

## PINEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 10 December 2024 at the Pinewood Community Hall at 7:00pm.

Present: Cllr. R. Manning (Vice Chairman), Cllr. I. Abery, Cllr. L. Barclay, Cllr. Tim Collard (co-opted during the meeting), Cllr. M. Manning and Cllr. S. Peartree.

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

Others attending: Cllr. B. Riley (District Councillor) and 1 Parishioner.

Chairman advised the meeting would be recorded to ensure the accuracy of the minutes.

**24/173 APOLOGIES AND APPROVAL OF ABSENCES**

Cllr. B. Blackwood (Chairman) due to illness.

Cllr. A. Wragg: No apologies or reason for absence was received. As it has been six months since Cllr. Wragg last attended a meeting, her Parish Councillor authority has now expired. Clerk to send letter.

**24/174 TO RECEIVE COUNCILLORS' DECLARATION OF INTEREST IN ANY ITEM ON THIS AGENDA.**

There were none received.

**24/175 TO CONSIDER REQUESTS FOR DISPENSATIONS.**

There were none received.

**24/176 TO RESOLVE THAT THE MINUTES OF THE MEETING HELD ON TUESDAY 12 NOVEMBER 2024 ARE A TRUE AND ACCURATE RECORD.**

As copies of the minutes had previously been circulated to all. Cllr. Abery proposed and Cllr. M. Manning seconded the minutes are signed as a true and accurate record of the meeting.

**24/177 TO CONSIDER ANY MATTERS ARISING FROM THE ABOVE MEETINGS AND NOT DEALT WITH UNDER ANY OTHER AGENDA ITEM.**

There were none received.

**24/178 TO CONSIDER CO-OPTION OF NEW MEMBER TO THE COUNCIL.**

Following the meet and greet afternoon held on Friday 6 December 2024. The Vice Chairman invited Mr Tim Collard to join the councillors around the table where he was formally co-opted to the council. The Vice Chairman formally welcomed Cllr. Collard on behalf of the Parish Council. Cllr. Collard signed his 'Declaration of Acceptance of Office' form which was then passed to the Clerk. Clerk advised that 'Declaration of Members Interests' form will need to be completed within 28 days and agreed to email a copy of the form for completion and return to her in due course.

**24/179 TO RECEIVE PROGRESS REPORTS OR INFORMATION FROM: -**

(i) Clerk, including urgent decisions taken since the last meeting.

The Clerk advised the council of the heating issues within the Community Hall and after visits from H2O and CJ Electrical the heating was now working again. Final costs are yet to be received but was approved under the £500 emergency expenditure cap. Cllr. Peartree suggested an alternative company be sourced for future plumbing work in place of H2O going forward.

Signed.....

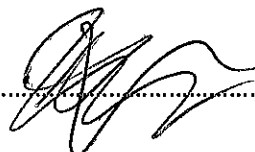
- (ii) HR Committee Chairman.  
As the Chairman was not present, there was nothing to report.
- (iii) Community Hall Committee Chairman.  
Cllr. Barclay reported that at the last Hall Committee meeting it was discussed and agreed to increase hiring prices for casual hirers. The meeting was also attended by the new Hall & Events Co-ordinator (Louise). The clerk reported that Louise has undertaken her personal licence training with the exam later this week. Once this has been completed the Hall licence can be updated to reflect the new DPS (Designated Premises Supervisor).
- (iv) Car Park Committee Chairman.  
As the Chairman was not present, there was nothing to report.

