



Starston Parish Council

Parish Clerk: Libby Alexander, 25 Hill Farm Road, Long Stratton, NR15 2WA
Tel: 07943 279946; Email: starstonparishcouncil@yahoo.co.uk

TO MEMBERS OF THE COUNCIL

You are hereby summoned to the Annual Parish Council meeting to be held in the Jubilee Hall, Starston, on Monday 15th May 2023 at 7.30pm.

Members of the public and press are welcome to attend.

AGENDA

1. Appointment of Chairman and Declarations of Office.
2. To consider accepting apologies for absence.
3. To receive any declarations of personal or prejudicial interest from members on any item to be discussed and consider any dispensations.
4. To agree recommended revisions of annually reviewed policies.
5. Confirmation / Appointment of Representatives
 - a) Tree Warden
 - b) SAM2 Equipment
 - c) Footpath Warden
 - d) Welcome to Starston
 - e) Starston Litter Pick
 - f) Internal Control of Finances
 - g) Highways
 - h) Emergency Plan Co-ordinator
6. Ratification of the banking mandate.
7. To approve and sign the minutes of the last meeting held on 20th March 2023.
8. 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.
9. To receive reports on matters of interest to the parish from District and County Councillors.
10. Parishioner open forum – please advise the Clerk in advance of the meeting if you will be raising any points.
11. To receive and ratify the Internal Auditor's Report for year ending 2022-23.
12. Presentation of the 2022-23 End of Year finance report.
 - a) Council to agree to declare itself as exempt from a limited assurance review
 - b) Council to agree to self-certify their accounts
 - c) Council to agree the Annual Governance Statement 2022-23
 - d) Council to agree the Accounting Statements 2022-23



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13. To receive and ratify matters relating to the finances including;
 - a) Clerk's time sheet for March-May 2023
 - b) Finance statement for March-May 2023 and agree Councillor authorisation for payments:
 - i) Clerk's Wages for May 2023: £237.44
 - ii) Tax on Clerk's Wages for April & May 2023: £59.60 & £59.60
 - iii) Norfolk ALC Annual Subscription 2023: £136.35
 - iv) D M Payroll Services (Administration of Payroll 2023-24): £120.00
 - v) SNDC Dog Bin Annual Charge 2022-23: £110.60
 - vi) Internal Audit: £85.00
 - vii) Website Hosting: £25.00
 - viii) BHIB Insurance: £398.15
14. To receive an update on plans for the Litter Pick.
15. To consider matters relating to village maintenance, PROW and Highways including an update on the Parish Partnership Bid.
16. To receive an update from the Emergency Plan Co-ordinator.
17. To receive an update on tree planting matters.
18. To consider any planning applications received.
19. To receive an update on the 'Warm Room' initiative.
20. To receive an update/review on the celebrations to mark The King's Coronation.
21. To note the Annual Parish Meeting will be held on Monday 22nd May 2023 at 7.00 for 7.30pm in the Jubilee Hall
22. 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 Monday 17th July 2023 at 7.30pm.

Signed: 

Date: 10 May 2023