

## PINEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held on Wednesday 17 December 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 and Cllr. R. Manning.

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

Others attending: PC Beth Harper, 2 representatives from Cadent Gas and 1 parishioner.

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

**25/197 APOLOGIES AND APPROVAL OF ABSENCES**

Cllr. B. Riley (District Councillor) and Cllr. Helen Davies (District Councillor)

**25/198 TO RECEIVE COUNCILLORS' DECLARATION OF INTEREST IN ANY ITEM ON THIS AGENDA.**

There were none received.

**25/199 TO CONSIDER REQUESTS FOR DISPENSATIONS.**

There were none received.

**25/200 TO RESOLVE THAT THE MINUTES OF THE MEETING HELD ON TUESDAY 11 NOVEMBER 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.

**25/201 TO CONSIDER ANY MATTERS ARISING FROM THE ABOVE MEETINGS AND NOT DEALT WITH UNDER ANY OTHER AGENDA ITEM.**

There were none received.

**25/202 TO DISCUSS FINDINGS FOLLOWING SPEEDING CONCERNS WITH PC BETH HARPER.**

PC Beth Harper introduced herself and advised that since last months meeting PC Ferguson had been in contact with highways and rubber strips are to be installed asap. However, there has been two possible suspects causing the issues and have already been identified, one issued with a section 59 already. It's a matter of seizing vehicles as and when they commit the offences. Speed checks have been carried out also and this will continue. Chair thanked PC Harper. Cllr. Collard thanked PC Harper and PC Ferguson for their prompt action. Cllr. R. Manning asked for clarification on the areas for the rubber strips. PC Harper was not sure but assumed likely areas are Ellenbrook Rd, Sheldrake Drive and a few others.

**25/203 TO DISCUSS CADENT GAS SCHEME WITH REPRESENTATIVES.**

Mr Gary Tidman and Ms Kelsey Mills (Cadent Gas representatives). Gary explained there is an upcoming scheme planned in and around the Pinewood area. Gas mains replacement work planned to start from 5 January 2026 and could potentially last up to 12 weeks in total.

Map was displayed on the screen which showed red lines that indicated the areas where the replacement work had already been completed and yellow lines that indicated where the work was planned. Attached as appendix A. Due to locations of some of the gas mains, road closures will be in place during this time.

Signed.....**S. PEARTREE**.....

Phase 1 work location is the whole of Radcliffe Drive, affecting connecting junctions such as The Chestnuts, Didsbury Close and Wilmslow Drive etc.

Phase 2 work location is bottom of Belmont Road leading up the footpath towards Appleby Close.

Phase 3 work location back on Radcliffe Drive and affecting Wilmslow Drive.

Phase 7 work location will be on top part of Belmont Road.

Traffic lights where possible will be in place otherwise a road closure will be in place during this time diverting traffic down Bridgewater Road.

Access will be allowed for emergency services and local residents. Residents will be informed in advance. Close work is being carried out with the Suffolk County Council resurfacing programme to work together in resurfacing once the gas works has been carried out. Phase 1, 3 and 7 attached as appendix B.

Pop up tent will be place with leaflets and advice and support to be given during this time. Kelsey to send more info to Clerk to circulate. Team will knock on doors to talk to residents and additional help is available if required. Material stock piles will be visible on site in locked cages.

25/204

**TO RECEIVE PROGRESS REPORTS OR INFORMATION FROM: -**

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

- Clerk advised the council that a resident had complained about the safety on the zebra crossing along Shepherd Drive near Ward Road. Chair agreed there is danger when using this zebra crossing with the volume of traffic now using Shepherd Drive which is further exacerbated with the number of cars coming out of Ward Road entering the traffic just prior to this crossing. After a short discussion it was agreed to add this to January's agenda for further discussion.

Cllr. Harding arrived as this point.

