<sup>th</sup> and 16<sup>th</sup> of October 9am – 4pm where you can dispose for free such items as:

Aerosols, Household Chemicals and cleaners, Fire Extinguishers, Garden pesticides and fertilizers, Paint, Photographic chemicals and Wood preservatives. [www.norfolk.gov.uk/hazardouswaste](http://www.norfolk.gov.uk/hazardouswaste)

Also a reminder that the road between the Pulham's and Harleston is closed for repair work to Starston Bridge from 12<sup>th</sup> September to 3<sup>rd</sup> of October with appropriate diversions in place.

Best Wishes  
Martin

**Timesheet for Clerk - Starston Parish Council**

**LIBBY ALEXANDER**

<b>Date</b>	<b>Work</b>	<b>Time</b>
02/09/2022	Emails and Pigeon Post report	1.0
08/09/2022	Emails	0.25
09/09/2022	Emails	0.5
10/09/2022	Emails	0.25
11/09/2022	Emails, finances, meeting prep, pigeon post, website updates	3.0
15/09/2022	Emails	0.75
20/09/2022	Emails	0.5
24/09/2022	Finances, emails, meeting prep	0.5
25/09/2022	Finances and meeting prep	1.0
26/09/2022	Meeting prep, emails, updating website	1.5
27/09/2022	Meeting prep and emails	1.0
	<b>TOTAL HOURS FOR THE MONTH TO A MAXIMUM OF 20 AS PER THE CONTRACT</b>	<b>10.25</b>
	Days	2.05
	Overtime	0
	£12.48 Per Hour	£0.00
	26 hours holiday entitlement - Holiday taken this month	0
	Holiday entitlement left until 1st May 2023	21

**Timesheet for Clerk - Starston Parish Council**

**LIBBY ALEXANDER**

<b>Date</b>	<b>Work</b>	<b>Time</b>
02/08/2022	Emails, minutes and correspondence	1.5
03/08/2022	Emails and minutes	2.0
08/08/2022	Meeting with chairman, website updates and emails	1.0
10/08/2022	Emails, Pigeon Post article	1.0
11/08/2022	Emails and finances	1.0
16/08/2022	Emails	0.75
22/08/2022	Emails	0.5
25/08/2022	Emails	0.5
	<b>TOTAL HOURS FOR THE MONTH TO A MAXIMUM OF 20 AS PER THE CONTRACT</b>	<b>8.25</b>
	Days	1.65
	Overtime	0
	£12.48 Per Hour	£0.00
	26 hours holiday entitlement - Holiday taken this month	10
	Holiday entitlement left until 1st May 2023	11

**Timesheet for Clerk - Starston Parish Council**

**LIBBY ALEXANDER**

<b>Date</b>	<b>Work</b>	<b>Time</b>
05/07/2022	Emails	0.5
07/07/2022	Emails	0.5
10/07/2022	Emails	0.5
12/07/2022	Meeting prep and emails	1.0
14/07/2022	Emails	0.5
15/07/2022	Meeting prep	1.0
16/07/2022	Meeting prep and emails	1.0
18/07/2022	Meeting	3.5
19/07/2022	Emails	0.25
21/07/2022	Emails	1.25
28/07/2022	Finances and emails	1.5
29/07/2022	Emails	0.5
	<b>TOTAL HOURS FOR THE MONTH TO A MAXIMUM OF 20 AS PER THE CONTRACT</b>	<b>12</b>
	Days	2.4
	Overtime	0
	£12.48 Per Hour	£0.00
	26 hours holiday entitlement - Holiday taken this month	5
	Holiday entitlement left until 1st May 2023	21





**Subject:** Data Protection fee - Reminder to renew ICO:00010979251

**From:** "Information Commissioner's Office Renewals Reminder"  
<[dpfee\\_renewal\\_reminder\\_dd@ico.org.uk](mailto:dpfee_renewal_reminder_dd@ico.org.uk)>

**Sent:** 20/09/2022 00:35:46

**To:** "Clare Crane" <[starstonparishcouncil@yahoo.co.uk](mailto:starstonparishcouncil@yahoo.co.uk)>;

**Organisation name:** Starston Parish Council

**Reference:** ZA212336

Dear Clare Crane

### **GDPR/Data Protection Act 2018**

**Data protection renewal fee is due - we will collect your direct debit payment on or before 01/11/2022**

Organisations that process personal data are subject to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Under the Data Protection (Charges and Information) Regulations 2018 (the Regulations) they must also pay an annual data protection fee, unless they are exempt.

