



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 20th May 2024

Present: Cllr P Astor, Cllr A Knowles, Cllr S Griffin, Cllr C Sparrow
Clerk to the Parish Council: Libby Alexander
Members of the public: 1

2024/38 Appointment of Chairman and signing 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 S Griffin proposed Cllr P Astor as Chairman. This was seconded by Cllr A Knowles. It was unanimously agreed and resolved that Cllr P Astor be elected as the Chairman for the year 2024-25.

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

2024/39 To consider accepting apologies for absence.

Apologies received from Cllr J Broadhurst and Cllr K O'Keefe, due to being out of the Parish, were accepted.

2024/40 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.

2024/41 To agree recommended revisions of annually reviewed policies

The policy working party, comprising Cllr P Astor, Cllr K O'Keefe 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.

Unanimously agreed to adopt and approve all the annual policies with suggested amendments and the Clerk to update the village website with the adopted annual policies. It was also resolved for the Clerk to review what obligations the Council had with respect to website accessibility.

Action: The Clerk



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

2024/42 Confirmation / Appointment of Representatives.

a) Vice Chairman

Cllr P Astor proposed that it would be beneficial for the Council to reinstate the position of Vice Chairman and proposed Cllr A Knowles for the role. This was seconded by Cllr S Griffin.

Resolved for Cllr A Knowles to take on this role.

b) Tree Warden

Resolved for Cllr P Astor to continue in this role.

c) SAM2 equipment

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

d) Footpath Warden

Resolved for Cllr C Sparrow to continue in this role.

e) Welcome to Starston

Resolved for Cllr A Knowles to continue in this role.

f) Starston Litter Pick

Resolved for Cllr A Knowles to continue in this role.

g) Internal Control of Finances

Resolved for Cllr O’Keeffe to continue in this role.

h) Highways

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

i) Emergency Plan

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

2024/43 To ratify the banking mandate.

Resolved that no changes were required to the banking mandate.

2024/44 To approve and sign the minutes of the meeting held on 25th March 2024.

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

2024/45 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 piece for the May and June editions of Pigeon Post written.
- Reported highways (pot holes and fly tipping) issues to NCC.

Signed as a true record of the meeting of Starston Parish Council held on 20th May 2024

Chairman.....



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

- Advised SNDC of Council vacancy and advertised appropriately.
- Paid grant to Jubilee Hall as agreed.
- Made bank payments approved at March meeting.
- Responded to Planning application as agreed.
- Various updates made to the Parish Council area on the village website along with notices of interest to residents.
- Confirmed appointment to Internal Auditor.
- Finalised accounts for year end for Internal Auditor. Met with Internal Auditor to deliver accounts and liaised with her regarding queries.
- Updated Policies for 2024 for review and liaised with Cllrs Astor and O’Keeffe for comments and amendments.
- Updated Action Plan and posted on website.
- Liaised with Cllr Knowles on Litter Pick and Welcome to Starston Packs.
- Liaised with Gary Overland re final Quiet Lanes Post.
- 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 23rd May.

2024/46 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.

County Councillor, Cllr M Wilby, was in attendance and had sent his report in advance of the meeting which had been circulated to all members. See Appendix 1.

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

Resolved for the meeting to be reopened.

2024/47 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.

Ms Kate Ward provided a summary to the council with details of length of residence and involvements with the Parish, interests and professional and work related experiences that could benefit the Parish.

Resolved for the meeting to be reopened.

Signed as a true record of the meeting of Starston Parish Council held on 20th May 2024

Chairman.....



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

2024/48 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 Kate Ward. The Chairman recommended that she be co-opted. A vote unanimously resolved for Ms Kate Ward to be appointed with immediate effect.

2024/49 To receive and ratify the Internal Auditor's Report for year ending 2023-24.

Unanimously agreed to receive and accept the report.

2024/50 Presentation of the 2023-24 End of Year Finance Report.

- a) Council to agree the accounts for year ending 31 March 2024 including explanation of variances
Unanimously agreed.
- b) Council to agree to declare itself as exempt from a limited assurance review
Unanimously agreed.
- c) Council to agree to self-certify their accounts
Unanimously agreed.
- d) Council to agree the Annual Governance Statement 2023-24
Unanimously agreed.
- e) Council to agree the Accounting Statements 2023-24
Unanimously agreed.
- f) To note the period for the public to exercise their public rights to run from Monday 24th June to Monday 5th August 2024
Duly noted.

