

ALFRISTON PARISH COUNCIL

CLERK TO THE COUNCIL

Mrs Suzanna Dry

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Alfriston War Memorial Hall,
Old School House, The Tye,
Alfriston, East Sussex, BN26 5TL

12th May 2026

All members of the Parish Council are summoned to a meeting of Alfriston Parish Council to be held in the Alfriston War Memorial Hall on **Monday 18th May 2025 following the Annual Meeting.**

Please note that a digital sound recording is made of all meetings of Alfriston Parish Council including Public Questions sessions. The recording is not for publication and used only to aid accurate minute taking.

S.C. Dry

Mrs Suzanna Dry CILCA – Clerk & RFO

AGENDA

14. Chairman's Welcome

15. Public Questions

16. Apologies for absence

17. Update from MP

18. Update from Cllr Stephen Shing - East Sussex County Council

19. Update from Cllr David Greaves - Wealden District Council

20. Declaration of interest

21. Minutes

To agree as a true record the minutes of the Annual Parish Assembly held on 13th April 2026.

To agree as a true record the minutes of the APC monthly meeting held on 20th April 2026.

To agree as a true record the minutes of the APC Finance meeting held on 20th April 2026.

22. Finance

22.1 To approve the Statement of Finances for May 2026. ([Appendix A](#)).

22.2 To confirm sight and approval of the Annual Internal Audit Report 2024/25 ([Appendix B](#)).

22.3 To confirm sight and approval of the Year End Internal Audit Report 2024/25 ([Appendix C](#)).

22.4 To approve Section 1 of the Annual Return for 2024/25 .

22.5 To approve Section 2 of the Annual Return for 2024/25.

23. To discuss and decide on Changing Banks - Clerk's Report . ([Appendix D](#)).

24. Update on Moving to .GOV.UK - Clerk

25. To Ratify APC's response on the future of the Flood Forum - Clerk.

26. To consider replacing the A board in Market Square - Cllr Rabagliati

27. Coffeehouse Conversation - Date & Topic for next one.

28. Report on Highways & Twittens – Cllr Embry

Report back from first Exceat Bridge Stakeholders Meeting held on Monday 18th May.

Updates on: Fence at 23 Deans Rd, CityFibre, East Sussex Highways, Wealden Road Sign Replacement, Dene Car Park, Furlongs Verge Damage, Traffic Management Plans, HGV Signage, Coach Signs, Commercial Bins, Bank Holiday Parking, Behaviour towards AEG & APFC volunteers.

29. Report on Allotments & Recreation Ground – Cllr Rabagliati

30. Report on Public Transport & Environment – Cllr Harris

31. Update from Cuckmere Buses Meeting - Cllr Embry

32. Report on Strategic Planning – Cllr Parkinson .

Emergency Plan Update

To agree Arrival\Departure Guide and GDPR Statement for Refuges.

33. Report on Tye – Cllr Spring.

Costs for Tye Bollard Replacement ([Appendix E](#)), Tye Byelaw Notice ([Appendix F](#)), Update on Yellow Lines and Bin.

34. Reports from Outside Bodies

34.1 Heartstart

34.2 Alfriston Emergency Group

34.3 Flood Forum

34.4 Twinning Committee . ([Appendix G](#)).

34.5 St Andrew's Church

34.6 Clergy House

34.7 Alfriston War Memorial Hall

34.8 Speedwatch

34.9 Events

35. Correspondence to The Clerk – Asking for permission from the Council

St Andrew's Church - Request for an A Board poster to advertise concert on 28th May from 19th -28th May and another concert on 25th June, poster from 11-25th June. ([Appendix H](#)).

Morris Dancing on The Tye - Sunday 26th July. Request from Mish Mash Morris for an additional Morris Dance Group to join them on Sunday 26th July. ([Appendix I](#)).

36. Public Questions

37. Date of next meeting – to be held on Monday 15th June 2026 in the AWMH.

Please see Appendices attached below and/or on the website.

Appendix A -

Alfriston Parish Council Finance Report 11th May 2026

Authority is sought to make the following payments:-

May Payroll	Staff Costs	BACS	£2,074.08
NALC & ESALC Subscription	Subs	BACS	<u>£287.56</u>
		Total:	£2,361.64

Authority is sought to make the following payments made since last meeting:-

7	HP Instant Ink	Printer Ink	Admin	17.99
8	Latitude	Web & Email hosting	Admin	115.99
9	April Payroll	April Payroll	Staff	2074.28
10	Society of Local Council Clerks	2026 Subs	Subs	316.00
12	Inland Revenue HMRC	Tax & NI for April Payroll	Staff	503.15
11	Mulberry Local Auth Services Ltd.	EOY Internal Audit	Audit	195.00
13	Bank Charges	Bank Charges - cheque	Bank	0.70
14	Southern Co-Op	Stamps	Admin	14.40
15	Nest Pensions	Staff Pension	Staff	187.95
16	O2 Phone Bill	APC Mobile Phone	Admin	16.76
17	Business Stream - Pavilion	Pavilion Waste Water	Pavilion	67.51
18	Interbiz	Payroll Servies	Admin	21.00
19	AWMH	Rent of Hall	Rent	119.62
		TOTAL:		3650.35