Your payment and registration as a data controller under the Regulations will expire on 01/11/2022. You must now either:

- take the tier assessment to confirm the fee you need to pay (see [ico.org.uk/fee-self-assessment](https://ico.org.uk/fee-self-assessment)), or
- cancel your registration if your circumstances have changed, telling us why you no longer need to be registered.

### **Amount required**

Under the Regulations, you must pay an annual fee of £40, £60 or £2900 depending on the size **or** turnover of your organisation. **VAT is nil in all cases.**

Based on your last assessment you are now required to pay **£40.00**. However, you should use our tier assessment tool (see [ico.org.uk/fee-self-assessment](https://ico.org.uk/fee-self-assessment)) to confirm how much you need to pay, and contact us immediately if your current assessment is wrong.

As you have a direct debit in place, we'll renew your registration automatically. **You will receive an annual £5 reduction each time you pay by direct debit.** We intend to collect your data protection fee on or around 01/11/2022.

### **Further information**

You must let us know if any of the details we hold about you change.

If you are required to have a Data Protection Officer (DPO) under the GDPR or you choose to appoint one, you should also tell us about this. For more information please see [ico.org.uk/DPOs](https://ico.org.uk/DPOs).

If you need any more information about the fee, please see [ico.org.uk/fee-guide](https://ico.org.uk/fee-guide).

If you want to discuss your payment or your obligation to pay, call us on 0303 123 1113, or email [dataprotectionfee@ico.org.uk](mailto:dataprotectionfee@ico.org.uk). You'll need the **registration reference** from the top of this email and the **security number** we sent you when you first applied.

If you need help with your other data protection obligations, including any relating to changes brought about by COVID-19, please see [ico.org.uk](https://ico.org.uk) or call us on 0303 123 1113. We are here to help at what we know is a very challenging time.

For more information about what we do with personal data see our privacy notice at [ico.org.uk/privacy-notice](https://ico.org.uk/privacy-notice).

Yours sincerely

Michael Fitzgerald  
Director of Digital, IT and Business Services  
Information Commissioner's Office

# Norfolk Association of Local Councils

County Hall,  
Martineau Lane,  
Norwich NR1 2UF



Starston Parish Council  
Libby Alexander

## INVOICE

Invoice No **495**

Account No 1549576

19 September 2022

Due 19 November 2022

Item Details	NET	VAT
CiLCA Training Libby Alexander - Delegate for CiLCA Training	250.00	50.00
<b>SUB TOTAL</b>	250.00	50.00

VAT Registration Number 249372187

**TOTAL £** **300.00**

If paying by BACS please use the Invoice Number as the reference.  
Norfolk Association of Local Councils , Sort Code: 09-06-66, Account Number: 41067941  
If paying by cheque please write the Invoice Number on the back of the cheque.

South Norfolk House  
Cygnet Court  
Long Stratton  
Norwich  
NR15 2XE

Mrs L Alexander  
Starston

Tel 01508 533780  
planning.snc@southnorfolkandbroadland.gov.uk

Our ref 2022/1785

27 September 2022

Dear Sir/Madam,

**Proposal: Single storey rear extension**  
**Location: Beck Barn Pulham Road Starston Norfolk IP20 9NR**  
**Applicant: Mr & Mrs Curson**  
**Application Type: Householder**

An application for permission for the proposal described above has been received. Details of the Case Officer and copies of the submitted plans can be viewed on-line at <https://info.south-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RI9B2UOQKMT00> by using the Further Information tab. **Please note:** any comments you make will also be available to view on-line.