24/180

**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.  
Cllr. Collard reported an incident which took place in Admiral Close, where by a residence was stabbed multiple times during a burglary. The burglar was hiding in the nearby bushes in the area before approaching the property. Cllr. Collard reported that a community group has now formed in the area to discuss ways to increase safety. Cllr. Collard suggested pruning of the bushes and trees in that area to increase visibility and hopefully reduce crime. Clerk to report to Public Realm.
- (ii) Parishioners who wish to make representations, answer questions or give evidence on any matter on the agenda.  
Mr George Dix suggested that more action needed to be taken from the Parish Council following Cllr. Collards report at the last meeting. Crime and anti-social behaviour should be reported to the police on behalf of the parishioners. Cllr. Abery had obtained a contact email address from the associated local Inspector for the area and emailed this to the Clerk. The clerk asked the rest of the council if they were happy for the Inspector to be invited along to the next meeting. All agreed to this.  
The Vice Chairman advised that the Parish Council had not stopped inviting the police to attend parish council meetings, the police were the ones who advised they were no longer able to attend monthly meetings.  
Cllr. Collard said he had reported the anti-social behaviour to the police and confirmed he would be attending the police forum on Wednesday 18 December 2024.  
Cllr. Peartree said that it was suggested by the news that all community areas would be getting a community police officer at some point.
- (iii) Parishioners who wish to ask questions on any matter not on the agenda.  
There were none received.
- (iv) Report from County Councillor: Cllr. C. Hudson.  
Cllr. Hudson was not present and did not send a report.
- (v) Report from District Councillors: Cllr. H. Davies, Cllr. B. Riley.  
Cllr. Davies had sent her report in advance but was not present. Clerk to circulate a copy of the report.

Signed.....



Cllr. Riley reported that following his attendance of the Babergh overview and scrutiny meeting the main focus was the report on the Councils progress towards its net zero commitment. The good news was that they are roughly halfway towards their 2019-2030 target. Bad news being that they have picked all the low hanging fruit and meeting the rest of their commitment will become more difficult and more expensive.

It was accepted that UK territorial greenhouse gas emission account for around 1% of the global gas emissions total. Babergh population is less than one seventh of the 1% of the UK population so it was a fair conclusion that we can do very little to improve the UK's pollution position and even less to the world pollution problem.

The committee recommended that the Cabinet alongside officers re-examine the financial viability of reaching the target.

Cllr. Riley also attended the Cabinet meeting where they reported on the achievement on the Zero emission target. There was not much mention about next steps.

Cllr. Riley reported that Babergh's council tax is expected to increase by 2.99% and that Mid-Suffolk are not increasing their council taxes.

Cllr. Riley concluded by thanking everyone for their kindness this year and wished all a Merry Christmas and Happy New Year.

Cllr. Riley then offered to provide £1,000 from the locality budget for item 24/184 for funding of the grit bins. The parish council thanked Cllr. Riley.

At this point Cllr. Riley left the meeting.

**24/181**

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

- (i) DC/24/05063 - 31 Fir Tree Rise. Application for works to Trees subject to Tree Preservation Order

After a general discussion and view of the area on street view the council agreed it had no objections to the works.

- (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.

**24/182**

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

Cllr. Barclay said the roundabout by Suffolk One still has many pot holes. Cllr. Abery advised he had seen on Suffolk County Council's website it has been reported several times already.

Cllr. Barclay reported that the bins in Pin Mill close are overflowing. Clerk to report to Environmental Health department.

Cllr. Barclay reported that the bin by the zebra crossing was on its side and the base plate needs to be replaced to secure it in place. Clerk to source some prices for the next meeting.

The Vice Chairman highlighted the bin along Ward Road in the figure of eight hasn't been emptied for weeks. Clerk to report to Sanctuary Housing.

**24/183**

**TO RECEIVE UPDATE ON ADDITIONAL BANK ACCOUNT INTEREST RATES.**

The Chairman had sent through some information on interest rates which the Clerk displayed on the screen for all to see. There were some questions raised, however as the chairman was not present to answer them, it was decided to defer this item until

Signed.....

the next meeting. Cllr. Barclay asked Clerk to work out how much minimum needs to be in each bank account.

#### **UPDATE ON WORKING PARTY MEETING HELD ON FRIDAY 22 NOVEMBER RE: GRIT BINS**

The Chairman had sent through the following report to conclude what was decided at the meeting. Clerk read aloud for all to hear:

- The scheme intends to site 2-3 bins per year, dependent on size and other relevant costs associated with the siting of the bin and safety equipment. The idea would be to fund these largely from one of the locality budgets from our District Councillors.
- Bins will be secured with a combination lock - combinations to be shared with Suffolk Highways to facilitate refilling.
- To investigate the cost and viability of a grit spreader to be provided for successful applications. Maybe offer the option to the applicants once we received confirmation of successful application.
- To hold an information evening for residents in the first couple of months of the year. Bob produced a PowerPoint presentation that breaks down the requirements but will also include the aims of the scheme.
- To notify residents of the scheme via: one-off leaflet drops (to be designed initially by Brinsley), posting leaflet in Tesco and Co-op(s) in surrounding area, Pinewood Surgery.
- To produce an application form (Brinsley) that covers main information we require from residents in order to make an application on their behalf.
- It was agreed that there should be at least 2 people responsible for the grit bin and spreading of the grit, must be from different households.
- It was also agreed that residents would have to reapply, or otherwise reconfirm that the grit bin is still required/wanted every year.

