

PINEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 8 April 2025 at the Pinewood Community Hall at 7:00pm.

Present: Cllr. T. Collard, Cllr. J. Harding (Co-opted during the meeting), Cllr. M. Manning, Cllr. R. Manning (Vice Chairman) and Cllr. S. Peartree.

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

Others attending: Cllr. H. Davies and Cllr. B. Riley (District Councillors)

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

25/57 APOLOGIES AND APPROVAL OF ABSENCES

Chairman sent his apologies as he was unwell. This was approved.

Cllr. Barclay sent her apologies as she was out of the area. This was approved.

25/58 TO RECEIVE COUNCILLORS' DECLARATION OF INTEREST IN ANY ITEM ON THIS AGENDA.

There were none received.

25/59 TO CONSIDER REQUESTS FOR DISPENSATIONS.

There were none received.

25/60 TO RESOLVE THAT THE MINUTES OF THE MEETING HELD ON TUESDAY 11 MARCH 2025 ARE A TRUE AND ACCURATE RECORD.

Copies of the minutes had previously been circulated to all.

Cllr. R. Manning asked for the previous agenda item 25/46(i) to be adjusted to include that Cllr. R. Manning advised that the Monitoring officer after considering the complaint found that Cllr. R. Manning was not in breach of the code of conduct.

These minutes were then proposed by Cllr. Collard and Cllr. Peartree seconded the minutes are signed as a true and accurate record of the meeting.

25/61 TO CONSIDER ANY MATTERS ARISING FROM THE ABOVE MEETINGS AND NOT DEALT WITH UNDER ANY OTHER AGENDA ITEM.

Cllr. R. Manning asked for clarification from previous agenda item 25/46(i) whereby it stating that it was minuted that he could not be considered to become an HR Committee member in the future. The Clerk advised this has been discussed and agreed at previous HR meetings and is clearly recorded in the minutes. Cllr. R. Manning commented 'these could be re-viewed then...?'. The Clerk advised this would be up to the HR Committee.

25/62 TO CO-OPT NEW MEMBER ONTO THE COUNCIL.

Following the meet and greet evening held on Monday 24 March 2025. The Vice Chairman invited Mr James Harding to join the councillors around the table where he was formally co-opted to the council. The Vice Chairman formally welcomed Cllr. Harding on behalf of the Parish Council. Cllr. Harding 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

Signed.....*R. Barclay*.....

25/63

TO ADOPT NEW SOLUTION IN SETTING HIRING, BAR, MEMBERSHIP COSTS.

As the Chairman had previously agreed to provide this and was not present at the meeting. This item was deferred to the next meeting.

25/64

TO APPOINT ADDITIONAL MEMBERS TO THE FOLLOWING COMMITTEES:

(i) HR Committee

Cllr. Collard offered to join this Committee in place of Cllr. Abery as he has past experience from his degree that could benefit this Committee. This was put to a vote and was accepted by a unanimous decision.

(ii) Community Hall Committee

Cllr. Harding offered to join this Committee in place of Cllr. Abery. This was put to a vote and was accepted by a unanimous decision.

(iii) Car Park Committee

Cllr. M. Manning offered to join this Committee in place of Cllr. Abery. This was put to a vote and was accepted by a unanimous decision.

25/65

TO RECEIVE PROGRESS REPORTS OR INFORMATION FROM: -

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

The Clerk updated the council as follows:

- Following the installation of the Car Park lighting, Brunswick Electrical Services has offered to return to the community Hall and install the RDC Protection free of charge on Thursday.
- The Locality Budget from 2023/2024 from Christopher Hudson has been received for £998.33 for the Coronation Bench. Clerk has emailed James Baker for designs but is yet to hear back.
- Suffolk One have agreed as a gesture of goodwill to the local community, they would be happy to contribute £180.00 towards the purchase price of the bin.
- Resident Concerns: - Student parking – Innes End blocking driveways and causing resident's distress.
- Hall Committee Meeting to be moved to Monday 28 April – 7pm

(ii) HR Committee Chairman.