Summary of Bank Balances as of 11th May 2026

Business Current Account	4,508.16
Business Savings Account	<u>65,567.08</u>
TOTAL:	70,075.24
Signed by:	<i>S.C. Dry</i>
Suzanna Dry - Clerk & RFO	

RESERVE INFORMATION FOR 2026/27

Project	Opening Balance Apr 2026	Budget 26/27	New Balance	
General Reserves	25,335.00	£1,180.00	£26,515.00	An additional £1,180.00 added from the 2% increase in precept. Plus £3,492.00 underspend from 2025/26.
Tye Rd surface	1,938.00	£1,000.00	£2,938.00	Remaining money in 2025/26 used to repair dip in Tye Rd. Plus £1,000 from 26/27 budget
Playground	900	£900.00	£1,800.00	Plus £900 from 26/27 budget towards replacing equipment.
NDP	500	£0.00	£500	Remains the same
High St Traffic Plan	12,000	£0.00	£12,000.00	Remains the same
Election costs 2027	1,500	£3,500.00	£5,000.00	£3,5000 from 26/27 budget ready for May 2027 local elections.
Allotments	0	£600.00	£600.00	Increased amount for plot clearances
CIL money	0	£0.00	£0.00	
TOTAL	£42,173	£7,180.00	£49,353.00	

Annual Internal Audit Report 2025/26

Alfriston Parish Council

<https://www.alfristonparishcouncil.org.uk/>

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			✓ no petty cash
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

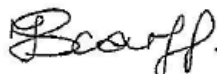
Name of person who carried out the internal audit

07/10/2025

20/04/2026

Jackie Scarff, Mulberry LAS

Signature of person who carried out the internal audit



Date

20/04/0026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Appendix C - Year End Internal Audit Report

See separate attachment

Appendix D - Clerk's Report on Changing Banks

ALFRISTON PARISH COUNCIL

Date: 6th April 2026
Report Subject: **CLERK'S REPORT ON CHANGING BANKS FOR MAY APC MEETING**
By: Suzanna Dry, Clerk & RFO

Further to my earlier report below, please see attached form showing fee comparison for our current bankers Santander, Unity Bank Trust and Barclays bank.

To enable multi factor authentication, the Clerk plus the two other bank signatories (the Chair & Vice Chair) will need to be set up for on line banking. The Clerk will prepare on line payments on a weekly basis and the Chair or Vice Chair will need to log on once a week to confirm authorisation, before the payments can be sent.

Recommendation:

Unity Trust are the only bank that can offer everything we need and we will get a higher rate of interest on our savings account. I therefore recommend to Cllrs that APC change bank accounts to Unity Trust Bank.

Date: 20th April 2026
Report Subject: **CLERK'S UPDATE ON CHANGING BANKS FOR APRIL APC MEETING**
By: Suzanna Dry, Clerk & RFO

The purpose of this report is to give Councillors an update on where we are with changing APC's bankers.

At the January APC meeting, I was asked to research details of changing our bank accounts over to Unity Trust Bank, as they can offer multi-factor authentication as well as providing several savings accounts, both of which were recommendations in our last Interim Auditor's Report.

To this effect, I have now had an on line meeting with Unity Trust Bank to run through their costs and the service they can offer APC. Running costs appear to be very similar to those we currently have with Santander, although Unity Trust are offering a higher rate of interest on the savings accounts.

I am currently waiting for details on how the multi-factor authentication will work in practice and hope to have this information in place to bring a full report to the next APC meeting.

BUSINESS BANKING COMPARISON

NAME OF BANK	CURRENT ACCOUNT & 2 SAVINGS ACCOUNTS	MONTHLY COSTS FOR CURRENT ACCOUNT	OTHER COSTS *	INTEREST PAID ON SAVINGS ACC	MULTI FACTOR AUTHENTICATION	DEBIT CARD AVAILABLE	MIN DEPOSIT OR SET UP CHARGE	NOTES
SANTANDER	NO (only able to offer 1 savings account)	£10.00	70p per cheque	0.8%	NO (can't offer this service)	YES	Already banking with them	Can't offer everything we need.
UNITY TRUST	YES	£7.00	None	1.95%	YES	YES	£50.00 min. deposit in Current Acc. £50.00 set up charge for card & £3 monthly charge for card	Can offer everything we need. Good interest rate. Work with over 3,000 councils Accept AGAR and minutes for info req'd. 24 Hr telephone support
BARCLAYS	YES	£8.50	60p per cheque	1.05%	YES	NO	£50.00 min. deposit in Current Acc.	Can't offer any type of card. Not tailored to working with Councils.

