

## PINEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 16 September 2025 at the Pinewood Community Hall at 7:00pm.

Present: Cllr. S. Peartree (Chair), Cllr. J. Harding, Cllr. M. Manning, Cllr. R. Manning.

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

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

**25/152 APOLOGIES AND APPROVAL OF ABSENCES**

Cllr. T. Collard due to illness

Cllr. C. Emele due to childcare issue

Cllr. B. Blackwood, no reason was given.

**25/153 TO RECEIVE COUNCILLORS' DECLARATION OF INTEREST IN ANY ITEM ON THIS AGENDA.**

There were none received.

**25/154 TO CONSIDER REQUESTS FOR DISPENSATIONS.**

There were none received.

**25/155 TO RESOLVE THAT THE MINUTES OF THE MEETING HELD ON TUESDAY 12 AUGUST 2025 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. M. Manning that the minutes are signed as a true and accurate record of the meeting.

**25/156 TO CONSIDER ANY MATTERS ARISING FROM THE ABOVE MEETINGS AND NOT DEALT WITH UNDER ANY OTHER AGENDA ITEM.**

There were none received.

**25/157 TO RECEIVE PROGRESS REPORTS OR INFORMATION FROM: -**

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

Clerk updated the council on the following:

- Resident query regarding cars speeding down Quilter Drive and also cars, lorries etc on the Belmont Road bend near Quilter Drive. Clerk reported this to PC Naomi Lofthouse at the local police and District Councillor Christopher Hudson. PC Naomi Lofthouse replied that this has been forwarded to her team for the necessary speeding enforcements. She also suggested organising a speed watch programme, however after review it appears as though this area would not be suitable for this type of programme. Cllr. Christopher Hudson replied and had sent this onto Suffolk County Council to review and put forward any potential road layout improvements i.e., speed bumps etc. Chair added that this has always had speeding issues and unfortunately there are not enough accidents to warrant action by SCC. Cllr. M. Manning reported that the 'Slow Down' sign down Belmont Road wasn't working and perhaps should be moved closer towards the bend. Cllr. R. Manning added that the perception of vehicles can seem faster than they actually are.

Signed..... S PEARTREE

- Dog/Litter bin reimbursement is due this week. However, in the meantime Public Realm have received a complaint from a Pinewood resident regarding two bins situated between Tesco store and Suffolk One constantly overflowing and recently saw sighting of some rats. Babergh District Council has therefore advised that an additional collection each week is required. Chair suggested this be voted on further down the agenda under item 25/160(i).
- Free tree scheme – Clerk has spoken again to James Baker and Richard Parmee and Richard advised he had a number of fruit trees set aside for Kiln Meadow. Unfortunately, a convergence of tree delivery times, holidays and warm, dry weather, meant it was too risky to plant these at the end of the last planting season, so they are currently being stored within his vegetable patch, ready to plant in late November. Richard will provide all trees, stakes, ties and protection. There's a range of apples, pears and stone fruits to plant. James and Richard have arranged to meet in November.
- Car Park barrier LED lights not working – engineer from Sygma came out and reported that the LED lights were not installed properly causing the issue. Sygma have agreed to replace this free of charge, however the same thing happened in November 2024 resulting in the LED being replaced free of charge. Clerk has replied to Sygma asking for clarification on why the installation has been incorrectly installed twice now and is still waiting to hear back.

(ii) HR Committee Chairman.

Chair of the HR Committee was not present. Nothing to report.

(iii) Community Hall Committee Chairman (Cllr. Manning)

Cllr. R. Manning (Chair of the Hall Committee) reported as follows:

- Last Friday we had our first solo act Annika Rands with her Diva show. This was an enjoyable evening with a great turnout.
- The new Bluetooth speakers along with Spotify gave a great background sound on Friday evenings with good variation of music.
- The budget that Louise requested for advertising seems to be spent efficiently with flyers, banners and leaflets.
- The next four upcoming events are Race Night, Tony D Cocktail evening, Oktoberfest and Chelsea Richer (previously Chelsea Francis) another solo act.
- Lots more events planned for the rest of the year and into next year and Cllr. R. Manning encouraged everyone to check the events list as there should be something for everyone to attend and enjoy.
- Next meeting is arranged for next week.

