PINEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 14 April 2026 at the Pinewood Community Hall at 7:00pm.

Present: Cllr. S. Peartree (Chair), Cllr. T. Collard, Cllr. C. Emele, Cllr. A. Fosh (Co-opted during the meeting), Cllr. M. Manning, Cllr. R. Manning and Cllr. A. Mayhew.

In attendance: Mrs S. Duthie (Clerk to Pinewood Parish Council & RFO)

Chair opened the meeting and advised the meeting would be recorded to ensure the accuracy of the minutes.

26/50 APOLOGIES AND APPROVAL OF ABSENCES
There were none received.

26/51 TO RECEIVE COUNCILLORS' DECLARATION OF INTEREST IN ANY ITEM ON THIS AGENDA.
There were none received.

26/52 TO CONSIDER REQUESTS FOR DISPENSATIONS.
There were none received.

26/53 TO RESOLVE THAT THE MINUTES OF THE MEETING HELD ON TUESDAY 17 MARCH 2026 ARE A TRUE AND ACCURATE RECORD.
Copies of the minutes had previously been circulated to all. Proposed by Cllr. Mayhew and seconded by Cllr. Collard that the minutes are signed as a true and accurate record of the meeting.

26/54 TO CONSIDER ANY MATTERS ARISING FROM THE ABOVE MEETINGS AND NOT DEALT WITH UNDER ANY OTHER AGENDA ITEM.
There were none received.

26/55 TO NOTE RESIGNATION OF CLLR. J. HARDING.
Chair advised that Cllr. Harding had resigned due to move residency no longer within the area for him to be able to continue as a Councillor. Special thanks were given for his time spent on the council and best wishes were offered for the future.

Cllr. Emele arrived at this point

26/56 TO CO-OPT NEW MEMBER TO THE COUNCIL.
Following the meet and greet held on Tuesday 7 April 2026 all councillors voted, and it was a unanimous decision to accept co-option of Mr Anthony Fosh. The chair invited Mr Fosh to join the councillors around the table where he was formally co-opted to the council. The chair formally welcomed Cllr. Fosh on behalf of the Parish Council. Cllr. Fosh signed his 'Declaration of Acceptance of Office' form which was then passed to the Clerk. Clerk advised that 'Declaration of Members Interests' form had already been completed.

26/57 TO ADD NEW MEMBER TO THE FOLLOWING COMMITTEES:
Following the resignation of Cllr. Harding, this now left a vacancy on the following Committee:

(i) Human Resources Committee
Cllr. Collard proposed Cllr. Fosh, Cllr. Emele seconded this. Cllr. Fosh accepted.

Signed .....

(ii) Community Hall Management Committee
Cllr. R. Manning proposed Cllr. Mayhew, Cllr Emele seconded this. Cllr. Mayhew accepted.

26/58 UPDATE FROM CADENT GAS REPRESENTATIVES.

Clerk reported that she had received an email to advise:
I do apologise for the last-minute notice, we will be unable to attend tomorrow evening. I have just been informed by the Project Manager that scheme has now been put on hold. We will be replanning the rest of our works at a later date and will reschedule the meeting to discuss when we return.

26/59 SPEEDING ISSUES: -

(i) Update from Police.
Clerk reported that neither PC Harper or PC Ferguson were able to attend and neither had sent a report or update.

(ii) To discuss speeding / safety at Zebra crossing on Shepherd Drive.
Chair reported that further discussions were to be referred until a new County Councillor had been appointed to see if we could obtain any support from them.

26/60 TO RECEIVE PROGRESS REPORTS OR INFORMATION FROM: -

(i) Clerk, including urgent decisions taken since the last meeting.
There was nothing to report.

(ii) HR Committee Chair (Cllr. Collard)
Cllr. Collard reported that an advert was to go out soon to re-advertise for the position of Hall & Events Co-ordinator due to being let down last minute by the new candidate who was to start next week. While this is not ideal and puts pressure on the current staff, we will hopefully get a good response like before.

(iii) Community Hall Committee Chair (Cllr. R. Manning)
Minutes from the committee meeting held on 27 January 2026 were attached as previously agreed and were duly noted by Cllr. Manning.
Cllr. R. Manning reported that the Murder Mystery event was due to be held on Friday in the Lounge room. Clerk confirmed approx. 40 to attend.