Chairman was not present to report any updates.

(iii) Community Hall Committee Chairman.

Chairman was not present to report any updates.

(iv) Car Park Committee Chairman.

Chairman was not present to report any updates.

25/66

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

Signed.....

- (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
- (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 reported as per appendix A.
Cllr. Riley reported as per appendix B.

25/67

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

- (i) DC/25/01401 - 7 Forester Close. Conversion of integral garage to additional living accommodation.
After a general discussion and view of the area on street view the council agreed it had no objections to the application.
- (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 received.

25/68

HIGHWAYS / FOOTPATHS / BIN / SEATS OR BUS SHELTERS

- (i) Discuss potential need for litter picking.
Clerk reported a local resident had raised some concerns at the top of Cottingham Road, with litter and glass bottles being left behind from Suffolk One students. A later email had also been received reporting that the students appear to have lifted the heavy cast-iron lid off the wellhead and just left it hanging, with litter building up in the cavity as well as scattered round the area. Cllr. Davies has reported this to Public Realm.

After a general discussion about general litter building up around the area again, the Vice Chairman and Cllr. M. Manning offered to do a litter pick around Cottingham Road vicinity.
- (ii) To discuss/agree costs to repair / replace Bus Shelters.
Clerk reported that she spoken to Robert Kemp at Suffolk County Council and had sent Cllr. Peartree's previous report over to them so they can understand what needs to be done to our existing Bus Shelters. He has agreed to send a team round and to price up the work required.
- (iii) To provide update on current litter bin project.
Clerk to provide Cllr. Peartree with the folder so this could be updated and brought to the next meeting. Clerk explained that time was currently being spent on year end work.
- (iv) To discuss any other areas requiring urgent attention and agree action.
There were none received.

Signed.....*R. Barlay*.....

25/69

TO AGREE ON DESIGN OF NEWSLETTER.

As the Chairman / Cllr. Barclay had previously agreed to provide this and was not present at the meeting. This item was deferred to the next meeting.

25/70

PREPARATION FOR YEAR-END:

(i) To appoint Internal Auditor

After a discussion it was agreed to use the existing auditors that had successfully provided a good and honest service over the past few years so the council was happy for them to continue. It was therefore agreed to appoint Heelis and Lodge as internal auditors for 2024/2025.

(ii) To review the effectiveness of the Internal Audit

The review was carried out using the checklist provided by PKF Littlejohn. See appendix C.

(iii) To agree Earmarked Reserves for 2025/2026

It was agreed to set the following Earmarked reserves for 2025/2026: -
Car Park Committee- To leave working as agreed by the Car Park Committee.
Office Equipment – To carry over the closing balance amount from 2024/2025.

Training – £1,000

General Reserves – £62,000

Community Hall Maintenance - £10,000

Bus Shelters – £5,000

Dog / Litter Bins – £1,000

Grit Bins / Newsletter – £2,500

Seats – 2,000

(iv) To review Standing Orders

Clerk advised of the new model standing orders for 2025 and advised she would circulate round. Vice Chairman asked all to read through these prior to the next meeting.

(v) To review Financial Standing Orders

Clerk advised of the new model standing orders for 2025 and advised she would circulate round. Vice Chairman asked all to read through these prior to the next meeting. Clerk advised that the Cash Handling Policy would also need to be reviewed and agreed as many changes have been made.

(vi) To review Risk Assessment & Management Policy.

It was decided to defer this item until next meeting to give all Councillors time to read through the documentation.

25/71

EXPENDITURE TO BE NOTED / AGREED.

(i) To note expenditure since the meeting on 11 March 2025


The Clerk had previously circulated this beforehand to all Councillors to review. See appendix D. This was approved.

(ii) To agree any other expenditure.

Clerk advised of the following upcoming expenditure: -

Cellair – Bar gas - £30.00

Sharp – Monthly Photocopying - £37.74

Signed.....

