

## PINEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 10 February 2026 at the Pinewood Community Hall at 7:00pm.

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

**26/18 APOLOGIES AND APPROVAL OF ABSENCES**

Cllr. J. Harding – This was accepted.  
Cllr. B. Riley (District Councillor) & Police Constables.

**26/19 TO RECEIVE COUNCILLORS' DECLARATION OF INTEREST IN ANY ITEM ON THIS AGENDA.**

There were none received.

**26/20 TO CONSIDER REQUESTS FOR DISPENSATIONS.**

There were none received.

**26/21 TO RESOLVE THAT THE MINUTES OF THE MEETING HELD ON TUESDAY 13 JANUARY 2026 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. Collard that the minutes are signed as a true and accurate record of the meeting.

**26/22 TO CONSIDER ANY MATTERS ARISING FROM THE ABOVE MEETINGS AND NOT DEALT WITH UNDER ANY OTHER AGENDA ITEM.**

There were none received.

**26/23 SPEEDING ISSUES: -**

(i) Update from Police.  
Report from PC Adam Ferguson was circulated for all to read and is attached as per Appendix A.

(ii) To discuss speeding / safety at Zebra crossing on Shepherd Drive.  
Response from Highways had been circulated for all to read. Chair felt that our main concerns were not being addressed. It was suggested a letter be sent back to Cllr. Hudson to ask for support with these costs requested.

The 'Kill your speed' sign along Ellenbrook Road had been put back up. Clerk advised that she had been contacted regarding wheelie bin stickers for residents highlighting the speed limit. It was agreed that not many bins are put close enough to the busy roads to have any effect.

**26/24 TO RECEIVE PROGRESS REPORTS OR INFORMATION FROM: -**

(i) Clerk, including urgent decisions taken since the last meeting.  
Clerk reported that we will be receiving £1,000 from Cllr. Brian Riley's Locality budget for 2025/2026 to put towards the Litter / Dog bin project.

Signed.....

- (ii) HR Committee Chair (Cllr. Collard)  
Cllr. Collard reported that there was nothing to report other than Appraisal process is still ongoing.
- (iii) Community Hall Committee Chair (Cllr. R. Manning)  
Cllr. R. Manning reported that we had the Elvis tribute recently, which was another good night. Cllr. R. Manning asked if the minutes from the Hall Committee meetings could be circulated so all councillors are aware of decisions made.
- (iv) Car Park Committee Chair (Cllr. Peartree)  
Cllr. Peartree reported that the repair to the post is still ongoing. The Car Park committee meeting was brought forward to discuss the recent request from the Doctors surgery to use the Community Hall and Church car park whilst maintenance work is being carried out in their car park week commencing 23 February 2026. It was decided that we could offer them use of up to 10 spaces for staff on the Monday, Tuesday, Thursday & Friday only in a designated area so not to disrupt the Hall and Church events. Cones would be provided to reserve their space if they needed to leave the car park. Chair confirmed they were happy with this arrangement. It was suggested to ask for agreement on terms and conditions of use of the car park i.e., cars parked that their own risk etc. Clerk to do this.

26/25

**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.
- (i) Report from County Councillor: Cllr. C. Hudson.  
Cllr. Hudson was not present. February newsletter had been provided and has been circulated. Attached as Appendix B.
- (ii) Report from District Councillors: Cllr. H. Davies, Cllr. B. Riley.  
Cllr. Riley was unable to attend and did not send a report.  
Cllr. Davies reported as per Appendix C.

26/26

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

- (i) 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.

26/27

**HIGHWAYS / FOOTPATHS / BIN / SEATS OR BUS SHELTERS**

- (i) To discuss pothole concerns.  
Cllr. Collard advised he had contacted Cllr. Hudson as a concerned resident to discuss pot holes. These had been reported on Suffolk County Council website; however, they did not fulfil the requirements to be classed as a priority.

Signed.....

Clerk had circulated an email from SALC where there was information from Suffolk County Council on Highways Update and Social Media Campaign.