(iv) Car Park Committee Chair (Cllr. Peartree)
Minutes from the committee meeting held on 4 February 2026 were attached as previously agreed and were duly noted by Cllr. Peartree.
Cllr. Peartree advised that she had nothing further to report.

26/61 PUBLIC PARTICIPATION SESSION (15 MINUTES) WITH RESPECT TO ITEMS ON THE AGENDA.

(i) Councillors with pecuniary interests, who wish to make representations, answer questions or give evidence on any matter on the agenda.
There were none received.

(ii) Parishioners who wish to make representations, answer questions or give evidence on any matter on the agenda.
There were none received.

Signed .....

(iii) Parishioners who wish to ask questions on any matter not on the agenda.
There were none received.

(iv) Report from County Councillor: Cllr. C. Hudson.
Cllr. Hudson were not present and had not sent a report

(v) Report from District Councillors: Cllr. H. Davies, Cllr. B. Riley.
Cllr. Riley reported as follows:
"Good evening, madam Chair and all, it is good to be back.

- *Council have agreed to go forward with the unitary decision that we will become part of Ipswich and South Suffolk. I find it interesting to hear how much forward planning had not been done and one of the key areas that I wish to know about is who is going to be made redundant and who is going to be given redundancy payments and are they going to be enhanced. When this situation happened previously when Babergh was to be merged with Mid Suffolk we were told we would lose a chief executive and he was made redundant and given redundancy payout, and I see this happening again and would like to be kept up to date with what is happening.*
- *Last week there was a planning meeting to discuss the development of the land behind Tesco. What came out from that was, the road systems and parking operations at Park & Ride are to be altered and resulting in losing 8 parking spaces which are currently being used by students. Cllr. Davies added that to be precise the Park & Ride have 550 space in total, 23 spaces will actually be lost as a result after the alterations have been made, but as this car park is never full, this should not cause disruptions. Cllr. Riley reported that these alterations come under Suffolk County Council and there was no member from Highways present at the meeting to provide any further information. However, when the vote came it was 50/50 and the chair then casted his final vote to support the council members and not with the people. The decision therefore went forward; however, I would have liked to have seen the chair support the people that he represents.*
  Cllr. Collard asked for confirmation on the unitary decisions and Cllr. Riley confirmed the Suffolk County Council will go and be replaced with the three unitaries. Cllr. Davies clarified that all the current county councils in Suffolk will vanish in 31 March 2028 and will be replaced by three unitaries and we are part of Ipswich & South Suffolk and will absorb the county council funding investment pool, but this is still very unclear. Cllr. R. Manning asked for clarification of the site they were referring to and whether this impacted the M&S development. Cllr. Davies confirmed this does not effect M&S and is development on the Park & Ride site and the land behind Tesco which is to be developed into a business park."

Cllr. Davies reported as per appendix A.

26/62 PLANNING MATTERS: TO CONSIDER THE FOLLOWING APPLICATIONS FOR PLANNING PERMISSIONS.

(i) DC/26/01438 - Burger King, Copdock Interchange - Application for Consent to Display Advertisements.
After reviewing the plans, the council agreed it had no objections to the application.

Signed .....

(ii) To consider any applications for planning permission as notified by the District council received by the Clerk after the issue of agenda.
Clerk advised that the following planning application had been received: DC/26/01473 - 2 Forester Close, Erection of rear single storey extension. After reviewing the plans, the council agreed it had no objections to the application.

26/63 HIGHWAYS / FOOTPATHS / BIN / SEATS OR BUS SHELTERS

(i) To discuss any concerns.
Chair asked about the current progress of the Bus Shelters project. Clerk agreed she would make contact for an update.

26/64 FINANCIALS:

(i) To sign CIL Expenditure report
The CIL Expenditure Report for the year 2025/2026 was nil. This was signed by the Chair and Cllr. Collard

(ii) To agree on EMR accounts
Clerk had already circulated this via email. This was agreed by all and understood that this could be adjusted throughout the year if needed.

(iii) To note expenditure since the meeting on 17 March 2026.
Clerk had previously circulated this beforehand to all Councillors to review. See Appendix B. This was approved by all.

(iv) To agree any other expenditure / petty cash top up requests.
There were none received.

(v) To sign off February 2026 Bank Reconciliations from Rialtas.
These were signed by the Chair.

(vi) To approve/sign off any financial corrections made on Rialtas
There were none received.