Rialtas Annual Subscription Bookings Software - £566.40
Rialtas Annual Subscription Finance Software – £1,119.60
Rialtas Annual Subscription Data Backup - £544.80
Rialtas Annual Subscription Cloud users - £811.20
Babergh District Council – Annual fee to empty bins - £278.20
Pitkin & Ruddock – Annual Maintenance contract Air Con/Cellar - £258.00
Panther Security – Annual maintenance contract - intruder alarm - £904.42
SALC – Annual Membership Subscription - £1,097.39
These were both approved for payment by all.

- (iii) To sign off February 2025 Bank Reconciliations from Rialtas.
These were signed by the Vice Chairman.
- (iv) To approve/sign off any financial corrections made on Rialtas.
These were signed by the Vice Chairman.

25/72 ITEMS FOR CONSIDERATION FOR INCLUSION ON THE NEXT AGENDA

- Standing Orders
- Financial Standing Orders
- Cash Handling Policy
- Risk Assessment & Management Policy
- Newsletter Design
- Solution in setting hiring, bar, membership costs

25/73 CORRESPONDENCE.

Clerk had previously circulated this. See Appendix E.

25/74 DATE OF THE NEXT MEETING.

Hall Committee Meeting – Monday 28 April – Starting at 7pm
Annual General Meeting – Monday 12 May – Starting at 7pm
Full Parish Council Meeting – Monday 12 May – Starting at 7:30pm

25/75 TO RECEIVE ANY OTHER MATTERS OF REPORT AS THE CHAIRMAN MAY ALLOW.

There was none received.

As there was no other business Chairman thanked everyone for attending and formally closed the meeting at 8:56pm.

Chairman.....*R. Barclay*
Dated.....*12/05/2025*

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GENERAL UPDATES

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

Devolution: Work continues on devolution - a lot of work, which seems to be taking up a lot of time and energy. Babergh met the 21st March government deadline to submit our first plans outlining our wishes (along with the other district & county councils in the country) as to how many unitary authorities there should be in Suffolk. Babergh District Council stated that we did not agree with Suffolk County Council's view for a single unitary authority but rather feel we should have two or three. A decision will only be made on that after both options have been fully investigated and consulted on. We need to be certain that the option chosen will allow us to provide better and more cohesive services than before, save money while still being able to represent residents properly. A conclusion must be reached by September - the government imposed deadline. Suffolk County Council have already produced some numbers which they say justifies their choice of a single unitary authority for Suffolk. How those numbers were reached is unclear - it's a bit like a maths exam - you need to show your working out otherwise you have no clue as to whether the answer reached is solid & evidence based!! In tandem with the local government reorganisation (LGR) we also have the consultation currently underway for the Norfolk & Suffolk Mayoral Combined County Authority - go to <https://www.gov.uk/government/consultations/norfolk-and-suffolk-devolution> to have your say.

Planning: Babergh & Mid-Suffolk DCs held a meeting on 21st March to explain the new housing requirements to towns & parishes and encourage the creation of Neighbourhood Plans for those who do not have to make it more likely that development happens in the right place. Most are awaiting information on possible allocations to their parish. Sproughton has just begun to look at reviewing the neighbourhood plan and will need to consider where development might be suggested.

Suffolk County Council have met to consider the Bentley 'Brockley Wood' application - a decision on this was deferred due to the late submission of an additional document. The committee felt that the late submission meant that proper review of the document wasn't possible therefore a decision had to be deferred until all parties had an opportunity to review the new information. It is possible the Bentley Conservation Area decision will have been made by the time the committee reconvenes. If the conservation area is approved it could influence the Brockley Wood application.

The new Bramford battery storage application has been approved despite a number of concerns around safety. Burstall PC were represented at the meeting - they are hoping for better screening which would lessen the impact on the far-reaching views from Burstall & Sproughton...work will continue on that one.