- Clerk witnessed lorries still parking along the strip between the roundabouts at Tesco and the Petrol Station and also along the strip coming off the A14. Photos have been taken and this has been reported again to Ipswich Borough Council. Chair advised that once M&S has been built this can't happen so needs to be addressed.
- Grit bin application has been submitted and this has been acknowledged. Not heard anything back yet.
- No further updates regarding the new Bus Shelters

(ii) HR Committee Chair (Cllr. Collard)

Cllr. Collard advised that following the last meeting on 11 November. Job descriptions and appraisals were discussed. Pay increases were discussed following the increase to national minimum wage. Budgets were agreed for 2026/2027.

(iii) Community Hall Committee Chair (Cllr. R. Manning)

Cllr. R. Manning advised the Christmas Fair was extremely well attended, the set up worked well. Food and drink stalls looked very busy. Most people said they enjoyed it. Raffle did well with 30 prizes donated by local businesses. Children were entertained by craft tables, face painting and Santa's Grotto. Live singer and choir was good. Overall, a successful afternoon. Christmas Party is this Friday 19 December 2025.

Signed.....S.PEARTREE.....

Car Park Committee Chair (Cllr. Peartree)

- Cllr. Peartree advised that following the recent repair to the damaged post, unfortunately there has been another incident where a different post was knocked down by a hirer. Insurance claim is about to start on that and hopefully it will be resolved and replaced early in the new year. Cllr. R. Manning suggested the Car Park Committee discuss this at the next meeting to see if there are alternative options for the posts or to have the posts removed completely. Chair agreed this would be added to the agenda for discussion.
- Chair advised that following the committee's refusal to allow the Doctors Surgery permission to lease 10 car parking spaces, the Surgery contacted Ipswich Borough Council (IBC) directly for permission. However, the Clerk had also contacted IBC advising that the parish council were not willing to lease these spaces out as is their right as per the terms of the lease with IBC. Ipswich Borough Council therefore replied to the Doctors Surgery advising them that this is not possible. Hopefully this will stop future requests of this nature.

25/205

**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.  
Parishioner expressed that rubbish build up along Shepherd Drive was still bad amongst the bushes. To be reported by Clerk.  
Parishioner also advised that now the SID sign along Ellenbrook Road isn't being used, the 'Kill Your Speed' sign that was positioned next to the SID has also been removed. Cllr. Collard advised that he lives nearby and would have a look. Chair advised that the SID had been removed due to there not being a councillor willing/able to take on this responsibility at that time. Clerk to look into the missing 'Kill your speed sign'. Cllr. R. Manning said the SID didn't reflect a true picture as it didn't reflect what cars did after they passed the sign. Cllr. Collard advised that the police were putting their rubber strips down to identify there is a speeding issue in order for this to be enforced and put forward to Suffolk County Council for further action.
- (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 monthly report had been circulated. Attached as appendix C. Cllr. R. Manning mentioned that after reading Cllr. Davies report it raised concern of the number of potential bins there may be for residents to try and find suitable locations for.  
Parishioner advised that after speaking to the bin men, they are finding it

Signed.....S PEARTREE.....

difficult to turn around in the closes where students are parking. Cllr. R. Manning suggested this be added to next months agenda for update on this matter with Cllr. Davies.  
No report received from Cllr. Riley.

**25/206**

**TO DISCUSS LOCALITY BUDGET 2025/2026**

Clerk advised that she was hoping Cllr. Riley would be in attendance at the meeting to discuss his remaining locality budget and whether the council could apply for any of this. Cllr. R. Manning suggested the bin project would be ideal. Clerk agreed this would be the ideal project as the funds were almost fully spent and further repairs are still needed. Clerk to make contact with Cllr Riley.  
Cllr. Emele enquired about having a bus shelter installed along Shepherd Drive at the bus stop near to the Doctors Surgery. Chair advised that a previous request by the council was refused previously by Suffolk County Council due to there not being sufficient space on the footway to accommodate a bus shelter.

**25/207**

**TO ADOPT CO-OPTION POLICY**

A copy of the draft policy had been circulated to all prior to the meeting.  
Cllr. R. Manning asked for clarification whether the application forms would be circulated to all councillors to read before the meet and greet. Clerk advised yes in order for councillors to gain a good understanding of the applicants and their interests before meeting them to discuss their applications any further.  
This was adopted by unanimous vote. Attached as appendix D.

