

## PINEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 12 November 2024 at the Pinewood Community Hall at 7:00pm.

Present: Cllr. B. Blackwood (Chairman), Cllr. I. Abery, Cllr. L. Barclay, Cllr. M. Manning, Cllr. R Manning and Cllr. S. Peartree.

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

Others attending: Cllr. H. Davies (District Councillor) and 3 Parishioners.

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

**24/152 APOLOGIES AND APPROVAL OF ABSENCES**

Cllr. A. Wragg: No apologies or reason for absence was received.

**24/153 TO RECEIVE COUNCILLORS' DECLARATION OF INTEREST IN ANY ITEM ON THIS AGENDA.**

There were none received.

**24/154 TO CONSIDER REQUESTS FOR DISPENSATIONS.**

There were none received.

**24/155 TO RESOLVE THAT THE MINUTES OF THE MEETING HELD ON 8 OCTOBER 2024 ARE A TRUE AND ACCURATE RECORD.**

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

**24/156 TO CONSIDER ANY MATTERS ARISING FROM THE ABOVE MEETINGS AND NOT DEALT WITH UNDER ANY OTHER AGENDA ITEM.**

There were none received.

**24/157 TO RECEIVE PROGRESS REPORTS OR INFORMATION FROM: -**

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

The Clerk advised the council that an additional column light in the car park had gone out and therefore a revised quotation had been issued with various options. It was put to a vote and all were in favour to replace all column lights in the car park with the exception of Minister Simon Robinson who was not present. Clerk to email Simon and obtain either his written acceptance of the works or arrange an additional Car Park Committee meeting to discuss further.

The Clerk contacted Sygma regarding the fault with the LED lights on the barrier and asked if this was in fact an installation fault as water ingress should never have been able to get into this part on the barrier causing this type of problem. After investigating, Sygma have accepted as an installation fault and were willing to replace the LED strip lights free of charge.

Clerk then questioned the sun damaged cover on the barrier and requested the manufacturer be contacted. Sygma have confirmed the manufacturer has agreed to replace this part free of charge. As a result, there is a saving of £250 on repair costs. The barrier will now be repaired and put back to good lawful working order.

Signed.....*R.S. Manning*.....

- (ii) HR Committee Chairman.  
The Chairman advised that the Hall & Events Co-ordinator vacancy has been filled and Louise started with us yesterday.
- (iii) Community Hall Committee Chairman.  
Cllr. Barclay reported that following the last Hall Committee meeting, the non-urgent repairs listed were deferred until the Hall & Events Co-ordinator vacancy had been filled. However, the action points following the Fire Risk assessment had been approved.
- (iv) Car Park Committee Chairman.  
Nothing to report.

24/158

**TO APPOINT ADDITIONAL MEMBERS TO THE FOLLOWING COMMITTEES: -**

- (i) Community Hall Committee  
Cllr. Peartree was voted in as additional committee member.
- (ii) Car Park Committee  
Cllr. Peartree was voted in as additional committee member and Cllr. Barclay was assigned as the Community Hall representative.
- (iii) Discuss advertising for new Councillors  
The chairman reported that advertising should start to fill the two current councillor vacancies. Cllr. Peartree advised that successful filling of these posts in the past came from advertising on the Tesco Copdock notice board. It was also suggested to advertise on the website, notice boards and via a newsletter.

24/159

**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.  
None were received.
- (ii) Parishioners who wish to make representations, answer questions or give evidence on any matter on the agenda.  
Parishioner Mr George Dix raised concern that the BSIP proposal for Suffolk One may not be successful and will cost a lot of money in the process. Mr Dix was also happy to see item 24/166 & 24/167 on the agenda.  
Mr Dix reported that the drain cover had been repaired along Shepherd Drive.
- (iii) Parishioners who wish to ask questions on any matter not on the agenda.  
Parishioner Mr Tim Collard thanked the Parish Council and the Clerk for intervening and contacting Suffolk County Council regarding overgrown vegetation and grass cutting required in Grove Hill and surrounding areas of Pinewood. Mr Collard raised concerns over antisocial behaviour (mainly drug dealing) in the same area and asked if there was anything the Parish Council could do to reduce this. It was suggested that better lighting and more clearing of the area may help. The Chairman advised the Parish Council has very limited powers in being able to enforce the reduction of such antisocial behaviour, however if particular areas of concerns could be

Signed *R.S. Manning*

emailed to the Clerk who would then report these to the relevant authorities. Cllr. Manning suggested attending the local police forum. Clerk to email Mr Collard date of the next Police Forum meeting.