Local Nature Reserve Strategy: The new Norfolk & Suffolk Nature Reserve Strategy went before the February Cabinet Meeting and was unanimously approved. It will be going out for

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consultation shortly and everyone will have an opportunity to comment. Once tool is available to the public it will be a great tool to enable target biodiversity improvements that give us 'the biggest bang for the buck'

Community Infrastructure Level: More parishes are looking at CiL funding for community projects. Remember to register your proposal and bids need to be submitted by 5:00pm on 31May25 for this round of funding. I can facilitate the process - the main contact is Sarah-Jane Hatt (Sarah-Jane.Hatt@baberghmidsuffolk.gov.uk). In this latest round of awards, CIL funding of £338,230 was been allocated to seven projects in Babergh and £186,861 towards five projects in Mid Suffolk, each encouraging residents to be more social and active. Funding of £100K has been agreed for East Bergholt Tennis Club so it can make the clubhouse and toilets more accessible. A further £100K is going to Nayland-with-Wissington Village Hall for a major upgrade to its roof and insulation so it can continue to be a valuable hub for the local community. Further awards made in Babergh include:-

- £82,405 to the children's play area at Leavenheath
- £22,475 to upgrade a bridleway in Holbrook
- £17,450 to upgrade footpaths in Great Waldingfield
- £8,625 to support the Tattingstone Village Hall solar energy project
- £7,275 to create an all year round bridleway in Freston

MidSuffolk have also funded £35,000 to improve the River Gipping path between Stowmarket & Needham Market.

Consultation on how Planning Applications are publicised: Babergh & MidSuffolk are proposing to stop sending neighbour letters for certain types of planning application (the majority of neighbour comments are received electronically). There is a statutory requirement that we notify neighbouring residents about a planning application by sending a letter, or by placing a site notice on display in the relevant location. (cost of £63k in 2023/4). Currently, both are done. Letters will still be sent where the planning application involves 10 or more homes (Major applications) but not for other types. Please put forward your views by going to <https://www.smartsurvey.co.uk/s/bmsdcSCI/> The survey is open until 12May25.

PORTFOLIO

Climate Change: Babergh & Mid-Suffolk have received an extra £2.9m funding to continue to retrofit our social housing. We keep applying for pots of money to progress this but it is slow going. Hopefully this will continue under the new regime

Sustainable Travel: Deposit paid for Eezybike installation at Kingfisher leisure Centre in Sudbury - just waiting for the scaffolding and fencing to be removed to proceed with installation. Capel to Copdock scheme: public consultation received 96 responses overall with 70% of respondents agreeing that the plans will make it easier and safer for people walking

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and cycling. SCC will now review feedback in detail and make any revisions to design in light of this. Capital funding still needs to be secured - cost of scheme likely to be in the realm of £1m-£3m.

THE WARD ITSELF

Parking at Suffolk One: I have asked Suffolk One to set a date for a meeting with residents to be held in Pinewood Community Hall. Once a date has been set we can notify residents. I did cycle road the impacted areas last week, early one afternoon and took photos. Still need to go back early evening and compare.....

Play Area near Burnet Close: Babergh recently surveyed this area and talked to residents. As a result, improvements are being made with the aim of completing in time for the school holidays. There will be some publicity nearer the time.

Traffic A14 Diversion via Sproughton: Suffolk Highways have now trialled the diversion route. Its safe to say there was a mixed response as some HGVs ignored the signage and carried on through Sproughton. While the village might have slept easier someone did voice their lack of appreciation in the local paper about the length of the diversion. We will continue to work with Highways Suffolk/England to establish a better diversion route & mitigating measures.

Traffic Solutions 4 Sproughton: We are in the middle of writing up the results. The aim will be to suggest a package of measures along with options, which will contribute to mitigating the traffic issues in the parish. I suspect that some of the measures will cost a lot (e.g. 4-way traffic lights) - but if we don't ask we don't get!

Sproughton Nature Reserve: The biodiversity officer and I presented this at a cabinet briefing - it was then approved at full cabinet while I was on holiday. Ipswich Borough Council have also approved this. We are now working on a legal agreement between Babergh & IBC in parallel with completing the application form for Natural England to officially list it as a nature reserve. The comment from the cabinet was 'why don't we have more of these' so, I will be asking the other district councillors to ask their parishes if they have other areas suitable for this designation. Capel St Mary have already come forward with the same request. So, I will be visiting that site in a couple of weeks.