26/65 ITEMS FOR CONSIDERATION FOR INCLUSION ON THE NEXT AGENDA.

Cllr. Collard suggested website be added for the June agenda. After a brief discussion over the problems the Clerk is having. Cllr. Emele offered to take a look. Clerk to arrange permission for Cllr. Emele to gain access. Chair thanked Cllr. Emele for offering to help.

26/66 CORRESPONDENCE.

Clerk had previously circulated this. See Appendix C.
Clerk asked if anyone would like to attend the SALC AGM Meeting. Cllr Emele offered to attend this. Clerk to arrange.
Cllr. Collard asked if anyone would like to attend the 3Valleys Parish Council Alliance Meetings. Cllr. Fosh offered to learn more about this. Clerk to circulate information on this. This was put to a vote by show of hands and was accepted by all. Chair thanked both councillors for offering their help.

26/67 DATE OF THE NEXT MEETING.

This was agreed to be Tuesday 12 May 2026. The Annual Parish Meeting would start at 7pm and the Parish Council Meeting would start at 7:30pm.

Signed .....

26/68 **TO RECEIVE ANY OTHER MATTERS OF REPORT AS THE CHAIR MAY ALLOW.**
There were none received.

As there was no other business the Chair thanked everyone for attending and formally closed the meeting at 8:01pm.

Chair / Vice-Chair .....

Dated.....12.5.26.....

Monthly Report Feb&Mar'26 - Sproughton & Pinewood Ward

GENERAL UPDATES

The district wide monthly update can be found here - Download Babergh's town & parish briefing notes.

Devolution & Local Government Reorganisation: There are going to be three unitaries for Suffolk!! The government listened and were convinced by the arguments from all the district councils. So, three unitary councils will be created in Suffolk replacing the current system made up of Suffolk County Council and the five district and borough councils: Babergh, East Suffolk, Ipswich, Mid Suffolk and West Suffolk. I firmly believe this will be better than one single unitary – it might not have quite the level of cost savings proposed by SCC but it will still be large enough to deliver complex statutory services efficiently but local enough to care, retaining strong ties to distinct communities, economies and geographies. One single unitary sounds too much like the existing county council – given the number of traffic, potholes & parking issues I get from residents that remain unresolved my confidence levels in the ability of what would have been a continuing council (I suspect) would have been low - not certain anything would have improved! But, anyhow, work on the new warding arrangements for a 'hoped for' three unitary model has been underway for several weeks – lots of moving things around to try to get roughly equal ward sizes and logical grouping of parishes in conjunction with having enough councillors to run a unitary effectively – there are a number of statutory & regular committees that are needed along with enough councillors to populate them while still allowing sufficient time for casework. Now we know the governments decision we will be ploughing ahead starting to work out what we can do now and what has to wait until after the unitary elections.

Better Recycling (formerly known as Simpler Recycling): Simpler Recycling has been renamed Better Recycling because it isn't really simpler but it is better in the sense that more is being collected for recycling. This new style of collection goes live in April next year with the introduction of food waste collection and restructuring of the remaining waste collections. More information can be found at Future changes to bin collections - Babergh District Council - babergh.gov.uk / midsuffolk.gov.uk Hopefully the information packs will be out soon.

Joint Local Plan: Work is continuing on assessing the 1,100 sites submitted to Babergh & Mid-Suffolk this includes a re-assessment of the sites submitted in the first round. The settlement hierarchy is nearly finalised after that comes the spatial strategy. As a reminder (partly for my benefit!) - A **settlement hierarchy** is a way of ranking towns, villages and hamlets according to size, services and facilities and how accessible/connected they are. A **spatial strategy** sets out the big picture vision for how and where development should happen across the district so, how much development is needed (homes, jobs, infrastructure), where growth should be focused and which areas should be protected. We need to be prepared for more building around Ipswich and to argue for development to be appropriate in size, sustainable, with the right infrastructure – which is not just roads, but GP surgeries, dentists and schools. The planning system lacks common sense at points – apparently a developer contribution to the Integrated Care Board counts as health provision – it doesn't necessarily mean that doctors & nurses can be found to care for new populations ☹. I don't fully understand the way Highways evaluates planning applications (have actually asked for training on this) but the information that comes back seems to be light either and hence lots of questions get asked. At a recent planning committee meeting I asked for a deferral so that Highways could get some further data – which included asking the residents about the local parking situation. As a planning committee we want to make sensible well-informed decisions and that can't be done if information isn't available.

