



# Starston Parish Council

Parish Clerk: Libby Alexander, Oakdale, 6 Selwyn Gardens, Pulham Market, IP21 4TR  
Tel: 07943 279946 Email: starstonparishcouncil@yahoo.co.uk

## **Minutes of Starston Parish Council Meeting held in the Jubilee Hall at 7.30 pm, Monday 17<sup>th</sup> March 2025**

**Present:** Cllr P Astor, Cllr A Knowles, Cllr S Griffin, Cllr K O’Keeffe, Cllr K Ward and Cllr J Broadhurst

**Clerk to the Parish Council:** Libby Alexander

**Members of the public:** 0

**2025/20**      To consider accepting apologies for absence.

**Apologies received from Cllr C Sparrow due to being out of the Parish were accepted.**

**2025/21**      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.**

**2025/22**      To approve and sign the minutes of the meeting held on 20<sup>th</sup> January 2025.

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

**2025/23**      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 meeting written and uploaded to village website.
- Parish Council report for the March and April editions of Pigeon Post written.
- Precept figure submitted to SNDC and acknowledgement received.
- Made bank payments approved at January meeting.
- Finances and end of year preparation.
- Attended village website meeting.
- Various updates made to the Parish Council area on the village website along with notices of interest to residents.
- Liaised with Councillors to collate final comments on Planning applications and submitted comments.
- Set up meeting for positioning of bench for bus stop.
- Updated the Action Plan.

**2025/24**      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.**

Signed as a true record of the meeting of Starston Parish Council held on 17<sup>th</sup> March 2025

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County Councillor, Cllr M Wilby was in attendance and gave a summary of his report which he had sent in advance of the meeting and had been circulated to all members. See Appendix 1. District Councillor, Cllr D Thompson was not in attendance and had not sent a report. District Councillor, Cllr C Hudson, was in attendance and made the following points:

- The Starston river project in the Glebe Meadow had been started
- Planning application 2024/3148 - Change of use of agricultural barn to dog training facility and extension (retrospective) | Highland Cottage, Hardwick Road, Starston, IP20 9PJ had been granted planning permission with the condition of approval of a management plan which had been submitted
- The SNDC portion of the Council Tax for 2025-26 was £175 which was an increase of £5 per household
- Consultations on Devolution had started with a Devolution/Local Government Reorganisation Town and Parish Summit being held on 2nd April 2025
- Applications were currently being taken by SNDC for a VE Community Grant

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

2025/25 Parishioner open forum.

**Not required.**

2025/26 To receive and ratify matters relating to the finances including the following:

- a) Clerk's time sheet for January-March 2025  
**Unanimously agreed.**
- b) Finance statement for January-March 2025  
**Unanimously agreed.**

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## BANK RECONCILIATION & FINANCE DETAIL SHEET as at 11 MARCH 2025

Date	Bank balance		Payments Total	Receipts Total	Bank Actual
15-Jan-25	12,692.92	Balance B/F			12,692.92
		16 January - 11 March 25	Sub-total payments		11,722.76
		16 January - 11 March 25	Sub-total receipts	0.00	-
			<b>Bank Closing Balance</b>		<b>11,722.76</b>
<b>Earmarked Reserves</b>					
Norfolk Community Foundation Covid					
		19 Grant	£	-	
		CIL Money	£	989.24	
		Neighbourhood Plan	£	1,613.01	
		Warm Spaces Grant	£	-	
			<b>Sub-Total - Money Held</b>	<b>£2,602.25</b>	
<b>General Reserves i.e. Bank reconciled balance less monies held</b>					<b>9,120.51</b>

### Payments Details

16-Jan-25	HMRC	Tax on Clerk's Wages	66.40
23-Jan-25	Jubilee Hall	2024 Hire Charges	90.00
31-Jan-25	Mrs E Alexander	January Wages	265.75
31-Jan-25	Mrs E Alexander	Clerk's Expenses	140.02
31-Jan-25	Unity Trust Bank	Service Charges	6.00
10-Feb-25	HMRC	Tax on Clerk's Wages	63.84
14-Feb-25	HMRC	Tax on Clerk's Wages	66.40
28-Feb-25	Mrs E Alexander	February Wages	265.75

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28-Feb-25	Unity Trust Bank	Service Charges	6.00	<u>          </u>
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<b>Sub-total payments</b>			<b>970.16</b>	<u>          </u>
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## Receipts Details