Chair advised that Tesco's 'Community Champion' had not advertised the vacancy poster after Clerk supplied a copy back in November. Chair gave them another copy today and complained to Customer Services in the hope this will be displayed soon. Tesco had always been the best place of advertising. In the past as we were able to fill 4 vacancies from 6 applicants all seeing the advert in Tesco. We therefore must give this chance.

Cllr. R. Manning asked if we could add co-option onto the February agenda. Chair advised that once Tesco had displayed our poster, we can then begin our campaign for approximately 4 weeks and once this has passed, the council would then meet to discuss what applicants they had received and decide if they would like to co-opt or not. Cllr. R. Manning suggested we do need to co-opt. Chair advised that this was for the whole council to decide at a separate meeting and if all were in favour of co-opting those applied, then this could be added to the February agenda. Cllr. R. Manning suggested we set deadlines for advertising. Cllr. Emele agreed there should be a timeline we run too so this is not an open-ended campaign. However, it is important that we all meet to discuss the applicants to make the right decision on who we co-opt. Key thing is to agree on a timescale. Cllr. Emele suggested we put pressure on Tesco to advertise our poster. Clerk to advise when this finally goes up.

Parishioner (who had expressed interest to re-join the council) added that the previous minutes stated that when Cllr. Blackwood resigned it was agreed that at any time he wished to return he could. Chair advised that the circumstances behind the resignation were different and understood by all at that time but agreed if he decided he would like to return in the future, he would be welcomed by the council through co-option.

Parishioner expressed that he felt he was not wanted on the council. Chair replied that he shouldn't make assumptions. Cllr. R. Manning advised this was not the case. Cllr. Emele suggested that he is not aware of the history to understand why he

Signed...S PEARTREE.....

would feel that way and should also not assume that and should wait and to see if he is invited for co-option or not. Clerk to send Parishioner co-option forms to complete.

25/208

**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.

25/209

**FINANCIALS:**

- (i) To approve the Parish Council budget for 2026/2027.  
A provisional budget had already been circulated and Clerk handed out a large paper copy for all councillors to go through. Clerk advised which areas had already been agreed by other committees such as HR, Car Park and Community Hall Committees. Clerk advised that she had received some figures for renewals already and had applied a 4% inflation to the rest. After a discussion it was agreed that the precept would need to increase by 2.62% but would be finalised at the January meeting.
- (ii) To note expenditure since the meeting on 11 November 2025.  
Clerk had previously circulated this beforehand to all Councillors to review. See appendix E. This was approved by all.
- (iii) To agree any other expenditure / petty cash top up requests.  
Clerk advised there was a petty cash top request. Various expenditure had been made for the Christmas Fair and cash payment are also required to pay Christmas party live act, New Year's Eve DJ and extra to purchase food. This was approved by all and signed off.  
Clerk advised that she had been in contact with Shane (handy man) to discuss repair of the litter bin base on Cottingham Road. This requires a new concrete base to be laid and new ground fixing bolts etc. The cost to carry out this work had been priced at £103.00. This was put to a vote and was a unanimous decision to accept.
- (iv) To sign off October 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.

25/210

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

- To discuss Babergh Joint Local Plan
- To discuss new Bins with Cllr. Davies.
- To discuss the safety at zebra crossing along Shepherd drive.
- To provide an update on progress of the co-option campaign.
- Finalise the Precept and sign off forms.

25/211

**CORRESPONDENCE.**

Clerk had previously circulated this. See Appendix F.  
Clerk to advertise the local government reorganisation consultation on website.

Signed.....S PEARTREE.....

**25/195**

**DATE OF THE NEXT MEETING.**

This was agreed as Tuesday 13 January 2026 starting at 7pm.  
Clerk was asked to circulate the dates planned for the Parish Council meetings in 2026.

Hall Committee meeting was moved from 20 January 2026 to 27 January 2026 starting at 7pm.