Monthly Report Feb&Mar'26 - Sproughton & Pinewood Ward

PORTFOLIO

Biodiversity: The Biodiversity Action Plan was presented to full cabinet in February and approved (😊). So, the team (all one of them) is now turning that into action. I am looking forward to seeing the results of that. I was also pleased when the Suffolk Environmental Portfolio Holder Group agreed in principle to work together on a common process for Habitat Banks – there's a way to go on this as I need more formal approval from individual district councils. However it seems logical to me to define something that can be used by more than one council – it will make it marginally easier from developers to meet their biodiversity net gain requirements. For those who aren't up to speed on habitat banks A habitat bank is a piece of land where habitats are created, restored, or enhanced, so that the resulting biodiversity gains can be sold as credits to developers who need to meet environmental requirements e.g. biodiversity net gain. Habitat banks are most commonly associated with Biodiversity Net Gain (BNG), where developments must deliver at least a 10% increase in biodiversity, either on site or via off-site habitat banks. The land has to be looked after for 30years so it's a good long term solution to enabling nature recovery (lesson over).

THE WARD ITSELF

Parking at Suffolk One: I finally had a meeting with a designer from the Suffolk Highways Team. It seems a while since I submitted the paper to them. Unfortunately, there was a delay between my submitting the paper and it going to the relevant team for design & costing due to workload. I didn't find this out until I chased. However, the design team were more responsive, and I had a meeting with them on 17Mar26. The general idea is to split any improvements into two parts – this is down to what is easier to get approved and hence can be done first and the second which is more difficult. We still hit funding issues:-

1) Extend existing double yellow lines at particular junctions. This needs a legal agreement called a TRO to be put in place – this process requires a period of public consultation. Ballpark cost at around £15,000 most of which goes on legal & admin fees. I have offered to help to speed up the process. Can't start until after May elections and need part funding by whoever will be our next county councillor.

2) Implement single yellow lines with a parking restriction period. Similar to 1) in terms of process as a TRO is needed & public consultation. Funding is a tbd. Again, have offered to help (am quite happy to do the paperwork on this) and work cannot start until after the elections.

I have put out an email update to those who have emailed me on this just to keep everyone up to speed.

Traffic Solutions 4 Sproughton: Not much news on this – it has gone to the Safety & Speed team and I am waiting for feedback. After anything proposed needs to meet design regs, SCC policy and be approved by the Asset team before an estimate can be given – this is taking way too long but I will keep chasing.....

Sproughton Nature Reserve: The final version of the legal agreement was approved by IBC's Executive Committee at the March meeting. The agreement now must be sealed by both parties. Then everything goes to Natural England for review and designation. The Capel St Mary agreement is still going through the process – this one is simpler than the Sproughton one as it is not cross-boundary.

Gipping River Path: We are waiting for the ground to dry out so we can move the equipment across the fields to the river to repair the sleeper bridge by the river in Sproughton – shouldn't be too long before that can happen now.

Monthly Report Feb&Mar'26 - Sproughton & Pinewood Ward

Ipswich Flood Barrier

The old flood barrier is sited close to Boss Hall Road adjacent to the railway bridge. It seems to be a complicated process to look at removing this as a lot of people are involved – Babergh, Ipswich, Network Rail and the Environment Agency. To carry out works close to the railway, a detailed Basic Asset Protection Agreement (BAPA) must be submitted to Network Rail for assessment. Network Rail judge the level of risk to the railway - including whether demolition works could cause vibrations affecting track structures. Before a BAPA can be submitted, the exact options, feasibility and costs need to be understood. Suffolk County Council has agreed to fund a feasibility study and may ask the Walk Wheel Cycle Trust (used to be Sustrans) to undertake it as a cost-effective option. An alternative idea of creating a bridge around the existing wall was considered by the Environment Agency (this was my 'cheap & cheerful' idea), but they concluded it would introduce greater flood-risk complications and be riskier and more expensive than removing the steps and wall if that proves feasible. Once options and costs are clear, the next step is to seek capital funding (with some pledged by SCC and potential CIL support), and if funding looks achievable, proceed with submitting the BAPA to Network Rail.

If you ever have an issue to raise with me please use the contact details below. I look forward to hearing from you.

