PINEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 17 March 2026 at the Pinewood Community Hall at 7:00pm.

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

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.

26/34 **APOLOGIES AND APPROVAL OF ABSENCES**
Cllr. H. Davies (District Councillor) & Police Constables.

26/35 **TO RECEIVE COUNCILLORS' DECLARATION OF INTEREST IN ANY ITEM ON THIS AGENDA.**
There were none received.

26/36 **TO CONSIDER REQUESTS FOR DISPENSATIONS.**
There were none received.

26/37 **TO RESOLVE THAT THE MINUTES OF THE MEETING HELD ON TUESDAY 10 FEBRUARY 2026 ARE A TRUE AND ACCURATE RECORD.**
Copies of the minutes had previously been circulated to all. Proposed by Cllr. Collard and seconded by Cllr. Emele that the minutes are signed as a true and accurate record of the meeting.

26/38 **TO CONSIDER ANY MATTERS ARISING FROM THE ABOVE MEETINGS AND NOT DEALT WITH UNDER ANY OTHER AGENDA ITEM.**
There were none received.

26/39 **TO CO-OPT NEW MEMBER TO THE COUNCIL.**
Following the meet and greet held on Monday 2 March 2026 all councillors voted and it was a unanimous decision to accept co-option of Mr Adrian Mayhew. The chair invited Mr Mayhew to join the councillors around the table where he was formally co-opted to the council. The chair formally welcomed Cllr. Mayhew on behalf of the Parish Council. Cllr. Mayhew 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.

26/40 **SPEEDING ISSUES: -**

(i) Update from Police.
No update had been sent.

(ii) To discuss speeding / safety at Zebra crossing on Shepherd Drive.
Chair advised that Cllr. Christopher Hudson had contacted the council on 24 February 2026 asking if there were any capital projects that required funding before the end of March. A reply was sent to ask if the costs of the surveys for Shepherd Drive could be funded. However, we did not receive a reply back.

Signed.....

Chair asked the council their thoughts on the surveys. Clerk confirmed that 'in order to be effective locations were recommended - Radar surveys cost £415 for the first survey, and £165 for another installed in close proximity on the same day'. After a discussion it was agreed that this would not be beneficial for the parish council to fund in fear that the results would still not be enough to cover the requirements to enable further action. It was suggested to wait until a new County Councillor had been elected then we would make contact with them to discuss options.

Cllr. Harding arrived at this point and congratulated Cllr. Mayhew and advised he had his vote also.

26/41 TO RECEIVE PROGRESS REPORTS OR INFORMATION FROM: -

(i) Clerk, including urgent decisions taken since the last meeting.

Clerk reported that a resident had raised concern over the food truck on Sprites Lane. Letter stated as follows: -

'I spoke to Ipswich Council and the food van in Sprites Lane has no MOT and the Food Grade License has been suspended. They say it is Babergh Council gave the licence not Ipswich. The rubbish bags are attracting rats and being close to Sprites School is a concerning issue. The van is regarding as being an abandoned vehicle, so on a public road means in this case Babergh Council should remove the abandoned vehicle and retrieve cost of the removal from the owner. I suggest you speak to the Councillor for the area ward who can deal with the issue first hand'.

Clerk advised that she had sent this onto District Councillor Helen Davies and the police. PC Beth Harper replied – 'I am aware of this food truck and its location. Regards no MOT and being parked on the road there is nothing that the police can do unless it is seen to drive which is does not. The rest will fall to other agencies to manage'.

Clerk reported two emails from the same resident as follows:-

'I am writing as a local resident to raise a concern regarding the noise levels at Belstead Meadows, particularly in the area where the A14 passes nearby. Belstead Meadows is one of the very few accessible green spaces in the vicinity where residents can walk and enjoy nature without needing to travel by car. Unfortunately, the constant traffic noise from the A14 significantly affects the experience. The sound of vehicles is so loud and continuous that it diminishes the sense of peace and relaxation that such a natural area should provide.

I would kindly ask the Council to consider implementing noise reduction measures, such as the installation of sound-attenuating barriers or other appropriate solutions along the section adjacent to the Meadows. Even a partial reduction in noise would greatly improve the quality of this valued local space for walkers, families, and anyone seeking outdoor recreation.

Belstead Meadows is an important asset for the wellbeing of the community, and enhancing its usability would benefit many residents.
Thank you for taking the time to consider this request. I would appreciate any information on whether such measures are planned or could be evaluated in the future'.

