



# Starston Parish Council

Chairman: Philip Astor

Parish Clerk: Joanne Madders

Email: [starstonparishcouncil@yahoo.co.uk](mailto:starstonparishcouncil@yahoo.co.uk)

## **Minutes of Starston Parish Council Meeting held in the Jubilee Hall at 7.30 pm, Monday 21<sup>st</sup> July 2025**

**Present:** Cllr P Astor, Cllr K O'Keeffe, Cllr S Griffin, Cllr K Spiers (née Ward), Cllr C Sparrow, Cllr J Broadhurst

**Clerk to the Parish Council:** Jo Madders

**Members of the public:** 1

**2025/66**      To consider accepting apologies for absence.

**None.**

**2025/67**      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.**

**2025/68**      To approve and sign the minutes of the meeting held on 19<sup>th</sup> May 2025.

**Resolved to approve the minutes as an accurate record of the meeting. The Chair signed the minutes.**

**2025/69**      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.

Completed Actions:

2025/45 Jo Madders has updated the bank mandate as per May meeting

2025/53 Libby Alexander arranged insurance cover with Zurich and arranged payment

2025/55 Litter pick details were included in Pigeon Post

2025/58 Highways matters discussed in May meeting all actioned and complete

2025/44 Mr A Leitch had been contacted regarding the SAM2 equipment. He had confirmed that he was happy to continue to be responsible for the equipment, and that it was operational.

Incomplete Actions:

2025/43 Updated policies still to be uploaded to website

**2025/70**      To receive reports on matters of interest to the parish from District and County Councillors.

Cllr M Wilby (County Councillor) and Cllr C Hudson (District Councillor) were in attendance. Cllr Wilby gave his report; see Appendix 1. Cllr Hudson gave a verbal report on battery storage (government scheme has now been paused), an update on devolution, South Norfolk House, and the Sustainable Futures study. Cllr D Thompson (District Councillor) was not in attendance and had not sent a report.

**2025/71**      To discuss plans to co-opt a new councillor

A discussion was held regarding the current vacancy.



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## **2025/72**      Parishioner open forum.

One resident attended the meeting with concerns over the speed of traffic around the sharp bends in the village and along the straight sections of Hardwick Road. This was following the most recent accident involving a pregnant woman and small child. A discussion was held, with input from Cllr Wilby. It was agreed that the Chair would contact the Highways Engineer to arrange another meeting.

**Action: Chair**

## **2025/73**      To receive and ratify matters relating to the finances

### a) To receive the current financial position

**Unanimously agreed, and the listed future payments approved.**

Councillors also asked the Clerk to provide a budget update at all future meeting.

**Action: Clerk**

### b) To agree to pay the new Clerk's salary in monthly instalments on the last Friday of each month (currently £3,679.20, NJC Spine Point 16, monthly instalment £306.60)

**Unanimously agreed. The Clerk's contract was duly signed by her and the Chairman.**

### c) Clerk's time sheet from 8<sup>th</sup> June to 9<sup>th</sup> July

**Unanimously agreed.**

### d) Clerk's expenses from 8<sup>th</sup> June to date

**Unanimously agreed.**

### e) To consider the Clerk's training opportunities

**Councillors agreed to fund the Clerk's attendance at forthcoming NPTS training sessions.**

### f) To consider professional body memberships and subscriptions

**Councillors agreed to pay 50% of the Clerk's membership to SLCC, and to subscribe to Norfolk PTS for 1 year.**

### g) To consider the purchase of a new laptop and MS licence/Windows 11

The Clerk advised that the laptop has now been updated to Windows 11 but because of its age is likely to need to be replaced soon. It was agreed that this would be considered when planning the next budget.

## **2025/74**      To receive an update on the litter pick taking place on 16<sup>th</sup> August 2025

Councillors agreed £5 hall hire costs for the litter pick and reviewed the risk assessment. Cllr Spiers declared that she has received a £5 donation from a resident to purchase cake for the event.

## **2025/75**      To receive an update on the bench positioning at the bus stop

The bench is now in place and thanks were expressed to those involved with the installation. The Chair will forward an invoice to the Clerk for the cost of concrete.



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## **2025/76**     To receive an update on the development of a new village website

Councillors received a link to the draft website and were satisfied with the progress so far. The Clerk will receive training once the new website is ready to go live. The Chair will speak to the developers regarding the provision of email addresses for members of the Council.

**Action: Chair**

## **2025/77**     To consider matters relating to village maintenance, PROW and highways

Also discussed at 2025/72. Highways have advised that the bridge is not scheduled for any works at present. An old caravan has been seen on Clintergate Road, which may have been abandoned. It was agreed that the Clerk should report it to SNDC.

**Action: Clerk**

## **2025/78**     To receive an update from the Emergency Plan Co-ordinator

New forms are being circulated to 153 homes. Cllr Broadhurst continues to work on this.

## **2025/79**     To receive an update on tree planting matters.

Nothing to report.

## **2025/80**     To consider planning applications received

2025/1244 – Houghall, Cross Road, Starston, Norfolk IP20 9NH: New 2 bay cartlodge and enclosed garage with log store. **Response: Neutral**

2025/0104 – Wedding Venue at Gawdy Hall.

A discussion was held. The Council had concerns over traffic, noise and fireworks. Cllr Clayton had agreed to address the issues with the planning officer. The Clerk will respond to the application with the Council's comments.

