

PINEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 14 October 2025 at the Pinewood Community Hall at 7:00pm.

Present: Cllr. S. Peartree (Chair), Cllr. T. Collard, Cllr. C. Emele, Cllr. M. Manning, Cllr. R. Manning.

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

Others attending: Cllr. H. Davies, Cllr. B. Riley (District Councillors) and 1 Parishioner

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

25/167 APOLOGIES AND APPROVAL OF ABSENCES

Cllr. J. Harding due to work commitments. This was approved.

25/168 TO NOTE THE RESIGNATION OF CLLR. B. BLACKWOOD.

Chair advised that Cllr. B. Blackwood had offered his resignation and this had been acknowledged and advised that if he wished to return in the future this would be welcomed.

25/169 TO RECEIVE COUNCILLORS' DECLARATION OF INTEREST IN ANY ITEM ON THIS AGENDA.

There were none received.

25/170 TO CONSIDER REQUESTS FOR DISPENSATIONS.

There were none received.

25/171 TO RESOLVE THAT THE MINUTES OF THE MEETING HELD ON TUESDAY 16 SEPTEMBER 2025 ARE A TRUE AND ACCURATE RECORD.

Copies of the minutes had previously been circulated to all. Proposed by Cllr. M. Manning and seconded by Cllr. R. Manning that the minutes are signed as a true and accurate record of the meeting.

25/172 TO CONSIDER ANY MATTERS ARISING FROM THE ABOVE MEETINGS AND NOT DEALT WITH UNDER ANY OTHER AGENDA ITEM.

There were none received.

25/173 TO RECEIVE PROGRESS REPORTS OR INFORMATION FROM: -

- (i) Clerk, including urgent decisions taken since the last meeting.
Clerk advised the council that a lot of time had been spent trying to update and re-vamp the website, to make this more user friendly and by putting documents into folders. Chair advised she had looked and it appeared much easier to read and find information.
- (ii) HR Committee Chairman.
Chair of the HR Committee TBC. Nothing to report.
- (iii) Community Hall Committee Chairman (Cllr. Manning)
Cllr. R. Manning (Chair of the Hall Committee) reported that the Race night was last Friday with 40 attendees in total, all appeared to enjoy the event and this Friday is Chelsea Richer.

Signed

- (iv) Car Park Committee Chairman (Cllr. Peartree)
Cllr. S. Peartree (Chair of the Car Park Committee) reported that following the meeting on 1 October, budgets were discussed and agreed to be kept at £1,000 per venue for the year from 1 April 2026. She also reported that as the Doctors surgery flu clinics clashed with both Hall and Church events this year, there was only one afternoon available for the patients to use the car park and as a result, extra measures had been put in place for the Caretaker (Tony) to manage the barrier to ensure the car park was available for the users of the church and the hall. Clerk has asked the Surgery to advise the dates much earlier next year.

25/174

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.
It was mentioned that the minutes from last month highlighted areas of concern within the parish.
- Litter being an ongoing issue, it was suggested that praise and thanks should be given to Tracey Sargent and her husband for their volunteering help with litter picking once a week.
 - Speeding is also an ongoing problem in Belmont Road and no action had been agreed from last meeting. Chair advised that SCC had deemed it was not a major affected area. Clerk had contacted PC Naomi Lofthouse and was advised that her team have been notified and controls / enforcements in the area would be carried out. Cllr. Collard asked if speeding concerns could be added as an agenda item for next meeting as Thorington Park are also experiencing cars driving at high speed and loud motorbikes late at night. Clerk to contact PC Lofthouse to obtain her findings from her speeding enforcements.
Agreed speeding problems to be added to the next agenda.
- (v) Report from County Councillor: Cllr. C. Hudson.
Cllr. Hudson was not present and did not send a report.
- (vi) Report from District Councillors: Cllr. H. Davies, Cllr. B. Riley.
Cllr. Riley reported as per appendix A.
Cllr. Davies reported as per appendix B.

25/175

PLANNING MATTERS: TO CONSIDER THE FOLLOWING APPLICATIONS FOR PLANNING PERMISSIONS.

- (i) DC/25/04185 – Bridge School - Application to determine if prior approval is required for a proposed: Installation of other Solar Photovoltaics (PV) equipment on the Roofs on Non-domestic Buildings
The council agreed it had no objections to the application and supported them to use cleaner energy and achieve savings on their bills.

