



# 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 20<sup>th</sup> January 2025**

**Present:** Cllr P Astor, Cllr A Knowles, Cllr S Griffin, Cllr K O’Keeffe and Cllr C Sparrow  
**Clerk to the Parish Council:** Libby Alexander  
**Members of the public:** 0

**2025/01**      To consider accepting apologies for absence.

**Apologies received from Cllrs J Broadhurst and K Ward due to being out of the Parish.**

**2025/02**      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.**

**2025/03**      To approve and sign the minutes of the meeting held on 18<sup>th</sup> November 2024.

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

**2025/04**      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 November meeting written and uploaded to village website.
- Parish Council report for the January and February editions of Pigeon Post written.
- Made bank payments approved at November meeting.
- Liaised with Cllrs Astor and O’Keeffe re Budget meeting and attended.
- Prepared Budget.
- Various updates made to the Parish Council area on the village website along with notices of interest to residents.
- Contacted Norfolk ALC re managed gov.uk service.
- Liaised with Norfolk County Council re bridge repairs.
- Contacted SNDC to clarify planning application and liaised with Councillors to collate final comments and submitted online. Submitted comments regarding second planning application considered at November meeting.
- Purchased bench for bus stop.
- Updated the Asset Register.
- Obtained quote from potential Internal Auditor.

**2025/05**      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 20<sup>th</sup> January 2025

Chairman.....



# Starston Parish Council

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

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 Councillors, Cllrs D Thompson and C Hudson were not in attendance, but had sent reports in advance of the meeting which had been circulated to all members. See Appendix 1.

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

**2025/06**      Parishioner open forum.

**Not required.**

**2025/07**      To receive and ratify matters relating to the finances including the following:

a) Clerk's time sheet for November 2024-January 2025

**Unanimously agreed.**

b) Finance statement for November 2024-January 2025

**Unanimously agreed.**

c) To present and review the budget and agree on the Precept payment for 2025/26

It was reported that a working party consisting of Cllr Astor, Cllr O'Keeffe and the Clerk had met and reviewed in detail the budget for 2025/26 and the Precept payment required to cover the Parish Council's budget. A 6.8% increase on the previous year's Precept to £7772 was proposed. This was due to an increase in Insurance, the Clerk's salary, Grant funding for parish groups and funds for upgrading the website to meet legal requirements.

**Unanimously agreed and resolved that there would be a 6.8% increase on the Precept, and it would be set at £7,772.**



# Starston Parish Council

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

## BANK RECONCILIATION & FINANCE DETAIL SHEET as at 15 JANUARY 2025

Date	Bank balance		Payments Total	Receipts Total	Bank Actual
15-Jan-25	13,815.47				
		14 November - 15 January 25			
		Sub total payments	856.80		12,958.67
		14 November - 15 January 25			
		Sub total receipts		0.00	12,958.67
		<b>Bank Closing Balance</b>			<b>12,958.67</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>10,356.42</b>

### Payments Details

27-Nov-24	NPTS	Councillor Training	65.00
29-Nov-23	Mrs E Alexander	November Wages + Backpay	343.80
30-Nov-24	Unity Trust Bank Harleston Town Council	Service Charges	6.00
03-Dec-24		Grant for Car Parking	100.00

Signed as a true record of the meeting of Starston Parish Council held on 20<sup>th</sup> January 2025

Chairman.....



# Starston Parish Council

Parish Clerk: Libby Alexander, Oakdale, 6 Selwyn Gardens, Pulham Market, IP21 4TR

Tel: 07943 279946 Email: starstonparishcouncil@yahoo.co.uk

03-Dec-24	Jubilee Hall	Donation towards Warm Welcome Hire charges	250.00	
16-Dec-24	HMRC	Tax on Clerk's Wages	86.00	
31-Dec-24	Unity Trust Bank	Service Charges	6.00	<hr/>
		<b>Sub total payments</b>		<hr/> <b>856.80</b> <hr/>
 <b>Receipts Details</b>				
		<b>Sub total receipts</b>		<hr/> <b>0.00</b> <hr/>
 <b>Future payments to be approved by Council</b>				
	Mrs E Alexander/HMRC	Clerk's Wages	332.15	
	Jubilee Hall	2024 Hire Charges	90.00	
	Mrs E Alexander	Clerk's Expenses	140.02	<hr/>
		<b>Sub total future payments</b>		<hr/> <b>562.17</b> <hr/>

Signed as a true record of the meeting of Starston Parish Council held on 20<sup>th</sup> January 2025

Chairman.....



