

## PINEWOOD PARISH COUNCIL

**To: All Parish Councillors**

You are duly summoned to attend the Parish Council meeting to be held at **7:30pm** on **TUESDAY 12 MAY 2026** 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. Appointment of Chair.**
- 2. Appointment of Vice-Chair.**
- 3. Apologies and approval of absences.**
- 4. To receive Councillors' Declaration of Interest in any item on this agenda.**
- 5. To consider requests for dispensations.**
- 6. To resolve that the minutes of the meeting held on Tuesday 14 April 2026 are a true and accurate record.**
- 7. To consider any matters arising from the above meetings and not dealt with under any other agenda item.**
- 8. Speeding issues: -**
  - 8.1 Update from Police.
- 9. To receive progress reports or information from: -**
  - 9.1 Clerk, including urgent decisions taken since the last meeting.
  - 9.2 HR Committee Chair.
  - 9.3 Community Hall Committee Chair
  - 9.4 Car Park Committee Chair
- 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.
  - 10.3 Parishioners who wish to ask questions on any matter not on the agenda.

- 10.4 Report from County Councillor
- 10.5 Report from District Councillors: Cllr. H. Davies, Cllr. B. Riley.

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

- 11.1 DC/26/01587 – 60 Belmont Road - Application under S73 for Removal or Variation of a Condition following grant of Planning Permission DC/25/05335 dated 19/02/2026. See link. [DC/26/01587 | Application under S73 for Removal or Variation of a Condition following grant of Planning Permission DC/25/05335 dated 19/02/2026 Town and Country Planning Act 1990 \(as amended\) - Erection of a first floor extension and alterations to form first floor window opening to side elevation with obscure glazing. To vary Condition 2 \(Approved Plans and Documents\) as per the submitted plans/documents | 60 Belmont Road Pinewood Ipswich Suffolk IP2 9XT](#)
- 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 Update on Bus Shelters
- 12.2 Update on Litter bin installation.
- 12.3 Update on Litter bin repairs required.
- 12.4 To discuss any other concerns.

**13. Preparation for year-end:**

- 13.1 To appoint Internal Auditor
- 13.2 To review the Internal Audit Checklist
- 13.3 To review Terms of Reference
- 13.4 To review Standing Orders
- 13.5 To review Financial Standing Orders
- 13.6 To review Cash Handling Policy
- 13.7 To review Risk Assessment Management Policy

**14. Financials:**

- 14.1 To note accounts for Q4.
- 14.2 To note expenditure since the meeting on 14 April 2026.
- 14.3 To agree any other expenditure / petty cash top up requests.
- 14.4 To sign off March 2026 Bank Reconciliations from Rialtas.
- 14.5 To approve/sign off any financial corrections made on Rialtas.

**15. Items for consideration for inclusion on the next agenda.**

**16. Correspondence.**

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

**17. Date of the next meeting.**

**18. To receive any other matters of report as the Chair may allow.**