**25/196**

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

Cllr. R. Manning advised that the Defibrillator was removed over the weekend, unsure if it was actually used but has been returned.

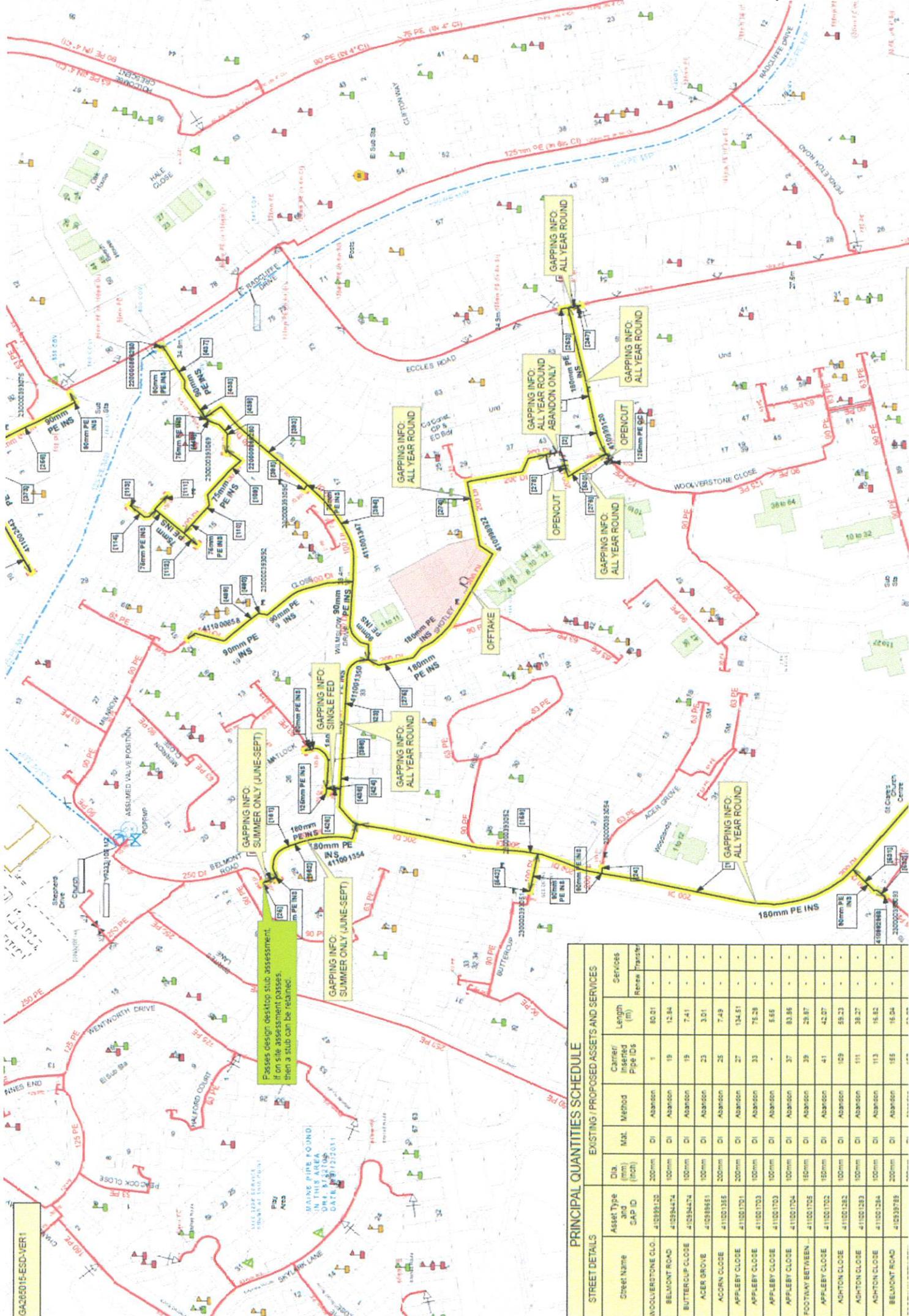
We also received a visit from the children from Suffolk One thanking us for allowing them to use the community hall during their evacuation.