(iv) Car Park Committee Chairman (Cllr. Blackwood)

Chair of the Car Park Committee was not present. Nothing to report.

Chair asked about the doctor's surgery enquiry regarding the lease and wanting to rent spaces. Clerk advised she had replied that constraints through our lease with Ipswich Borough Council means we are unable to grant permission for them to lease spaces in the Pinewood Community Hall & Shepherd Drive Baptist Church car park. Clerk raised that we are potentially going to experience problems on the flu clinic days as patients will be expecting to use the car park like previous years and with both the

Signed..... S PEARTREE

Community Hall having hirers the Church also has events occupying majority of the car park on both days. Extra measures may have to be put in place to manage the car park. Chair suggested we may receive some bad press as a result of this but unfortunately not enough time was given and events have been booked in. The next Car Park meeting is arranged for 1 October 2025.

25/158

**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.
- (v) Report from County Councillor: Cllr. C. Hudson.  
Cllr. Hudson was not present and did not send a report.
- (vi) Report from District Councillors: Cllr. H. Davies, Cllr. B. Riley.  
Cllr. Riley was not present and did not send a report.  
Cllr. Davies was not present but did send a report which was circulated. Also attached as appendix A.

25/159

**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.

25/160

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

- (i) To discuss/approve costs to bins on current litter bin project.  
Clerk displayed the project on the screen and explained that a comparison had been done between our list of bins (checked to the asset register) and the list from Babergh District Council. The yellow highlighted bins are those that require action.  
Bin number 1 - the bin that was there is currently missing and as we are paying for it to be emptied, replacement is needed.  
Bin number - 1a – required on the opposite side of Belmont Road by the Bus Shelter, this will incur an additional charge of emptying. To obtain permission from Babergh as it is their land. Most favoured the colour green if allowed.  
Bin number 8 – new ground fixings are required as the bin is in good condition. May already have this, just requires new concrete base.  
Bin number 16 – To be monitored, we are not paying for this to be emptied potentially is Ipswich Borough Council as landowners.  
Bin number 26 & 27 – Both our bins, we only pay for one to be emptied. This may be because they are close together. Additional emptying required following resident complaint.

Signed..... S PEARTREE

Bin number 29 – requires replacement as the bin is rotten and is in bad condition.

Bin number 31 & 32 – we are paying for them to be emptied, but the bins are missing or are behind the overgrown bushes. BDC to remove these off our list and stop paying. No litter visible around the area.

After a discussion it was agreed to speak to BDC and report back next meeting with costs for approval and once Babergh have approved for the new bins to be added.

With regards the additional emptying following the resident complaint, it was agreed by unanimous decision to accept the additional charge, it was suggested the Clerk contacts McDonalds and Burger King as the majority of the rubbish is from their site to encourage a contribution each year to help cover the cost of emptying.

- (ii) To discuss any other areas requiring urgent attention and agree action.  
There were none received.

**25/161**

**FINANCIAL MATTERS:**

- (i) To note completion of External Audit for the year ending 31 March 2025.  
Clerk had previously circulated the external auditors report. Cllr. Harding and Chair agreed this was a very good and positive outcome.  
Clerk added that although the year end closure with Rialtas did cost extra, it made the whole process run smoothly having the support there and saved a lot of time overall completing this and to potentially bear this in mind for next year. Chair asked if the notices had been published. Clerk confirmed the Conclusion of Audit report together with Sections 1-3 from the AGAR were published on the website.

