

## PINEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 12 May 2026 at the Pinewood Community Hall at 7:20pm.

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

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

Others attending: Cllr. Brian Riley (District Councillor)

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

**26/69 APPOINTMENT OF CHAIR.**

Cllr. Peartree said she was willing to continue as Chair. Cllr. Mayhew proposed her appointment and Cllr. Collard seconded it. Cllr. Peartree was therefore appointed as Chairman. She then duly completed her declaration of acceptance of office.

**26/70 APPOINTMENT OF VICE-CHAIR.**

Cllr. Collard said he would be willing to take on this role. Cllr. Fosh seconded this and Cllr. M. Manning also agreed.

**26/71 APOLOGIES AND APPROVAL OF ABSENCES**

Cllr. Helen Davies (District Councillor).

**26/72 TO RECEIVE COUNCILLORS' DECLARATION OF INTEREST IN ANY ITEM ON THIS AGENDA.**

There were none received.

**26/73 TO CONSIDER REQUESTS FOR DISPENSATIONS.**

There were none received.

**26/74 TO RESOLVE THAT THE MINUTES OF THE MEETING HELD ON TUESDAY 14 APRIL 2026 ARE A TRUE AND ACCURATE RECORD.**

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

**26/75 TO CONSIDER ANY MATTERS ARISING FROM THE ABOVE MEETINGS AND NOT DEALT WITH UNDER ANY OTHER AGENDA ITEM.**

There were none received.

**26/76 SPEEDING ISSUES: -**

(i) Update from Police.

Clerk reported that neither PC Harper or PC Ferguson were able to attend and neither had sent a report or update. Cllr. Collard reported that Thorington Park had some recent drug use and dealing which had been reported to the police by several residents. Clerk to ask when the next Police Forum is scheduled. Cllr. Riley offered to attend this meeting and underline our needs. Chair thanked Cllr. Riley.

Signed.....

26/77

**TO RECEIVE PROGRESS REPORTS OR INFORMATION FROM: -**

- (i) Clerk, including urgent decisions taken since the last meeting.  
Clerk advised there was nothing to report as her current work is mostly focused on Year End preparation and covering for the Hall & Events Co-ordinator position to keep the hall open and supporting the staff.
  
- (ii) HR Committee Chair (Cllr. T. Collard)  
Chair reported that recruitment continues for the position of Hall & Events Co-ordinator. Several applicants have been received, and a date is soon to be agreed for interviews.
  
- (iii) Community Hall Committee Chair (Cllr. R. Manning)  
Report given at the annual parish meeting.  
Chair added that UB4T tribute event was successful and thoroughly enjoyed the reggae music. Members were keen to see them back again next year. Bingo is this Friday in the member's bar. Mini Me marketplace is this Saturday.  
Clerk asked to defer the next Hall Committee meeting planned for 19<sup>th</sup> May 2026 due to not having yet filled the vacancy. Clerk offered to circulate the events report to show the last few events.  
Clerk also reported that she had received some questions from members as to whether the membership fee would reduce once we reach halfway through the year. After a discussion on this it was agreed to keep the membership fee to £10 throughout the whole year to prevent members delaying their renewal to get it cheaper. This was voted upon and accepted by Cllr. Peartree, Cllr. Emele and Cllr. Mayhew. Cllr. R. Manning & Cllr. M. Manning refrained from voting due to a conflict of other registerable interests.  
Cllr. Emele highlighted a typo on the 'Membership Terms and Conditions' which requires amendment. Clerk to action immediately.  
Clerk also reported that she had received an enquiry from an agent of Andy Abraham who is looking for a new venue to hire for a meet and greet evening and music set to raise money for cystic fibrosis charity. Tickets will be limited to a specific audience list with a few available for the local public. Clerk highlighted that this would reduce our control of the event and our benefits would be the bar takings, hire charge and publicity. A special hire price was discussed and agreed for clerk to use when quoting.  
Clerk advised that an additional signatory is required from the Hall Committee since the resignation of Cllr. J. Harding. Cllr. Peartree nominated herself, this was accepted by all.
  
- (iv) Car Park Committee Chair (Cllr. S. Peartree)  
Report given at the annual parish meeting. Nothing additional to report.

26/78

**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.

Signed.....

- (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 joined the meeting via telephone call.  
Cllr. Hudson thanked those who voted for him, and said it is a great privilege to represent Pinewood and apologised for not attending meetings in the past. Cllr. Hudson wanted to ensure that all Councillors had his contact telephone number and email address to raise any future concerns.  
Cllr. Hudson offered funding to enhance BT if needed so that virtual meetings could take place more often. Cllr. Hudson suggested a 'WhatsApp' group be created to also provide another source of communication. Cllr. Emele offered to help set this up. Chair thanked Cllr. Hudson for joining the meeting via telephone.
- (v) Report from District Councillors: Cllr. H. Davies, Cllr. B. Riley.  
Reports were given at the annual parish meeting from Cllr. Riley and Cllr. Davies. Nothing additional to report.

