



# Starston Parish Council

Chairman: Philip Astor

Parish Clerk: Joanne Madders

Email: [starstonparishcouncil@yahoo.co.uk](mailto:starstonparishcouncil@yahoo.co.uk)

## **Minutes of Starston Parish Council Meeting held in the Jubilee Hall at 7.30 pm, Monday 17<sup>th</sup> November 2025**

**Present:** Cllr P Astor, Cllr S Griffin, Cllr C Sparrow, Cllr Spiers, Cllr Broadhurst, Cllr O’Keeffe, Cllr Baker (Cllr from item 2025/106)

**Clerk to the Parish Council:** Jo Madders

**Members of the public:** 0

**Local Councillors:** District Cllr Thompson

**2025/101** To consider accepting apologies for absence.

Cllr M Wilby (County Councillor) and Cllr C Hudson (District Councillor) gave their apologies.

**2025/102** To receive any declarations of personal or prejudicial interest from members on any item to be discussed and consider any dispensations.

**Cllr O’Keeffe declared an interest in item 2025/115.**

**2025/103** To approve and sign the minutes of the meeting held on 15<sup>th</sup> September 2025.

**Resolved to approve the minutes as an accurate record of the meeting. The Chair signed the minutes.**

**2025/104** 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.

Completed Actions;

2025/88 Clerk to include information regarding postal voting in Pigeon Post

2025/94 Cllr Sparrow to include information regarding footpaths in Pigeon Post

2025/99 Cllr Sparrow and Clerk to investigate new email account options

Incomplete Actions;

2025/43 Updated policies still to be uploaded to website

**2025/105** To receive reports on matters of interest to the parish from District and County Councillors.

Cllr Thompson gave his report; see Appendix 1.

Following a short discussion regarding the planning permission at Gawdy Hall and Station Hill, Cllr Thompson agreed to contact the Harleston Councillor and request an update.

Cllr Thompson left the meeting.



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## **2025/106**     To discuss plans to co-opt a new councillor

In line with the Co-option Policy an application had been received by the Parish Council from Mrs Val Baker, who was present and gave a brief account of her experience and desire to contribute. The Chairman recommended that she be co-opted.

**A vote unanimously resolved for Mrs Val Baker to be appointed with immediate effect. Mrs Baker and the Clerk signed the Declaration of Acceptance.**

## **2025/107**     Parishioner open forum.

Not required.

## **2025/108**     To receive and ratify matters relating to the finances

### a) To receive the current financial position

**Unanimously agreed, and the listed future payments approved.** Cllr O'Keeffe and the Clerk met before the meeting for internal audit checks. Cllr O'Keeffe, Cllr Astor and the Clerk will meet on 5<sup>th</sup> January 2026 to discuss the draft budget and bring to the next meeting.

### b) Clerk's time sheet

**Unanimously agreed.**

### c) Clerk's expenses from 15<sup>th</sup> September to date

**Unanimously agreed.**

## **2025/109**     To receive an update on the litter pick which took place on 16<sup>th</sup> August 2025

Cllr Spiers gave a short account of the litter pick. Clerk to investigate a grant for 2026 litter pick(s).  
**Action: Clerk**

## **2025/110**     To receive an update on the development of a new village website

The new website is now live although some areas require further attention. Any issues should be raised with the Chair.

## **2025/111**     To consider matters relating to village maintenance, PROW and highways

There has been another accident on the bridge recently, and the pillar badly damaged again. Gary Overland, NCC Highway Engineer, had replied to the Chair following the site meeting in August to discuss speed mitigation measures within the village. He had reiterated various signage improvements that could be made, including the possibility of a PPS (with a 50% contribution from the parish council) for a new village gateway sign and kerbing on Hardwick Road on the approach to the village. The latter proposal was discussed and rejected by councillors, who questioned the value for money. The other signage proposals were noted with approval. It was disappointing that nothing had been suggested in relation to the question of priority over the bridge. The Chair will continue to engage with Mr Overland.

The new bench has moved after possibly being hit by a car. Chair to reconvene the team that had originally installed it to arrange repair.

**Action: Chair**



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Cllr Sparrow reported that PROW issues reported 6-7 months ago have now been completed. The foliage along Bunns Lane requires a trim, and the Chair undertook to ask the local landowner to assist. Residents are now being asked to report issues directly to SNDC and this approach appears to be working.

**2025/112** To receive an update from the Emergency Plan Co-ordinator

Cllr Broadhurst continues to collect forms from residents in person. The Clerk will investigate the possibility of using the new website for this process.

**Action: Clerk**

**2025/113** To receive an update on tree matters.

Cllr Spiers has obtained a list of people who may be interested in planting new trees. Cllr Spiers will investigate the Nature Conservation Grant and report at next meeting.

**Action: Cllr Spiers**

**2025/114** To consider the appraisal and grant awarding policies.

The Chair will review the appraisal policy and meet with the Clerk. The grant awarding policy will be discussed at the next meeting, together with the question of reminding those who regularly apply.

**2025/115** To consider planning applications received

An enforcement update was noted.

2025/3493 Houghall Cross Road Starston Norfolk IP20 9NH

Variation of condition 2 to correct the position of the cartlodge of planning permission 2025/1244

**Response: Neutral/No Objection**

2025/1470

Beck Barn Pulham Road Starston Norfolk IP20 9NR

Alteration to north elevation windows and addition of one window and repair and redecoration of existing joinery.