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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

Councillor Helen Davies: District Councillor for Sproughton & Pinewood

Mobile: 07514 951190

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

Twitter: @HelenDSproughtn

Report to Pinewood Parish Council

8th April 2025

Thank you, Mr Chairman,

I'm pleased to report that the £1,000 allocation from my Babergh community funding has been paid to you and I look forward to hearing from you as to how the money has been spent, how many grit bins we shall be installing and of course where they are.

During the recent months I've been trying to pay careful attention to the Unitary proposals. The County have proposed one unitary body based on County boundaries whereas the seven District Councils have opted for two or three units and I further understand that they are leaning towards having three unitaries which I guess will be based on east and west Suffolk and Ipswich.

There are suggestions that Ipswich would be the core of a Maritime Suffolk and this echoes the proposals from 2012 when Ipswich was going to swallow up territory from Hadleigh to the sea. These proposals were rejected and as we all recall the people of Babergh had no liking for the idea of being merged with Mid Suffolk.

I have noticed is that nowhere in the documentation I have seen is there any mention of people in fact people/residents are never mentioned. This proposal is merely looked upon as a governance and tax issue. My fear is that as we are on the Ipswich fringe we shall be absorbed into Ipswich and I urge the council to write to the Minister stressing our preference of being independent of Ipswich.

For Ipswich this is a golden opportunity to pass off their overspending tendencies and to acquire significant properties which can be sold to fund their ambitions rather like Grafton house is being sold at the moment.

The Ipswich council tax is £226 more than it is for Babergh and this indicates inherent inefficiencies as the provision of services for urban areas is significantly less than that for rural or mixed areas. If Ipswich becomes the centre of our new unitary then I see

resources being absorbed by the town to the detriment of the other areas

It would be churlish of me to suggest that having three unitaries as opposed to one would really preserve significant employment opportunities for the existing executives.

There has also been some discussion among the districts as to the role of a mayor for the combined counties of Norfolk and Suffolk. The Mayor has significant authority and I've heard that his staffing will be 200 people or more.

And that Mr Chairman concludes my report for tonight.

I'm sorry it's not better news but the best I can provide with the material I've got.

Thank you

Internal Audit Review Checklist – Part 1 – Meeting standards

Expected standard	Evidence of achievement	Yes or No	Areas for development
1. Scope of internal Audit	<p>Terms of reference for internal audit were (re) approved by full council on 8 April 2025</p> <p>Internal audit work takes in to account both the council's risk assessment and wider internal control arrangements.</p> <p>Internal audit work covers the council's anti-fraud and corruption arrangements.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	
2. Independence	<p>Internal audit has direct access to those charged with governance (see Financial Regulations).</p> <p>Reports are made in own name to management.</p> <p>Internal audit does not have any other role within the council.</p>	<p>Yes</p> <p>Yes</p> <p>No</p>	
3. Competence	<p>There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.</p>	Yes	
4. Relationships	<p>All responsible officers (Clerk and RFO) are consulted on the internal audit plan. (Evidence is on audit files).</p> <p>Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter).</p> <p>The responsibilities of council members are understood; training of members is carried out as necessary.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	
5. Audit planning and Reporting	<p>The annual internal audit plan properly takes account of all the risks facing the council and has been approved by the council (8 April 2025).</p> <p>Internal audit has reported in accordance with the plan on (12 June 2024).</p>	<p>Yes</p> <p>Yes</p>	

Internal Audit Review Checklist – Part 2 – Characteristics of Effectiveness

Characteristics of 'effectiveness'	Evidence of achievement	Yes Or No	Areas for Development
Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the council's needs.	Yes	
Understanding the whole organisation, its needs and objectives.	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement.	Yes	
Be seen as a catalyst for change	Internal audit supports the council's work in delivering improved services to the community.	Yes	
Add value and assist the organisation in achieving its objectives	The council makes positive responses to internal audit's recommendations and follows up with action where this is called for.	Yes	
Be forward looking	In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the council's services, risk management and corporate governance arrangements.	Yes Yes	
Be challenging	Internal audit focuses in the risks facing the council. Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations.	Yes Yes	
Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates.	Yes Yes	

Chairman.....