Cllr. Collard wished everyone a Merry Christmas and Happy New Year.

As there was no other business the Chair thanked everyone for attending and formally closed the meeting at 9:10pm.

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

Dated..... **13/01/2026** .....



**PRINCIPAL QUANTITIES SCHEDULE**

EXISTING / PROPOSED ASSETS AND SERVICES

STREET DETAILS		EXISTING / PROPOSED ASSETS AND SERVICES				Services	
Street Name	Asset Type and SAP ID	Dia (mm) (m)	Mat.	Method	Carrier/ Inserted Pipe IDs	Length (m)	Renew Transfer
WOOLVERSTONE CLO.	41029125	200mm	DI	Abandon	1	80.01	-
BELMONT ROAD	41029474	100mm	DI	Abandon	19	12.84	-
BUTTERCUP CLOSE	41029474	100mm	DI	Abandon	19	7.41	-
ACORN GROVE	41028651	100mm	DI	Abandon	23	3.01	-
ACORN CLOSE	41100125	200mm	DI	Abandon	25	7.49	-
APPLEBY CLOSE	41100120	200mm	DI	Abandon	27	134.51	-
APPLEBY CLOSE	41100120	100mm	DI	Abandon	33	78.29	-
APPLEBY CLOSE	41100120	100mm	DI	Abandon	-	8.66	-
APPLEBY CLOSE	41100124	100mm	DI	Abandon	37	81.86	-
FOOTWAY BETWEEN	41100125	150mm	DI	Abandon	39	29.97	-
APPLEBY CLOSE	41100120	150mm	DI	Abandon	41	42.07	-
AGHTON CLOSE	41100125	100mm	DI	Abandon	109	59.23	-
AGHTON CLOSE	41100123	100mm	DI	Abandon	111	38.27	-
AGHTON CLOSE	41100124	100mm	DI	Abandon	113	16.82	-
BELMONT ROAD	41029279	200mm	DI	Abandon	155	16.04	-







November 25

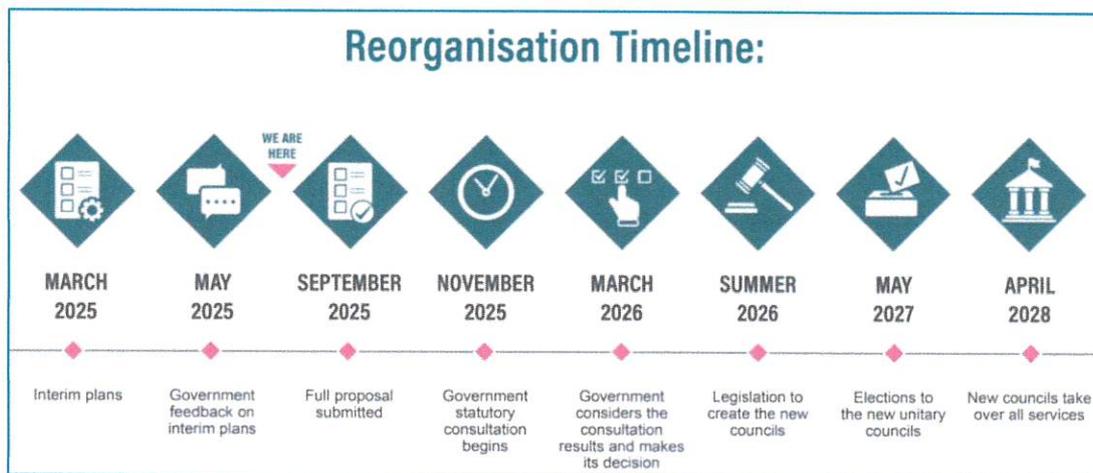
## Monthly Report October'25 - Sproughton & Pinewood Ward

### GENERAL UPDATES

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

**Devolution & Local Government Reorganisation:** The government consultation has started now - closes on 11Jan26. To have your say go to [Consultation on Proposals for Local Government Reorganisation in Norfolk and Suffolk - Ministry of Housing, Communities and Local Government - Citizen Space](#).