You can submit your comments by emailing [planning.snc@southnorfolkandbroadland.gov.uk](mailto:planning.snc@southnorfolkandbroadland.gov.uk) online at **www.southnorfolkandbroadland.gov.uk** or by post before 18 October 2022. If this is not possible or you wish to discuss the proposal before sending your comments please contact the case officer. **Please note:** any comments you make will be available to view on-line.

Where the application is to be determined by the Committee, a copy of the Agenda will be sent to you before the date of the meeting. A representative of your Council can speak at the meeting to present their views otherwise they will be reported to the Committee before a decision is reached.

Yours sincerely

**Development Management**

**From:** Norfolk ALC it@norfolcalc.gov.uk  
**Subject:** Norfolk ALC Newsletter - 5th August 2022  
**Date:** 5 August 2022 at 16:56  
**To:** philipastor@mac.com

NA

[View this email in your browser](#)



## Norfolk ALC Newsletter – 5<sup>th</sup> August 2022

### Civility & Respect

This is the 4<sup>th</sup> Civility and Respect newsletter. It focuses on the Civility Pledge, training and the dignity at work policy. There is also a news storey that you might like to read.

### Is your Council taking the Pledge?

This is to replace your Bullying and Harassment' Policy– The civility pledge is being launched as part of the newsletter. This is to encourage discussions about Civility/Respect within Councils and to help support appropriate behaviour. The pledge statements are based on feedback we have received regarding the key actions that councils should follow to minimize opportunities for bullying and harassment. Also attached is a news story for the pledge and some graphics which can be used on social media/websites. - [CIVILITY AND RESPECT PLEDGE](#)

There is no place for bullying, harassment, and intimidation within our sector and signing up to the Civility and Respect Pledge is one of the ways a council can demonstrate that it is committed to standing up to poor behaviour across our sector, and to demonstrate positive changes which support civil and respectful conduct.



By signing the pledge, your council is agreeing that it will treat councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles, and it:Has

put in place a training programme for councillors and staff

- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practice in the sector and aspire to being a role model/champion council
- Supports the continued lobbying for change in legislation to support civility and respect, including sanctions for elected members where appropriate

We invite all councils to include an agenda item to review the statements and sign up to the Civility and Respect Pledge. Click to take the pledge: [SLCC](#) | [NALC](#).

There is also an [example agenda item for the pledge to assist you](#).

We are inviting all councils to please take the pledge

Please use our civility and respect [news story](#).

## Police Crime Commissioner

We are writing to inform you that the PCC will be holding his Police Accountability Meeting On Tuesday 16<sup>th</sup> August at Breckland Council Offices, Elizabeth House, Walpole Loke, Dereham, Norfolk, NR19 1EE. The meeting will be from 10am-12.30pm.

Police Accountability Meetings are when the PCC has regular formal meetings with the Chief Constable of Norfolk Constabulary to hold him to account for the policing service delivered in the county.

People are welcome to attend to observe the meeting in person and it will also be recorded and published on the OPCCN website. All questions must be submitted in advance of the meeting. Questions can be submitted by emailing into the office: [opccn@norfolk.pnn.police.uk](mailto:opccn@norfolk.pnn.police.uk) or via telephone: 01953 424455

The agenda and reports for the meeting can be found at [220727-DJN-PAM-AGENDA-Final-V3-v3.pdf](#)

## Employment News

Please see this article on [Calculating Holiday Pay for Casual Staff](#), which has just changed:

Also learn [What is Fire and Re-Hire, and can Councils Change their Employees' Contracts?](#)

## Mobile Library Service

*A message from Norfolk County Council:*

On Friday 22<sup>nd</sup> July, Norfolk County Council launched a consultation asking for views regarding proposals that will affect Norfolk's mobile library service.

Norfolk County Council continues to face higher costs and demand for services and, this was the case even before the recent rise in inflation. Initial proposals to save [£13 million](#) as part of a £60 million target for next year were considered by councillors on 4th July.

