



# Friston Parish Council

Locum Clerk & RFO : David Lines  
Assistant Clerk : Hannah Lines  
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25.05.01

## Minutes of the Annual Parish Council Meeting – 29<sup>th</sup> May 2025

Present: Cllrs. Mary Shipman (Vice-Chair), Blakeley & Carlaw, ESC Cllr Daly,  
the Locum Clerk, Hannah Lines and nine members of the public

1. **The Vice-Chair** welcomed all to the meeting and advised that there would be no formal recording.

### Election of the Chair for the Civic Year and Acceptance of Office

Cllr. Shipman proposed **Cllr. Carlaw** for Chair of the Parish Council, seconded by Cllr. Blakeley.  
Cllr. Carlaw made his Declaration of Acceptance of Office and signed the form accordingly.

### Election of Vice-Chair for the Civic Year and Acceptance of Office

Cllr. Carlaw proposed **Cllr. Shipman** for Vice-Chair of the Parish Council, seconded by Cllr. Blakeley.  
Cllr. Shipman made her Declaration of Acceptance of Office and signed the form accordingly.

### Co-option of new members to the Parish Council and Acceptance of Office.

**Susan Jackson** was voted in by Cllrs. Carlaw, Shipman and Blakeley.

Cllr. Jackson made her declaration of Acceptance of Office and signed the form accordingly.

2. **Apologies for absence and declarations of interest:** SCC Cllr. Reid sent his apologies.  
**Cllr Jackson** made a declaration of interest regarding the planning application DC/25/1526/FUL in Item 10.

3. **RESOLVED** – to approve the minutes of the meetings of the Council held on **April 16<sup>th</sup> 2025** as a true and accurate record.

4. **Public Forum** – the following matters were raised by residents:  
**Parishioner reports being uploaded to the website.**  
This will be readily attainable once the new website was in place.

5. **District & County Councillor Reports:**

**ESC Cllr. Daly**, from his report, highlighted The Suffolk Show; The Local Government Reorganisation; several Suffolk beaches receiving rewards; Ease the Squeeze; and supporting children in the local community with Mental Wellbeing. Tom also highlighted points regarding the Energy Report; the importance of registering to have your say by 23<sup>rd</sup> June and the discussion he has had with the previous Energy Minister.

6. **Parish Councillor Reports:**

**Cllr. Shipman** will be attending the next energy meeting along with Cllr. Daly and will pass any minutes of that meeting to the Clerk to publish on the website.

**Cllr. Blakeley** spoke about potential cricket fixture dates for the summer; seeking permission to mow a square on the green; going back to the committee to determine safety logistics.

7. **NOTED** – the full set of reports covering the Annual Accounts for the financial year 2024/25, including the updated **Asset Register**.

8. **a) RESOLVED** – to approve the Annual Governance Statement for 2024/25 . Cllr. Carlaw and the Clerk signed.

**b) RESOLVED** – to approve the Accounting Statements for FY 2024/25. Cllr. Carlaw ( already signed by the RFO).

9. **Energy projects**

**Cllr Shipman** provided an update on energy projects affecting the Council (see attached report).

Highlights included the Scottish Power substation works; Work on Hall road commencing next month; the closure of Grove road; Groundworks on Substations commencing next week; Sizewell C and the devastation of trees in the area; C-Link and the importance of parishioners registering to have a voice on the matter.



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*Cllr. Jackson left the meeting for the duration of the following item (10a)*

## 10. Planning

- a) **DC/25/1526/FUL John Balls Motor Engineers Low Road Friston** - Change of Use of Part of Existing Commercial Premises (Currently Used for Storage Purposes) to Residential Use, including Provision of New Garage and Vehicular Access for Existing Adjacent Host Residential Property. **NO OBJECTION**
- b) Discharge of Requirements responses – awaiting action from ESC and SCC.

## 11. a) Village Environment

**Village Hall.** Cllr Carlaw provided an update on work to be done/under going in the village hall. Glazing to be completed on the kitchen and the Skills Team refurbishment of the village hall to commence once funding is received from Sizewell C. Cllr. Carlaw is managing the bookings for the village hall at the moment.

### b) Village Green / Play Park / Increased biodiversity / Tree condition report / Riparian matters

Damage to VG tree and sign noted – the contractor will repair / replace the sign.

Complaint received about trees overhanging Aldeburgh Road. The Council will look into getting some of the lower branches removed / Community Payback Team to cut the Church path / Drainage ditch issues – the Environment Agency and SCC still insist that riparian owners are responsible for clearing them.

**New Events** – 15<sup>th</sup> June – Open Gardens 10<sup>th</sup> July – Classic Cars

### c) Highways and footpaths update

HGVs using Grove Road. Cllr. Shipman has contacted Scottish Power, requesting them to mark their vehicles like Sizewell C has so they can be identified.

## 12. Clerk's Report

### a) Clerk's Report

The fallen Church Road sign to be replaced following contact with Suffolk Council / funds raised from the village calendar still to be paid into the bank / Reclaim the Rain – All completed / Village flooding – ongoing dialogue / Review of standing orders outstanding / recommended plan for tree maintenance.

### b) Correspondence not previously circulated

**RESOLVED** – to upgrade to a new website, recording thanks to **ESC Cllr. Tom Daly** for arranging the funding of costs of £600 for set up and training, and £250 for the first year fees.

**c) AGREED** - the Council's meeting dates for the coming Civic Year as the second Monday of every other month, with the exception of January 2026.

Dates as follows; **14/07/25; 08/09/25; 10/11/25; 19/01/26; 09/03/26; 11/05/26.**

It was proposed to make the AGM more of a village event as in previous years.

**d) RESOLVED** - to **DEFER** all other items in Standing Orders 5j (Annual Meeting – order of business) not included in this agenda, to be dealt with later in the year.

## 13. RFO Report

- a) **NOTED** - the Payments and Receipts report and a Bank Reconciliation (FY 2025/26).
- b) **NOTED** and **APPROVED** - payment of invoices and other obligations (including the cancelled cheque payable to David Lines, to be replaced by a bank transfer.  
**AGREED** – to accept the Clerk's recommendation to use the Scribe accounting software.  
**AGREED** – to approve an upgrade to the Cuttlefish website application at a cost of £850 (+VAT) for set-up and the first year's fee, kindly funded by a grant from ESC Cllr. Tom Daly.
- c) **CONFIRMED** - Bank Standing Orders and Direct Debits (to be reviewed at least every two years)
- d) **APPROVED** - the bank signatories for the two bank and one building society accounts  
Cllrs. Blakeley and Jackson to join Cllrs. Carlaw and Shipman as bank signatories. Cllr Shipman believed that she was not a Suffolk Building Society signatory. Clerk to resolve the matter with the banks.

**The Chair closed the meeting at 7.20 pm**