- (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. Riley was not present and did not send a report.  
Cllr. Davies reported as per appendix A.

24/160

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

- (i) DC/24/04472 - 6 Shortlands. Erection of an extension for disabled person.  
See link.  
After a general discussion and view of the area on street view the council agreed the Clerk send the following response.  
'This planning application was reviewed by Pinewood Parish Council during the meeting held on 12th December 2024 and the council agreed to raise an objection over concerns of the impact to the surrounding residents. It's been brought to our attention that at present there are issues with neighbouring residents being able to park their vehicles on their driveways due to congestion, and that the increased occupancy of the dwelling could exacerbate this problem.  
We also share the concerns of the neighbour that the proximity to outbuildings on their property could lead to water damage over time due to inadequate space for drainage of rainwater.  
We believe it in the best interest of our residents that this application be denied at this time, and resubmitted with consideration to the issues mentioned above.'
- (ii) To consider any applications for planning permission as notified by the District Council received by the Clerk after the issue of agenda.  
None were received.

24/161

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

- (i) To discuss any areas requiring urgent attention and agree action.  
Cllr. Barclay highlighted the overgrown vegetation on the corner opposite the shops in Laburnum close. The Clerk advised that the Caretaker had been over to the Co-op to report the problem as they have a maintenance representative who deals with these matters. This has been reported and they now have 3 weeks to action.  
Graffiti was reported on the Virgin Media junction box along Shepherd Drive. Clerk to report.  
The chairman highlighted the bin along ward road in the figure of eight hasn't been emptied for weeks. Clerk to report this to Sanctuary Housing.

24/162

**TO DISCUSS AND COMMENT ON FIRST DRAFT BSIP PROPOSAL FOR SUFFOLK ONE**

As the Clerk had previously circulated this report, the Chairman asked if anyone had anything to report. Cllr. Manning said the second draft was good and the Parish Council should support Cllr. Davies in putting this forward. All were in favour in supporting this and Cllr. Davies thanked the Parish Council.

Signed.....*R.S. Manning*.....

24/163

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

The Chairman had carried out some research into bank accounts and those recommended for parish councils were NatWest Bank, Unity Trust Bank or Co-operative Bank. The Clerk said that Rialtas had also recommended Unity Trust Bank, Cllr. Peartree said she had been recommended this Bank in the past by the Internal Auditor. Chairman to see which of the three banks offer the highest interest rate and report back to the next meeting.

24/164

**DISCUSS AND AGREE AN APPROACH FOR GAUGING PUBLIC INTEREST OF GRIT BINS AND RULES AROUND ELIGIBILITY/PRIORITY OF REQUESTS.**

The Chairman suggested a Working Party meeting would be needed to discuss this item further and asked the rest of the council who would like to be involved in this. Cllr. R. Manning, Cllr. M. Manning, Cllr. Peartree, Cllr. Aberly and the Chairman all confirmed they wished to be included in this. Date for the Working Party meeting was set for Friday 22 November at 7pm. Cllr. Davies mentioned she had already received some Grit Bin requests and would forward these onto the Clerk.

24/165

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

The Chairman highlighted there are a lot of mini projects ongoing at the minute and it would be good for each Parish Councillor to be designated a particular project to be responsible for, this would help with research, communication and bringing information to each Parish Council meeting and in turn would take pressure off the Clerk. Chairman offered to take on responsibility around the website. The Chairman suggested all make a list of projects they can think of, and bring to the next meeting.

24/166

**TO DISCUSS PUBLISHING MINUTES ON THE WEBSITE.**

After a discussion, it was put to a vote and all were in favour of displaying all minutes from Parish Council, Hall Committee and Car Park Committee meetings on the website going forward. Where a committee meeting hasn't been arranged in advance, minutes from the last meeting held would be shown as draft.

24/167

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

Chairman suggested deferring this item to next meeting until councillor projects / responsibilities have been discussed and agreed. All agreed and it was suggested to arrange a working party meeting for this also.

24/168

**EXPENDITURE TO BE NOTED / AGREED.**

- (i) To note expenditure since the meeting on 8 October 2024.

The Clerk had previously circulated this beforehand for the Councillors to view. See appendix B.

At this point all three Parishioners and Cllr. Davies left the meeting.

- (ii) To agree any other expenditure.