**Response: Neutral/No Objection**

**2025/116** To receive an update on the 'Warm Welcome' initiative

'Warm Welcome' continues to be a valuable initiative and is enjoyed by those who attend, despite numbers having recently fallen for various reasons. Cllr Broadhurst is applying for a 'Keep It Going' grant.

**2025/117** Correspondence received

- South Norfolk Public Spaces Protection Order (Dog Control) Signage  
**Not applicable.**
- Norfolk ALC Update 30.10.25  
**Noted.**
- East Pye Letter  
**Discussed and no comment to be made.**



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- Winter Pressures Grant  
**Applications have now closed.**
- Gary Overland Highways Update  
**Discussed at 2025/111.**
- NCC Flooding  
**Drains are the principal concern. Chair to remain in contact with Gary Overland.**
- Western Link Update  
**Noted.**

**2025/118** To consider 2026 meeting dates: Monday 19th January, Monday 16th March, Monday 18th May (including AGM), Monday 20th July, Monday 21st September, Monday 16th November and Annual Parish Meeting on Thursday 21st May.

**Noted.**

Cllr Spiers announced that she is unable to continue in her role due to new work commitments. She will provide a formal resignation in writing to the Chair. The Chair thanked Cllr Spiers for her enthusiastic contributions whilst on the council.

**2025/119** 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 19<sup>th</sup> January 2025 in the Jubilee Hall at 7.30pm.

**Noted.**

The Chair confirmed that he, Cllr O’Keeffe and the Clerk would be meeting before the next meeting to discuss the Budget.

Meeting closed at 9.16pm

Signed as a true record of the meeting of Starston Parish Council held on 17<sup>th</sup> November 2025.

Chair .....



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BANK RECONCILIATION & FINANCE DETAIL SHEET as at 31 OCTOBER 2025					
			Payments Total	Receipts Total	Bank Actual
		Balance B/F			13,754.63
1 Sep 25 - 31 Oct 25	Total Payments		686.35		
1 Sep 25 - 31 Oct 25	Total Receipts			3886.00	
		<b>Bank Closing Balance 31st October 2025</b>			16,954.28
		<b>Earmarked Reserves</b>			
		Norfolk Community Foundation Covid 19 Grant	£ -		
		CIL Money	£ 1,711.02		
		Neighbourhood Plan	£ 1,613.01		
		Warm Spaces Grant	£ -		
		<b>Total Money Held</b>	<b>£3,324.03</b>		
		<b>General Reserves i.e. Bank reconciled balance less monies held</b>			<b>13,630.25</b>
		<b>Payments Details</b>			
03-Sep-25	J Madders	Clerks Expenses	61.80		
03-Sep-25	Norfolk ALC	Subs	144.97		
16-Sep-25	Frank Pearson	Concrete for Bench	20.00		
17-Sep-25	SNDC	Dog Bin Charges	166.80		
17-Sep-25	J Madders	Clerks Expenses	18.00		
17-Sep-25	NPTS	Subs and Training	215.78		
30-Sep-25	Unity Trust Bank	Service Charges	6.00		
31-Oct-25	ICO	ICO fee	47.00		
31-Oct-25	Unity Trust Bank	Service Charges	6.00		
		<b>Total Payments</b>		<b>686.35</b>	
		<b>Receipts Details</b>			
		SNDC Precept	3886.00		
		<b>Total Receipts</b>		<b>3,886.00</b>	
		<b>Future payments to be approved by Council</b>			
		Jubilee Hall 2025		95.00	
		<b>Total Future Payments</b>		<b>95.00</b>	



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## Appendix 1

### Report from District Councillor Delme Thompson

#### **CLlr Delme Thompson: Parish Update November 2025.**

**Remembrance** My thanks to all who helped organise and took part in Remembrance Services across our Parishes last weekend. These are powerful reminders of just how important our heritage and values are, and that we must never take the freedoms we enjoy, for granted.

**Business Awards 2026** Nominations are now open for the 2026 Broadland and South Norfolk Business Awards!

- Businesses can nominate themselves in up to two of the following categories.
- Business Growth
- Business Innovation
- Employer of the Year
- Environmental Impact
- Food & Drink Producer of the Year
- Insurance, Financial or Professional Services
- Manufacturing and Engineering Business of the Year
- New Business
- Small Business of the Year
- Tourism Business of the Year
- Retailer of the Year
- Pub of the Year

Residents can vote for their favourite shop and pub and be entered into prize draws for the chance to win £100 of shopping and pub vouchers. Full details available here: [Broadland and South Norfolk Business Awards categories | Broadland and South Norfolk](#)

Nominations close 11:59pm on Friday 12 December 2025. The awards evening will take place on 18 March 2026 at Norwich City Football Club.

#### **GRANTS:**

**Winter Pressures Grant** I was pleased to be able to share the news recently, of the Winter pressures grant being maintained again this year and to see that the Warm Welcome lunches are continuing in the village.

**CAF** I am continuing to push SNC Cabinet members for a second round of CAF funding this fiscal year (likely in early 2026), and for next the budget next year to be increased considerably.

I hope to have a definitive answer very soon, with any proposal then requiring sign off at the next full council meeting.

**Nature Conservation Fund** There is also likely to be a second round of the [Nature Conservation Fund](#) available in early 2026