2024/51 To receive and ratify matters relating to the finances including the following:

- a) To agree the Clerk's salary for the year to be £3822 (NJC Spine Point 16) payable in monthly instalments of £318.50 on the last Friday of each month.
Unanimously agreed.
- b) To consider sharing cost of Clerk's membership of SLCC with Great Moulton Parish Council
Resolved to share 50% of the subscription cost to SLCC shared with Great Moulton Parish Council (based on the Clerk's gross salary for both parishes) for one year initially.
- c) Clerk's time sheet for March-May 2024
Unanimously agreed.

Signed as a true record of the meeting of Starston Parish Council held on 20th May 2024

Chairman.....



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

d) Finance statement for March-May 2024 and agree Councillor authorisation for payments:

- (i) Norfolk ALC Annual Subscription 2024: £143.92
Unanimously agreed.
- (ii) DM Payroll Services (Administration of Payroll 20224-25): £120.00
Resolved to not renew the annual subscription and for the Clerk to process payroll on the HMRC PAYE software with no cost. Clerk to inform DM Payroll Services and arrange payment for the two months of payroll processed and receive a credit for the remainder.

Action: The Clerk
- (iii) Mrs Christine Hall (Internal Audit): £92.00
Unanimously agreed.
- (iv) Clear Councils (Insurance): £409.76
Unanimously agreed.

Signed as a true record of the meeting of Starston Parish Council held on 20th May 2024

Chairman.....



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

BANK RECONCILIATION & FINANCE DETAIL SHEET as at 15 MAY 2024

Date	Bank balance		Payments Total	Receipts Total	Bank Actual
15-May-24	11,962.67	Balance B/F			11,962.67
		21 March - 15 May 24 Sub-total payments	1,244.01		10,718.66
		21 March - 15 May 24 Sub-total receipts		3727.24	14,445.90
Bank Closing Balance					14,445.90
Earmarked Reserves					
		Norfolk Community Foundation Covid 19 Grant	£ 862.70		
		CIL Money	£ 589.35		
		Neighbourhood Plan	£ 1,613.01		
		Warm Spaces Grant	£ -		
		Sub-Total - Money Held	£3,065.06		
General Reserves i.e. Bank reconciled balance less monies held					11,380.84

Payments Details

27-Mar-24	Mr A Leitch	SAM2 Supplies	180.61
27-Mar-24	Norfolk ALC	Training	72.00
27-Mar-24	Jubilee Hall	Grant for Electricity	400.00

Signed as a true record of the meeting of Starston Parish Council held on 20th May 2024

Chairman.....



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

28-Mar-24	Mrs E Alexander	March Wages	254.70
31-Mar-24	Unity Trust	Bank Charge	18.00
15-Apr-24	HMRC	Tax on Clerk's Wages	63.80
26-Apr-24	Mrs E Alexander	April Wages	254.90

Sub-total payments

1,244.01

Receipts Details

27-Mar-24	HMRC	VAT Repayment	88.24
26-Apr-24	SNDC	1st Precept payment	3639.00

Sub-total receipts

3,727.24

Future payments to be approved by Council

Norfolk ALC	Annual Subscription	143.92
D M Payroll Services	Payroll Administration	120.00
Mrs C Hall	Internal Audit	92.00
Clear Councils	Insurance	409.75

Sub-total future payments

765.67

Signed as a true record of the meeting of Starston Parish Council held on 20th May 2024

Chairman.....



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

2024/52 To receive and consider grant requests received:

- a) A contribution to Starston Youth Club towards hire fees for the Jubilee Hall
Unanimously agreed to award a grant of £130 to Starston Youth Club.
- b) A contribution to Starston PCC towards costs for maintenance of the Churchyard
Unanimously agreed to award a grant of £500 to Starston PCC.

Action: The Clerk

2024/53 To approve the Asset Register 2023-24.

Unanimously agreed to remove the Quiet Lanes posts from the Asset Register.

Action: The Clerk

2024/54 To receive an update on the Litter Pick 2024 and approve the associated Risk Assessment.

Cllr A Knowles reported that all the plans were in place for the community Litter Pick on 15th June to run as in previous years. The Risk Assessment was unanimously agreed.