Signed

Clerk asked Cllr. Davies if there are any grants available for Solar Panels as these are being considered for the Community Hall. Cllr. Davies advised there are sometimes grant available and would forward any onto the Clerk.

- (ii) 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.

25/176

HIGHWAYS / FOOTPATHS / BIN / SEATS OR BUS SHELTERS

- (i) To receive an update/discuss the Bus Shelter BSIP Funding BID application.
Clerk advised the council that she had received a response following the BSIP funding BID application and it had been approved to have four new bus shelters installed within the parish free of charge. Clerk had attended a site visit with Robert Kemp to discuss the options available and decisions would be required for the new bus shelters and permission given for them to demolish the existing ones. Orders are to be made at the end of the month for installation before the end of the year. Clerk advised that agreement had been made to have additional notice boards installed in the Bus Shelters, to be used for advertising and notices. After a general discussion on this it was agreed that the decisions for the new shelters would be as per appendix C. The council therefore agreed to formally grant permission for all work to be carried out by SCC via a letter previously put together by the clerk which was then duly signed by the Chair. Thanks were given to the clerk for the work she had undertaken to achieve such a successful outcome.
- (ii) To discuss/approve costs to bins on current litter bin project.
Clerk had contacted Public Realm for approval to have the two bins attached to a post installed beside the bus shelters on Belmont Road. Approval was given. Clerk obtained a quote from Glasdon for these 50L litter bins, plus a replacement 25L dog bin for Shotley close. The post would be supplied along with the ground fixings for a total of £747.56 plus VAT. Clerk advised the Earmarked Reserve account for the litter/dog bin project was £1,454.90. Clerk then advised she had spoken to Mr Shane Preston, the handy man who had completed similar work for the community hall previously and asked for a quote to install these bins and this came back at £75 for all three bins. Chair proposed these quotations be accepted, Cllr. Collard seconded and the rest of the council agreed. It was agreed for the new litter bins to be black. Cllr. R. Manning asked for clarification on how the bins are emptied and if the posts would be metal. Clerk confirmed the posts are metal and the bins slides out at an angle and the liners are replaced.
It was agreed that these bins should be installed after the new bus shelters had been installed so not to incur obstruction or get damaged during this process.
Cllr. M. Manning asked about the concrete base for the bin on Cottingham Road. Clerk advised it was on her list to get sorted and a new base and fixings would be required. This may be something that Mr Shane Preston could do also.
- (iii) To discuss any other areas requiring urgent attention and agree action.
Cllr. Emele mentioned that lorries are parking again between the two roundabouts at Tesco Store & Petrol station at Copdock Interchange Retail Park. Clerk advised she had reported this previously but will report again to IBC.

Signed

25/177

EXPENDITURE TO BE NOTED / AGREED.

- (i) To note expenditure since the meeting on 16 September 2025
Clerk had previously circulated this beforehand to all Councillors to review. See appendix D. This was approved by all.
- (ii) To agree any other expenditure / petty cash top up requests.
Clerk advised that a petty cash top up request was required due to acts and entertainment fees being paid out, leaving the petty cash low. This was approved by all and signed off.
- (iii) To sign off August 2025 Bank Reconciliations from Rialtas.
These were signed by the Chair.
- (iv) To approve/sign off any financial corrections made on Rialtas.
These were signed by the Chair.

25/178

ITEMS FOR CONSIDERATION FOR INCLUSION ON THE NEXT AGENDA.

- Speeding concerns - Agreed by all.
- Cllr. R. Manning asked about co-option for new councillors. Chair advised that an advertising campaign is underway, posters are going up at local supermarkets and on bus shelters. An information session can then be arranged for those interested once this has ended. Clerk advised there has been one Parishioner who has shown interest so far.
Chair advised the council should have a co-option policy in place, which can then be circulated to advise those interested of what the procedure is and also to provide information on what the role involves prior to the information evening. Chair advised this has been the procedure over the past few years and proved to be successful.
Clerk to look on SALC website for a template.

Chair suggested the councils' standings orders should be added to the website. Clerk agreed to do this

25/179

CORRESPONDENCE.

Clerk had previously circulated this. See Appendix E.

25/180

DATE OF THE NEXT MEETING.

