

PINEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 12 August 2025 at the Pinewood Community Hall at 7:00pm.

Present: Cllr. S. Peartree (Chair), Cllr. T. Collard, Cllr. C. Emele, Cllr. J. Harding, Cllr. M. Manning, Cllr. R. Manning.

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

Others attending: Cllr. B. Riley (District Councillor)

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

25/135 APOLOGIES AND APPROVAL OF ABSENCES

Cllr. B. Blackwood, no reason was given.

25/136 TO RECEIVE COUNCILLORS' DECLARATION OF INTEREST IN ANY ITEM ON THIS AGENDA.

There were none received.

25/137 TO CONSIDER REQUESTS FOR DISPENSATIONS.

There were none received.

25/138 TO RESOLVE THAT THE MINUTES OF THE MEETING HELD ON TUESDAY 8 JULY 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. Collard that the minutes are signed as a true and accurate record of the meeting.

25/139 TO CONSIDER ANY MATTERS ARISING FROM THE ABOVE MEETINGS AND NOT DEALT WITH UNDER ANY OTHER AGENDA ITEM.

There were none received.

25/140 TO ADOPT NEW SOLUTION IN SETTING HIRING, BAR, MEMBERSHIP COSTS.

Clerk had obtained some advice from SALC regarding having to declare conflict of interests and it was advised that any member of the committee who is a bar member must declare this as an 'Other Registerable Interest' (ORI) when discussing any items involving finances for the Bar Membership / Events etc. They may speak when the public can, otherwise cannot participate, vote or remain in the room. After a general discussion, the Terms of Reference for the Community Hall Management Committee were adjusted and then voted upon to adopt by Chair, Cllr. Emele and Cllr. Harding, all were in favour of adopting these. Cllr. R. Manning, Cllr. M. Manning and Cllr. Collard refrained from voting as they are either current bar members or wishing to become one in the future. A copy of the Terms of Reference attached as appendix A.

25/141 TO RECEIVE PROGRESS REPORTS OR INFORMATION FROM: -

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

Clerk updated the council on the following:

- £1,000 locality budget from Cllr. Davies has been received for use towards the Dog/Litter bin project.
-

Signed.....

- Caretaker (Tony) raised that the lights on the barrier were not working 100% of the time. To be monitored.
- Taps in the ladies toilet have been replaced and pipes have been lagged and new flooring has been laid. Tony is now redecorating in the areas required.
- There was a flood overnight from the Cellar, it appears the compressor joint had popped off the piping causing a lot of water leaking into the lounge room and foyer in front of the toilets. Tony had managed to use the vax and dehumidifier and most areas are back to normal and dry.

(ii) HR Committee Chair.

Chair was not present. Nothing to report.

(iii) Community Hall Committee Chair.

Chair updated the council as follows following a recent meeting:

- Accounts for the first 6 months of re-opening were encouraging.
- Our Hall & Events Co-ordinator (Louise) has arranged some very good events so far and many more to come for the year ahead such as Cheese & Wine, Quiz, Christmas Fayre, Bingo, Race Night, Tributes and Oktoberfest.
- Ladies toilet wall has been repaired, taps replaced and decoration is underway.
- Following the flood as mentioned by Clerk, thanks to be given to Tony for his hard work in drying the areas as quickly as possible. It may be advisable to inform the Insurance Company of the incident but no need to claim as yet.
- Financial statement received for the first quarter and forecast and this showed we are on budget. Thanks was given to Clerk for work done on producing the accounts.
- Louise is looking into potential grants for solar panels and air conditioning for the main hall.
- Thanks was given to Louise for her hard work in making the hall events successful.


(iv) Car Park Committee Chair.

Chair was not present. Nothing to report.

25/142

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.
- (iv) Report from County Councillor: Cllr. C. Hudson.
Cllr. Hudson was not present and did not send a report.

Signed.....

- (v) Report from District Councillors: Cllr. H. Davies, Cllr. B. Riley.
Cllr. H. Davies had sent her apologies.
Cllr. B. Riley reported as per appendix B. In addition to this Cllr. Riley advised that Louise speaks to SALC regarding grants for solar panels and air conditioning. It was also advised to speak to the Church as they have recently had solar panel installed.

25/143

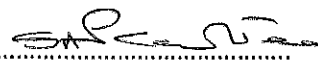
PLANNING MATTERS: TO CONSIDER THE FOLLOWING APPLICATIONS FOR PLANNING PERMISSIONS.