Additionally, I would like to ask you to consider my request regarding the construction of a playground near Chantry Green Street. There is a fairly large area there that currently remains completely unused. Creating a playground in this location would provide a safe and convenient place for children and families in the neighbourhood.

Signed.....

At the moment, the nearest playground for children is located next to a very busy and noisy main road, which makes it less comfortable.

Cllr. M. Manning highlighted that a playground on Chantry Green would be very noisy for the local residents. Cllr. Harding suggested we do not have the technology to pursue the first request nor do we have the funding for the playground. Chair stated that we have no jurisdiction over what they do on the A14 and with Chantry Green falling under Ipswich Borough Council any plans are out of our hands.
Cllr. Mayhew highlighted that he had noticed the noise level had increased around that area and believes this is more down to the current state of the road conditions which is empathised more with heavier vehicles such as lorries / containers etc. Chair suggested resident reports this to highways.

(ii) HR Committee Chair (Cllr. Collard)
Cllr. Collard reported that following the recent resignation from the Hall & Events Co-ordinator, interviews have been held which were very positive with strong candidates and an HR Meeting is arranged to discuss future. Cllr. Collard wanted to extend special thanks and appreciation to all the staff who have been working hard to cover during this interim process.

(iii) Community Hall Committee Chair (Cllr. R. Manning)
Cllr. R. Manning reported as per appendix A.
Cllr. R. Manning added that he felt Cllr. Collard should have acknowledged the work that the Hall & Events Co-ordinator (Louise) had done as part of his report.
Clerk advised that there was a lot more detail into the reasoning behind the resignation than what Cllr. R. manning was aware of and careful consideration should be given before passing blame for the departure of Louise.
Cllr. Collard added that whilst Cllr. R. Manning is entitled to his opinion. However, the discussions had with Louise and letters issued remain confidential and will not be discussed.

(iv) Car Park Committee Chair (Cllr. Peartree)
Cllr. Peartree reported that the next meeting is arranged for Wednesday 18 March 2026. The only outstanding issue is the ongoing claim to repair the car park post. No further updates have been received.

26/42 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.

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

Signed.....

(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. H. Davies and Cllr. B. Riley were not present and had not sent a report.

26/43 PLANNING MATTERS: TO CONSIDER THE FOLLOWING APPLICATIONS FOR PLANNING PERMISSIONS.

(i) DC/26/00712 - 41 Yew Tree Rise – Application for works to Tree subject to Tree Preservation Order.
After reviewing the plans, the council supports the resident's request. However, the council agreed to abide by the District Council's Tree Officer's decision.

(ii) DC/26/00193 - 6 Shortlands - Erection of pitched roof to 2No. existing outbuildings.
After reviewing the plans, the council agreed it had no objections to the application.

(iii) To consider any applications for planning permission as notified by the District. council received by the Clerk after the issue of agenda.
There were none received.

26/44 HIGHWAYS / FOOTPATHS / BIN / SEATS OR BUS SHELTERS

(i) To discuss invitation of visit from Belstead House.
Following the invite from Mr Harding to attend a site visit at Belstead House. Clerk to obtain available dates and circulate to councillors to attend.

(ii) Decide on start date for Simpler Recycling.
Clerk advised that she has been completing the forms to order the new bins. However, the start date for the new scheme has been requested. The simpler recycling is not legally due to start until April 2027.
After a discussion, it was agreed that we would start in June 2026.

(iii) Complete Suffolk Highway Survey.
This was completed online.

(iv) To discuss any other concerns.
There were none received.

26/45 FINANCIALS:

(i) To note expenditure since the meeting on 10 February 2026.
Clerk had previously circulated this beforehand to all Councillors to review. See Appendix B. This was approved by all.

(ii) To agree any other expenditure / petty cash top up requests.

- Clerk reported a cash top up was required.
- Clerk reported that the glasswasher is no longer draining properly. Daytime caretaker had found a company who could come out and service it for £80 call out fee and £70 per hour labour charge. It was suggested that potentially a new pump is required. It was suggested by Cllr. R. Manning this item be deferred to the Community Hall Management Committee meeting on Tuesday 24 March 2026.
- Hall & Events Co-ordinator Mobile phone repair - £25.00. This was put to a vote and accepted by all.

Signed.....

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

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

26/46 ITEMS FOR CONSIDERATION FOR INCLUSION ON THE NEXT AGENDA.

- To agree on EMR accounts for tax tear 2026/2027.

26/47 CORRESPONDENCE.