Helen Davies

Councillor Helen Davies: District Councillor for Sproughton & Pinewood

Mobile: 07514 951190
E-mail: Helen.Davies@ babergh.gov.uk
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Appendix B

MINUTES OF MEETING TUESDAY 14 APRIL 2026

EXPENDITURE TO BE NOTED/AGREED.

To note expenditure since the meeting on 17 March 2026

NatWest

Direct Debits:	Payee	Description		Amount
09 February	Tesco Mobile	Monthly mobile charges	£	29.18
10 February	British Gas	Monthly electricity bill	£	982.76
11 February	Greene King	Bar Supplies	£	414.17
16 February	Spotify	Music subscription	£	12.99
16 February	Sage UK	Payroll subscription	£	69.00
17 February	British Gas	Monthly gas bill	£	590.61
18 February	Greene King	Bar Supplies	£	372.26
27 February	NatWest	Monthly bank charges	£	32.18
Electronic Payments:				
03 February	Glasdon	Litter / Dog bins	£	965.44
13 February	ICE	Floor scrubber repair	£	234.11
13 February	BDC	Annual contract renewal	£	180.00
13 February	DJLEEJ	NYE Deposit	£	100.00
17 February	Sharp	Monthly photocopying charges	£	47.03
25 February	Various	Salary/HMRC/Pension	£	14,194.32
27 February	BDC	DPS Licence Admin fee	£	23.00
27 February	Microsoft Office	Microsoft 365 annual subscription	£	276.48
Debit Card:				
04 February	Bookers	Bar Supplies	£	263.40
13 February	Currys	New IT Equipment	£	552.18
17 February	Argos	New IT Equipment	£	560.49
Credit Card:				
11 February	Amazon	NYE Decorations	£	16.94
11 February	Amazon	NYE Decorations	£	11.21
11 February	Amazon	A4 Card	£	12.46
11 February	Amazon	NYE Decorations	£	25.79
11 February	Canva	Bar Membership Cards	£	30.00

Barclays

13 February	Payment Sense	Monthly PCIDSS Compliance & Phone line charge	£	49.74
13 February	Payment Sense	Monthly transaction charges	£	58.35
16 February	Anglian Water	Monthly water charges	£	144.00
19 February	NatWest Bank Account	Account transfer	£	50,000.00
24 February	BT	Quarterly telephone / internet charges	£	440.21
				70,688.30

Bank Account Balances as at 28th February 2026:-

NatWest Bank	Current Account	£	66,282.68
Barclays Bank :	Current Account	£	41,440.65
NatWest Bank:	Credit Card Account	£	0.00
Redwood Bank:	95 Day Notice Savings Account	£	82,192.06

Signed.....

Appendix C

CORRESPONDENCE LIST – APRIL 2026

Sender	Subject of Correspondence	Action taken
Circulated (via email):		
BMSDC	Local Government Reorganisation decision: Three councils for Suffolk	Noted
Cllr. Helen Davies	Re: Notes from South West Babergh Meeting of 02Mar26	Noted
East Bergholt PC (Nigel Roberts)	Re: Notes from South West Babergh Meeting of 02Mar26	Noted
Wherstead PC (Robin Coates)	Re: Notes from South West Babergh Meeting of 02Mar26	Noted
Bentley PC (Marianne Munday)	Re: Notes from South West Babergh Meeting of 02Mar26	Noted
Suffolk County Council	A message from Councillor Matthew Hicks, Leader of Suffolk County Council, to town and parish councils.	Noted
Cllr. Helen Davies	Monthly Report – February & March 2026	Noted
Sproughton PC (Rhona Jermyn)	The 3Valleys Parish Council Alliance Group - An Introduction & Request	Noted
Suffolk Preservation Society	Neighbourhood Planning Workshop - 16th May	Noted
Cllr. Helen Davies	Decision Notice - DC/25/05508	Noted
BMSDC	Town and Parish update from Babergh District Council - April 2026	Noted
BMSDC	Planning Application Request - 2 Forester Close, Pinewood, Ipswich, Suffolk IP8 3TF	Approved
SALC	SALC Annual General Meeting 2026 - Book now Thursday 9th July	Noted

To be actioned at meeting on 14 APRIL 2026:

Suffolk Association of Local Councils), BMSDC (Babergh Mid Suffolk District Council), SDBC (Shepherd Drive Baptist Church CAS (Community Action Suffolk) PWLB (Public Works Loan Board), BDC (Babergh District Council)