26/79

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

- (i) DC/26/01587 – 60 Belmont Road - Removal or Variation of a Condition following grant of Planning Permission DC/25/05335.  
Clerk displayed this on the screen as Cllrs. had struggled to view the documents. After a discussion regarding the application, it was decided to let the council decide on the removal or variation on this application form.
- (ii) To consider any applications for planning permission as notified by the District council received by the Clerk after the issue of agenda.  
There was none received.

26/80

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

- (i) Update on Bus Shelters  
Clerk advised that two of the four new bus shelters have been installed and look much better. Clerk reported that she had contacted Public Realm numerous times asking if the surrounding areas of the bus shelters could be tidied up prior to the installation. However, a response was never received. Clerk had noticed that the Bus Shelter at the top of Belmont Road does have a large tree branch touching the glass and was concerned that this could shatter the glass if it was to move. Cllr. Collard offered to look at this.
- (ii) Update on Litter bin installation.  
Clerk reported that the new litter bins already purchased to go alongside the new bus shelters are now ready to be installed. However, the handy man has advised that he can no longer carry out this work, due to insurance restrictions. It was suggested the clerk contacts the Parish Clerk at Sproughton, Hintlesham and Copdock to ask who they use. Cllr. Mayhew suggested that some Parish Council's sign up to a street works programme, whereby the county council pay a councillor to attend a street works course to obtain the certificate and be able to carry out maintenance work for the parish. Clerk to look into.

Signed.....

- (iii) Update on Litter bin repairs required.  
 Clerk advised that Public Realm had reported the litter bin at the end of Sprites Lane in the meadow is missing with only the lid left behind. Cllr. Emele offered to do a site visit and take some photo's.  
 Cllr. Emele then reported the bin is still overflowing with resident household rubbish on Skylark Lane. Chair advised this bin is the responsibility of Sanctuary Housing. Clerk advised she had reported this several times, but would keep trying and would attach the photo sent by Cllr. Emele.
- (iv) To discuss any other concerns.  
 Cllr. Collard wanted noting that the manhole cover along Ellenbrook Road highway, makes a 'drum' like sound each time a vehicle passes over it. Residents had reported this to highways and had been told it is the property of Anglian Water. Anglian Water were notified 3 weeks ago and have not yet replied. Chair recommended a letter be sent to Anglian Water from the Parish Council. Cllr. Riley asked to be copied in and would also follow this up.

At this point Cllr. Riley left the meeting.

26/81

**PREPARATION FOR YEAR-END:**

- (i) To appoint Internal Auditor  
 Clerk asked the parish council if they were happy to continue using Heather from Heelis & Lodge for the internal audit. Fee would be £440. Chair praised Heather from past years of using her and proposed we continue to use her this year. This was put to a vote by showing of hands and was accepted unanimously.
- (ii) To review the Internal Audit Checklist  
 Clerk provided the Chair with the checklist, which was read aloud, and each item was given an answer of either Yes or No as appropriate. This was agreed by all and then signed by the Chair.
- (iii) To review Terms of Reference  
 Clerk advised these were adopted in 2025 and should be reviewed annually. Clerk displayed these on the screen, these were reviewed and no changes were made. These were then re-adopted by all Councillors.  
 It was suggested the booking form be circulated to members of the Hall Committee for review. Cllr. Collard suggested the HR Committee should review the changes in legislation for staff terms and conditions to contracts of employment.
- (iv) To review Standing Orders  
 Clerk had previously circulated this round for review by all councillors. No changes were made. This was accepted by all.
- (v) To review Financial Standing Orders  
 Clerk had previously circulated this round for review by all councillors. Clerk suggested two amendments.
- The petty cash limit is set to £1,000. However, occasionally an act will request being paid on the night in cash, this can use majority if not all of the limit, leaving no spare for anything else. After a discussion. Cllr. Collard proposed this be increased to £1,800. Cllr. Mayhew seconded this and rest of the council agreed.

Signed.....

- Clerk suggested the credit card limit was too low, the limit is currently £500 and after a bookers run has been completed this again occasionally uses majority if not all of the amount leaving no spare for anything else. Cllr. Collard proposed this be increased to £2,000. Cllr. Mayhew seconded this and rest of the council agreed. It was discussed that whilst this is restricted to sole use by the Clerk on a day-to-day basis, the Clerk can grant permission to the Bar Supervisor to use at Bookers for stock replenishing and ensure receipts are obtained for accounts.

Clerk highlighted that contracts should be being issued to acts to agree terms and conditions when booking details which was not being done previously. To be added to the next Hall Committee agenda.

- (vi) To review Cash Handling Policy  
Clerk had previously circulated this round for review by all councillors. No changes were made. This was accepted by all.
- (vii) To review Risk Assessment Management Policy  
Clerk had previously circulated this round for review by all councillors. No changes were made. This was accepted by all.

