



Friston Parish Council

Locum Clerk & RFO : David Lines
Assistant Clerk : Hannah Lines
P: 07485 151248
E: fristonparishclerk@outlook.com

Dear Councillors,

You are hereby summoned to attend a meeting on Monday 14th July 2025 at 6.00pm in the Village Hall where the undermentioned business will be conducted.

Yours faithfully,

David Lines – Locum Clerk

9th July 2025

AGENDA

1. Welcome by the Chair and formal notice about any recording of the meeting (if applicable).
2. To RECEIVE apologies for absence and declarations of interest, to RECEIVE delegated Declarations of Interest Dispensation decisions or APPROVE such dispensation requests as required.
Members are reminded that if it becomes clear that they have a Disposable Pecuniary, Other Pecuniary or Registrable Non-Pecuniary Interest when considering any of the matters covered by this Agenda, they must declare it.
3. To APPROVE the minutes of the Annual General Meeting of the Council held on May 29th, 2025 (previously circulated) as a true and accurate record.
4. To CONSIDER any applications to become a member of the Parish Council.
5. **Public Forum**
The Chair to invite members of the public to indicate if they wish to speak at this meeting, either on an item on the agenda or on a general matter. Public questions are permitted for a maximum of 15 minutes and generally limited to around 3 minutes per person.. The public may ask questions relating to the work and services of the Council. Questions may not always be answered at the meeting, but they will be dealt with appropriately. If a question is to be discussed by councillors, it will be added to the agenda for the next Council meeting.
6. **District & County Councillor Reports:** To receive any reports and provide the councillors with an opportunity to answer any questions, including those raised in the public forum.
7. **Parish Councillor Reports:** To receive reports on meetings or events attended by the Parish Council Chair and fellow councillors in their capacity as representatives of the Parish Council.
8. **Energy projects -** to RECEIVE updates on any energy projects affecting the Council.
9. **Clerk's Report**
 - a) To RECEIVE the Clerk's Report as an update and instruction on matters outstanding from previous meetings.
 - b) To CONSIDER correspondence not previously circulated
 - c) To REVIEW the Council's Standing Orders
10. **RFO Report**
 - a) To NOTE a Payments and Receipts report and a Bank Reconciliation.
 - b) TO APPROVE payment of invoices and other obligations.
 - c) To EVALUATE funding opportunities and their use for potential projects
11. **Planning**
 - a) To CONSIDER any planning applications and other planning matters
 - b) To RECEIVE an update on the Discharge of Requirements responses.
12. **Village Environment**
 - a) Village Hall report
 - b) Village Green / Play Park / Increased biodiversity / Tree condition report / Riparian matters
 - c) Highways and footpaths update



Friston
Parish Council

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25.05.01 Minutes of the Annual Parish Council Meeting – 29th 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 16th 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 23rd 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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25.05.02

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 – 15th June – Open Gardens 10th 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

Item 9a)

CLERK'S REPORT

Meeting Date (Minute reference)	Item	Who?	To be done by?
25.04.01.5	Fallen Church Road sign – reported to SCC	SCC	Awaiting
25.04.01.5	Fundraising cash to be paid to FPC Bank details required	Clerk	ASAP
25.04.01.5	Reclaim the Rain planters Formation of T&F Group	Cllr. Carlaw	As required
25.04.01.6	Village flooding issues	ESC Cllr. Daly	Ongoing
25.04.01.9d)	Review of Standing Orders (Clerk request for postponement)	Clerk	July meeting
25.04.02.12a	Village Hall Building Works (various)	Skills Team and contractors	Ongoing
25.04.02.12b	Village Green Masterplan? Tree Maintenance programme?	All	Ongoing
25.05.02.12d)	Confirmation of bank signatories	Clerk	September

Item 10a) (Next four pages)

A	Bank Reconciliation at 08/07/2025		
	Cash in Hand 01/04/2025		43,648.42
	ADD Receipts 01/04/2025 - 08/07/2025		7,523.68
	SUBTRACT Payments 01/04/2025 - 08/07/2025		51,172.10 4,539.13
	Cash in Hand 08/07/2025 (per Cash Book)		46,632.97
B	Cash in hand per Bank Statements		
	Unity Trust 08/07/2025	32,231.39	
	Suffolk Building Society 01/04/2025	5,909.86	
	Barclays Saver 01/04/2025	8,491.72	
			46,632.97
	Less unrepresented payments		46,632.97
	Plus unrepresented receipts		
	Adjusted Bank Balance		46,632.97
	A = B Checks out OK		

Friston Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

8 July 2025 (2025 - 2026)

A. General Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	12,342.35	6,171.18	-6,171.17				-6,171.17 (-50%)
3	Interest Income							(N/A)
5	Other Income							(N/A)
SUB TOTAL		12,342.35	6,171.18	-6,171.17				-6,171.17 (-50%)

B. CI Levy I&E

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	CIL Income							(N/A)
40	CIL Expenditure							(N/A)
SUB TOTAL								(N/A)

C. Grant-funded Exp.

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	External Grants	100.00	850.00	750.00		850.00	-850.00	-100.00 (-100%)
44	Play Area works							(N/A)
46	Community Event							(N/A)
SUB TOTAL		100.00	850.00	750.00		850.00	-850.00	-100.00 (-100%)

D. Staff costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Salary, PAYE & NI				6,800.00	1,177.16	5,622.84	5,622.84 (82%)
7	Pension contributions					2.89	-2.89	-2.89 (N/A)
8	Staff expenses				320.00		320.00	320.00 (100%)
9	Staff training				400.00		400.00	400.00 (100%)
43	Payroll Services					48.00	-48.00	-48.00 (N/A)
SUB TOTAL					7,520.00	1,228.05	6,291.95	6,291.95 (83%)