Clerk advised that 3 lights in the Community Hall failed the emergency light test. Cllr Peartree asked if the quote was for the whole fitting or just replacement bulbs. Clerk to obtain email clarification. The Clerk highlighted that this was an urgent repair and all were happy to accept once clarification had been received that the whole fitting would be changed and not just the bulbs.

- (iii) To sign off September 2024 Bank Reconciliations from Rialtas.

These were signed off.

Signed.....

*R.S. Manning*

- (iv) To approve/sign off any financial corrections made on Rialtas.  
These were signed off.

24/169

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

- To discuss / appoint councillor projects / responsibilities – The Chairman asked all members to compile a list and to send this to the Clerk before the next meeting.
- To discuss and agree content for the creation of a newsletter.
- Draft budget for 2025/2026.

24/170

**CORRESPONDENCE.**

Clerk had previously circulated this. See Appendix C.

The Chairman referred to the email from Cllr. Davies regarding a donation for Citizen Advice. Cllr. Peartree suggested that whilst this was done in the past, a budget needs to be set for Section 137 in order for the Parish Council to be able to donate. To be discussed and considered when setting the budget for 2025/2026. Clerk to look up who the council has donated to in the past and bring to the next meeting.

24/171

**DATE OF THE NEXT MEETING.**

Date of the next meeting was set for Tuesday 10 December 2024 at 7:00pm.

24/172

**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 8:34pm.

Chairman... *R. S. Manning*

Dated... *10/12/24*



## Monthly Report - Oct'24 - Sproughton & Pinewood Ward

### GENERAL UPDATES

#### Form Hadleigh Council Offices converted to Homes now on the market

The first 11 homes have been completed on the site known as Bowlers Croft, following a sympathetic conversion of the buildings to preserve and enhance the original structures, ensuring the character and features are retained. Babergh District Council's joint venture company Babergh Growth, which is a partnership with Norse Group, worked with Gipping Construction on the development. Councillors, directors and project leaders recently received the keys and enjoyed a tour of the homes. The development will see the original buildings transformed into 49 new high-quality homes, a mix of one, two, three and four-bedroom apartments and one cottage, which are ideally located close to shops, schools, and the town's amenities.



There's me in the front! We toured the modern office conversion which have been turned into really nice flats. Also saw the listed cottage that has been converted into a 3 bed home. They are conveniently sited for the town & shopping.

There are questions to answer on the cost of this conversion work as it has cost more than originally budgeted for. Some of this will be down to Covid and the subsequent supply issues increasing the cost of materials plus inflation.

#### A grant aimed at tackling social isolation in winter has returned for a second year, thanks to funding from Babergh and Mid Suffolk District Councils.

The Living Well in Winter grant will help local organisations such as town and parish councils, village hall or playing field committees, sports clubs and sports centres, charities, social enterprises, community shops, and community interest companies deliver new and existing accessible spaces and activities during the colder months. Last year, a total of 34 projects received funding from the grant (20 in Babergh and 14 in Mid Suffolk). Successful projects included community cafes, additional family sessions at preschools, coffee and chat sessions, and activity clubs. The grant window has opened again, enabling applicants to address issues like social isolation and decreased physical activity, which are exacerbated by the cost-of-living crisis, particularly during the winter. Other eligible projects might also include lunch clubs, after-school clubs, the continuation of warm spaces, subsidised family sports sessions, hobby workshops and beyond. Organisations can apply for a minimum of £500 and a maximum of £2,000, and have until Friday, 8 November to do so. To find out more information or



## **Monthly Report - Oct'24 - Sproughton & Pinewood Ward**

submit an application form, visit the grants and funding page on the [Babergh District Council](#) or [Mid Suffolk District Council](#) website.

### **Suffolk councils took part in 'Recycle Week in October**

Recycle Week ran from 14 to 20 October and is organised by Recycle Now, is now in its twenty-first year. It is intended to highlight the nation's recycling habits through activities happening across the UK. The latest Recycle Now research shows that while we're a nation of recyclers - nine out of ten people regularly recycle - nearly eight out of ten of us (79%) put one or more items into the bin that could have been recycled. To highlight the plight of the four ill-fated packaging items, Recycle Now has created a team of characters to bring the campaign to life and is asking everyone to 'rescue me - recycle'. The condemned containers include:

- Dee Dee the deodorant
- Yogi the yoghurt pot
- Rey the plastic trigger spray
- and humble Hube - the toilet roll tube

(I already recycle these 😊) The group will feature on recycling and refuse lorries in parts of the UK, in school education packs and on social media. Life-size characters have been produced to highlight the key message and featured in media throughout Recycle Week. A week of fun activities with a serious message, 'rescue me - recycle' aims to empower people in Suffolk to look out for the four items missed most often in the weekly recycling collection. Suffolk councils will be encouraging residents to keep them in circulation by recycling. Apparently over 58% of the Suffolk rubbish bin contents could still be recycled or composted. The 'rescue me - recycle' campaign is asking residents to think about all those packaging items that might commonly end up in their rubbish bins, especially those from the bathroom and bedroom, and ask if they could be placed in the recycling bin instead.