Clerk had previously circulated this. See Appendix C.

26/48 DATE OF THE NEXT MEETING.

This was agreed to be Tuesday 14 April 2026 starting at 7pm.

26/49 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 9:04pm.

Chair / Vice-Chair .....

Dated 14-4-26

Appendix A

It came as a huge shock and great disappointment that after having a long conversation with Louise and receiving her letter of resignation that a solution to the issues causing her to have no other option then to resign could not be found.
With the appropriate protocols in place and using up-to date communication technology I feel a solution could have been found with a little bit of give and take on all sides.

During Louise' s tenure as events and hall manager of just over one year she had not only reopened the popular Friday night bar with a growing membership but also arranged a full program of musical and special events held in both the bar and main hall. With a wide range of events taking place each had an appeal to a different group of members and non members alike. This was only achieved by her by having a wealth of knowledge in the hospitality industry and having a highly talented and hard working team to assist her.

Louise also had big plans for future events one being to make this hall becoming a prime location for weddings by establishing a complete wedding package that would attract couples looking for a more affordable wedding yet still giving an excellent experience.

It would be nice to think that going forward these plans are not overlooked and can become part of the events the hall can offer.

I hope I can speak for the whole council in thanking and recognising Louise for all her efforts and success in the reopening of the bar and arranging events.

Since the news about Louise leaving became generally known many members have expressed to me their surprise at her having to leave and would like also to record their thanks to her for all the good work she had done.

Appendix B

MINUTES OF MEETING TUESDAY 17 MARCH 2026

EXPENDITURE TO BE NOTED/AGREED.

To note expenditure since the meeting on 10 February 2026

NatWest

Direct Debits:	Payee	Description		Amount
07 January	Greene King	Bar Supplies	£	455.53
08 January	Tesco Mobile	Monthly mobile charges	£	29.18
09 January	British Gas	Monthly electricity bill	£	403.54
14 January	Spotify	Music subscription	£	12.99
14 January	Greene King	Bar Supplies	£	722.24
16 January	Sage UK	Payroll subscription	£	69.00
16 January	PWLB	Loan repayment	£	3,648.12
19 January	British Gas	Monthly gas bill	£	646.30
30 January	NatWest	Monthly bank charges	£	14.70
30 January	PEAC UK	Photocopier lease quarterly fee	£	194.76
Electronic Payments:				
05 January	SLCC	Mannual membership renewal	£	442.00
08 January	4YP	Donation from Christmas Fair	£	375.00
12 January	Sharp	Monthly photocopying charges	£	52.56
19 January	B Clean	Community Hall / Bus Shelter cleaning	£	55.00
23 January	Various	Salary/HMRC/Pension	£	14,253.53
26 January	Cellar	Bar gas	£	60.00
30 January	Initial Washrooms	Annual contract renewal	£	266.60
Debit Card:				
Credit Card:				
12 January	Hello Print	Christmas Fair banner	£	120.00
Barclays				
09 January	Payment Sense	Monthly PCIDSS Compliance & Phone line charge	£	49.74
15 January	Payment Sense	Monthly transaction charges	£	31.57
15 January	Anglian Water	Monthly water charges	£	57.00
				21,959.36

Bank Account Balances as at 31st January 2026:-

NatWest Bank	Current Account	£	31,167.03
Barclays Bank :	Current Account	£	88,073.95
NatWest Bank:	Credit Card Account	£	0.00
Redwood Bank:	95 Day Notice Savings Account	£	81,960.24

Signed.....

Appendix C

CORRESPONDENCE LIST – MARCH 2026

Sender	Subject of Correspondence	Action taken
Circulated (via email):		
Clerk	Communications and Social Media Policy	Noted
Cllr. Helen Davies	RE: Development in South West Babergh	Noted
Cllr. Helen Davies	FW: BABERGH DISTRICT COUNCIL MEDIA RELEASE: Council renews pledge to boost biodiversity	Noted
Cllr. Helen Davies	Monthly Report – January 2026	Noted
Suffolk Neighbourhood Watch Association	Meeting Invitation	Noted
SALC	Joint SALC Babergh & Mid Suffolk area forum - 17th March 2026	Noted
Cllr. Helen Davies	Notes from South West Babergh Meeting of 02Mar26	Noted
Richard Harding	Belstead House, Sprites Lane – Bins	Noted
Richard Harding	Belstead House	Noted
BMSDC	Babergh District Council Parish Liaison Meeting	Noted

To be actioned at meeting on 17 March 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)