[Appendix E - Costs for Replacing Tye Bollards](#)

Budgetary Proposal: The Tye, Alfriston

Bollard Replacement Project | Quantity: 46 Units

Objective: To replace 46 failing concrete bollards at **The Tye, Alfriston** with high-quality, sympathetic alternatives. The following figures are **budgetary estimates** rounded to the nearest £1,000, including a contingency range for site-specific installation complexities.

Specification	Lower Budget Limit	Higher Budget Limit (+ £2k)	Lifespan
Hardwood (Oak) Premium heritage timber	£8,000	£10,000	25-35 Yrs
Composite (Wood-Effect) Recycled polymer	£7,000	£9,000	40+ Yrs
Treated Softwood Standard timber	£5,000	£7,000	10-15 Yrs

Project Assumptions:

- **Full Service:** Estimates include the removal/disposal of existing concrete units and professional installation of 46 new bollards.
- **Heritage Compliance:** Oak remains the recommended material for Alfriston's historic context and South Downs National Park aesthetic requirements.
- **Contingency:** The higher limit accounts for potential underground obstructions or specific ground-reinstatement needs across the Tye.

[Appendix F - Proposed Tye Byelaw Notice](#)






ALFRISTON PARISH COUNCIL
Registered Public Open Space






THE TYE

**Welcome to The Tye, the historic village green
at the heart of Alfriston.**

Protected and managed by Alfriston Parish Council
for the enjoyment of residents and visitors alike.

**Please help preserve the character of The Tye
by observing the following byelaws:**

-  No unauthorised vehicles
-  No horse riding
-  No camping or fires
-  No drones or model aircraft
-  No ball games

<p style="text-align: center;"> STATUTORY AUTHORITY </p> <p style="text-align: center;">These byelaws are made under Sections 12 & 15 of the Open Spaces Act 1906 and Section 164 of the Public Health Act 1875.</p>	<p style="text-align: center;">FOR FURTHER INFORMATION OR TO VIEW FULL BYELAWS</p> <p style="text-align: center;"> www.alfristonparishcouncil.org.uk  Clerk Tel: 07936 904 743  clerk@alfristonparishcouncil.org.uk</p>
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[Appendix G - Twinning Committee Report](#)

[Alfriston and Cuckmere Valley Twinning Association](#)

Members and non members alike enjoyed an interesting afternoon in April. Bill Alder, author of several books on French detective novels, gave a fascinating talk about Crime Fiction on the Normandy coast from Le Tréport to Le Havre.

There is a new venue for the next stroll! These are friendly get-togethers where you can meet members while walking and chatting, often followed by a café visit. Non members are also welcome to join us:-

Cuckmere Haven Stroll

Wednesday 10th June, 10am

Meet at entrance to the country park
(wide gate behind bus stop, south side of A259)

We have members in the Cuckmere Valley, Alfriston and Seaford. New members are always welcome, and there is no need to speak French, or to have a huge house- just come along and say hello!

For all enquiries, including contacting our membership secretary Robert Morrison, please note our new email address acvtainfo@gmail.com

[Appendix H - Permission Request](#)

From: Rod Young **Sent:** 22 April 2026 17:46
To: APC clerk <clerk@alfristonparishcouncil.org.uk>
Subject: Fwd: A board Permission - ST ANDREW'S CHURCH CONCERTS **Importance:** High

Hello Suzanna

Re the attached, could I put in a request for permission to have the same poster displayed on the Market Square A-Board ahead of the subsequent two concerts which are on 28 May and 25 June?

Best wishes

Rod

[Appendix I - Permission Request](#)

From: Philip Sigournay < > **Sent:** 30 April 2026 22:10
To: clerk@alfristonparishcouncil.org.uk **Cc:** 'Jonathan Spring' <tye@alfristonparishcouncil.org.uk>
Subject: Re: Morris Dancing at The Tye Alfriston - Sat 25th July or Sun 26th July 2026

Hello Suzanna,

Thank you for letting me know that the APC councillors have given Mish Mash Morris permission to dance on Alfriston Tye on either Saturday 25th or Sunday 26th July 2026.

Please thank the councillors, and let them know that we have raised a side to dance on Sunday 26th July 2026 in celebration of Sussex Creatives' (were Hailsham Artists' Network), Summer Exhibition at the Old Chapel Centre this year during the same weekend.

Would the councillors agree to us inviting another Morris side to dance with us? It can be more fun with two sides!

I look forward to hearing from you. Stay healthy! Phil Sigournay, Mish Mash Morris