Timeline reminder below. To remind yourself of the two options on the table go to [Welcome - Three Councils For Suffolk & One Suffolk. One Council. One Stronger Future. - One Suffolk Council](#) Please comment - the more that comment the better. For the LGR timeline see below.



**Marks & Spencer @ Copdock:** This application is being heard on 17<sup>th</sup> December and has been recommended for approval.

**2026/27 Budget:** The draft budget has been completed. After an initial round of looking for savings the numbers were rerun and directors were asked to make a further round of savings - the budget has to be balanced i.e. we cannot run at a loss - any shortfall is likely to need to be made up from reserves. Government funding is still outstanding - if funding is reduced we will have to look for further savings, we have to provide statutory services but other services are discretionary. We will hear about government funding early in the New Year so will have a better understanding of what needs to be done to finalise a balanced budget then.

**Better Recycling (formerly known as Simpler Recycling):** Simpler Recycling has been renamed Better Recycling because it isn't really simpler but it is better in the sense that more is being collected for recycling. This new style of collection goes live in April next year with the introduction of food waste collection and restructuring of the remaining waste collections. Surveys have been done to determine who will need assistance &/or different sized bins/bags and a publicity campaign is being launched to update people on what is happening when. More information can be found at [Future changes to bin collections - Babergh District Council - babergh.gov.uk / midsuffolk.gov.uk](#)

# Monthly Report October'25 - Sproughton & Pinewood Ward

Below is an example of the new three-weekly collection schedule: [What you can and cannot put in your waste bins / containers](#)

Collection Type	Week 1	Week 2	Week 3
Refuse general rubbish			
Recycling glass, plastics, metal and cartons			
Paper and Card			
Food Waste			

**Paper & Card**


 Cardboard
  Paper

**Containers**


 Glass bottles & jars
  Metal food & drinks cans
  Cartons
  Plastic pots, tubs, trays, film & bottles

**Food Waste**


 Plate scrapings
  Meat (inc bones)
  Fish (inc bones)
  Fruit & veg
  Tea bags & coffee grounds
  Breads
  Dairy

**General Rubbish**


 Soiled fast food containers
  Bagged vacuum contents
  Nappies
  Other non recyclable waste
  Bagged animal waste

**Garden Waste**  
Subscription only


 Small branches
  Leaves
  Dead plants & flowers
  Grass trimmings

## PORTFOLIO

**Climate Change:** I have met with the climate change lead to follow-up on the second 'Green Skills for Schools Summit' (10<sup>th</sup> October at the Royal Hospital School) with a view to what we can do with schools throughout the year until the next summit.

**Biodiversity:** I attended the launch event of the Norfolk & Suffolk Local Nature Reserve Strategy in October at Carlson Marshes. The tool that is available online for people to decide where to plant and what to plant to maximise the impact & level of BNG see [Suffolk Local Habitat Map](#). I have also had agreement from the other Suffolk environmental portfolio holders recently to look at a common process for Habitat Banks - this will take a lot of work but makes sense given the upcoming unitaries.<sup>1</sup> Our Biodiversity Working Group has commented on the first iteration of the draft plan, another will be presented in December. An agreed version will go to cabinet in the New Year - then the officers start work on it!!

<sup>1</sup> A Habitat Bank is a unit of land that developers can use to offset the impact of development from the biodiversity perspective.

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

**Greenhouse Gas Report & Carbon Management Reduction Plan:** The 2024/25 GHG report has now been drafted and shows a 42% reduction in carbon emissions since 2019 and a 14% reduction in the past year. So we are moving in the right direction. The CRMP contains the plan on how we continue to manage our reductions. The Overview & Scrutiny Committee have reviewed the plans and thankfully essentially passed them although we need to incorporate a few suggestions into the report. We continue to aim for net-zero in 2030.