- (ii) To discuss Grit bin decision following application.  
Following our recent request for a grit bin, unfortunately Suffolk County Council did not approve the application as it did not meet the criteria set out in the application form - 'is at a junction with known history of accidents or on a sharp/severe bend or has a road gradient greater than 1 in 15'. Cllr. Collard advised that this is not the case however after conversations with the residents, they would rather not to pursue any further.
- (iii) Update on the seats.  
Clerk reported that James Baker had updated as follows - 'We have now milled the oak for the seats (from a large oak tree that blew over in Bourne Park (so very local timber!). We are always rushed off our feet until the end of February with all of the winter habitat management work, but will work on constructing the seats in March with installation then or in early April – just in time for the better weather, hopefully!'
- (iv) Update on bus shelter installation.  
Clerk reported that Robert Kemp had updated as follows – 'It's looking like March at the moment. Unfortunately, it took me longer to visit all the sites that requested new shelters than I had anticipated. Once I have a confirmed date for your installations I will be in touch'.  
Chair advised that trees around these areas were being cut back.
- (v) To discuss any other concerns.  
Clerk advised that the littler bin in Cottingham Road would be repaired soon as the ground bolts had been delivered and Clerk is just waiting on Shane (Handy man) to give a date for repair work. The replacement dog bin in Shotley close will also be carried out. The new bins for Belmont Road will be held until after the Bus Shelters have been installed.

**26/28**

**TO PROVIDE AN UPDATE ON PROGRESS OF THE CO-OPTION CAMPAIGN.**

Clerk reported that she had emailed the interested parishioner to see if they were still interested in attending a meet and greet evening. However, no reply had been received as yet. In the meantime, another interested parishioner had come forward and Clerk is waiting for the application form to be returned. Clerk can then arrange a meet and greet.

**26/29**

**FINANCIALS:**

- (i) To note accounts for Q3.  
Clerk had circulated the Q3 three accounts to all councillors, however an enlarged paper copy was handed out. Cllr. Collard asked for clarification on Hall events. Cllr. R. Manning asked about budgets for Hall events. Clerk explained budgeting for Hall events is very difficult, as this is solely dependent on how many tickets are sold per event and how much the individual acts charge. This may become easier as the years go on as it may fall into a bit of pattern but for the time being, we have to monitor as we go. Clerk advised that bar prices may have to be increased shortly due to increased prices from the brewery.

Signed.....

(ii) To approve top up for NatWest bank account – (Sign cheque).  
Clerk reported that as at 31 January 2026 the bank account balance for the NatWest Account was £31k. However, before the precept is received at the end of April 2026 there potentially is further Three months' worth of payroll and monthly bills to account for. Majority of income from ticket sales, private hires and bar takings are received into the Barclays Account. Therefore, a transfer is required to avoid the NatWest going overdrawn. Clerk advised that the Barclays account balance as at 31 January 2026 was £88k. After a discussion it was agreed that £50k would be transferred between the two accounts. Cheque was drawn up and signed. Clerk to bank.

(iii) To note expenditure since the meeting on 13 January 2026.  
Clerk had previously circulated this beforehand to all Councillors to review. See Appendix D. This was approved by all.

(iv) To agree any other expenditure / petty cash top up requests.  
• Clerk advised that at the last parish council meeting it was agreed that the clerk had a new laptop. At the previous Hall Committee meeting it was agreed that the Bar Supervisor also required a laptop. With the help of Cllr. Emele clerk was able to find some suitable products. Clerk advised what was required. Items listed below: -

- Laptop Clerk
- McAfee antivirus protection for up to 5 devices
- Laptop Bar Supervisor
- Bar Supervisor - Keyboard, Mouse & Mouse mat
- Bar Supervisor - Office chair for Bar Supervisor
- Gross total = £1,367

EMR account currently has £2,086 available.

Chair asked if we should have some IT support to help out with sourcing IT equipment and support with IT issues. Cllr. Emele offered to help with IT.

Chair thanked Cllr. Emele for his offer of help.

- Hall & Events Co-ordinator requested an additional sum up machine as more than one is required. Cost is £60 gross.

This was put to a vote by show of hands and was a unanimous vote to accept all of the above.

- Clerk advised there was a petty cash top request. This was approved by all and signed off.

(v) To sign off December 2025 Bank Reconciliations from Rialtas.  
These were signed by the Chair.

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

26/30

**ITEMS FOR CONSIDERATION FOR INCLUSION ON THE NEXT AGENDA.**

- Co-option once the meet & greet has been done for applicants.

Signed.....

