

PINEWOOD PARISH COUNCIL

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

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

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

Others attending: Cllr. Helen Davies (District Councillor)

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

26/104 APOLOGIES AND APPROVAL OF ABSENCES

Cllr. A. Mayhew – Due to family commitments – This was approved
Cllr. Brian Davies (District Councillor)

26/105 TO RECEIVE COUNCILLORS' DECLARATION OF INTEREST IN ANY ITEM ON THIS AGENDA.

There were none received.

26/8106 TO CONSIDER REQUESTS FOR DISPENSATIONS.

There were none received.

26/107 TO RESOLVE THAT THE MINUTES OF THE MEETING HELD ON TUESDAY 9 JUNE 2026 ARE A TRUE AND ACCURATE RECORD.

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

26/108 TO CONSIDER ANY MATTERS ARISING FROM THE ABOVE MEETINGS AND NOT DEALT WITH UNDER ANY OTHER AGENDA ITEM.

There were none received.

26/109 SPEEDING, ANTI-SOCIAL BEHAVIOUR AND PARKING ISSUES: -

(i) Update from Police.

PC Beth Harper and PC Adam Ferguson were not present and did not send a report.

(ii) Update on anti-social behaviour

Clerk reported that she had sent a letter to Orwell Housing on behalf of the Parish Council. The response back was that they were dealing with it and some visits had been carried out. However, the episodes of the anti-social behaviour do not appear to be enough to action anything further at this point. Clerk had been copying in Cllr. Christopher Hudson and Cllr. Helen Davies to all correspondence.

Cllr. Helen Davies reported that she had contacted Orwell Housing for an update, diary sheets of incidents had been sent over and in total 5 reports had been received. Letters had been sent to the occupants enforcing the tenancy agreement and random site visits have been planned to try and witness the music levels. The next stage will be a final written warning and then a notice seeking possession following enough evidence.

Signed

TO RECEIVE PROGRESS REPORTS OR INFORMATION FROM: -**(i) Clerk, including urgent decisions taken since the last meeting.**

Clerk reported that a recent resident had highlighted the current state of neglect in Skylark Lane play park again. Cllr. Helen Davies suggested some CIL funding may be available. Chair added that this park is the responsibility of Sanctuary Housing and CIL funding would be better used for play parks in Pinewood. Clerk had reported this to Sanctuary housing and will chase for a response.

Cllr. Fosh asked if there are any areas we could use to install a play park. Cllr. Emele suggested a potential area perhaps along Ward Road, however this maybe too close to Skylark Lane. Clerk reported that a resident had complained the grassed area adjacent to Sprites Lane had not been cut recently Chair advised that Ipswich Borough Council are owners of the land but have not been overly helpful in the past with issues on this land. Cllr. Davies suggested they may be willing to hand over this part of the land. Clerk to write a letter to Ipswich Borough Council to enquire and to investigate CIL funding to purchase play equipment. Cllr. Emele and Cllr. Fosh offered to be the representatives for this project. Cllr. Davies offered her help and support also and recommended Wicksteed for play park equipment.

Chair asked if all Councillors could be having a think about other potential areas.

Clerk reported that the external audit documents have been submitted. This should be finalised around September.

(ii) HR Committee Chair (Cllr. T. Collard)

Cllr. Collard reported that the new Hall & Events Co-ordinator started on 22 June 2026 and has made a positive start.

(iii) Community Hall Committee Chair (Cllr. R. Manning)

Cllr. R. Manning reported that following the last meeting:

- We have had Sax & Voice in the bar which was successful with good attendance. The new Hall & Events Co-ordinator (Ronni) has made a good start attending the events and meeting the members.
- Special thanks go to the staff for organising and decorating the lounge room to show the World Cup games.
- This Friday brings Chelsea Francis with live music from Mamma Mia. This is now a sold-out event.
- On Friday 31 July tickets will be on sale for the 'Bee Gees event'. Offering early bird prices for members, which is encouraging.
- Received a postcard from National Grid offering funding for community projects which may support the consideration for air conditioning in the main hall and/or play parks project for the parish. Information on this was passed to the Clerk.

(iv) Car Park Committee Chair (Cllr. S. Peartree)

Cllr. Peartree reported that the committee have not met recently. However, no reply was received from Minister Simon Robinson after our response was sent following his recent request.

Clerk advised that the lady dropping her children to Sprites each morning was still using the Car park. Clerk had a word with her and hopefully she won't continue. Chair suggested we pop a formal letter under the window wiper on headed paper, if this continues.