2024/55 To consider matters relating to village maintenance, PROW and highways including the Parish Partnership bid (Quiet Lanes).

The Clerk reported that all the Quiet Lanes posts were now in place. There were no other matters to consider.

2024/56 To review progress on flood prevention and mitigation.

Cllr P Astor reported that he had had a positive meeting in the village with the NCC Highways Engineer, Mr Gary Overland. Despite the Council's limited budget Mr Overland would look to carry out maintenance and improvements to the road drainage, particularly on Railway Hill, in order to mitigate future flooding. He also undertook to replace lost or broken reflectors at the bottom of Railway Hill, and the village signpost at the entrance to Starston Lane.

2024/57 To receive an update from the Emergency Plan Co-ordinator.

Cllr J Broadhurst was not present but Cllr A Knowles reported that a number of 'Welcome Packs' had been distributed to new residents in the village, which included a form to submit details for the Emergency Plan.

2024/58 To receive an update on tree planting matters.

Nothing to report.



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

2024/59 To consider any planning applications received.

None received.

2024/60 To receive an update on the 'Warm Welcome' initiative.

Nothing to report.

2024/61 Correspondence

None received.

2024/62 To note the Annual Parish Meeting to be held on Thursday 23rd May 2024 at 7.00 for 7.30pm in the Jubilee Hall.

Duly noted.

2024/63 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 15th July 2024 in the Jubilee Hall at 7.30pm.

Duly noted.

Meeting closed at 9.20pm.



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

Appendix 1

Report from County Councillor Martin Wilby

At the Annual General Meeting of Norfolk County Council, Councillor Stuart Dark was elected as Chairman of the Council for the coming year and Cllr Tom Fitzpatrick was elected vice Chairman. Stuart has dedicated his year in office to celebrating the achievements of volunteers. He said "I look forward to celebrating the remarkable contributions of our volunteers and organisations over the next twelve months, and to doing my bit to encourage more people to get involved and lend a hand. At the same meeting Kay Mason Billig was elected as leader of the council for the coming year and Andrew Jamieson deputy leader.

At the meeting on the 8th May. Cabinet agreed Norfolk County Council's Annual Review report for 23-4 as well as the new Council delivery Plan for 24-5 which sets out the priorities for this coming year. Highlights of the council's performance over the last year include. Agreeing a £600 million-plus devolution deal to bring powers and funding from Westminster to Norfolk. Spending £1.5 million per day on adult social care, including help for 11,000 people to return home from hospital. Securing £49.5 million of Government funding to improve bus services, with an 18% rise in passenger numbers. Delivering ultra-fast broadband to more than 6,900 premises, with superfast broadband now covering 97.3 % of properties. Serving more than 1.8 million library customers. Key priorities for this year include, Delivering of the devolution deal and an economic strategy for Norfolk, to boost jobs and skills. Delivering better quality, local and affordable care for children, including foster carers. Continuing to deliver supported living housing programmes for adults. Deliver of library hubs. Completing the roll-out of LED streetlighting to cut costs and carbon emissions.

Preparations for a devolution deal to bring more powers and funding to Norfolk are to be considered at the next Infrastructure and Development committee meeting. There are three reports that will pave the way for major investment in infrastructure, skills, housing and transport, subject to a vote in July on introducing a leader, elected by the public. A report to enable transfer of the Governments £12.8 million per year adult skills budget to Norfolk. A report on how the county and district councils have worked on a pipeline of brownfield site regeneration projects, to develop up to 500 homes using £7 million of devolution funding. A report on how the £20 million investment fund will be administered, with involvement of district councils and other partners in advising the directly elected leader and cabinet on funding decisions.

Improvements at Norfolk Fire and Rescue Service (NFRS) are evident with positive progress in many areas, according to a recent report. His Majesty's Inspectorate of Constabularies and Fire and Rescue Services (HMICFRS) found NFRS had improved in five key areas since its last inspection. The report recognised the service's sound financial management, positive working culture, and the high priority it gives fire prevention. Particular praise was given for 'promising practice' in significant incident and multi-agency fatal fire reviews, which are improving outcomes both locally and nationally.