26/31

**CORRESPONDENCE.**

Clerk had previously circulated this. See Appendix E.

26/32

**DATE OF THE NEXT MEETING.**

This was agreed to be Tuesday 17 March 2026 starting at 7pm.

26/33

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

Cllr. Emele asked if the old chairs had been donated and the new ones bought down from storage. Clerk confirmed they had.

Cllr. Emele asked if decisions had been made on the charity to use for our 2026/2027 donations and whether we could donate smaller amounts to a few charities rather than all of the amount to one chosen charity. It was agreed to wait until later in the year once we have received requests.

As there was no other business the Chair thanked everyone for attending and formally closed the meeting at 8:31pm.

Chair / Vice-Chair .....

Dated.....

Good evening,

Unfortunately, I am unable to attend the meeting as this falls on a day shift, however, please accept the below update for circulation:

#### Speeding Concerns - Ellenbrook Road, Pinewood

Highways have now responded regarding my initial request about community concerns specific to road safety. They can arrange surveys on Ellenbrook Road by means of installing either tube or radar equipment, although these are chargeable. The survey equipment must be fixed to a post and placed away from junctions, accesses or crossings. I will hopefully have a bit more information by the end of this week.

There are several speed reduction options available through Suffolk Road safe that the Parish Council may wish to consider:

- \* Application for a Speed Indicator Device (SID) site and management of a SID unit.
- \* Formation of a Community Speed Watch group
- \* Requesting inclusion in the Temporary Vehicle Activated Sign (TVAS) programme.
- \* Requesting inclusion in the ANPR SID project schedule.

#### E-bikes, E-scooters and Off-Road Style Bikes

We continue to identify riders using these within the Stoke Park and Sprites areas and will seize vehicles where the relevant offences are committed. Work in this area is ongoing. I am waiting for clearance to get signs installed in the streets specific to road traffic legislation surrounding the use of such vehicles.

#### Anti-Social Behaviour - St Catherine's Court

We have received reports of youth-related ASB at St Catherine's Court, including cannabis use, alcohol consumption and urinating within the communal stairwell. "Police Aware" signs have been installed and an investigation into the specific ASB incidents is underway.

If any residents or attendees have witnessed individuals involved or have information that may assist, please encourage them to report this to police.

Please feel free to share this update at the meeting.

As always, I appreciate the invite.

Kind Regards,

Adam Ferguson  
Police Constable 808 - Community Policing Team Stoke Park & Sprites Suffolk Constabulary  
Landmark House  
IP1 4PB

## Belstead Brook Division: Reform UK Update

February 2026

Dear Parish Councillors and Clerks,

As we move into the first quarter of 2026, I am writing to provide a brief update on recent developments within the Reform UK group at Suffolk County Council and how they relate to the parishes of **Sproughton, Pinewood, Wherstead, Burstall, Copdock and Washbrook, Belstead, Hintlesham, and Chattisham.**

Since moving to Reform UK, my focus remains steadfast: ensuring our rural and semi-rural communities are not overlooked in favour of larger urban hubs, and championing a "common sense" approach to local spending.

### Key Local & National Updates

- **Standing Up for Local Democracy:** You may have seen recent reports regarding Reform UK's legal challenge against the government's attempt to postpone local elections for certain councils undergoing reorganisation. We believe that residents should always have the final say on who represents them, especially during times of structural change.
- **Fiscal Responsibility & Council Tax:** With the 2026/27 budget season upon us, the Reform group is scrutinizing every penny of expenditure. We are advocating for a focus on frontline services—such as **pothole repairs** and **drainage maintenance**—while pushing to eliminate "non-essential" spending on bureaucracy and diversity initiatives. Our goal is to keep council tax as low as possible during this cost-of-living crisis.
- **SEND Funding Progress:** We are closely monitoring the recent government commitment to address 90% of council SEND (Special Educational Needs and Disabilities) deficits. While this is a welcome relief for Suffolk's finances, we are pushing to ensure these funds are distributed fairly and that the required "local reform plans" actually improve outcomes for families in our division.
- **Planning & Infrastructure:** I continue to listen to your concerns regarding over-development and the preservation of our green spaces. My position remains clear: infrastructure (roads, GPs, and schools) must come before large-scale housing projects, not as an afterthought.