- (i) DC/25/03046 – Former Toys R Us Store, Copdock Interchange, Pinewood, IP8 3TT.
Following a successful meeting directly with M&S. The council had viewed the application and welcomed the proposed redevelopment of the old ToysRUs site by M&S and felt this would be welcomed by the local community. Whilst all were in favour of the application it was agreed to mention the potential issues for pedestrians who may find it difficult to use the stairs (i.e. those either in a wheelchair / mobility scooter, or with a pushchair etc.).
- (ii) DC/25/03253 – Beaverbrook House, 4 Grove Walk - Erection of a part single and part two storey front, side and rear extensions.
The council agreed it had no objections to the application.
- (iii) DC/25/03122 – 8 Black Arches – Amendments to proposed extensions.
This application had already been granted for the amendments proposed.
- (iv) 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.

25/144

HIGHWAYS / FOOTPATHS / BIN / SEATS OR BUS SHELTERS

- (i) Update on repair to Bus Shelters.
Nothing to report as yet regarding the Grant BID.
- (ii) Update on current Litter bin project.
- Clerk had emailed Public Realm for their list of our bins to match against our list. It appeared that their list had 26 bins on it and were charging us for 29 bins. A reimbursement for the 3 bins is to be sent.
 - Repairs project - All members had been monitoring their allocated bins and whilst they appear to be well used none were reported as overflowing and therefore requiring additional emptying.
 - A repairs list would be put together and reported at the next meeting.
- (iii) To discuss BDC free tree scheme
Clerk had circulated an email from Richard Parmee about the free tree scheme being opened up again for this year. Clerk to make contact with James Baker to see if we need to re-apply or whether some fruit trees have already been agreed for the meadow in Belstead Park.
- (iv) To discuss any other areas requiring urgent attention and agree action.
There were none received.

Signed.....

25/145

UPDATE TO BE GIVEN FOLLOWING GRIT BIN PRESENTATION.

Cllr. R. Manning reported that whilst there were only 6 attendees (this included 4 councillors) this did highlight that residents are not keen in having grit bins. With only one request form received this appeared to be the only one to action. Cllr. R. Manning to take responsibility of this application.

25/146

TO COMPLETE SUFFOLK COUNTY COUNCIL DEVOLUTION SURVEY.

This was completed online.

25/147

EXPENDITURE TO BE NOTED / AGREED.

- (i) To note financial accounts / forecast for first quarter of 2025/2026.
Clerk provided all councillors with a copy for the first quarter accounts and explained the table referring to the actual income and costs so far and forecast. Clerk answered a few questions to help with understanding of the accounts. This is attached as appendix C.
- (ii) To note expenditure since the meeting on 8 July 2025
The Clerk had previously circulated this beforehand to all Councillors to review. See appendix D. 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.
 - Perspex request for additional piece to cover a greater area in the ladies toilet under the hand dryer - £80.05. This was approved.
 - X2 Bluetooth speakers to be used for Friday night bar members - £213.32. This was approved.
 - Spotify monthly subscription for £5.99. This was approved.
 - Key safe £14.98 to store key for the caretaker's cupboard, where a bunch of keys to all rooms will be stored in the cabinet in the cupboard. This was approved.
 - Paper Trimmer Portable Guillotine - £39.50. This was approved.
- (iv) To sign off June 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.

25/148

ITEMS FOR CONSIDERATION FOR INCLUSION ON THE NEXT AGENDA.

There were none received.

25/149

CORRESPONDENCE.

Clerk had previously circulated this. See Appendix E.

25/150


DATE OF THE NEXT MEETING.

This was agreed to be Tuesday 16 September 2025 at 7pm.

25/151

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

Cllr. M. Manning asked if the concrete post in the car park was being replaced soon. Clerk explained this is in the hands of their insurance company but hopefully won't take much longer.

Signed..... 

As there was no other business the Vice-Chair thanked everyone for attending and formally closed the meeting at 8:43pm.

Chair / Vice-Chair S. R. ...

Dated..... 16-9-25

Parish Office
Pinewood Community Hall
Laburnum Close,
Ipswich,
Suffolk,
IP8 3SL



Terms of Reference

Community Hall Management Committee

1. Purpose

To oversee the running of the Community Hall, ensure that maintenance and repairs are carried out in a timely manner (as required) and to ensure policies and procedures are kept up to date and are followed by those using the Community Hall.

