



# 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)

## TO MEMBERS OF THE COUNCIL

**You are hereby summoned to the Parish Council meeting to be held in the Jubilee Hall,  
Starston on Monday 19<sup>th</sup> May 2025 at 7.30pm.**

**Members of the public and press are welcome to attend.**

### AGENDA

1. Appointment of Chairman and signing of Declaration 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 accept resignation of Cllr Andrew Knowles and Clerk to update on process to fill the vacancy.
5. To agree recommended revisions of annually reviewed policies.
6. Confirmation / Appointment of Representatives
  - a) Vice Chairman
  - b) Tree Warden
  - c) SAM2 Equipment
  - d) Footpath Warden
  - e) Welcome to Starston
  - f) Starston Litter Pick
  - g) Internal Control of Finances
  - h) Highways
  - i) Emergency Plan Co-ordinator
7. Ratification of the banking mandate
8. To approve and sign the minutes of the last meeting held on 17<sup>th</sup> March 2025.
9. 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.
10. To receive reports on matters of interest to the parish from District and County Councillors.
11. Parishioner open forum – please advise the Clerk in advance of the meeting if you will be raising any points.
12. To receive and ratify the Internal Auditor's report for year ending 2024-25.
13. Presentation of the 2024-25 End of Year finance report.
  - a) Council to agree the accounts for year ending 31 March 2025 including explanation of variances
  - b) Council to agree to declare itself as exempt from a limited assurance review
  - c) Council to agree to self-certify their accounts
  - d) Council to agree the Annual Governance Statement 2024-25
  - e) Council to agree the Accounting Statements 2024-25
  - f) To note the period for the public to exercise their rights to run from Monday 2<sup>nd</sup> June to Monday 14<sup>th</sup> July 2025



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14. To receive and ratify matters relating to the finances including:
  - a) To agree to pay the Clerk's salary for the year in monthly instalments on the last Friday of each month (currently £3985.80, NJC Spine Point 16, monthly instalment £332.15}
  - b) Clerk's time sheet for March-May 2025
  - c) Clerk's Expenses for January-May 2025
  - d) Finance statement for March-May 2025 and agree Councillor authorisation for payment
    - i. Mrs Carol Bailey (Internal Audit): £90
  - e) Review expenditure vs budget to date for 2025-26
15. To consider quotes for Parish Council Insurance and agree Provider.
16. To approve the Asset Register 2024-25.
17. To agree a date for the 2025 Starston Community Litter Pick.
18. To receive an update on the bench positioning at the bus stop.
19. To receive an update on the development of a new village website.
20. To consider matters relating to village maintenance, PROW and highways.
21. To receive an update from the Emergency Plan Co-ordinator.
22. To receive an update on tree planting matters.
23. To consider planning applications received –

New:

2025/1297|Alterations to north elevation windows and addition of one window and repair and redecoration of existing joinery|Beck Barn Pulham Road Starston Norfolk IP20 9NR

2025/1253|T1 Yew- Reduce from 10-12m to 4-6m. Remove damaged branches and adjust canopy. T2 Yew- Reduce from 8-10m height to 4-6 metre height, damaged branches removed and canopy adjusted.|Pheasantry Cottage Church Hill Starston Norfolk IP20 9PF

Determined: None

24. To receive an update on the 'Warm Welcome' initiative.
25. Correspondence received –
  - SNDC – South Norfolk Community Awards
  - SNDC – Nature Conservation Fund
  - SNDC - Public Spaces Protection Order (Dog Fouling & Dog Control) Renewal Consultation
  - CPRE - Norfolk Nature Recovery Consultation
  - SNDC - Local Government Reorganisation in Norfolk
  - Broadland & South Norfolk Design Code - 3rd stage public & stakeholder engagement



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26. To note the Annual Parish Meeting will be held on Thursday 22<sup>nd</sup> May 2025 at 7.00 for 7.30pm in the Jubilee Hall.
27. 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 21<sup>st</sup> July 2025 at 7.30pm.

## **CONFIDENTIAL SESSION – EXCLUSION OF THE PRESS AND PUBLIC**

To consider the exclusion of the press and public in pursuance of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960. The press and public shall be excluded for the next item of business on the grounds that it is likely to be prejudicial to the public interest by reason of the confidential nature of the business being transacted.

28. To discuss staff and related issues

Signed: 

Date: 12<sup>th</sup> May 2025