### Working Together

I am keen to attend your upcoming Parish Council meetings to hear directly about the issues affecting your residents. Whether it is speeding concerns on our country lanes or the impact of regional planning, my door is always open.

### Contact Details:

- **Cllr Christopher Hudson**
- **Email:** [christopher.hudson@suffolk.gov.uk](mailto:christopher.hudson@suffolk.gov.uk)
- **Mobile:** 07986 844259

Thank you for your continued hard work for our villages.

Best regards,

**Christopher Hudson**

County Councillor for Belstead Brook Division  
Leader of the Reform UK Group, Suffolk County Council

## Monthly Report January'26 - Sproughton & Pinewood Ward

### GENERAL UPDATES

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

**Devolution & Local Government Reorganisation:** Well, my comment on the likelihood of elections being called off was spot on. SCC's letter to the government said it would be difficult, with resources they have to manage the day job & Local Government Reorganisation. So, the government cancelled the county council elections & Ipswich's - what a surprise!! So we have a county council past their sell by date shaping what the next council will look like. So much for a fresh start, new thinking etc. Reform UK are challenging this decision via a Judicial Review. We are on tenterhooks awaiting the government decision on the number of unitaries - that comes in March after which it will be full speed ahead.....Still lots of decisions to come especially on the people side. This reorganisation isn't going to come without a cost to people's jobs 😞

**2026/27 Budget:** The updated budget has been published now that the governments funding settlement has been unpicked and incorporated. Its tight but balanced. We just hope nothing else upsets the apple cart in terms of funding or unexpected expenses. Next years budget is likely to be even tighter. Last month I wrote about increasing carparking charges and the reluctance to increase them but budget needs overwrote this. The cabinet voted by a majority to approve the increase. The decision was promptly 'called-in' by local councillors so that the Overview & Scrutiny Committee could review the decision. Overview & Scrutiny do exactly what it says on the tin. They do a deep dive into particular areas of the council and ensure that we have made good decisions based on comprehensive evidence via sound process.

**Better Recycling (formerly known as Simpler Recycling):** Simpler Recycling has been renamed Better Recycling because it isn't really simpler but it is better in the sense that more is being collected for recycling. This new style of collection goes live in April next year with the introduction of food waste collection and restructuring of the remaining waste collections. Surveys have been done to determine who will need assistance &/or different sized bins/bags and a publicity campaign is being launched to update people on what is happening when - new bins & bags will be delivered from February onwards. More information can be found at [Future changes to bin collections - Babergh District Council - babergh.gov.uk / midsuffolk.gov.uk](#) I've seen the information pack that will be issued shortly which includes a 9-page FAQ so it should answer the majority of questions.

**Joint Local Plan:** The second call for sites has now been completed. This one included a request for employment sites as well as residential. Apparently around 1,100 sites have been submitted. These are now being reviewed. Then individual parishes have a chance to comment on them

### PORTFOLIO

**Biodiversity:** The Biodiversity Action Plan has been presented at our January Joint Cabinet Briefing. A decent number of questions so hopefully the presentation for approval at full cabinet in February will go well. Babergh does not have as big a budget as Mid-Suffolk. Mid-Suffolk can afford to buy land for rewilding - Babergh can't, so our plan focusses more on engagement, encouragement & facilitation. We hope to interact more with local groups, parishes & schools on biodiversity initiatives. The plan covers the period up to April 2028 i.e. when Babergh is dissolved.

## Monthly Report January'26 - Sproughton & Pinewood Ward

### THE WARD ITSELF

**Parking at Suffolk One:** Still waiting to hear back from the Highways Design team on costs for the measures suggested. Still getting photos through of cars obstructing junctions, driveways and pavements.....

**Traffic Solutions 4 Sproughton:** We had 62 responses to the revised solutions paper. I thought traffic lights on the High Street and Lower Street would be the most popular request as that doesn't result in any loss of parking spaces. But it was yellow lines at the High/Lower Street junction - maybe indicative of people's frustration at not being able to see well enough around the parked cars to exit safely! The paper is now done and just needs a final review by the parish council before going to Suffolk Highways. Highways know that this paper is on the way.

**Sproughton Nature Reserve:** The final version of the legal agreement is now ready to go to IBC's Executive Committee - scheduled for Mar'26. After that the agreement is sealed by both parties. Then everything goes to Natural England for review and designation. There is also another nature reserve up for approval in Capel - I'm hoping to get loads more through so people have some suggestions as to where they could be established please let me know.