2. Membership

The Community Hall Committee shall consist of a minimum of six Council members.

3. Meetings

In order to comply with the Code of Conduct, council members serving on this committee must declare interest on any topic that may be seen as a conflict of interest. This includes, but is not limited to:

- active or prospective members of the Member's Bar must declare their interest if membership subscription charges, any funding relating to bar events and bar prices outside the scope agreed for the Hall & Events Co-ordinator related to the bar are to be discussed.
- active members of the Community Hall Management Committee forfeit their rights to become a regular hirer for up to two years.
- those members with a Disclosable pecuniary interest (DPI) or Other registerable interest (ORI), must leave the room when discussing and voting on items for approval. There must be at least three non-bar members to have voting rights. On the occasion when there is not at quorum, this decision will be taken to the full council for non-bar members to vote upon.
- any member of the committee having been involved in such discussions and decisions will forfeit their eligibility for involvement for the relevant item/activity for up to two years.

4. Areas of Responsibility

The Community Hall Management Committee has the delegated authority from Pinewood Parish Council to be responsible for:

- Manage booking and usage policies, and day-to-day operations of the Community Hall.
- Oversee maintenance and repairs to the Community Hall and its facilities.
- Ensure health and safety compliance within the Community Hall.
- Develop and manage the budget for the Community Hall.
- Recommend major projects or developments to the Parish Council.
- To increase community engagement and maintain good relationships within the community.

Members of the Committee

Parish Councillor:	Cllr. Robert Manning (Chair and authorised signatory)
Parish Councillor:	Cllr. Brinsley Blackwood
Parish Councillor:	Cllr. Chikezie Emele
Parish Councillor:	Cllr. James Harding (authorised signatory) TBC
Parish Councillor:	Cllr. Marilyn Manning
Parish Councillor:	Cllr. Sandra Peartree

Adopted on 12 August 2025

Thank you Mr Chairman

The biggest news of the current month is the final publication of the map showing the expected layout of the proposed District councils otherwise known as Ipswich + 2 will stop

I was reading the EADT this morning and saw Councillor Sandy Martin's letter and was reminded of a luncheon I hosted 30 years ago with two contractors who were building American embassies in various parts of Africa. They had just returned from Mauritania and when I asked what it was like they told me that it was a desert country but unfortunately the sand was not suitable for building purposes and they had to import sand as well as cement in order to build their new embassy

Ipswich are avaricious and keen to get their hand on the resources generated by those parts of Babergh and Suffolk Coastal which they will absorb.

Money will flow into Ipswich and current experiences suggest that it will not be spent wisely and indeed the difference between Ipswich now and Ipswich to come is that it will be larger but equally less viable.

Babergh have signed up for this and as yet we have no idea as yet as to who will get what job in the new arrangement

ACTUALS / FORECAST V BUDGET FOR 2025/2026

INCOME

PARISH COUNCIL	ACTUAL Jun 25	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	ADJUSTMENTS	FORECAST	BUDGET	VARIANCE F/(A)
Precept	90,725	0	0	0	90,725	0	0	0	0	0	0	181,450	181,450	0
Bank Interest	129	0	0	0	0	0	0	0	0	0	0	129	0	129
Car Park	500	0	0	0	500	0	0	0	0	0	0	1,000	0	1,000
Bottle Credit	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Miscellaneous Income	180	0	0	0	0	0	0	0	0	0	0	180	0	180
COMMUNITY HALL														
Regular Hirers	11,663	2,225	2,225	2,225	2,225	2,225	2,225	2,225	2,225	2,225	6,975	38,663	26,700	11,963
Casual Hirers	2,999	75	75	75	75	75	75	75	75	75	648	4,320	898	3,422
Bar Takings	4,398	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,000	16,648	15,000	1,648
Bar Membership Subscriptions	110	0	0	0	0	0	0	0	0	0	0	110	0	110
Hall Events (Ticket sales)	1,042	0	0	0	0	0	0	0	0	0	0	1,042	0	1,042
TOTAL INCOME	111,747	3,550	3,550	3,550	94,775	3,550	3,550	3,550	3,550	3,550	0	243,543	224,048	19,495