R.S. Manning

8 April 2025

Dated.....

APPENDIX D TO MINUTES OF MEETING 8 APRIL 2025

25/71(i)

EXPENDITURE TO BE NOTED/AGREED.

To note expenditure since the meeting on 11 March 2025

NatWest

<u>Direct Debits:</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
06 February	British Gas	Monthly gas bill	£ 857.53
10 February	Tesco mobile	Monthly mobile charge	£ 27.98
12 February	Greene King	Bar supplies	£ 1,914.83
18 February	British Gas	Monthly electricity bill	£ 587.13
22 February	Greene King	Bar supplies	£ 173.34
28 February	NatWest	Monthly bank charges	£ 13.18

Electronic Payments:

12 February	County Fire Services	x3 Emergency lights repair	£ 624.00
25 February	CJ Electrical	Main hall underfloor stat repair	£ 277.88
25 February	Gallagher Ltd	Annual boiler service	£ 156.00
25 February	H20	Quotation for new taps	£ 78.00
25 February	Brunswick Electrical Services	Car Park lighting	£ 1,674.61
25 February	Initial Washrooms	Sanitary bins annual contract renewal	£ 252.23
25 February	Sharp	Monthly photocopying charges	£ 50.80
25 February	Babergh District Council	Annual licence fee renewal	£ 180.00
25 February	Various	Salary/HMRC/Pension	£ 10,862.03

Debit Card:

14 February	Bookers	Cleaning / Bar Supplies	£ 95.34
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Credit Card:

£

Barclays

14 February	Payment Sense	Monthly PCIDSS Compliance & Phone line charge	£ 8.94
14 February	Payment Sense	Monthly transaction charges	£ 24.99
17 February	Payment Sense	Monthly lease of equipment	£ 40.80
17 February	Anglian Water	Monthly water charges	£ 45.00
17 February	BT	Quarterly telephone / internet charges	£ 412.98
			<u>18,357.59</u>

Bank Account Balances as at 28th February 2025:-

NatWest Bank	Current Account	£ 73,583.78
Barclays Bank :	Current Account	£ 98,392.62
NatWest Bank:	Credit Card Account	£ 0.00

Signed.....*R. Barclay*.....

CORRESPONDENCE LIST – APRIL 2025**APPENDIX E**

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

Clerk	Cllr. Peartree Bus Shelter report	Noted
BMSDC	Planning Statement of Community Involvement Consultation - Monday 17 March to Monday 12 May 2025 (8 weeks)	Noted
BMSDC	Publ. of the Copdock & Washbrook N'hood Plan Exam Report (Babergh DC)	Noted
BMSDC Local Plan	Adoption of the Babergh and Mid Suffolk Biodiversity and Trees Supplementary Planning Document (SPD)	Noted
SALC	Suffolk Highways Forums - new topics and dates	Noted
Christopher Hudson	Devolution	
BMSDC	Notification - Planning Statement of Community Involvement Consultation - Monday 17 March to Monday 12 May 2025 (8 weeks)	Noted

To be actioned at meeting on 8 April 2025:Invoices:

Sharp	Photocopying charges	Approved
Rialtas	Annual support, maintenance & licence for Omega software & Making tax digital	Approved
Rialtas	Annual support, maintenance and licence for Booking's software	Approved
Rialtas	Cloud user fee for two people and support & maintenance	Approved
Rialtas	Data backup service – Annual subscription	Approved
Cellair	Bar gas	Approved
Babergh DC	Annual fee for emptying of bins	Approved
Pitkin & Ruddock	Annual service for Air conditioning / Cellar	Approved
Panther Security	Annual maintenance contract renewal	Approved
SALC	Annual membership subscription renewal	Approved