<b>Sub-total receipts</b>			<b>0.00</b>	<u>          </u>
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## Future payments to be approved by Council

Mrs E				
Alexander/HMRC	Clerk's Wages		332.15	<u>          </u>

<b>Sub-total future payments</b>			<b>332.15</b>	<u>          </u>
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**2025/27**      To receive and consider grant requests received:

- a) A contribution to the Jubilee Hall towards operational running costs

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

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

**Unanimously agreed to award a grant of £500 to Starston PCC. Grant not be paid until April as a grant had been awarded in May 2024 due to the grant application not being received until after the Parish Council Meeting in March 2024 when grants were considered.**

- c) A contribution to the Pigeon Post towards its continued publication

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

*Action: The Clerk*

**2025/28**      To approve the 2025-26 Action Plan.

**Unanimously agreed and resolved for the Clerk to update and amend the Action Plan for 2025-26.**

*Action: The Clerk*

**2025/29**      To receive an update on the bench positioning at the Bus Stop.

Cllr P Astor reported that he had visited the site with the landowner and agreed the position and arrangements were being made to get the bench in place.

*Action: Cllr P Astor*

**2025/30**      To discuss options for the future development of a website either solely as the Parish Council and/or as part of a village website following a meeting of interested groups in the village.

Cllr A Knowles gave a report from the website meeting of interested groups in the village. The main points from the meeting were as follows:

- All stakeholders agreed that the current village website was fragile, no longer fit for purpose, and that a new replacement village website should be pursued.
- Mr G Broadhurst proposed for the Jubilee Hall to take the lead on researching future website development and agreed to actively support the project. All stakeholders welcomed the proposal.
- Mr G Broadhurst offered that the Jubilee Hall could commit funds to the project but it was agreed that contributions would still be required from the other respective organisations as is done currently. All stakeholders welcomed this proposal. This offer would only be confirmed after consideration and agreement by the Jubilee Hall Trustees.
- The Parish Council would discuss its own position and legal requirements at the next Parish Council Meeting on 17 March 2025.

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A discussion was held on the position of the Parish Council. Members of the Council considered it was important to have a village website that the Parish Council was part of rather than having a stand alone website separate to the other village groups. The Clerk advised that moving to a .gov.uk domain was currently only recommended and not mandatory, although this could change in the future. The Clerk also reminded Councillors that the Parish Council website had to meet specific Website Content Accessibility Guidelines so that the information was accessible to everyone.

**It was resolved to not move to a .gov.uk domain at the current time but support the development of new more up to date village website. It was noted that the Council had budgeted for this contingency. It was agreed that the Clerk should contact the trustees of the Jubilee Hall to inform them of the Website Content Accessibility Guidelines required by the Council to ensure that these were met at the start of the development of a new website.**

*Action: The Clerk*

**2025/31**      To consider participation in The Big South Norfolk Litter Pick 2025.

**Unanimously agreed and resolved to arrange a community litter pick in the Summer months, but not as part of the Big South Norfolk Litter Pick Initiative. Date to be set at the next meeting.**

**2025/32**      To consider matters relating to village maintenance, PROW and highways.

Cllr P Astor reported a post was leaning at the junction with Low Road. The Clerk would report this to Norfolk County Council. The Clerk reported that a letter had been received from Norfolk County Council advising that Starston Bridge would be closed from the 22<sup>nd</sup> to the 23<sup>rd</sup> April 2025 for hole excavations following a bridge inspection identifying defects.

*Action: The Clerk*

**2025/33**      To receive an update from the Emergency Plan Co-ordinator.

Cllr J Broadhurst reported that progress still needed to be made on updating the Emergency Plan to check that the information held was still correct. Cllr A Knowles would assist Cllr J Broadhurst with this.

**2025/34**      To receive an update on tree planting matters.

Cllr J Broadhurst had been asked by a resident if there were plans for any tree planting in the village. Cllr P Astor, as Tree Warden, confirmed there were not any plans to do so currently but could discuss with the trustees of the Glebe Meadow. Resolved for Cllr J Broadhurst to report this back to the resident.

*Action: Cllrs P Astor & J Broadhurst*



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**2025/35**      To consider any planning applications received.