**26/82**

**FINANCIALS:**

- (i) To note accounts for Q4.  
Clerk issued a copy of the final accounts for 2025/2026 to all councillors. Some clarification was given to help councillors understand certain aspects of the accounts.  
The balance sheet was issued for the year end accounts which was signed by the Chair.  
Clerk advised that the Earmarked Reserve accounts had been allocated and general reserves had slightly changed to take into account the year adjustments for accruals, prepayments etc.
- (ii) To note expenditure since the meeting on 14 April 2026.  
Clerk displayed this on the screen for all to see. Clerk to circulate this to all Councillors via email. Attached as appendix A. This was approved.
- (iii) To agree any other expenditure / petty cash top up requests.  
Clerk reported that the annual subscriptions/contracts are gradually being renewed in April and are within budget.  
Petty Cash Top up was requested – This was approved and signed off by the Chair and Cllr. R. Manning.
- (iv) To sign off March 2026 Bank Reconciliations from Rialtas.  
These were signed by the Chair.
- (v) To approve/sign off any financial corrections made on Rialtas.  
These were signed by the Chair.

**26/83**

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

There were none received

**26/84**

**CORRESPONDENCE.**

Clerk had previously circulated this. See Appendix B.

Signed.....

26/85

**DATE OF THE NEXT MEETING.**

This was agreed to be Tuesday 9 June 2026.

26/86

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

Cllr. R. Manning asked if we have heard back regarding the invite to visit Belstead House. Clerk advised she had not received a reply but would chase.

Cllr. Emele had signed up to attend the SALC AGM and asked the council if there was anything in particular to mention. No requests were made.

Cllr. Emele reported that the 'Young Kids driving school' was re-opening soon at the Park & Ride after closing in 2005. Clerk to speak to Cllr. Davies as there was no awareness of this.

As there was no other business the Chair thanked everyone for attending and formally closed the meeting at 9:12pm.

Chair / Vice-Chair .....

Dated.....

## MINUTES OF MEETING TUESDAY 12 MAY 2026

## EXPENDITURE TO BE NOTED/AGREED.

To note expenditure since the meeting on 14 April 2026

**NatWest**

<u>Direct Debits:</u>	<u>Pavce</u>	<u>Description</u>	<u>Amount</u>
09 March	Tesco Mobile	Monthly mobile charges	£ 29.18
11 March	Greene King	Bar Supplies	£ 348.36
16 March	Spotify	Music subscription	£ 12.99
16 March	Sage UK	Payroll subscription	£ 69.00
17 March	British Gas	Monthly electricity bill	£ 583.58
18 March	British Gas	Monthly gas bill	£ 63.18
31 March	NatWest	Monthly bank charges	£ 28.09

**Electronic Payments:**

02 March	CJ Plumbing & Heating	Annual boiler service	£ 234.00
02 March	B Clean	Community Hall / Bus Shelter cleaning	£ 55.00
05 March	Plug Smart Ltd	Annual PAT testing	£ 113.76
17 March	Sharp	Monthly photocopying charges	£ 50.41
23 March	Cellair	Bar gas	£ 90.00
23 March	Phil Mountford	Billy Joel Tribute	£ 1,650.00
25 March	Various	Salary/HMRC/Pension	£ 14,459.05
25 March	Wards Catering	New glasswasher	£ 2,052.00

**Debit Card:**

06 March	Tesco	Bar Supplies	£ 9.35
06 March	Bookers	Bar Supplies	£ 440.87

**Credit Card:**

16 March	Amazon	Flush valve for toilets	£ 14.98
16 March	Amazon	A3 Laminating Pouches	£ 10.48
16 March	Amazon	Speaker shelf	£ 25.08
16 March	Amazon	Amazon Fire stick	£ 56.99
16 March	Office Boffins	Office chair for Bar Supervisor	£ 164.34
16 March	Crowd Control Solutions	Advertisement Banner - Billy Joel	£ 86.32
16 March	Natwest	Card fee	£ 30.00

**Barclays**

13 March	Payment Sense	Monthly PCIDSS Compliance & Phone line charge	£ 49.74
13 March	Payment Sense	Monthly transaction charges	£ 47.83
16 March	Anglian Water	Monthly water charges	£ 144.00
			<u>20,918.58</u>

**Bank Account Balances as at 31st March 2026:-**

NatWest Bank	Current Account	£ 48,716.05
Barclays Bank :	Current Account	£ 47,056.34
NatWest Bank:	Credit Card Account	£ 0.00
Redwood Bank:	95 Day Notice Savings Account	£ 82,447.81

Signed.....

**CORRESPONDENCE LIST – MAY 2026**

<u>Sender</u>	<u>Subject of Correspondence</u>	<u>Action taken</u>
<b>Circulated (via email):</b>		
BMSDC	Town & Parish Liaison Meeting presentations	Noted
SALC	Suffolk Highways Forums - Budget Priorities and Self Help Scheme	Noted
SALC	NSIPs Bulletin - May 2026	Noted
SALC	SALC SUPER FORUM - from Announcement to Action: Where We Are Now and What Comes Next - 2nd June 2026	Noted
SALC	NEWS BULLETIN - 11th May 2026	Noted

**To be actioned at meeting on 12 MAY 2026:**

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)