E. Admin / Office & IT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10	Admin. Costs				200.00		200.00	200.00 (100%)
11	Publication costs				700.00	112.00	588.00	588.00 (84%)
13	Election contingency				50.00		50.00	50.00 (100%)
14	Councillor Training				500.00		500.00	500.00 (100%)
15	I.T. Expenditure				100.00		100.00	100.00 (100%)
20	Village Green Lease				1.00		1.00	1.00 (100%)
27	Subscriptions				220.00	203.76	16.24	16.24 (7%)

Friston Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

8 July 2025 (2025 - 2026)

35 Insurance		2,000.00	150.00	1,850.00	1,850.00 (92%)
39 GDPR					(N/A)
42 Bank charges			18.00	-18.00	-18.00 (N/A)
SUB TOTAL		3,771.00	483.76	3,287.24	3,287.24 (87%)

F. Audit/Accounting

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12	Annual Audit				400.00	282.00	118.00	118.00 (29%)
36	Accounting					487.00	-487.00	-487.00 (N/A)
SUB TOTAL					400.00	769.00	-369.00	-369.00 (-92%)

G. Village Environment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Allotments I&E	270.00		-270.00	100.00		100.00	-170.00 (-45%)
17	Playground				200.00		200.00	200.00 (100%)
19	General Maint.				600.00		600.00	600.00 (100%)
21	Defibrillator				50.00		50.00	50.00 (100%)
22	Horticultural Services				1,700.00	70.00	1,630.00	1,630.00 (95%)
47	Highways I&E							(N/A)
SUB TOTAL		270.00		-270.00	2,650.00	70.00	2,580.00	2,310.00 (79%)

H. Village Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	VH Hire	800.00	502.50	-297.50				-297.50 (-37%)
30	Cleaning & Supplies				460.00	27.89	432.11	432.11 (93%)
31	General Maintenance				600.00		600.00	600.00 (100%)
32	Electricity				700.00	292.10	407.90	407.90 (58%)
33	Water				350.00	92.29	257.71	257.71 (73%)
34	WiFi				600.00	220.91	379.09	379.09 (63%)
38	Fire Safety				350.00	58.00	292.00	292.00 (83%)
SUB TOTAL		800.00	502.50	-297.50	3,060.00	691.19	2,368.81	2,071.31 (53%)

I. Grants and Donations

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Community Grants				200.00		200.00	200.00 (100%)
25	S137 grants							(N/A)
26	Donations				140.00		140.00	140.00 (100%)
SUB TOTAL					340.00		340.00	340.00 (100%)

Summary

NET TOTAL	13,512.35	7,523.68	-5,988.67	17,741.00	4,092.00	13,649.00	7,660.33 (24%)
V.A.T.					447.13		
GROSS TOTAL		7,523.68			4,539.13		

Payments since the last meeting

(excludes salaries and related payments—see previous report)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
18	Accounting	27/05/2025		Unity Trust		Accounts Licence	Starboard Systems (Scribe)	S	288.00	57.60	345.60
19	Horticultural Services	17/06/2025		Unity Trust		Waste Clearance	Pat Donnelly	X	70.00		70.00
20	Publication costs	17/06/2025		Unity Trust		Printing services	Hetty's Little Copyshop	E	56.00		56.00
21	Bank charges	22/06/2025		Unity Trust		Bank charges	Unity Trust Bank	X	6.00		6.00
22	Electricity	22/06/2025		Unity Trust		Electricity supply	EDF Energy	L	54.29	2.71	57.00
23	WIFI	22/06/2025		Unity Trust		Broadband	BT	S	55.92	11.18	67.10
24	Pension contributions	22/06/2025		Unity Trust		Pension contribution	NEST	X	0.21		0.21
26	Annual Audit	22/06/2025		Unity Trust		Annual Audit fee	SALC	S	282.00	56.40	338.40
27	External Grants	01/07/2025		Unity Trust		Website fees	Cuttlefish	S	850.00	170.00	1,020.00
28	Water	01/07/2025		Unity Trust		Water & Sewage	Everflow Ltd	E	37.91		37.91
29	Bank charges	30/06/2025		Unity Trust		Bank charges	Unity Trust Bank	X	6.00		6.00
30	WIFI	01/07/2025		Unity Trust		Broadband	BT	S	55.92	11.18	67.10
31	Electricity	08/07/2025		Unity Trust		Electricity supply	EDF Energy	S	129.23	25.85	155.08
34	Defibrillator	11/07/2025		Unity Trust		Contractor Services	G Knights Electrical	S	97.96	19.59	117.55
35	Pension contributions	11/07/2025		Unity Trust		Pension contribution	NEST	X	0.21		0.21
36	Subscriptions	11/07/2025		Unity Trust		Annual Fee	ICO	X	47.00		47.00
Total									2,036.65	354.51	2,391.16

Friston Parish Council
Reserves Balance
2025 - 2026

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
CIL Funds	3,466.69				3,466.69
Total Capital	3,466.69				3,466.69
Earmarked					
Grants	385.66				385.66
Allotments	5,772.32				5,772.32
Village Green					0.00
Village Hall Grant	16,675.00				16,675.00
Total Earmarked	22,832.98				22,832.98
TOTAL RESERVE	26,299.67				26,299.67
GENERAL FUND					20,333.30
TOTAL FUNDS					46,632.97

Friston Parish Council
SUMMARY OF VAT POSITION AS AT 08/07/2025

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Brought Forward	£3,193.92
Receipts	<hr/>
Sub Total	-£3,193.92
Payments	£447.13
Bal. carry/fwd.	-£3,641.05