Signed

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.
- (iv) Report from County Councillor
Cllr. Christopher Hudson was not present and did not provide a report.
- (v) Report from District Councillors: Cllr. H. Davies, Cllr. B. Riley.
Cllr. B. Riley was not present and did not provide a report.
Cllr. H. Davies had sent a report which had already been circulated.
In summary:
- Devolution – Suffolk County Council are challenging the government decision for the three unitary councils. The key piece for the structural change order has been deferred from September to December/ January leaving it tight for May 2027 as the decisions for the district councils are up for consideration. Cllr. Fosh asked how much this is costing. Cllr. Davies replied roughly £9m. Cllr. Fosh asked how much the appeal is costing. Cllr. Davies replied roughly £150k, which could have been spent filling potholes or fulfilling parking restrictions.
 - Better Recycling – Around 240,000 bins have been delivered so far. Small number left to do as they had run out of bins. Some problems remain for emptying. Cllr. R. Manning highlighted the small grey bins have their lids left open after emptying which encourages them to get blown around the areas and in the winter, this is going to bring problems. It was highlighted that bins are thrown over the gardens & driveways as the bin men are in such a hurry and no care is being taken. Cllr. Davies offered to pass this information on. Chair reported the highway is being clogged with bins and causing a problem on the footpath for wheelchairs and buggies. Cllr. Davies asked for some photo's over 2 – 3 weeks to be sent over.
 - Joint Local Plan – Recently had a spatial strategy presentation for how and where development should happen across the district. There were a few options for consideration. Cllr. R. Manning asked if there was enough land to be developed. Cllr. Davies said there was more than enough land to develop around 4,000-5,000 homes. Cllr. Collard asked if this was going to be all social housing. Cllr. Davies confirmed this would be residential and commercial developing – within the residential there will be some social housing included.
 - 3 Valley Parish Council Alliance – Recently had a meeting, no one from Pinewood has attended yet. Cllr. Fosh is the representative for this, however, has recently been recovering following an operation so has been unable to attend. At the last meeting they were

Signed

assessing the sites within the 3 valley boundaries. 779 houses are planned per year. Cllr. Collard raised concern for the local area infrastructure following the development and the potential jobs that will follow.

- Parking issues – Recent meeting to discuss installation of double yellow lines. However - £7,500 is required for this to happen.
- Nature Reserve – Working on getting a new Nature Reserve spot in Belstead.

Cllr. M. Manning asked if Cllr. Davies was aware of what was happening with the land that is up for sale next to the Vets and what type of building this would be. Cllr. Davies suggested this should be commercial and offered to do a site visit.

26/112

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

- (i) DC/26/02754 - McDonalds Restaurant Ltd, Copdock Interchange. Installation of a double sided mobile, free standing point-of-sale device.
This had been circulated previously for all to read. However, the website had been down today. After discussing the plans, the council agreed it had no objections to the application.
- (ii) DC/26/02783 - 20 Fir Tree Rise, Pinewood. Application for works to trees subject to TPO.
This had been circulated previously for all to read. After discussing the plans, the council agreed it had no objections to the application.
- (iii) DC/26/02490 - Land North Of The A1071, Ipswich (Wolsey Grange 2).
This had been circulated previously for all to read. It was suggested that the council would support the comments made by Sproughton and we would wait until they had responded. Cllr. Davies to advise once this had been done.
- (iv) 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.

Cllr. Davies recommended the SALC planning course for any councillors interested.

26/113

HIGHWAYS / FOOTPATHS / BIN / SEATS OR BUS SHELTERS

- (i) Update on Bus Shelters
Chair reported that all Bus Shelters had now been installed. Cllr. M. Manning reported that there had been graffiti on the Bus Shelter seat at the Bush Shelter along Cottingham Road. Clerk to contact the installation team to ask for advise on cleaning this off.
- (ii) Update on Litter bin installation.
Chair reported that all new and replacement dog / litter bins had now been installed.
- (iii) Update on seats
Clerk reported that James Baker had made contact advising that the three seats had been assembled and are ready for installation, locations are to be agreed.

Signed

After a discussion on this was suggested, the preferred locations would be:

- 1) Bottom of Quilter Road - in the meadow
- 2) Kiln Meadow as suggested by James Baker
- 3) Outside the front of Pinewood Community Hall – It was agreed the coronation plaque would be attached to this seat.

The parish council were not keen on the location recommended by James close to Devlin Road for the fear that this could introduce anti-social behaviour again in this area.

(iv) To discuss any other concerns.

Cllr. M. Manning reported that the sign on the left in 'Cherry Blossom Close' was leaning. Clerk asked Cllr. M. Manning to provide some photos and then this could be reported to Public Realm.

26/114

DISCUSS OPTIONS TO CHANGE WEBSITE PROVIDER

Cllr. Emele asked for what services we were after: Hosting of the domain name only. Or Hosting and Design and Management of the website as well.

After a discussion it was agreed that we would require the hosting only and perhaps find a better platform which is more user friendly for us to control the maintenance and upkeep of the website. An initial first design might be beneficial and then preferably if a training course is available for Clerk and Hall & Events Co-ordinator could attend, they would find it easier to manage going forward.