**25/162**

**EXPENDITURE TO BE NOTED / AGREED.**

- (i) To approve parish council insurance renewal.  
Clerk confirmed the renewal for this year was quoted at £1,402.28. This was put to a vote and was a unanimous decision by all to accept the renewal.
- (ii) To note expenditure since the meeting on 12 August 2025  
Clerk had previously circulated this beforehand to all Councillors to review. See appendix B. This was approved.
- (iii) To agree any other expenditure.  
Clerk advised of the following upcoming expenditure: -
  - Petty Cash Top up request – This was approved and signed off.
- (iv) To sign off July 2025 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.

**25/163**

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

There were none received.

**25/164**

**CORRESPONDENCE.**

Clerk had previously circulated this. See appendix C.

Signed..... S PEARTREE

Cllr. R. Manning asked that following the August report circulated from Cllr. Helen Davies in which she mentions the passing of Cllr. David Busby and gives appreciation for his work as District Councillor for Copdock and Washbrook Ward, he felt that this council should also record their appreciation of Cllr. Dave Busby as he did a lot of work and provided support to the parish council attending every meeting for a number of years.

**25/165**

**DATE OF THE NEXT MEETING.**

This was agreed to be Tuesday 14 October 2025 at 7pm.

**25/166**

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

Cllr. R. Manning advised he was meeting with Cllr. Collard to complete the grit bin application form.

Cllr. Harding wanted to note that the District and County councillors are putting forward their business cases for devolution. We should know early next year of the decision of it being either one unitary or three.

As there was no other business the Chair thanked everyone for attending and formally closed the meeting at 8:20pm.

Chair / Vice-Chair ..... **S PEARTREE**

Dated..... **14/10/2025**

## Monthly Report August'25 - Sproughton & Pinewood Ward

### GENERAL UPDATES

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

**Devolution & Local Government Reorganisation:** The case for three unitaries is nearing completion. Suffolk County Council are due to issue their 'case for change' on 09Sep & the five district councils on 15Sep. Voting on proposals is 16Sep for SCC and 23Sep for Babergh. Councillors have been attending workshops on the subject talking about numbers of councillors, warding arrangements and other matters. Public engagement has been taking place to try to brief parish/town councils & the public. I hosted a meeting in Sproughton on 11Aug attended by sixteen parish councils with a panel consisting of the Babergh & Ipswich leaders and Babergh & Ipswich CEO's who answered questions and presented a status update. Concerns over housing, representation & council tax were probably most frequent. Activity is ramping up as we near the date for publication of the 'case for change'. Assuming this gets passed on 23Sep it will be submitted to government on 26Sep. Public consultation happens Nov'25 - Jan'26 then a decision will be made by the government by May'26. It will take until Apr'28 to define how a new unitary council will work, dissolve existing councils and create the new unitaries. Complete timeline below:-



**Cllr Dave Busby:** Last month I wrote about Dave's career in local politics. His funeral was held on 29<sup>th</sup> August and was so well attended it spilled out into the lobby and was standing room only. We learnt a bit more about why he was called 'the Buzz' and his son spoke very well about Dave as a father rather than just the local politician. Definitely bitter-sweet, but the final bit was very Dave - we all left the Chapel to the tune of 'Nellie the Elephant' - a fitting finale.

**Wherstead Warehouses Application:** This application was heard recently - two new warehouses on the site close to the new service station at the A14/A137 junction - 14% BNG so a start.

**Bentley Fruit Farm Application:** This is a development for 18 homes on the site of a redundant fruit farm in Bentley - it is right outside the built up boundary so not completely straightforward but the developer has stated they will deliver a high number of affordables - as we all know that is what we need round here. The site does need to comply with Bentley's Neighbourhood Plan but hasn't quite got there yet. Due to go to Committee on 01Oct.



## Monthly Report August'25 - Sproughton & Pinewood Ward

### PORTFOLIO

**Sustainable Travel:** We have decided to place the second Eezybike installation in Lavenham. Given it's a tourist attraction we expect a good take-up. Hiring numbers in Sudbury are good - it seems that a number of people are hiring the bikes and going to a convenient pub. Others are using it to try out an electric bike and to improve their fitness. I have begun to look at the River Gipping Path from Stowmarket to Ipswich with a view to identifying gaps that need to be improved to hopefully end up with a contiguous path - something that would be brilliant in terms of access, exercise, well-being etc.