A date for your diaries is the next Open Mill day at Billingford on Saturday June 8th 12am – 4pm

My next surgery is on Saturday June 1st at HIP 10am

Best Wishes
Martin

Signed as a true record of the meeting of Starston Parish Council held on 20th May 2024

Chairman.....



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

Report from District Councillor Clayton Hudson

Good evening, Chair, Cllrs

Couple of brief updates

South Norfolk in No Overall Control - Following By-Election Bunwell on 2 May

The ruling Conservative group have lost their majority on SNC after the recent by-election saw them lose to the Greens by just 10 votes. Suzanne Wateridge's victory in the Bunwell ward has given her party its first seat on South Norfolk Council and means the Conservatives no longer have overall control of the authority.

The election was called following the death of Conservative councillor Stephen Ridley, who passed away in March following a short illness.

With the general election approaching, whichever way you want to vote, you can't vote without first being registered as an elector. If you are not already registered, it only takes five minutes online at <http://www.gov.uk/register-to-vote>

Nominations for the South Norfolk Community Awards 2024 are open!

Nominate your community heroes (South Norfolk Community Awards 13th year)

This year, there are three new categories, including Town or Parish Councillor of the Year, Connecting Communities Award and the Healthy and Active Award.

<https://www.southnorfolkandbroadland.gov.uk/news/article/440/south-norfolk-nominate-your-community-heroes>

Nominate here

<https://www.southnorfolkandbroadland.gov.uk/communityawards>

Nominations close on 22 May 2024.

CPRE Norfolk has organised a one-day conference on 22nd May at Dereham Memorial Hall to give advice and guidance on steps parish councils can take to reduce the risk of flooding in their local area. Free tickets available right now

<https://www.cprenorfolk.org.uk/news/flood-management-conference-2024/>

Best Wishes

Clayton Hudson

Local Member for Beck Vale, Dickleburgh & Scole, South Norfolk Council

m: 07917 060239

e: mail@claytonhudson.co.uk

Signed as a true record of the meeting of Starston Parish Council held on 20th May 2024

Chairman.....



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

Report from District Councillor Delme Thompson

Report for Starston Parish Council, May 2024.

Reminder - Nominations for the South Norfolk Community Awards 2024 close 22 May.

All shortlisted nominees will be invited along to the awards ceremony at Glen Lodge, and the winner in each category will receive £250 to give to their chosen community group or voluntary organisation.

Young Achiever Award - A young person (aged 18 and under) who has made an exceptional contribution to their community.

Community Organisation of the Year - A community organisation who has made a significant impact to the community.

Business in the Community Award - A local business or commercial organisation that has gone above and beyond to support the local community.

Volunteer of the Year - An individual who selflessly devotes their time and energy to the community.

Environmental Champion Award - An individual, school or community organisation who has made an extra effort to have a positive impact on the environment.

Connecting Communities Award - An individual, school or community organisation that has gone out of their way to encourage communities to come together and promote inclusivity.

Lifetime Achievement Award - A person who has dedicated over 20 years of their life to the community, volunteering for the benefit of others and deserves special recognition for their efforts and commitment.

Town or Parish Councillor of the Year - A Town or Parish Councillor within the South Norfolk District that has shown commitment and service to their community.

Healthy and Active Award - An individual, school or community organisation that has gone above and beyond in facilitating healthy and active lifestyles.

Closing date for South Norfolk is 22 May. [South Norfolk Community Awards 2024 – Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](https://www.southnorfolkandbroadland.gov.uk)

Apply for it!

There is now a simplified page layout on the SNC website to help people access the application processes for a wide range of resources – whether they wish to apply for a recycling bin, find out about community grants or even job vacancies at the council. I hope councillors and parishioners find this useful.

[Apply for it online – Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](https://www.southnorfolkandbroadland.gov.uk)

Tots2Teens - May Half Term Bookings now open. Young people aged 5 to 16 who live or attend a school in Broadland can enjoy a wide range of fun activities, including cake decorating, D-Day themed and Pride themed arts and crafts, and sports. The activities will run from Tuesday, **28 May, to Friday, 31 May**, at a variety of locations.

Free snacks are provided for all children.

Full details:

<https://www.southnorfolkandbroadland.gov.uk/news/article/451/book-now-for-tots2teens-may-half-term-activities>

Signed as a true record of the meeting of Starston Parish Council held on 20th May 2024

Chairman.....