This was agreed to be Tuesday 11 November 2025 starting at 7pm.

25/181

TO RECEIVE ANY OTHER MATTERS OF REPORT AS THE CHAIRMAN MAY ALLOW.

Cllr. Collard advised the council that following his attendance and completion of the councillor training course with SALC, which he found very interesting and in particular learnt that the co-option procedure should involve the council meeting either before or after a presentation evening to discuss the interested applicants to enable the council to agree on which candidates to co-opt.

It was agreed by all that this meeting should take place after the presentation evening as some applicants can mis-understand the role of a councillor and what's involved and as a result may not proceed any further with their application. It also gives the council a chance to ask questions and then discuss the answers afterwards together, so that an informed decision can then be made on which candidates the council wishes to co-opt.

Signed

Chair highlighted that all new councillors need to fully understand the responsibilities involved in this role as it can cause a big disruption in particular with staff salaries not getting paid on time if councillors who are signatories decide to resign without prior notice.

Cllr. Collard had also learnt that in particular councillors must ensure they are aware that any correspondence must go directly through the clerk and not be sent independently.

Cllr. Emele advised he had also completed the councillor training course and thanked the council for this opportunity.

As there was no other business the Chair thanked everyone for attending and formally closed the meeting at 8:47pm.

Chair / Vice-Chair

Dated.....

14th October 2025

14th October 2025

Thank you Mr Chairman,

My report tonight is short.

The key council event this month is the approval and submission of the Local Government Reorganisation in Suffolk: Case for Change report which was approved for onward transmission to the central government. As mentioned previously Babergh is recommending that there be three unitary bodies.

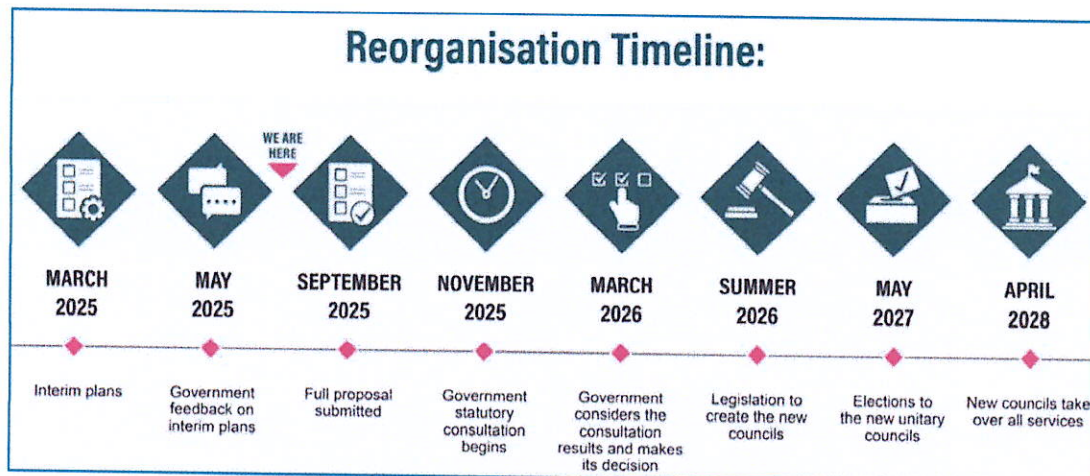
The paper as approved did not tell us how much this would cost and what the likely effect there will be on Council taxes. Nor did it mention any job efficiencies we might expect although one can deduce that at least two Chief Executives and their adherent deputies and support staff will be redundant.

Monthly Report September'25 - Sproughton & Pinewood Ward

GENERAL UPDATES

The district wide monthly update can be found here - Download [Babergh's town and parish briefing notes](#)

Devolution & Local Government Reorganisation: The case for change was debated at Septembers council meeting and passed without incident - holding fast to the three unitary concept. So, everyone has relaxed for a short period of time. However, attention is now turning towards the public consultation exercise that will be held Nov'25 - Jan'26, We are thinking about how best to engage people so that they reply to the consultation. The more people that reply the better and hopefully our collective views will be taken into account by the government - the government must choose between 1 & 3 unitaries, although they have been known to suggest alternate proposals. It will take until Apr'28 to define how a new unitary council will work, dissolve existing councils and create the new unitaries. Complete timeline below:-



Bentley Fruit Farm Application: This application was refused which was a shame as it would have provided around 60% affordable housing - unfortunately there were too many issues with the application for it to be approved.