EXPENDITURE

PARISH COUNCIL	ACTUAL Jun 25	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	ADJUSTMENTS	FORECAST	BUDGET	VARIANCE F/(A)
Salaries	38,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	0	164,000	168,000	4,000
Recruitment	0	0	0	0	0	0	0	0	0	0	75	75	200	125
Audit Fees	400	700	0	0	0	0	0	0	0	0	0	1,100	1,100	0
Bank Charges (Natwest)	54	13	13	13	13	13	13	13	13	13	0	171	156	(15)
Insurance	651	0	0	704	0	0	0	0	0	0	0	1,355	1,355	(0)
Photocopier	305	25	25	25	25	25	25	25	25	25	0	1,017	1,209	192
Subscriptions	2,521	296	60	187	60	420	60	60	60	187	0	3,657	2,200	(1,457)
Website	0	0	0	0	0	126	0	0	0	0	0	126	126	0
Training	0	0	0	0	0	0	0	0	0	0	646	646	150	(496)
New / Replacement Equipment	725	0	0	0	0	0	0	0	0	0	0	725	0	(725)
Section 137 Grants	0	0	0	0	0	0	0	0	0	0	0	0	250	250
Office Supplies	65	0	0	0	0	0	0	0	0	0	0	65	600	535
Litter/Dog Bin	278	0	0	0	0	0	0	0	0	0	0	278	2,500	2,222
Shelter / Notice / Window Cleaning	45	15	15	15	15	15	15	15	15	15	0	180	200	20
PWLB Repayments	15,954	0	0	0	12,306	0	0	3,648	0	0	0	31,908	31,908	0
Telephone / Internet	88	17	17	17	17	17	17	17	17	17	0	238	200	(38)
Licences	1,086	0	0	0	0	0	0	0	0	0	0	1,256	2,250	995
Uniform	0	0	170	0	0	0	0	0	0	0	0	0	300	300
Repairs & Maintenance	1,115	0	0	0	0	0	0	0	0	0	0	1,115	0	(1,115)
Refreshments	6	0	0	0	0	0	0	0	0	0	0	6	150	144
COMMUNITY HALL														
Bank Charges	114	25	25	25	25	25	25	25	25	25	0	339	298	(41)
Insurance	1,814	0	0	0	0	0	1,306	0	0	0	0	3,120	3,120	0
Subscriptions	0	0	0	0	0	0	0	0	75	0	0	75	50	(25)
New / Replacement Equipment	28	0	0	0	0	0	0	0	0	0	0	28	400	372
Office Supplies	23	0	0	0	0	0	0	0	0	0	0	23	0	(23)
Shelter / Notice / Window Cleaning	90	30	30	30	30	30	30	30	30	30	0	360	360	0
Gas	331	208	208	208	208	208	208	208	208	208	0	2,203	2,500	297
Electricity	1,392	417	417	417	417	417	417	417	417	417	0	5,145	5,000	(145)
Water	135	45	45	45	45	45	45	45	45	45	0	540	1,200	660
Telephone / Internet	427	0	0	430	0	0	0	430	0	0	0	1,287	1,400	113
Licences	280	0	0	0	0	0	0	0	220	0	0	500	1,120	620
Bar Supplies	2,209	708	708	708	708	708	708	708	708	708	0	8,581	8,500	(81)
Bar Equipment	126	41	41	41	41	41	41	41	41	41	0	495	500	5
Hall Cleaning	76	61	61	61	61	61	61	61	61	61	0	625	728	103
Contract Cleaning	0	208	208	208	208	208	208	208	208	208	0	1,872	2,500	628
Hall Events	910	0	0	0	0	0	0	0	0	0	0	910	0	(910)
Repairs & Maintenance	1,571	0	420	0	734	0	0	0	0	312	444	3,481	4,500	1,019
Advertising	0	0	0	0	0	0	0	0	0	0	300	300	0	(300)
Refreshments	0	4	4	4	4	4	4	4	4	4	0	36	52	16
Emergency Expenditure	0	0	0	0	0	0	0	0	0	0	0	0	250	250
TOTAL EXPENDITURE	70,819	16,813	16,466	17,173	28,916	16,363	17,345	19,955	16,172	16,351	1,465	237,837	245,332	7,495

OVERALL PROFIT / LOSS
PLUS EMR TRANSFER FROM
MINIS EMR TRANSFER TO

5,706
580
680

To fund from reserves

40,828

PROFIT / (LOSS)

Appendix C

MINUTES OF MEETING 12 AUGUST 2025

EXPENDITURE TO BE NOTED/AGREED.