**Biodiversity:** We are looking forward to the first draft of the Biodiversity Action Plan in early September. This will be reviewed by the working group - I want to actively get more Nature Reserves and would love to see a few projects come out of the upcoming Norfolk Suffolk Local Nature Reserve Strategy which is due out soon.

**Sproughton Nature Reserve:** The Ipswich lawyers has reviewed the legal agreement and made a couple of changes - it will come back to Babergh 'shortly'. My opposite number on Ipswich Borough Council has asked for a definition of 'shortly'. So, multiple people are pushing this one!!

### THE WARD ITSELF

**Parking at Suffolk One:** The paper I have been working on is nearly done. It needs to be read by stakeholders before being submitted formally to Highways. Complaints started rolling in the moment term started again.

**Traffic Solutions 4 Sproughton:** The final version of the traffic paper has been delivered to impacted residents. E have had a good number of replies from people. A few homes were missed out but we this should have been rectified now. Please, if you haven't replied to date, do so. We need evidence to back up our requests.

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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## MINUTES OF MEETING 16 SEPTEMBER 2025

**EXPENDITURE TO BE NOTED/AGREED.**

To note expenditure since the meeting on 12 August 2025

**NatWest**

<u>Direct Debits:</u>	<u>Payee</u>	<u>Description</u>		<u>Amount</u>
	Greene King	Bar Supplies	£	855.43
08 July	Tesco Mobile	Monthly mobile charges	£	29.18
08 July	British Gas	Monthly gas bill	£	46.00
09 July	Greene King	Bar Supplies	£	531.82
16 July	Sage UK	Outstanding subscription payment for last year	£	69.00
16 July	PWLB	Loan repayment	£	3,648.12
17 July	British Gas	Monthly electricity bill	£	580.96
23 July	Greene King	Bar Supplies	£	385.19
30 July	PEAC UK	Photocopier lease quarterly fee	£	194.76
31 July	NatWest	Monthly bank charges	£	22.31

**Electronic Payments:**

01 July	Clear view	June Bus Shelter / Community Hall clean	£	45.00
01 July	Cellair	Bar gas	£	30.00
15 July	The Sweeting Swing	Oompha Band deposit for Oktoberfest	£	100.00
16 July	AAT	Membership subscription reneweal	£	187.00
16 July	TV License	Annual renewal	£	174.50
17 July	ICO	Data Protection/GDPR subscription renewal	£	47.00
25 July	Various	Salary/HMRC/Pension	£	13,644.07
29 July	Brunel Engraving	Plaque for seat	£	67.28
29 July	Clear view	July Bus Shelter / Community Hall clean	£	45.00
30 July	Training At Work Group	First Aid/Fire Warden/Fire Extinguisher training courses	£	402.20

**Debit Card:****Credit Card:**

14 July	Amazon	Office supplies	£	39.99
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**Barclays**

11 July	Payment Sense	Monthly PCIDSS Compliance & Phone line charge	£	49.74
14 July	Payment Sense	Monthly transaction charges	£	34.15
15 July	Anglian Water	Monthly water charges	£	57.00

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21,285.70
**Bank Account Balances as at 31st July 2025:-**

NatWest Bank	Current Account	£	45,164.38
Barclays Bank :	Current Account	£	67,999.12
NatWest Bank:	Credit Card Account	£	0.00
Redwood Bank:	95 Day Notice Savings Account	£	80,396.51

Signed.....



**CORRESPONDENCE LIST – SEPTEMBER 2025**

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

BMSDC	For information: Electrical Recycling Bins	Noted
BMSDC	Community Thermal Imaging Project	Noted
Cllr. Helen Davies	Monthly Report for July 2025	Noted
Cllr. Helen Davies	Monthly Report for August 2025	Noted

**To be actioned at meeting on 16 September 2025:**Invoices:

Petty Cash Top up request	Approved
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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)