### **Babergh increase in fees and charges ahead of next year's budget.**

Babergh cabinet met last week to discuss proposals for the increase of next year's fees and charges. Babergh has a predicted £1 million deficit for February, added to an already identified £6.7 million gap, means steeper increases are needed than in Mid-Suffolk which has a £6.3m surplus. The aim is to recover the true cost of the services provided. Currently these are not fully recovered as Babergh has been subsidising them for several years at least. Some fees will go up to recovery cost immediately others will take a couple of years to do so. The income from the proposed fees and charges for the next financial year would increase by £1.42 million, or just over 37 per cent (Mid-Suffolk's proposed increase is at 9.7%). Legally councils have to have a balanced budget - this will go some way towards that. Basically if Babergh don't charge for some of these services, we would need to consider whether we needed to provide them. These are all services people need and value - no one wants to cut them.

## **PORTFOLIO**

### **Copdock 2 Capel Cycle Path**

A public consultation has just gone out on a Copdock 2 Capel cycle path. The general idea is to convert one side of the dual carriageway to cycle and footpath. There are a couple of kinks to work out regarding the exact route at the top of the old London Road. Improvements to the

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footpath and roadway are proposed at the Capel end. There is funding to consult, design and cost this project. Further funding would be needed to deliver. For more info see <https://arcg.is/0XHjSW>.

### **Ezy-Bike Pods**

The Sustainable Travel Working Group have been looking for sites install bike pods that hold 2 electric bikes that can be rented for half/whole day. Ideas for sites were Hadleigh, Sudbury & Alton Water. Unfortunately Anglia Water have declined, Hadleigh don't think its worthwhile in their town centre so we are back to the drawing board a bit. Thoughts on possible locations welcome.....

### **Call for Land Summit**

The Forestry Commission are now working with a number of people who attended this summit. It seems that over 20% of attendees ended up contacting either the Forestry Commission, Suffolk Wildlife Trust or Babergh which is pretty good - well above normal expectations. I have asked to be kept up to date on this to see what projects end up being funded.

### **LCWIP**

Part of the river path between Bramford & Claydon is being upgraded at the moment. I have asked if the path between Sproughton & Ipswich can be improved and it appears a bid for CiL money is being prepared. More details to follow.

### **Landscape Mitigation Strategy**

The NSIP planning officer & Biodiversity lead are working on this standard approach template at the moment. Waiting on the first draft.....

## **THE WARD ITSELF**

**Parking at Suffolk One:** I have drafted the BSIP bid for additional stops at Suffolk One to coincide with lesson times & end of the college day. Closing date is 14Nov. I do not know how quickly they respond. The cost is around £23pa, for it to become self-funding an additional 7,667 trips per annum by paying passengers will be needed and am not certain that it is achievable, so longer term funding may be needed but that is a battle for another day. I am still planning on canvassing residents close to the school but feel this is going to be a difficult one to get agreement on.

**Traffic A14 Diversion via Sproughton:** Work on the A14 continues. Complaints are at fairly consistent levels. We'll be meeting with Highways and SCC again to keep the pressure on as to ways to improve the situation. Any issues please contact our parish clerk or myself.

**30 Sep Traffic Exhibition:** Collation of the responses is underway but this is taking longer than hoped. The results will be published by Sproughton PC once known.

**Church Lane Flooding:** Work continues on trying to resolve this. The landowners have been contacted, one of which is the parish council who are looking at what can be done (probably



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involved diggers, ponds & pipework!). The other landowner remains to be convinced that they are not the source of the problem! I hope to be able to send evidence to prove otherwise.

### Taylor Wimpey Phase 2 Design Codes

One of the conditions for approval of Phase 2 was the need for TW to produce a design code that met the requirements of the Sproughton Neighbourhood Plan Design Codes. Both Cllr Jermyn & myself have met with Taylor Wimpey to discuss the design codes, escort them on a walk around the parish to highlight the architecture that is typical of the area that should be taken into account. The public consultation is underway and leaflets delivered to cover how to respond. We have a follow-up meeting on 18Nov.