In the event that the number of applications from residents exceeds the number of successful and pending applications made to Suffolk Highways, they will be placed on a waiting list and prioritised by either:

- a Working Party, formed on an 'ad hoc' basis
- a new Committee or Sub-Committee.

It was also discussed that we should look to create lanyards for when Councillors may need to interface with the public on behalf of the Council - the example here being that if councillors were to participate in the leaflet-drop.

Clerk then put on the screen the Grit bin request form which the Chairman had also sent through. Clerk to email the report and form to all councillors.

Clerk reported that she had obtained a quotation from IPSERV to produce 2,000 newsletters for £261. Clerk had also contacted a few distributions company and had quotes from Royal Mail - £1,411, Door to Door - £345 and Fuller Davies Printing & Mailing - £423. It was mentioned that Fullrays previously carried out the delivery but Clerk couldn't find any contact details online. Clerk to contact Cllr. Davies to confirm her offer of locality budget of £1,000 towards bins/equipment for the grit bin scheme.

It was decided another working party meeting be arranged to discuss next steps.

Signed.....

24/185

**TO DISCUSS / APPOINT COUNCILLOR PROJECTS / RESPONSIBILITIES.**

After a discussion, it was agreed all councillors to send through their lists of project ideas and a separate working party meeting will be arranged to discuss further in the new year.

24/186

**TO DISCUSS AND AGREE CONTENT FOR THE CREATION OF A NEWSLETTER.**

As the chairman was not present to provide an update, it was decided to defer this item until the next meeting.

At this point the Parishioner left the meeting.

24/187

**EXPENDITURE TO BE NOTED / AGREED.**

(i) To discuss the budget process for 2025/2026.

The Clerk advised the council that the deadline for the budgets to be agreed was the 31 January 2025 and that separate committee meetings would be needed.

The following meetings were arranged:

HR Committee meeting	- Monday 16 December 2024
Hall Committee meeting	- Tuesday 7 January 2025
Budget working party meeting	- Tuesday 14 January 2025
Full Council meeting	- Tuesday 21 January 2025
Additional meeting if required re: Budget	- Tuesday 28 January 2025

All meetings to start at 7pm

(ii) Renewal of the Community Hall Insurance policy.

The Clerk advised that the Hall & Events co-ordinator (Louise) is waiting some comparative quotes to come back and asked the council to approve the current renewal price with the same insurance provider to last year and for the council to approval that if Louise is able to better that price with a like for like insurance policy, then to go with the cheapest option. The council agreed to this.

(iii) To note expenditure since the meeting on 12 November 2024.

The Clerk had previously circulated this beforehand for the Councillors to view. See appendix A. This was approved.

(iv) To agree any other expenditure.

The Clerk listed the following invoices which were due for payment soon:

INN Dispensable – Personal licence training for Louise - £180.00

SLCC Membership renewal - £360.00

Suffolk County Council – Advertisement for Bar Supervisor - £75.00

Rialtas Licence increase to 2 users for Sales ledger for Louise - £9.84 plus vat

Rialtas - Software and training for Louise £1,310.04

Rialtas – Set up for Bookings software - £561.60

These were approved.

The Clerk had received some more detail from H20 for the repair of the taps:

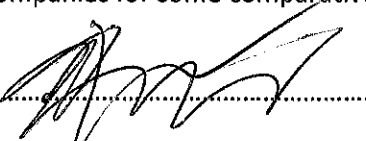
Option 1 - To supply and install 3 Nr. new Ideal Standard Sensorflow taps including solenoid valves for £1,460 + VAT

Option 2 - To supply and install 3 Nr. new solenoid valves for £425 + VAT

Option 3 - To supply and install 3 Nr. self closing basin taps for the sum of £285 + VAT.