### **THE WARD ITSELF**

**Parking at Suffolk One:** The officer I spoke to stated that she would be submitting the paper to the appropriate team for design & costings in 2/3 weeks. I will chase for a response.....

**Traffic Solutions 4 Sproughton:** We are reasonably close to submitting this paper - there were many responses to the suggested measures which is good as this gives us a good evidence base so Highway know that the proposed solutions are backed by residents. Highways know that this paper is on the way.

**Sproughton Nature Reserve:** The agreement is going back and forth like a yo-yo it seems. Babergh are now updating the legal agreement with info received from Ipswich BC & our Biodiversity officer. It will then go back to IBC for final review & signing (I hope). I did ask if we could have it done before Christmas but I'm not holding my breath.

**Gipping River Path:** I had a discussion with the Environment Agency & SusTrans to see what we could do about the Old Ipswich Flood Barrier which presents an obstacle to walkers - especially those in mobility scooters or with pushchairs. It appears the land is owned by the Environment Agency and there was a discussion with SCC regarding funding for removing the barrier. I hope to get an understanding of where the discussion was left to guide how this is taken forward.

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**

**Mobile:** 07514 951190

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

**Facebook:** Cllr Helen Davies

**X:** @HelenDSproughtn



# CO – OPTION OF NEW COUNCILLORS

Vacancies may exist following an election in which there were insufficient candidates, or during the term of a council due to resignation etc. The latter are known as 'casual vacancies' which must be notified to the local community. If a by-election is not required, the Council must endeavor to fill the vacancies by co-option.

## The procedure

During the recruitment process for new councillors an advertising campaign will be submitted and a deadline will be given.

Once an interested applicant has raised their interest, they will liaise directly with the Clerk to the parish council, they will be required to complete and return the application form. There is a qualifying criterion that needs to be met in order to become a parish councillor (please see below).

Once the advertising campaign has ended the returned application forms will be sent to the councillors and you will be invited along to a presentation day/evening to find out more information of what the role of a councillor entails and provides the applicant chance to meet the current councillors and ask any questions about the role.

After the presentation, the parish council will meet to discuss the applicants and then invite those they would like to put forward for co-option to the next parish council meeting.

## Qualifying criteria

Unless disqualified, under s.79, Local Government Act 1972 a person is qualified to be elected (or co-opted) to a council if they are a qualifying Commonwealth citizen, or an EU citizen, are 18 years of age or over and:

- on that day they are and continue to be an elector for the parish; or
- during the whole of the previous 12 months have occupied as owner/tenant any land or other premises in that area; or
- their principal or only place of work during that 12 months has been in that area; or
- has resided in, or within three miles of, the Parish for the past twelve months

## Disqualification

Under s.80 of the 1972 Act, a person is disqualified from being a Parish Councillor if they:

- hold any paid office or employment with the Parish Council; **or**
  - is the subject of a bankruptcy restrictions order, an interim restrictions order, a debt relief restrictions order, or interim order; **or**
  - have been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the preceding five years;
- or**

- have been disqualified under any enactment relating to corrupt or illegal electoral practices.

## Applications

Candidates are asked to submit the attached form which enables them to confirm that they meet the qualifying criteria and are not disqualified, as well as to provide some basic information to help the Council choose in the event of there being more applicants than vacant seats.

## Presentation date

A suitable date will be arranged for all interested applicants to come along to meet the existing councillors for an informal chat and to find out more about the parish council, ongoing projects etc. There will be an opportunity for you to introduce yourself and ask any questions.

## At the Parish Council meeting

When applications have been received and discussed, the co-option will be placed on the agenda of a suitable meeting of the Parish Council and the applicant(s) will be invited to attend.

If there are the same number of, or less, eligible candidates than vacancies then the Council simply resolves to co-opt them on to the Council. Where there are more candidates than vacant seats, the Council will select the required number.

The selection will be an open, fair process with the public present, including candidates unless they choose to leave.

In cases of more than one vacancy, each will be dealt with separately and will be decided via a vote. An absolute majority is required and if there are more than two candidates, the process in (model) standing order 8 will be followed.