# Starston Parish Council

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

**2025/08**      To receive an update on the bench purchase and positioning at the Bus Stop.

The Clerk reported that the bench had been purchased and a date needed to be arranged to position it at the Bus Stop.

**Resolved for the Clerk to contact the Landowner and arrange for this to be done.**

*Action: The Clerk*

**2025/09**      To approve revisions to the Asset Register.

The Clerk presented an updated Asset Register with the addition of the bench for the Bus Stop and the hedge along the Street.

**Duly noted and unanimously approved.**

**2025/10**      To receive and consider any grant requests received.

**None received.**

**2025/11**      To agree Mrs Carol Bailey as the Council's Internal Auditor for financial year 2024/25.

**Unanimously agreed and resolved to appoint Mrs Carol Bailey as the Council's Internal Auditor for the year 2024/25.**

**2025/12**      To consider options for the future development of the Parish Council and/or village website including an update on the costs and details of the Norfolk ALC managed gov.uk service.

The Clerk reported that under the Norfolk ALC managed gov.uk service there would be restrictions on personnel who could update the website. Following a discussion it was resolved for Cllr P Astor to convene a meeting of interested groups in the Parish to meet and discuss their requirements for, and potential input to, a village website. This would assist in the decision making of the Parish Council who legally require a website which meets specific accessibility criteria for their information and as to whether to migrate across to a gov.uk domain.

*Action: Cllr P Astor*

**2025/13**      To consider matters relating to village maintenance, PROW and highways.

Cllr C Sparrow reported that he had noticed a few outstanding repairs to footpaths had been completed but he had not officially been informed by Norfolk County Council.

The repairs to the bridge following the road traffic accident had been completed. As this was not the first accident on the bridge in recent years Cllr K O'Keeffe proposed drawing up some proposals for ways to improve the safety on and around the bridge.



# Starston Parish Council

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

**Resolved for Cllr K O’Keeffe to draw up some proposals and circulate to all Councillors for agreement and for the Clerk to send to the Highway Engineer at Norfolk County Council.**

*Action: Cllr K O’Keeffe and The Clerk*

**2025/14**      To receive an update from the Emergency Plan Co-ordinator.

In the absence of Cllr J Broadhurst, Cllr A Knowles reported that progress still needed to be made on updating the Emergency Plan to check that the information held was still correct.

**2025/15**      To receive an update on tree planting matters.

Nothing to report.

**2025/16**      To consider any planning applications received.

**New:**

East Pye Solar – EIA Scoping Notification and Consultation

Duly noted - no comments at this stage.

**Determined:**

2024/2937 | Proposed new porch, erection of garage and re-positioning of existing access | Skylarks Rest Rushall Road Starston Norfolk IP20 9NE – approved

Councillors queried what approval of this application meant with regards the previous planning application at the same property which was still pending consideration.

**Resolved for the Clerk to contact the Planning Officer and find out the position.**

*Action: The Clerk*

2024/3146 | Erection of shed (retrospective) | Highlands Farm Hardwick Road Starston Norfolk IP20 9PJ – approved

**2025/17**      To receive an update on the ‘Warm Welcome’ initiative.

Cllr K O’Keeffe reported that the warm welcome lunches were continuing. Cllr P Astor thanked those who were organising these and that they remained very valuable to a number of residents.

**2025/18**      Correspondence received:

- Norwich Western Link Project Update
- Redenhall with Harleston Town Council – Thank you letter
- CPRE Autumn Newsletter
- SLCC - Government Consultation: ‘Strengthening The Standards and Conduct Framework For Local Authorities in England’

All duly noted.



# Starston Parish Council

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

**2025/19**      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 17<sup>th</sup> March 2025 in the Jubilee Hall at 7.30pm.

Duly noted.

Meeting closed at 9.25pm.



# Starston Parish Council

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

## Appendix 1

### Report from County Councillor Martin Wilby

County Councillors have backed a bid to secure new powers and funding to benefit Norfolk. At the full county council meeting on January 9<sup>th</sup> and then the cabinet agreed to apply to be part of the Government's priority programme for devolution. The Government wants to extend devolution of powers and funding, plus local government reform, across England. It invited councils to express an interest in being part of the first phase, by January 10<sup>th</sup>. Ministers want to see a devolution deal covering Norfolk and Suffolk, with an elected mayor. They also want "two tier" areas like Norfolk – where responsibility for key services is split between county and district councils – to replace existing councils with unitary authorities. Elections for a Norfolk and Suffolk mayor could take place in 2026 and being on the devolution priority programme could lead to the postponement of county council elections scheduled for May this year, so that devolution and local government reform plans could be developed.