To note expenditure since the meeting on 8 July 2025

NatWest

<u>Direct Debits:</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
04 June	Greene King	Bar Supplies	£ 855.43
09 June	Tesco Mobile	Monthly mobile charges	£ 29.18
09 June	British Gas	Monthly gas bill	£ 67.86
16 June	Sage UK	Outstanding subscription payment for last year	£ 66.00
17 June	British Gas	Monthly electricity bill	£ 537.96
30 June	NatWest	Monthly bank charges	£ 13.30

Electronic Payments:

04 June	Rialtas	Year end closedown support	£ 1,094.40
04 June	Clear view	May Bus Shelter / Community Hall clean	£ 45.00
04 June	Glasdon	Ground fixings for litter bin	£ 174.12
17 June	Sharp	Monthly photocopying charges	£ 73.96
17 June	CAS	X2 Mailbox subscription renewal	£ 48.00
25 June	Various	Salary/HMRC/Pension	£ 13,543.58

Debit Card:**Credit Card:**

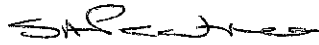
11 June	Amazon	x2 Waste swing bins	£ 27.98
11 June	Amazon	Blackcurrant cordial	£ 9.89
11 June	Amazon	Lightbulbs	£ 26.24
11 June	Amazon	Barrier safety sign	£ 10.71
11 June	Amazon	Bingo tickets	£ 7.90
11 June	Amazon	Lightbulbs	£ 24.50
11 June	Amazon	Office stationery	£ 5.99

Barclays

13 June	Payment Sense	Monthly PCIDSS Compliance & Phone line charge	£ 8.94
13 June	Payment Sense	Monthly transaction charges	£ 29.45
16 June	Anglian Water	Monthly water charges	£ 45.00
			<u>16,745.39</u>

Bank Account Balances as at 30th June 2025:-

NatWest Bank	Current Account	£ 61,122.75
Barclays Bank :	Current Account	£ 65,156.49
NatWest Bank:	Credit Card Account	£ 0.00
Redwood Bank:	95 Day Notice Savings Account	£ 80,129.16

Signed.....

CORRESPONDENCE LIST – AUGUST 2025

<u>Sender</u>	<u>Subject of Correspondence</u>	<u>Action taken</u>
Circulated (via email):		
Cllr. Helen Davies	A Greater Ipswich or Not - Meeting 24 July 25	Noted
BDC Planning	Application for planning permission – DC/25/03046 – New proposed M&S store at Copdock	Noted
M&S	Update on Proposed New M&S Store at Copdock Interchange	Noted
BMSDC	Local Government Reorganisation update	Noted
BMSDC	Babergh and Mid Suffolk Neighbourhood Planning	Noted
Cllr. Helen Davies	Monthly Report – June 25	Noted
BMSDC	NSIP and large-scale energy developments update July 2025	Noted
Cllr. Helen Davies	A Greater Ipswich or Not - Meeting 24 July 25 MOVED TO MON 11 AUG 25	Noted
Cllr. Helen Davies	Update on Suffolk One Residents Meeting of 5th June- UPDATE	Noted
Suffolk County Council	Suffolk Police and Crime Panel 2024/25 Annual Report	Noted
James Cartlidge Q	Debate for the parishes on Local Government Reorganisation - Friday 12th September	Noted
BMSDC	NSIP and large-scale energy developments update August 2025	Noted
BMSDC	Town and Parish update from Babergh District Council - August 2025	Noted
Cllr. Helen Davies	All Cllr Briefing (04.08.25)	Noted
Richard Parmee	Free Trees, Hedging and Wildflower Scheme	Noted
BMSDC	Local Government Reorganisation: More details on our proposal for three unitary councils	Noted

BMSDC	FYI - Adoption of Copdock & Washbrook N'hood (Babergh DC)	Noted
Cllr. Helen Davies	RE: A Greater Ipswich or Not - Meeting 24July25 MOVED TO MON 11AUG25	Noted
Cllr. Helen Davies	RE: A Greater Ipswich or Not - Meeting 24July25 MOVED TO MON 11AUG25	Noted

To be actioned at meeting on 12 August 2025:

Invoices:

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)