It was agreed for Louise to contact other companies for some comparative quotes.

Signed.....



(v) To sign off October 2024 Bank Reconciliations from Rialtas.

These had already been signed by the Chairman.

(vi) To approve/sign off any financial corrections made on Rialtas.

This had already been signed by the Chairman.

**24/188**

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

- Newsletter & Grit bin working party meeting scheduled Tuesday 4 February 2025.
- Councillor projects / responsibilities
- Bank accounts

**24/189**

**CORRESPONDENCE.**

Clerk had previously circulated this. See Appendix B.

**24/190**

**DATE OF THE NEXT MEETING.**

Date of the next meeting was set for Tuesday 21 January 2025 at 7:00pm.

**24/191**

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

There were none.

As there was no other business Chairman thanked everyone for attending and formally closed the meeting at 8:30pm.

Chairman.....



Dated.....

21/1/25

## APPENDIX A TO MINUTES OF MEETING 10 DECEMBER 2024

24/187(iii)

### EXPENDITURE TO BE NOTED/AGREED.

To note expenditure since the meeting on 12 November 2024

#### NatWest

<u>Direct Debts:</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
07 October	PWLB	Loan payment	£ 12,306.05
08 October	British Gas	Monthly gas bill	£ 94.62
08 October	Tesco Mobile	Monthly mobile charges	£ 27.98
17 October	British Gas	Monthly electricity bill	£ 518.64
25 October	Intuit (Quickbooks)	Monthly subscription	£ 16.80
30 October	PEAC UK LTD	Photocopier - Quartley lease charge	£ 194.76
31 October	NatWest	Monthly bank charges	£ 14.93

#### Electronic Payments:

09 October	SLCC	Clerks Manual	£ 52.90
25 October	Panther Security	Annual service charge for access control panel	£ 123.00
25 October	Panther Security	Annual service charge for CCTV	£ 123.00
25 October	Various	Salary/HMRC/pension	£ 8,906.53
25 October	Sharp	Photocopier Sept new charges	£ 30.00
31 October	CFS	Service of fire alarm/extinguishers & repairs	£ 520.32
31 October	Clear view Window Cleaning	October bus shelter clean	£ 15.00

#### Debit Card:

£

#### Barclays

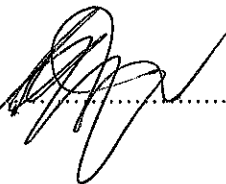
11 October	Payment Sense	Monthly connection charge	£ 8.94
14 October	Payment Sense	Monthly bank charges	£ 24.95
15 October	Payment Sense	Monthly subscription	£ 40.80
15 October	Anglian Water	Monthly water charges	£ 78.00

23,097.22

#### Bank Account Balances as at 31st October 2024:-

NatWest Bank	Current Account	£ 120,113.80
Barclays Bank :	Current Account	£ 96,157.40

Signed.....



<u>Sender</u>	<u>Subject of Correspondence</u>	<u>Action taken</u>
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**To be Noted:****Circulated (via email):**

Definitive Map Officer SCC	Incorrect parish boundary between Belstead & Pinewood	Noted
Helen Davies	Submission of BSIP Bid for Funding for Suffolk One 2 London Road Park & Ride Service Improvements	Noted
Helen Davies	BMSDC media release	Noted
BMSDC Communications	Town and Parish update from Babergh DC – December 2024	Noted
Suffolk Highways	Advanced notification of temporary traffic restriction - Shortlands, Ipswich	Noted
James Cartlidge	Response from the Government on legal status of Neighbourhood Plans	Noted
Simon Barnett SCC	BSIP funding decision	Noted

**To be actioned at meeting on 10 December 2024:**

SLCC	Invoice for membership fee renewal	Approved
INN Dispensable	Invoice for Louise personal licence	Approved
Rialtas	Invoice 32258 & 32225 training on booking system	Approved
Rialtas	Quotation to increase sales ledger licence	Approved
SCC	Invoice for Bar Supervisor job advert	Approved
H2O Heating and Plumbing Ltd	Quotation for Taps in ladies toilet	Deferred