## **2025/81**     To receive an update on the 'Warm Welcome' initiative

Numbers have fallen and additional volunteers are needed for September. Cllr Broadhurst will consider applying for a grant to cover the hall hire costs and a Christmas event.

Cllr Broadhurst is now one of the two trained 'Wellbeing Champions' in the village.

## **2025/82**     Correspondence received

- SNC Local Plan Public Consultation
- Norwich Western Link Project Update
- Local Government Reorganisation Survey
- NCC Invitation to bid for Parish Partnership 2026/27
- CPRE – Invitation to join Anti Mega Solar Alliance
- NCC Minerals and Waste Local Plan Notice of Adoption

All noted. Councillors agreed not to accept the CPRE invitation.



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**2025/83**     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 15<sup>th</sup> September 2025 in the Jubilee Hall at 7.30pm.

Noted.

Meeting closed at 9.25pm

Signed as a true record of the meeting of Starston Parish Council held on 21<sup>st</sup> July 2025.

Chair .....



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BANK RECONCILIATION & FINANCE DETAIL SHEET as at 30 JUNE 2025					
			Payments Total	Receipts Total	Bank Actual
		Balance B/F			14,654.24
13 May 25 - 30 June 25	Total Payments		954.66		
13 May 25 - 30 June 25	Total Receipts			67.05	
		<b>Bank Closing Balance 30th June 2025</b>			13,766.63
		<b>Earmarked Reserves</b>			
		Norfolk Community Foundation Covid 19 Grant	£ -		
		CIL Money	£ 1,711.02		
		Neighbourhood Plan	£ 1,613.01		
		Warm Spaces Grant	£ -		
		<b>Total Money Held</b>	<b>£3,324.03</b>		
		<b>General Reserves i.e. Bank reconciled balance less monies held</b>			<b>10,442.60</b>
		<b>Payments Details</b>			
15-May-25	HMRC	Tax on Clerk's Wages	66.40		
27-May-25	Carol Bailey	Auditors fee	90.00		
30-May-25	Zurich	Insurance	241.00		
30-May-25	Mrs E Alexander	Expenses	80.23		
30-May-25	Mrs E Alexander	May Wages	265.75		
31-May-25	Unity Trust Bank	Service Chages	6.00		
13-Jun-25	HMRC	Tax on Clerk's Wages	66.40		
27-Jun-25	Mrs E Alexander	April Wages	132.88		
30-Jun-25	Unity Trust Bank	Service Chages	6.00		
		<b>Total Payments</b>		<b>954.66</b>	
		<b>Receipts Details</b>			
06-Jun-25	HMRC	VAT refund	67.05		
		<b>Total Receipts</b>		<b>67.05</b>	
		<b>Future payments to be approved by Council</b>			
	Norfolk ALC	Membership fees	144.97		
		<b>Total Future Payments</b>		<b>144.97</b>	



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## Appendix 1

### Report for County Councillor Martin Wilby

Congratulations to all of the Pink Tractor ladies and all of the back-up support for their recent annual tractor run with Annie leading from the front. It's great to see all the tractors colourfully decorated along with their drivers smiling and waving, dressed in their colourful outfits. A very special congratulations to Annie and John Chapman who have been the main organiser for the tractor runs over the last 21 years for both being made MBEs in the Kings Birthday Honours list.

Projects that are aimed at increasing sales and footfall in market towns will be able to apply for grants of between £1,000 and £5,000 through an initiative being rolled out across the whole of Norfolk. Organisations and businesses are being invited to apply for the Love Your market Town fund's Pride of Place grants to fund ideas designed to encourage people to visit and shop in their local towns more frequently. The scheme is supported by Norfolk County Council and the district councils and applicants have until 31st August to submit their ideas. For further details visit [www.newangiagrowthhub.co.uk/loveyourmarket-town](http://www.newangiagrowthhub.co.uk/loveyourmarket-town)

All town council's and parish council's have been contacted by NCC with details of our successful Parish Partnership scheme which is now in its 12th year. The County Council has provisionally allocated £300,000 on a 50/50 basis (there is an upper limit on NCC funding support of £25,000 per bid) 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. Acceptable schemes could be, improved footways, bus shelters, village gateways and Speed Awareness Mobile Signs (SAM2/SAM3). The closing date for submissions will be 01 December 2025.

Norfolk Libraries are inviting families to take part in the Reading Agency's 2025 Summer Reading Challenge, encouraging children to explore the magical connection between storytelling and the natural world with this year's theme. Story Garden – Adventures in Nature and the Great Outdoors. The Summer Reading Challenge is a free activity for children aged 4-11. It's all about reading for fun, aiming to improve children's reading skills and confidence over the summer holiday. Children can read anything they like and collect stickers for their reading as well as take part in nature-themed activities at their local library. For under 5s there is a mini challenge, so they don't miss out.

NCC has been recognised as one of the best places in the country to be an apprentice earning a coveted spot in the 2025 'Top 100 Apprenticeship Employers' list. Ranked 54th overall, NCC stands out as the highest-ranked local authority in the country. The rankings take into account feedback from apprentices on [RateMyApprenticeship.co.uk](http://RateMyApprenticeship.co.uk). NCC scored 9/10 based on their reviews, with one apprentice saying their time with NCC was 'the best decision I ever made'. NCC currently has 566 apprentices, with 49 more awaiting enrolment. To explore apprenticeship opportunities with NCC visit [www.norfolk.gov.uk/apprenticeships](http://www.norfolk.gov.uk/apprenticeships)

Best Wishes

Martin