**Gipping River Path:** We have funding to repair the sleeper bridge by the river in Sproughton and to repair parts of the riverbank between Sproughton & Bramford. Start date is being finalised but it won't be until it dries up a bit. Apparently to repair the bridge it needs 7m long wooden supports - quite a length to carry across a field and along the riverbank! I'm working on the potential removal of the old Ipswich Flood Barrier - this is more complex and also requires funding so will not be a quick fix.

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*

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**Councillor Helen Davies: District Councillor for Sproughton & Pinewood**

**Mobile:** 07514 951190

**E-mail:** [Helen.Davies@babergh.gov.uk](mailto:Helen.Davies@babergh.gov.uk)

**Facebook:** Cllr Helen Davies

**X:** @HelenDSproughtn

## MINUTES OF MEETING TUESDAY 10 FEBRUARY 2026

## EXPENDITURE TO BE NOTED/AGREED.

To note expenditure since the meeting on 13 January 2026

**NatWest**

<u>Direct Debits:</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
08 December	Tesco Mobile	Monthly mobile charges	£ 29.18
09 December	British Gas	Monthly gas bill	£ 260.26
15 December	Spotify	Music subscription	£ 12.99
16 December	Sage UK	Outstanding subscription payment for last year	£ 69.00
17 December	Greene King	Bar Supplies	£ 371.83
17 December	British Gas	Monthly electricity bill	£ 595.57
31 December	NatWest	Monthly bank charges	£ 22.23
31 December	Greene King	Bar Supplies	£ 524.20

Electronic Payments:

02 December	Cellar	Bar gas	£ 60.00
09 December	Haselton Ltd	Repair to car park post	£ 805.20
09 December	CAS	Community Hall insurance renewal	£ 1,555.18
09 December	Sharp	Monthly photocopying charges	£ 46.19
09 December	B Clean	Community Hall / Bus Shelter cleaning	£ 55.00
24 December	Various	Salary/HMRC/Pension	£ 14,167.61

Debit Card:

04 December	Bookers	Bar Supplies	£ 39.96
04 December	Sainsburys	Bar Supplies	£ 13.81
04 December	Bookers	Bar Supplies	£ 250.21
15 December	Bookers	Bar Supplies	£ 370.68
24 December	Bookers	Bar Supplies	£ 394.08

Credit Card:

12 December	Tesco	Bar Supplies	£ 6.25
12 December	Bookers	Bar Supplies	£ 344.44

**Barclays**

12 December	Payment Sense	Monthly PCIDSS Compliance & Phone line charge	£ 49.74
12 December	Payment Sense	Monthly transaction charges	£ 31.57
15 December	Anglian Water	Monthly water charges	£ 57.00
			<u>20,132.18</u>

Bank Account Balances as at 31st December 2025:-

NatWest Bank	Current Account	£ 46,937.87
Barclays Bank :	Current Account	£ 83,778.14
NatWest Bank:	Credit Card Account	£ 0.00
Redwood Bank:	95 Day Notice Savings Account	£ 81,704.39

Signed.....

**CORRESPONDENCE LIST – FEBRUARY 2026**

<u>Sender</u>	<u>Subject of Correspondence</u>	<u>Action taken</u>
<b>Circulated (via email):</b>		
Cllr. Christopher Hudson	January 2026 Newsletter	Noted
Highways	CR 552895 - Fw: Request for improvements to the Zebra Crossing, Signage and Lighting in Shepherds Drive to Improve Local Safety	Noted
BMSDC	Babergh and Mid Suffolk Joint Local Plan Review Sustainability Appraisal Scoping Report Consultation 2026	Noted
SALC	Buckingham Palace Garden Party 2026	Noted
Cllr. Helen Davies	FW: Suffolk One area - estimate for proposed parking restrictions	Noted
BMSDC	FOR INFORMATION: Babergh Better Recycling Briefing Pack	Noted
Cllr. Christopher Hudson	February 2026 Newsletter	Noted
SALC	NEWS BULLETIN - 9th February 2026	Noted

**To be actioned at meeting on 10 February 2026:**

Top up of NatWest Bank Account	Approved
Petty Cash Top up request	Approved