Clerk highlighted how Sproughton Parish Council uses the same website host as us and theirs looks so much better. Cllr. Emele asked Clerk to send over the link to this website so that contact could be made to Matthew at CAS for advice.

26/115

FINANCIALS:

(i) To note expenditure since the meeting on 9 June 2026.

Clerk had previously circulated this beforehand to all Councillors to review. See Appendix A. This was approved by all.

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

Clerk reported:

- Greens Landscaping invoice - £465. Installing the new / replacement bins. This was already approved via email. This was officially put to a vote and was approved by unanimous showing of hands.
- Fire Alarm panel had been flashing and highlighting a fault coming from the cellar room. Firesite had been called out (£80 call out fee) and had advised 'there have been numerous spurious faults on the control panel which we suspect is due to a faulty sounder base in the Bar Store which has moisture ingress. We would advise removing this and replace with a detector base and relearn the panel. The cost of this would be a further £180.00 plus vat'. This was put to a vote and approve by unanimous show of hands.
- Petty cash top up was required. This was approved and signed by Cllr R. Manning and Chair.

(iii) To sign off May 2026 Bank Reconciliations from Rialtas.

These were signed by the Chair.

Signed

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

26/116 ITEMS FOR CONSIDERATION FOR INCLUSION ON THE NEXT AGENDA.

- To consider Community Play Park Project & Funding options

26/117 CORRESPONDENCE.

Clerk had previously circulated this. See Appendix B.

26/118 DATE OF THE NEXT MEETING.

It was agreed there would not be an August meeting due to many holidays.
It was therefore agreed to be Tuesday 8 September 2026.

26/119 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 8:52pm.

Chair / Vice-Chair

Dated.....

MINUTES OF MEETING TUESDAY 14 JULY 2026

EXPENDITURE TO BE NOTED/AGREED.

To note expenditure since the meeting on 9 June 2026

NatWest

<u>Direct Debits:</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
08 May	Tesco Mobile	Monthly mobile charges	£ 30.64
13 May	Greene King	Bar Supplies	£ 544.93
14 May	Spotify	Music subscription	£ 12.99
18 May	Sage UK	Payroll subscription	£ 69.00
18 May	British Gas	Monthly electricity bill	£ 534.60
28 May	Babergh DC	Monthly bin collection charges	£ 26.45
28 May	British Gas	Monthly gas bill	£ 30.03
30 May	NatWest	Monthly bank charges	£ 25.62

Electronic Payments:

05 May	Pitkin & Ruddock	Annual Maintenance Contract renewal	£ 265.20
05 May	SALC	Annual Subscription	£ 1,129.43
06 May	CRS	Till screen replacement	£ 271.78
19 May	Sharp	Monthly photocopying charges	£ 30.00
19 May	CAS	Website & Email address	£ 109.00
22 May	Various	Salary/HMRC/Pension	£ 15,407.91

Debit Card:

07 May	Tesco	Bar Supplies	£ 6.40
07 May	Bookers	Bar Supplies	£ 320.26
15 May	Aldi	Bar Supplies	£ 6.90
15 May	Bookers	Bar Supplies	£ 126.75
15 May	Aldi	Bar Supplies	£ 23.09

Credit Card:**Barclays**

15 May	Payment Sense	Monthly PCIDSS Compliance & Phone line charge	£ 92.82
15 May	Anglian Water	Monthly water charges	£ 144.00
15 May	Payment Sense	Monthly transaction charges	£ 52.60
26 May	BT	Quarterly phone / internet charges	£ 445.94
			<u>19,706.34</u>

Bank Account Balances as at 31st May 2026:-

NatWest Bank	Current Account	£ 101,758.35
Barclays Bank :	Current Account	£ 52,033.95
NatWest Bank:	Credit Card Account	£ 0.00
Redwood Bank:	95 Day Notice Savings Account	£ 82,922.09

Signed.....

CORRESPONDENCE LIST – JULY 2026

<u>Sender</u>	<u>Subject of Correspondence</u>	<u>Action taken</u>
---------------	----------------------------------	---------------------

Circulated (via email):

Ipswich Borough Council	Publication of the Timetable and Notice to Commence the Ipswich Borough Council Local Plan 2026-2045 (3)	Noted
Cllr. Helen Davies	Monthly Report May & June	Noted
BMSDC	Babergh and Mid Suffolk Joint Local Plan Update Presentation	Noted
Ipswich Planning	Ipswich Borough Council Local Plan 2026 – 2045 Scoping Consultation (3)	Noted

To be actioned at meeting on 14 JULY 2026:

Invoice Green Landscaping services - Installation of x litter bins, x1 Dog/litter bin and x2 concrete base £465	Approved
---	----------

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)