

PINEWOOD PARISH COUNCIL

To: All Parish Councillors

You are duly summoned to attend the next full parish council meeting to be held at **7:00pm** on **TUESDAY 8 APRIL 2025** at the Pinewood Community Hall in the Lounge Room.

The agenda is given below



Stephanie Duthie
Clerk and RFO to the Council

Public Attendance:

Members of the public and press are welcome to attend. At item 10. The public will be invited to give their views/question the Parish Council on items on the agenda, or raise issues for consideration. All comments must be addressed to the Chair and a response does not have to be given at the meeting but may be taken away by the council for consideration. This agenda item will generally be limited to 15 mins. duration and will be followed by any county/District Councillor' reports.

AGENDA

- 1. Apologies and approval of absences**
- 2. To receive Councillors' Declaration of Interest in any item on this agenda.**
- 3. To consider requests for dispensations.**
- 4. To resolve that the minutes of the meeting held on Tuesday 11 March 2025 are a true and accurate record.**
- 5. To consider any matters arising from the above meetings and not dealt with under any other agenda item.**
- 6. To co-opt new member onto the council.**
- 7. To adopt new solution in setting hiring, bar, membership costs.**
- 8. To appoint additional members to the following committees: -**
 - 8.1 HR Committee
 - 8.2 Community Hall Committee
 - 8.3 Car Park Committee
- 9. To receive progress reports or information from: -**
 - 9.1 Clerk, including urgent decisions taken since the last meeting.
 - 9.2 HR Committee Chairman.
 - 9.3 Community Hall Committee Chairman.
 - 9.4 Car Park Committee Chairman.

10. Public participation session (15 minutes) with respect to items on the agenda.

- 10.1 Councillors with pecuniary interests, who wish to make representations, answer questions or give evidence on any matter on the agenda.
- 10.2 Parishioners who wish to make representations, answer questions or give evidence on any matter on the agenda.
- 10.2 Parishioners who wish to ask questions on any matter not on the agenda.
- 10.3 Report from County Councillor: Cllr. C. Hudson.
- 10.4 Report from District Councillors: Cllr. H. Davies, Cllr. B. Riley.

11. Planning Matters: To consider the following applications for planning permissions.

- 11.1 DC/25/01401 - 7 Forester Close. Conversion of integral garage to additional living Accommodation. See link
[DC/25/01401 | Householder Application - Conversion of integral garage to additional living accommodation | 7 Forester Close Pinewood Ipswich Suffolk IP8 3TF](#)
- 11.2 To consider any applications for planning permission as notified by the District council received by the Clerk after the issue of agenda.

12. Highways / Footpaths / Bin / Seats or Bus Shelters

- 12.1 Discuss potential need for litter picking.
- 12.2 To discuss/agree costs to repair / replace Bus Shelters.
- 12.3 To provide update on current litter bin project.
- 12.4 To discuss any other areas requiring urgent attention and agree action.

13. To agree on design of newsletter.

14. Preparation for year-end:

- 14.1 To appoint Internal Auditor
- 14.2 To review the effectiveness of the Internal Audit
- 14.3 To agree Ear Marked Reserves for 2025/2026
- 14.4 To review Standing Orders
- 14.5 To review Financial Standing Orders
- 14.6 To review Risk Assessment Policy

15. Expenditure to be Noted / Agreed.

- 15.1 To note expenditure since the meeting on 18 February 2025
- 15.2 To agree any other expenditure.
- 15.3 To sign off February 2025 Bank Reconciliations from Rialtas.
- 15.4 To approve/sign off any financial corrections made on Rialtas.

16. Items for consideration for inclusion on the next agenda.

17. Correspondence.

To note the appendix of items which have been previously circulated or will be made available for inspection at the meeting.

18. Date of the next meeting.

To confirm the date for the next meeting.

19. To receive any other matters of report as the Chairman may allow.