



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 Parish Council meeting to be held in the Jubilee Hall,
Starston on Monday 20th May 2024 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 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 25th March 2024.
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.
 - 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. (Maximum 5 Minutes).
11. To vote on the co-option to the Parish Council.
12. To receive and ratify the Internal Auditor's report for year ending 2023-24.
13. 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
 - 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 2023-24
 - e) Council to agree the Accounting Statements 2023-24



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- f) To note the period for the public to exercise their rights to run from Monday 24th June to Monday 5th August 2024

14. To receive and ratify matters relating to the finances including:

- 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.
- b) To consider sharing cost of Clerk's membership of SLCC with Great Moulton Parish Council
- c) Clerk's time sheet for March-May 2024
- d) Finance statement for March-May 2024 and agree Councillor authorisation for payments:
 - i. Norfolk ALC Annual Subscription 2024: £143.92
 - ii. D M Payroll Services (Administration of Payroll 2024-25): £120.00
 - iii. Mrs Christine Hall (Internal Audit): £92.00
 - iv. Clear Councils (Insurance): £409.76

15. To consider grant requests received:

- a) Grant request from Starston Youth Club
- b) Grant request from Starston PCC

16. To approve the Asset Register 2023-24.

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

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

19. To review progress on flood prevention and mitigation.

20. To receive an update from the Emergency Plan Co-ordinator.

21. To receive an update on tree planting matters.

22. To consider any planning applications received.

23. To receive an update on the 'Warm Welcome' initiative.

24. Correspondence received – None

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

26. 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 15th July 2024 at 7.30pm.

Signed:

Date: 14th May 2024