Once the process has been completed, the Council then co-opts them to the Council with a formal resolution. The successful candidates take office immediately and can take part in the remainder of the meeting should they wish to do so and join the table of councillors.

## Declaration of acceptance of Office

New councillors must make a declaration of acceptance of office and, where possible, this will be dealt with at that meeting, but the law only requires it to be made at/before the next meeting (or a later meeting agreed by Council).

## Register of interest's form

All councillors are required under the Localism Act 2011 to complete a Notification of Disclosable Pecuniary and Other Interests form within 28 days of taking office. The Clerk to the Council will forward this to the Monitoring Officer of the district council.

## MINUTES OF MEETING WEDNESDAY 17 DECEMBER 2025

## EXPENDITURE TO BE NOTED/AGREED.

To note expenditure since the meeting on 11 November 2025

**NatWest**

<u>Direct Debits:</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
06 October	PWLB	Loan repayment	£ 12,306.05
08 October	Tesco Mobile	Monthly mobile charges	£ 29.18
09 October	British Gas	Monthly gas bill	£ 41.08
14 October	Spotify	Music subscription	£ 11.99
15 October	BDC	Annual fee for garden waste collection	£ 69.00
16 October	Sage UK	Outstanding subscription payment for last year	£ 69.00
17 October	British Gas	Monthly electricity bill	£ 512.23
22 October	Greene King	Bar Supplies	£ 482.05
30 October	PEAC UK	Photocopier lease quarterly fee	£ 194.76
31 October	NatWest	Monthly bank charges	£ 17.50

**Electronic Payments:**

14 October	B Clean	Community Hall / Bus Shelter cleaning	£ 55.00
14 October	Firesite	Annual service Alarm/Fire Extinguishers	£ 234.00
27 October	Panther Security	Annual maintenance CCTV/Control panel	£ 252.14
27 October	Wanna Ltd	Additional piece of perspex	£ 80.05
25 October	Various	Salary/HMRC/Pension	£ 13,756.19

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

13 October	Amazon	Office supplies	£ 30.97
13 October	Amazon	Bar Supplies	£ 30.95
13 October	Amazon	Oktoberfest decorations	£ 137.63

**Barclays**

10 October	Payment Sense	Monthly PCIDSS Compliance & Phone line charge	£ 49.74
14 October	Payment Sense	Monthly transaction charges	£ 29.92
15 October	Anglian Water	Monthly water charges	£ 57.00
			28,446.43

**Bank Account Balances as at 31st October 2025:-**

NatWest Bank	Current Account	£ 80,483.27
Barclays Bank :	Current Account	£ 76,267.91
NatWest Bank:	Credit Card Account	£ 0.00
Redwood Bank:	95 Day Notice Savings Account	£ 81,195.22

Signed.....

**CORRESPONDENCE LIST – DECEMBER 2025**

<u>Sender</u>	<u>Subject of Correspondence</u>	<u>Action taken</u>
<b>Circulated (via email):</b>		
Cllr. Helen Davies	Monthly report – October 2025	Noted
One Suffolk	Government consultation on LGR in Suffolk	Noted
Cadent Gas Scheme	Parish Enquiry	Noted
Ipswich Borough Council	Pinewood Community Centre & Shepherds Drive Baptist Church car park	Noted
BMSDC	Town and Parish update from Babergh District Council - December 2025	Noted
BMSDC	BDC Planning Committee - 17 December 2025	Noted
BMSDC	Suffolk and Norfolk mayoral elections delayed	Noted
BMSDC	Scheduled Coppicing Scrivener Drive & Shepherds Drive & into Cottingham Road	Noted
Cllr. Helen Davies	FW: Additional BDC Planning Committee – application at Copdock 17 December 2025	Noted
Cllr. Helen Davies	Monthly Report – Nov 25	Noted
Cllr. Helen Davies	Development in South West Babergh	Noted
Cllr. Adrian Ward	RE: Development in South West Babergh	Noted

**To be actioned at meeting on 17 December 2025:**

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)