



Friston Parish Council

Locum Clerk & RFO : David Lines
Assistant Clerk : Hannah Lines
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25.04.01

Minutes of the Parish Council Meeting - Wednesday 16th April

Present: Cllrs. Mary Shipman (Vice-Chair), Blakeley & Carlaw, David Lines, Hannah Lines,
SCC Cllr. Reid, ESC Cllr Daly and 12 members of the public

1. **The Vice-Chair** welcomed all to the meeting and advised that there was no formal recording of the meeting.
2. **Apologies for absence and declarations of interest**, delegated Declarations of Interest Dispensation decisions or dispensation requests - **NONE**
3. **RESOLVED** – to approve the minutes of the meetings of the Council held on **March 10th** and **March 22nd 2025** as true and accurate records.
4. a) **RESOLVED** - to **APPOINT** David Lines as the Acting Locum Clerk & RFO for the meeting.
b) Applications to become a member of the Parish Council - **NONE**.
5. **Public Forum** – the following matters were raised by residents:
Church Road – the sign had fallen over (to be reported via the SCC Highways website – Cllr Carlow)
Defibrillators – power source / fitting / maintenance. Cllr Carlow advised that Sue Jackson had agreed to continue managing the installations.
Fundraising - £800 had been raised and banking arrangements were requested (**Clerk** to provide details)
Reclaim the Rain planters. It was agreed to form a Task and Finish Group to consider suitable locations for the planters, led by **Cllr Carlaw**.
Local Government Reorganisation – following a resident's statement, further information was provided.
VE Day lighting of beacon – information to be provided.
6. **District & County Councillor Reports:**
SCC Cllr. Reid spoke to his report, enlarging on the Norwich to Tilbury Pylon Scheme, the return to in-house management of Suffolk Library Services and the increased investment in SEND educational services.
ESC Cllr. Daly, from his report, highlighted the free holiday activities for young people, Local Government Reorganisation, a Sustainable Farming initiative and the return of Wild Spaces
7. **Parish Councillor Reports: NONE**
8. **Energy projects**
Cllr Shipman provided an update on energy projects affecting the Council (see attached report). Mary also advised about the three-week Grove Road closure and recommended that Suffolk County Council (not FPC) should take responsibility for informing riparian owners about their flooding mitigation obligations. **Cllr. Daly** agreed to raise the issue of flooding with ESC. Cllr. Shipman also noted that FPC has responded to a number of Discharge of Requirements relating to what SPR call the "Substations Haul Road Stage" for EA1N and EA2.

To enable timely follow-up on and a suitable response to these and other matters, it was **RESOLVED** to suspend Standing Order 4d)ii (number and times of meetings), and further **RESOLVED** to appoint a Village Environment Committee with its Terms of Reference to include all matters affecting Friston, in particular with regards to Energy Projects and the Village Hall.
(RECOMMENDED - the Committee to consider a more suitable name, if required, and finalise specific ToRs for approval at the AGM).
It was further **RESOLVED** to appoint **Mr. Michael Mahony** as a non-councillor member (Standing Order 4b) and as Chair to the Committee with all current councillors as members.
9. **Clerk's Report**
 - a) **NOTED** - the Clerk's Report as an update and instruction on matters outstanding from previous meetings (to commence at the next meeting).
 - b) **APPROVED** - the Agreement with Reclaim the Rain (SCC) (installation of SuDSPod units)
 - c) To **CONSIDER** correspondence not previously circulated – date of Community Partnership Meeting (May 7th)
 - d) Review of the Council's Standing Orders – **DEFERRED** to the AGM
 - e) **AGREED** - the provisional date of the Annual General Meeting of the Council as May 27th 2025 (**N.B. now 29th**)



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10. RFO Report

- a) **NOTED** - the Payments and Receipts report and a Bank Reconciliation, both dated 31st March 2025.
- b) **APPROVED** - payment of invoices and other obligations.

PAYEE	PURPOSE	TOTAL AMOUNT	VAT	PAYMENT METHOD
CARDINUS RISK MANAGEMENT	VILLAGE HALL VALUATION	180.00	30.00	ON-LINE
EDF ENERGY	VILLAGE HALL ELECTRICITY	57.00	5.50	DIRECT DEBIT
SALC	ANNUAL MEMBERSHIP	203.76	0.00	ON-LINE
SALC	PAYROLL	57.60	9.60	ON-LINE

- c) **APPROVED** - the SALC Internal Audit Service Letter of Engagement (*scheduled for w/c 2nd June 2025*).
- d) **AGREED** – to update the Council's Insurance Policy to correlate with the recent valuation of the Village Hall conducted by Cardinus Risk Management
- e) To **EVALUATE** funding opportunities and their use for potential projects – *agenda item referred to the Village Environment Committee.*

11. Planning

- a) To **CONSIDER** any planning applications and other planning matters – **NONE**
- b) **RECEIVED** - an update on the Discharge of Requirements responses (*see Item 8 above*).

12. Village Environment

- a) **Village Hall** – Income for March - £1,295 / April bookings – 8 / Fire alarm contractor sought / The Skills Team has offered to carry out works - ie decoration to the toilets and treat the flooring in the hall the kitchen. They are trying to fund this with a grant from the Sizewell C funds
- b) **Village Green** / Play Park / Increased biodiversity / Tree condition report / Riparian matters
The idea of a Village Green masterplan, in light of potential funding, was touched on.
Initial consideration was given to a rolling Tree Maintenance programme.
- c) **Highways and footpaths update** – Footpath 21 had been lightly ploughed over – reinstatement to be verified.
- d) **AGREED** – to form a Working Group to consider the Council's support for the creation of a Village Cricket team, chaired by Cllr. Blakeley

- 13. In accordance with The Public Bodies (Admissions to Meetings) Act 1960, it was **RESOLVED** to exclude the Public, including the Press, from the meeting so that any items containing exempt and confidential information) in the remainder of the agenda could be discussed and decided – **Appointment of staff and bank signatories**

14. Staff contracts

- a) **RESOLVED** - the appointment of **David Lines** as the Locum Clerk & RFO/Mentor at a nominal fee of £1 a month and **Hannah Lines** as the Assistant Clerk based on terms and conditions as laid out by NALC & the Green Book, at LC1 SCP 15 for 8 hours a week (flexible working), with a 5% NEST pension contribution.
- b) **APPROVED** - to appoint **David Lines** as a signatory to the Unity Bank account with the authority to VIEW / SUBMIT / AUTHORISE online payments and to appoint **Cllr. Blakeley** as a councillor signatory with VIEW / AUTHORISE authority.