Marks & Spencer @ Copdock: This application is still outstanding. No news as to when it will be decided.

Joint Local Plan: We had an interesting presentation on the Joint Local Plan which will affect all of us - 'Housing Assessment & Future Call 4 Sites' We need to build 780 homes per annum - pre-Labour government & a new standard method for calculating housing need up from 416 homes per annum. The plan will last for 20 years. The Strategic Housing Land Availability Assessment has been published from which suitable sites will be selected for development. This document can be used for those doing Neighbourhood Plans to identify sites for allocation. Another call for sites will be done for all types of development - housing, employment & traveller at which point the SHLAA becomes a SHELAA = Strategic Housing & Employment Availability Assessment (in case you were wondering what the acronyms are!!). This will run from Oct'25-Jan'26. One of the things we should remember is that under the 'Duty to Cooperate' the district councils surrounding Ipswich are obliged to take on any of Ipswich's housing requirement that they cannot accommodate. I strongly suspect that if a three unitary model is approved 'Ipswich & South East Suffolk' will be told to meet that need within its

Monthly Report September'25 - Sproughton & Pinewood Ward

boundaries resulting in a greater concentration of new homes within that unitary compared to the other two.

PORTFOLIO

Sustainable Travel: The second Eezybike installation has gone live in Lavenham. I did my usual wobbling around on the electric bike for the cameras and a quick interview which is somewhere on Babergh' social media.. I have begun to look at the River Gipping Path from Stowmarket to Ipswich with a view to identifying gaps that need to be improved to hopefully end up with a contiguous path - something that would be brilliant in terms of access, exercise, well-being etc especially when considering the amount of housing development built recently and planned along the River Gipping corridor.

Biodiversity: We are looking forward to the first draft of the Biodiversity Action Plan in (now) October. This will be reviewed by the working group before being amended and presented to the cabinet. The final version of the Norfolk & Suffolk Local Nature Reserve Strategy is due to go to Cabinet in October and will be launched in November. I have asked that we discuss how the LNRS be incorporated into the JLP and this has been included in the November agenda for the JLP Working Group.

Solar 4 Business

Going well. A good number of enquiries were received which are progressing through the process to the extent that we are beginning to look at other possible sites.

THE WARD ITSELF

Parking at Suffolk One: I am due to meet with Suffolk One to discuss the findings relating to S1 - there were a number of suggestions from residents as to how S1 could help. After this the paper can be submitted to Highways. Just to be on the safe side I will go through the paper with Highways before formal submission to check it contains enough information to enable it to be put forward for Design & Costing.

Traffic Solutions 4 Sproughton: The Parish Council have received feedback on the paper and we are collating the (many) responses to come up with a prioritised list of enhancements. This will then be presented to Highways.

Sproughton Nature Reserve: Ipswich BC have completed their review of the legal agreement and have sent it back to Babergh legal for hopefully, signing. I will keep chasing this...I'm also working with IBC to create a list of items that they would like to see in the LNR such as noticeboards, seating with the aim of getting funding for this.

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

Monthly Report September'25 - Sproughton & Pinewood Ward

Councillor Helen Davies: District Councillor for Sproughton & Pinewood

Mobile: 07514 951190

E-mail: Helen.Davies@babergh.gov.uk

Twitter: @HelenDSproughtn

PINEWOOD PARISH COUNCIL NEW BUS SHELTERS**BUS SHELTER ONE – COTTINGHAM ROAD ADJ GREENSPIRE GROVE**

STYLE	Fully enclosed, double entry shelter
SIZE	3 bays
COLOUR	Moss Green
SEATING	Bench seat
TIMETABLE	Yes
EXTRA'S	Additional notice board 33CM X 76CM for our business advertising use

BUS SHELTER TWO – BELMONT ROAD OPP FIR TREE RISE

STYLE	Full sided shelter
SIZE	3 bays
COLOUR	Moss Green
SEATING	Bench seat
TIMETABLE	Yes
EXTRA'S	Additional notice board 33CM X 76CM for our business advertising use

BUS SHELTER THREE – BELMONT ROAD ADJ FIR TREE RISE

STYLE	Full sided shelter
SIZE	3 bays
COLOUR	Moss Green
SEATING	Bench seat
TIMETABLE	Yes
EXTRA'S	Additional notice board 33CM X 76CM for our business advertising use

BUS SHELTER FOUR – BELMONT ROAD ADJ SYCAMORE CLOSE

STYLE	Full sided shelter
SIZE	3 bays
COLOUR	Moss Green
SEATING	Bench seat
TIMETABLE	Yes
EXTRA'S	Additional notice board 33CM X 76CM for our business advertising use

MINUTES OF MEETING TUESDAY 14 OCTOBER 2025

EXPENDITURE TO BE NOTED/AGREED.