Norfolk is set to receive more than £56 million for highways maintenance next year thanks to recent funding announcements. The Government has announced funding allocations for every local authority across England, which can be used from April 2025 on roads that are in most need of repair. Cabinet member for Highways Graham Plant said "Norfolk's allocation of more than £56 million from the Government is very welcome news and is around £15 million more than we expected thanks to the additional funding being invested. We're ambitious for Norfolk and this money support us in continuing our proactive approach to highways maintenance which aims to prevent potholes from forming across our highways. It also means we have more to spend on resurfacing cycleways and footpaths along with repairing bridges and delivering more drainage improvement schemes to reduce the impact and severity of flooding. If you see a pothole, let us know by completing our online form at [www.norfolk.gov.uk/potholes](http://www.norfolk.gov.uk/potholes)

Four additional tactical response vehicles have rolled into Norfolk as the latest addition as part of a multi-million-pound investment by NCC to modernise the fire and rescue fleet. The four Toyota Hilux 4x4s enable firefighters to quickly attend isolated locations and deal with emergencies in difficult weather conditions. These smaller vehicles are particularly useful in getting emergency workers on scene quickly to fires in isolated locations, such as forests and clifftops and to incidents of flooding and deep snow or ice. The investment in TRVS is the latest move to provide equipment for Norfolk and comes in addition to the recent £7 million investment of 22 new fire engines for Norfolk, which replace an aging fleet that has come of the end of its working life.

A compost demonstration site at County Hall is helping people learn how to recycle food waste. Garden Organic is a national charity that has demonstration across the country, including in Norfolk. The sites show people how to recycle waste by composting. The charity aims to reduce food waste by showing people how to recycle it. The Norfolk Compost Demonstration Site is open to the public every day. For more information about the site, contact [dhalkyard@gardenorganic.org.uk](mailto:dhalkyard@gardenorganic.org.uk)

My next surgery is at HIP on Saturday February 1<sup>st</sup> at 10 am

Best Wishes  
Martin



# Starston Parish Council

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

## Report from District Councillor Delme Thompson

Report for Starston Parish Council, January 2025.

### **Town and Parish Forum**

The recording of the event held on 7 Jan can be found at <https://youtu.be/29IHgdbxTg0>  
The next Forum meeting is scheduled for Tuesday 4th February at 1pm.

### **Diss Leisure Centre**

Following the £4M refurbishment, the leisure centre reopened on Monday 13 January. Parishioners can book a tour to view the new facilities and explore the various classes and services available, here: [Diss Swim Centre - South Norfolk Leisure](#)

### **Electrical and textile recycling events**

A drop off event is scheduled for Tuesday 28 January 2025, 10am to 2pm, at Mount Street car park, Diss, IP22 4WG. Full details of items that can, and cannot be recycled at the event can be found, here: [Recycling events | Broadland and South Norfolk](#)

### **Planning**

The revised National Planning Policy Framework - GOV.UK was published on 12 December 2024. Key initial takeaways include:

- South Norfolk (and a great number of other councils) are required to increase housing supply by 5%.
- From 2026, Councils that have a 5 year housing supply, will also be required to have a 20% buffer on top, meaning the requirement is, in effect, a 6yr housing supply.
- The SNC planning team are reviewing the supply levels at present to confirm whether the council has a 5yr supply now, to meet the immediate increased requirement.

Any council that does not have a 5yr supply, must implement tilted balance – meaning that to refuse an application, it must be shown that the proposed development will cause *more harm than good*. Significant weight will need to be given to the Governments edict to increase housing supply.

The overall tone of messaging from central Government to councils, is that housing supply must be increased, or decisions will be taken out of local hands, and made centrally.

### **New Groups meeting in the community?**

Apply for a Go For Grant! My understanding is that more than one local group may well be able to apply. [Go For It Grant | Broadland and South Norfolk](#)

Full list of all grants available from South Norfolk Council Community funding | [Broadland and South Norfolk](#)

Signed as a true record of the meeting of Starston Parish Council held on 20<sup>th</sup> January 2025

Chairman.....



# Starston Parish Council

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

## Report from District Councillor Clayton Hudson

- Happy New Year
- Starston Christmas Tree looked wonderful
- Starston bridge! Great news fixed and reopened ahead of schedule.
- Likewise Diss pool reopened after nearly a year of refurbishing last Monday 13th January
- Budgets - don't be surprised if all the councils (district and county) police etc put up by maximum!
- Devolution - looks like it has traction again! Need to watch this space as unitaries could mean more work for parishes. Parishes need to keep an eye on this and what NALC and LGA think

Signed as a true record of the meeting of Starston Parish Council held on 20<sup>th</sup> January 2025

Chairman.....