One of those savings proposals is to reduce the budget for the mobile library service by £200,000 - this is nearly half of the existing budget of £422,000. To make this saving we now have to find ways to run the mobile library service in a different way and potentially reduce the number of routes.

We want to find out how residents' use the mobile libraries, how much they value the service and what elements of the service could change. We want to know people's thoughts about how we could deliver a more modern and efficient mobile library service that's fit for the future.

You can take part in the consultation and submit your views by clicking [here](#)

The consultation runs until **14th September**. Please note that if we receive any consultation responses after the 14th, we cannot guarantee that we will be able to take them into account.

We will feed back the findings from our consultation to our county councillors as part of the evidence to help them come to a decision about the future of the mobile library service.

If you need a copy of this consultation document in a different format please email [haveyoursay@norfolk.gov.uk](mailto:haveyoursay@norfolk.gov.uk), call 0344 800 8020 or Text Relay on 18001 0344 800 8020 (textphone) and we will do our best to help.

## Scribefest - Our Associate Partners Scribe are putting on this free event

All council staff and councillors are welcome to sign up for Scribefest <https://scribe-fest.com/>. It's an online event on Sept 9th from 9.45 am to 10 am.

The scribe team will be broadcasting from Oddfellows Hall in Sheringham. The event will kick off with a performance by the Sheringham Shantymen, along with a keynote by North Norfolk MP Duncan Baker, followed by over 10 expert speakers and a book launch "An Improper Officer". Open for everybody to join, regardless of if you are a customer or not.

Register - <https://scribe-fest.com/>

Facebook page - <https://www.facebook.com/ScribefestConference/>



**Duncan Baker**  
MP for North Norfolk



**Eve Holt**  
Councillor at Manchester City Council



**John Fagan**  
CEO at Scribe



**Eleanor Greene**  
Chief Accountant at Do The Numbers Limited



**Becky Whitehouse**  
Clerk & Founder of Cloudless Sky Coaching



**Mark Tomkins**  
Founder & Creative Director of Aubergine



**James MacCleary**  
Co-Director at Breakthrough Communications



**Fiona Anthony**  
Practice & Professional Development Manager at RPLAW



**Ray Evans**  
Clerk & Author of 'An Improper Officer'



**Marc Munier**  
Founder & CEO of Ditch Carbon

**FREE CONFERENCE FOR**

# CLERKS, RFOs & COUNCILLORS

Sept 9th | 9.45am - 3pm

## NCC - Digital Inclusion Strategy - Mapping Existing Work and Needs

As part of Norfolk County Council's digital inclusion strategy we want to learn more about the work that is already happening in Norfolk. We are keen to understand what support organisations need and what support they offer.

We plan to use the information we gather to map the existing digital offer, help us identify any needs/gaps and ensure that we don't duplicate work already underway.

We know that there are parish councils who help support digital inclusion, by for example running IT clubs or supporting local people to get online in other way

In 2021 Norfolk County Council refreshed its [digital inclusion strategy](#). By digital inclusion we mean people in Norfolk:

- are able and confident in using computers, tablets, smart phones and the internet.
- have access to the internet through broadband, wi-fi and mobile
- can easily access services if they use assistive technology

We are starting a major project with the help of our partners to put our strategy into action.

We're aware that there is already a significant amount of work that others in Norfolk are doing to support people to get online and to increase their skills and confidence with computers and the internet.

We are keen to make sure that we don't duplicate efforts, that we learn from what you are already doing, and that we support the great work that's already happening.

To help us do this, we would be very grateful if you could tell us about any services or support that your organisation is offering by [completing our online form](#) by 9 September. By sharing this information with us, we can see what services are being offered to who, and where. This will help us get a picture of what's going on and where the gaps might be.

We are also interested in finding out more about the digital needs of the people that you support, what your organisation needs to deliver this support, how we could help you, and your own digital needs.

Lastly, if you are interested in finding out more about the strategy and how you can get involved, then we would love to hear from you.



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