New:

2025/0318 | Details for condition 3 of 2024/3148 - (3) Management plan for dog training | Highland Cottage Hardwick Road Starston Norfolk IP20 9PJ

**Duly noted.**

Determined:

2024/3148 | Change of use of agricultural barn to dog training facility and extension (retrospective) | Highland Cottage Hardwick Road Starston Norfolk IP20 9PJ – Approved

**2025/36**      To receive an update on the 'Warm Welcome' initiative.

Cllr J Broadhurst thanked Cllr O'Keefe and Mr K Murphy and Mr and Mrs R McWhinney for running the Warm Welcome sessions while she had been away.

**2025/37**      Correspondence received:

- SNDC – VE Community Grant

A discussion was held as to whether a community event to celebrate VE Day should be held and a grant application submitted. Resolved that owing to the Glebe Meadow being out of action this would not be possible to be held in the time frame required by the conditions of the grant.

- NCC – Roadside Nature Reserve notification
- SNDC - Consultation on Custom and Self-Build Housing
- SNDC - Funding for projects to reduce nutrients entering our watercourses and release housing
- CPRE - Opposition to the proposal for a New Town
- Norfolk ALC – Devolution Consultation
- SNDC - Devolution and Local Government Reorganisation

All duly noted.

**2025/38**      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> May 2025 in the Jubilee Hall at 7.30pm.

Duly noted.

Meeting closed at 9.35pm.



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## Appendix 1

### Report from County Councillor Martin Wilby

Almost 100 towns and villages are to get new measures to make roads and footpaths safer, including electronic signs urging drivers to slow down. Norfolk County Council has agreed to make money available to help pay for 97 highway schemes, including vehicle-activated speed signs, bus shelters and new footpaths. NCC has agreed funding of £425,000 towards £850,000 worth of improvements through the popular annual parish partnership initiative. First launched in September 2011 the scheme invites communities to bid for cash to make improvements. Town and parish Councils will then match fund the county council money to pay the remaining cost of all the schemes. This year the schemes includes, 22 village gateways, 21 SAM2 cameras, 8 'trod' footpaths, 4 new footpaths and 10 bus shelters.

A brand-new Norwich Park and Ride service has recently been launched with a number of key enhancements for residents and visitors to enjoy, along with free travel for everyone on the first day of operation (Sunday 30<sup>th</sup> March). Norfolk County Council selected two operators to run the services following the re-tendering process at the end of last year. The process was carried out with the objective of running the services from all five sites with no subsidy from the council. From Sunday 30<sup>th</sup> March, First Bus will operate services from Airport, Thickthorn and Sprowston while Simonds will provide the service from Harford and Postwick. The new service will offer: earlier journeys in the morning, later journeys in the evening, increased services at most sites, Sunday services at all sites, Airport Thickthorn and Sprowston will have zero emission buses and continued low fares thanks to BSIP funding. For full details of the services including timetables and ticket prices visit [www.norwichparkandride.co.uk](http://www.norwichparkandride.co.uk)

As part of the NCC budget for the upcoming year, additional household hazardous waste events will be held across the county. These events will take place at seven recycling centres this spring, supplementing the usual autumn events. The free events will be held throughout April and May 2025, and residents must use the recycling centre booking system to attend. Bookings will be open one week before each event. A list of acceptable items for disposal and the dates for these events can be found at [www.norfolk.gov.uk/hazardouswaste](http://www.norfolk.gov.uk/hazardouswaste)

Your Norfolk Extra, the council's monthly digital newsletter goes out to almost 6,000 subscribers on the first Monday of each month, bringing them information and service updates from NCC. To help boost readership a promotional campaign has been started which includes advertising on the front page of the council website, social media alerts and editorial in Your Norfolk Magazine. NCC has also partnered with local businesses to offer regular prize draws for subscribers to win days out in the county – Norfolk Museums and Watatunga Wildlife Reserve being the first to offer prizes. To sign up visit our website at [www.norfolk.gov.uk](http://www.norfolk.gov.uk)

The Government wants to see all councils in Norfolk replaced with fewer, unitary councils-that would be responsible for all services in their area. They have invited NCC and the seven district councils to submit interim proposals on 21<sup>st</sup> March and then developed proposals by 26<sup>th</sup> September. The county council's initial work suggests that having one council would save the most, followed by smaller savings for two councils. Having three or more would cost more money.

Best Wishes  
Martin

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