### Solar Energy Site Visit

Clearstone Energy invited Sproughton & Bramford PC's & district councillors to a walkaround of the site for their proposed battery storage application. This is actually the second battery storage application so this area is definitely becoming semi-industrialised. They do appear to have considered the impact of their development on the area and have thought about mitigation measures. Whether or not these enough remain to be seen. The application will go into Mid-Suffolk planning shortly.

### CASEWORK:

Work continues..... I can't go into details as residents info is confidential but the stats are below:-

OPEN	BDC			SCC	
Category	Both	Spr	Pine	Spr	Pine
CIL	1				
Climate Change					
Environmental Health			2		
Flooding				1	1
Grants					
Health Care					
Housing		1	1		
Lighting					
Planning		1			
Policy					
Public Realm			2	1	
Public Nuisance					
Roads			1	5	3
Transport					
TOTALS	1	2	6	7	4

CLOSED	BDC			SCC	
Category	Both	Spr	Pine	Spr	Pine
CIL					
Climate Change					
Environmental Health		1			
Flooding				1	1
Grants		2	1		
Health Care		1			
Housing		1	1		
Lighting					
Planning					
Policy	1				
Public Realm		1			
Public Nuisance		1			
Roads				2	
Transport					
TOTALS	1	7	2	3	1

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

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## APPENDIX B TO MINUTES OF MEETING 12 NOVEMBER 2024

24/168(i)

### EXPENDITURE TO BE NOTED/AGREED.

To note expenditure since the meeting on 8 October 2024

#### NatWest

<u>Direct Debits:</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
09 September	British Gas	Monthly gas bill	£ 81.67
17 September	British Gas	Monthly electricity bill	£ 392.98
25 September	Intuit (Quickbooks)	Monthly subscription	£ 16.80
30 September	NatWest	Monthly bank charges	£ 10.85

#### Electronic Payments:

12 September	Suffolk County Council	Hall & Events Co Advert	£ 75.00
12 September	CRS	Annual support for tills	£ 58.80
12 September	PKF Littlejohn LLP	External Auditor	£ 756.00
12 September	Rialtas	Training & MTD	£ 422.21
12 September	Sharp	Photocopier July new charges	£ 24.71
12 September	Sharp	Photocopier June old charges	£ 92.94
12 September	Clear view Window Cleaning	Aug bus shelter clean	£ 15.00
12 September	CFS	Repairs following service lights	£ 910.85
12 September	Sharp	Photocopier Aug new charges	£ 30.00
25 September	Various	Salary/HMRC/Pension	£ 8,657.50
30 September	CAS	Pinewood PC Insurance	£ 1,302.73
30 September	Clear view Window Cleaning	Sept bus shelter / CH clean	£ 45.00

#### Debit Card:

05 September	TV Licence	Annual TV Licence	£ 169.50
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#### Barclays

13 September	Payment Sense	Monthly connection charge	£ 8.94
13 September	Payment Sense	Monthly bank charges	£ 24.95
16 September	Payment Sense	Monthly subscription	£ 40.80
16 September	Anglian Water	Monthly water charges	£ 78.00

13,215.23

#### Bank Account Balances as at 30th September 2024:-

NatWest Bank	Current Account	£ 139,941.47	<i>PSM</i>
Barclays Bank :	Current Account	£ 96,254.09	<i>PSM</i>

Signed: *RS Manning*

**CORRESPONDENCE LIST – NOVEMBER 2024****APPENDIX C**

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

Citizens Advice	Grants Application	Noted
Highways Communication	Road closure planned in your division - 31 October 2024	Noted
Sean Clarke	Wolsey Grange 2 Design Code consultation	Noted
National Highways	Important roadwork information: A12 between junctions 27 and 33 – LED street lighting surveys	Noted
National Highways	Important roadworks information: A14 between junction 52 and 55 – Maintenance	Noted
BDC	Town and Parish update from Babergh District Council - November 2024	Noted
BMSDC	NSIP and large-scale energy developments update November 2024	Noted

**To be actioned at meeting on 12 November 2024:**

Brunswick Electrical Services	Quotation for Car Park lights	Accepted
Cllr. H Davies	Citizen Advice – Request for donation	Budget 25/26
CFS	Quotation for Emergency lighting repair	Accepted