To note expenditure since the meeting on 16 September 2025

NatWest

<u>Direct Debits:</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
06 August	Signs for you	Car park cctv signage	£ 281.32
06 August	Greene King	Bar Supplies	£ 668.49
07 August	British Gas	Monthly gas bill	£ 40.23
08 August	Tesco Mobile	Monthly mobile charges	£ 29.18
18 August	Sage UK	Outstanding subscription payment for last year	£ 69.00
19 August	British Gas	Monthly electricity bill	£ 560.62
29 August	NatWest	Monthly bank charges	£ 17.73

Electronic Payments:

04 August	PPL / PRS	Music licence renewal	£ 1,679.88
11 August	Sigma	Barrier maintenance service renewal	£ 504.00
11 August	Sharp	Monthly photocopying charges	£ 38.21
13 August	CJ Plumbing	New taps and work in ladies toilet	£ 1,414.80
13 August	Eric Dines	New flooring in ladies toilet	£ 444.00
13 August	SCC	Bar Supervisor recruitment advert	£ 75.00
25 August	Various	Salary/HMRC/Pension	£ 14,207.97

Debit Card:**Credit Card:**

11 August	Amazon	Snap frame poster display	£ 31.00
11 August	Amazon	Frame hanging strips	£ 13.23
11 August	Amazon	Card	£ 12.61
11 August	Bookers	Bar Supplies / Hall Cleaning	£ 268.76

Barclays

14 August	Payment Sense	Monthly transaction charges	£ 32.34
15 August	Payment Sense	Monthly PCIDSS Compliance & Phone line charge	£ 49.74
15 August	Anglian Water	Monthly water charges	£ 57.00
27 August	BT	Quarterly telephone / internet charges	£ 439.13
			<u>20,934.24</u>

Bank Account Balances as at 31st August 2025:-

NatWest Bank	Current Account	£ 29,100.24
Barclays Bank :	Current Account	£ 70,389.22
NatWest Bank:	Credit Card Account	£ 0.00
Redwood Bank:	95 Day Notice Savings Account	£ 80,664.75

Signed.....

CORRESPONDENCE LIST – OCTOBER 2025

<u>Sender</u>	<u>Subject of Correspondence</u>	<u>Action taken</u>
Circulated (via email):		
Cllr. Helen Davies	Update on Suffolk One Residents Meeting of 5th June- FURTHER UPDATE	Noted
Cllr. Helen Davies	BABERGH AND MID SUFFOLK DISTRICT COUNCILS MEDIA RELEASE: Grant returns to tackle winter loneliness	Noted
BMSDC	Babergh and Mid Suffolk Joint Local Plan Review: Publication of the Draft Babergh and Mid Suffolk Strategic Housing Land Availability Assessment and Forthcoming Call for Sites	Noted
Clerk	New Councillor interest – Mr George Dix	Noted
Clerk	Solar Panels	Noted
One Suffolk	Important Parish Council Update on Local Government Reorganisation	Noted
Transport made simple	Acquisition of Go-East Anglia and Passenger First Network Engagement	Noted
BMSDC	Three Councils for Suffolk business case submitted to government	Noted
National Highways	UPDATE: Important roadworks information - A12 between junctions 29 (Crown Interchange) and 33 (Copdock Interchange) improvement work	Noted
Cllr. Helen Davies	BABERGH AND MID SUFFOLK DISTRICT COUNCILS' MEDIA RELEASE: Students debate climate issues at councils' second COP-style event	Noted
Highways	Important roadworks information: A12 between junctions 29 (Crown Interchange) and 33 (Copdock Interchange) – improvement work	Noted

To be actioned at meeting on 14 October 2025:Invoices: