

## PINEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 18 February 2025 at the Pinewood Community Hall at 7:00pm.

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

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

Others attending: Cllr. H. Davies and one Parishioner

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

**25/21 APOLOGIES AND APPROVAL OF ABSENCES**

There were none received.

**25/22 TO RECEIVE COUNCILLORS' DECLARATION OF INTEREST IN ANY ITEM ON THIS AGENDA.**

There were none received.

**25/23 TO CONSIDER REQUESTS FOR DISPENSATIONS.**

There were none received.

**25/24 TO RESOLVE THAT THE MINUTES OF THE MEETING HELD ON TUESDAY 21 JANUARY 2025 ARE A TRUE AND ACCURATE RECORD.**

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

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

There were none received.

**25/26 TO ADOPT NEW 'TERMS OF REFERENCE' FOR COMMUNITY HALL COMMITTEE**

This was put to a vote and accepted by unanimous decision. See appendix A.

The Chairman suggested the Hall Committee giving the Hall & Events Co-ordinator the power to set future Hall Hiring Charges, Bar Prices and Bar Membership prices to avoid the situation whereby Committee members are able to join as Bar members and there be no conflict of interest. It was discussed that the Hall Committee are to set the mark up percentage for Bar prices and then individual drink prices can be set by the Hall & Events Co-ordinator in order to achieve this. Chairman discussed that it is stated within the Hall & Events job description that they are fully responsible for the revenue for the bar and hall hiring to prevent inappropriate price setting. It was suggested that changes to these prices should be circulated to the Hall Committee. Chairman to document and bring to the next meeting for adoption.

**25/27 TO RECEIVE PROGRESS REPORTS OR INFORMATION FROM: -**

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

The Clerk reported that the electoral register for 2025/2026 has been received.

Locality Budget form from Cllr. H Davies has been completed and can be passed over once agreed in agenda item 25/31.

Signed .....

Richard Parmee had provided an update on the 'Free Tree Scheme' as follows: - 'James and I met about a month ago and looked at sites for planting fruit trees within the community orchard area on the Kiln Meadow nature reserve. There's room for a few more there and I hope to be able to provide some in the next month. I'll keep you updated as and when this happens. James to identify how many and type of trees required.'

- (ii) HR Committee Chairman.  
Chairman had nothing to report.
- (iii) Community Hall Committee Chairman.  
Chairman had nothing to report.  
The Clerk advised that since the hall re-opened the Members Bar and for casual hire. Over the last 3 weeks 4 days, we had received Bar Membership subscriptions £1270, Bar Takings £1,845 (averaging around £300 each time the bar is open and casual hiring's £2,141. This totals £5,256.
- (iv) Car Park Committee Chairman.  
Chairman had nothing to report.

25/28

**PUBLIC PARTICIPATION SESSION (15 MINUTES) WITH RESPECT TO ITEMS ON THE AGENDA.**

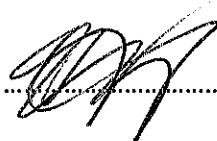
- (i) Councillors with pecuniary interests, who wish to make representations, answer questions or give evidence on any matter on the agenda.  
There were none received.
- (ii) Parishioners who wish to make representations, answer questions or give evidence on any matter on the agenda.  
There were none received.
- (iii) Parishioners who wish to ask questions on any matter not on the agenda.  
Parishioner Mr Dix commented that he was struggling to hear discussions and reports.  
Mr Dix asked if we had received any complaints on Parking issues. It appears as though the parking restrictions are not been enforced by Ipswich Borough Council in Broad Meadow and illegal parking has increased. Clerk to report to Ipswich Borough Council.
- (iv) Report from County Councillor: Cllr. C. Hudson.  
Cllr. Hudson was not present and did not send a report. He has advised he would call in at future meetings.
- (v) Report from District Councillors: Cllr. H. Davies, Cllr. B. Riley.  
Cllr. Davies reported as per appendix B.  
Cllr. Davies advised to enquire for district CIL money. Application deadline 31 May 2025. Clerk to make contact.

25/28

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

- (i) DC/25/00495– 53 Skipper Road. Erection of single storey rear extension.  
After a general discussion and view of the area on street view the council agreed it had no objections to the application.

Signed .....



- (ii) DC/25/00306 - 8 Black Arches. Conversion of and extension to garage to provide annexed accommodation and store for elderly relative.  
After a general discussion and view of the area on street view the council agreed it had no objections to the application.
- (iii) To consider any applications for planning permission as notified by the District Council received by the Clerk after the issue of agenda.  
Planning application for DC/25/00608 - Land To The North And East Of, Bobbits Lane, Wherstead, Suffolk had been received. It was circulated in advance and was discussed and decided it would also affect Belstead and Wherstead Parish Council. Clerk to make contact with the parish clerk there to ensure they were also aware of this and ask for an extension from Planning. This item was deferred until next meeting.

25/29

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

- (i) To discuss plans / costs to improve the Bus Shelters.  
Cllr. Peartree raised concern over the current state of some of the Bus Shelters within Pinewood and suggested general maintenance is required inside and around these shelters with some potentially in need of replacing due to panels either missing or in poor condition overall. These bus shelters are well used by local residents and their upgrading or replacement would be welcomed by residents. Cllr. Peartree volunteered to assess each Bus Shelter in Pinewood and would take photos and provide a report at the next meeting. Clerk to enquire about CIL funding.
- (ii) To discuss costs / repair to litter bin – Shepherd Drive.  
Clerk advised that the base plate for the bin could not be found. Clerk enquired about a replacement from Glasdon and it was advised that a new bin with the base plate would be required. Price of this was £580 plus vat and then installation would be required as well. After a discussion it was agreed that replacement would be needed however it was suggested whether Suffolk One would consider contributing as the main usage comes from the students. Clerk to contact Suffolk One. It was also suggested making contact with Kirsty Webber at Sroughton and Denise Last at BDC for installation recommendations. Could also contact Chris Hudson for locality Budget to cover costs otherwise.
- (iii) To discuss any other areas requiring urgent attention and agree action.  
There were none were received.

25/30

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

It was agreed that the Chairman would liaise with the Clerk about best interest rates and 3<sup>rd</sup> bank account to be opened accordingly.


25/31

**TO AGREE ON GRIT BIN PROJECT / DATE FOR PUBLIC PRESENTATION AND POWERPOINT CONTENT.**

Cllr. Abery suggested the project would be beneficial to go ahead with. Funding to come from both district councillor's locality budgets to cover the newsletter production and delivery and possibly 3 grit bins. Date of presentation has been provisionally set for 18 March 2025. Clerk to advise of interest from residents once received.

Clerk displayed the completed locality budget form and all was agreed to be correct and to send to Cllr. Helen Davies.

Signed .....



Cllr. Collard suggested a grit bin section to be added to the website. Chairman agreed to do this.

Cllr. R. Manning advised the power point presentation was ready to go.

25/32

**TO AGREE AND FINALISE CONTENT FOR NEWSLETTER.**

Cllr. R. Manning had produced a grit bin content for the newsletter, Clerk had produced content for the Parish Council and vacancies. Hall and Events Co-ordinator (Louise) to produce content for Community Hall. Cllr. Abery suggested he would contact Louise for her content and would then contact IPSERV to see what was required and send all of the information over for printing. Chairman suggested Louise take a final look over design of newsletter as she has had previous experience with designing. Printers should take 5 days and then we would need to contact someone to deliver. Chairman had already produced the application form, however adjustment required for signature from the residents.

25/33

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

Cllr. Abery had sent a list over. The chairman recommended the following: -

- Newsletter – Cllr. Abery took responsibility for first edition of 2025. If this becomes more a regular production, this can be revisited for more councillors to contribute too at a later date.
- Website – Chairman took responsibility for maintaining.
- Bus Shelters – Cllr. Peartree took responsibility for this.
- Dog/Litter bins – Cllr. Peartree and Clerk to look up previous information on this. Cllr. R. Manning and Cllr. M. Manning offered to help with this also.
- Defibrillator – Battery expires and pads require changing. Cllr. R. Manning took responsibility of this.
- Policing – Cllr. Collard offered to attend future police forums.

25/34

**EXPENDITURE TO BE NOTED / AGREED.**

(i) To note expenditure since the meeting on 21 January 2025.

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

(ii) To agree any other expenditure.

Clerk advised that the petty cash tin needed to be topped up as the balance is roughly £65, this would be done by not banking some bar takings and hiring money, however all would be recorded accurately on Rialtas finance software. Approval letter had been provided to Cllr. Barclay as Chairman of the Community Hall and signatory and Cllr. R. Manning also as a signatory on the account. This was approved and signed.

'Sum up' machine – set up for this required approval from the council to give Louise the power to manage this. This was agreed and Cllr. Barclay signed the form.

Clerk advised that the Earmarked Reserve Training Account had gone over by £311.20 This therefore had to be topped up. This was approved.

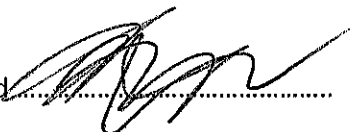
Other expenditure was as follows: -

BDC – Annual fee for the licence - £180.00

Brunswick Electrical Services – Car Park lighting for spigots £430.51  
chairman had approved this under emergency expenditure.

These were both approved for payment by all.

Signed .....



- (iii) To sign off December 2024 Bank Reconciliations from Rialtas.  
These were signed by the Chairman.
- (iv) To approve/sign off any financial corrections made on Rialtas.  
There were none to be signed.

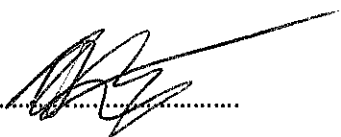
**25/35**      **ITEMS FOR CONSIDERATION FOR INCLUSION ON THE NEXT AGENDA.**  
There were none received.

**25/36**      **CORRESPONDENCE**  
Clerk had previously circulated this. See Appendix D.

**25/37**      **DATE OF THE NEXT MEETING**  
This was set for Tuesday 11 March 2025 at 7pm.  
Clerk also reminded all that the next Community Hall committee meeting is Tuesday 4 March and the next Car Park committee meeting is Wednesday 26 March 2025 both starting at 7pm.

**25/38**      **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 8:48pm.

Chairman.....

Dated.....11/3/25.....

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 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 charges related to the bar are to be discussed.
- active or prospective Regular Hirers must declare their interest if hiring charges (for regular hirers) are to be discussed.

Any member of the Committee having been involved in such discussions and decisions may 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.
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#### Members of the Committee

Parish Councillor:	Cllr. Lois Barclay (Chairman and authorised signatory)
Parish Councillor:	Cllr. Brinsley Blackwood
Parish Councillor:	Cllr. Marilyn Manning
Parish Councillor:	Cllr. Robert Manning (authorised signatory)
Parish Councillor:	Cllr. Sandra Peartree
Parish Councillor:	Vacancy



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

### GENERAL UPDATES

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

**Devolution:** Deputy Prime Minister Angela Rayner announced that Norfolk and Suffolk are among the areas to be included on the Government's Devolution Priority Programme (DPP) - a fast-track process with additional support, which will see a regional Mayor for Suffolk and Norfolk elected in May 2026 and new unitary councils elected in either May 2026 or 2027. As part of this, the Government has decided to cancel the County Council elections in May this year for Suffolk & Norfolk. The Government will begin the DPP by launching a public consultation in our area shortly. This will be led by MHCLG and we will be getting further details of this very soon.

I know that there are a lot of concerns about what is going to happen and district councillors particularly share those as we have real doubts about the claimed cost savings, the financial security of unitary councils and the reduction of local accountability: quite simply, the plan removes the 'local' from local government. However, we can't stop this and so we do encourage everyone to respond positively to the consultation. It would be particularly good to hear views on the number of unitaries that would be appropriate for Suffolk and suggestions for approximate boundaries and sizes of wards.

Just so you all know, the county council leader and cabinet want just one - essentially for the county council to absorb the districts - but there are real worries about this, given the county's poor record of delivering services and managing its budget. The district councils favour either two or three unitaries, set up with a clean sheet and not inheriting any administrative problems from the county council. More than one will also go some of the way to alleviate concerns about local representation.

One further point to clarify: the mayoral strategic authority will be responsible for powers and funding devolved from central government: the new councils will still operate independently, delivering the services councils are currently responsible for.

It is a fast-moving situation with a very ambitious timescale as we have to submit an interim plan on or before 21st March 2025. The government expects all the councils in Suffolk to submit a jointly agreed plan, which might be challenging given the county's position. I hope that they will take a collaborative approach, particularly if local opinion differs from what they want. I will keep you all updated as we hear more from the government.

**Planning:** The project manager to run the JLP programme has now arrived at Babergh DC. I am looking forward to starting work on the new JLP. At least this gives us the chance to incorporate all the new regulations but also to fix the issues with Part 1 that has necessitated the creation of a number of supplementary planning documents that expand on the JLP Part1. In parallel with this Babergh have recommended that parishes without a neighbourhood plan think about doing one and those that have a plan think about reviewing it to give a parish as much protect as possible from development in the wrong place. Given Babergh's housing numbers have gone up by 87% it is worthwhile thinking about where development could go!

## **Monthly Report Jan'25 - Sproughton & Pinewood Ward**

The Planning Committee has met to consider the solar farm application in Bentley. This was recommended for refusal and the committee agreed unanimously to refuse. It was on high grade agricultural land, close to heritage assets but without a timely connection to the national grid. I expect the developer will appeal. They usually do. It is notable that the Badley solar farm application was refused but granted at appeal.

**Local Nature Reserve Strategy:** Suffolk CC & Norfolk CC have been appointed by the government as responsible authorities for preparing a Local Nature Recovery Strategy for their counties. This is being done in conjunction with district councils and other stakeholders and includes several rounds of public consultation. This initiative is a requirement of the Environment Act 2021 the aim of which (part of anyhow) is to improve biodiversity & restore natural habitats. The aim is to work together to help improve wildlife habitats and reverse the decline of biodiversity across the region and the go-live date is Jul25. The (extremely cool) mapping tool defines areas and species to be protected and clearly shows where additional work could take place to join up these areas. The LNRS will help farmers & land managers ensure and shape nature recovery in their area and encourage collaboration with neighbouring farms, identifying areas for improvement. Developers will be able to use this to fine tune their BNG requirements and others such as parishes or community groups will be able to use this to target what will enable them to deliver the 'biggest bang for the buck' when considering biodiversity projects. Now we are revisiting the JLP we will be able to incorporate these requirements giving more weight to improving biodiversity & nature recovery in the district. I briefed the cabinet on this in January, did an All Member Briefing and it is going before Feb cabinet meeting for approval.

## **PORTFOLIO**

**Climate Change Briefing:** Babergh & Mid-Suffolk are looking to setup a Stowmarket Climate Hub which will provide advice on all aspects of reducing energy consumption, implementing things like heat pumps and solar panels trying to explain, educate and provide advice. There is a workshop on 25Feb regarding this project.

The date for the 2025 Schools Green Skills Summit is going to be November. There are several schools interested in hosting and several sponsors have already confirmed! The climate change team are busy going into the schools that attended last year to followup on what changes the school and students are making to be & live more sustainably.

I gave an update to the full council on the progress that the Sustainable Travel Group has made - I was grilled for an hour with questions although for some reason parking charges kept being dragged into this.

**Visit from Tokyo:** A delegation of three officers from the Tokyo Metropolitan Government met with myself, my Mid-Suffolk counterpart and the biodiversity team on 27Jan. It follows the councils' UK Council of the Year award win in spring last year at the prestigious local government iESE Public Sector Transformation Awards. A win which caught the eye of the Tokyo Metropolitan Government's statistics division. The award recognised several UK firsts, including becoming the first rural UK councils to commission a pioneering full tree canopy data survey. The survey, carried out by Treeconomics, established the districts' detailed



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

baseline tree coverage data. Essentially the visitors were interested in how we had collated the data and turned it into something usable. We demo'd a neat tool that shows tree coverage in Babergh so we can see where best to do additional planting. [Tokyo Metropolitan Government visits Babergh and Mid Suffolk councils - Babergh District Council - babergh.gov.uk / midsuffolk.gov.uk](#)

### THE WARD ITSELF

**Parking at Suffolk One:** First Buses, Suffolk One & myself have met to discuss an initial plan to roll out the new bus scheme - tentative start date is July in order to trial before the end of the summer term. We hope to have a meeting with local residents in April to discuss the parking issues and what solutions residents suggest.

**Traffic A14 Diversion via Sproughton:** Suffolk Highways are looking to trial a possible diversion route for the next road closure. It is likely to be in one direction only but this is a start!!

**Traffic Solutions 4 Sproughton:** The results of the traffic exhibition in the Tithe Barn have now been collated. We are looking to publish the results shortly, agree on a solution then put in a bid for CiL funding - a challenge but worth a go.

**Taylor Wimpey Phase 2 Design Codes:** The design codes document has now been reviewed by Sproughton PC and comments will be going in shortly. Sproughton PC (+myself) are monitoring this carefully. We are expecting the first application in Q2'25 and will let people know when it has arrived. The Design Codes document was a very long document so we needed to ask for an extension in order to have enough time to do the review justice.

**CiL Funding:** The round of CiL applications are due in, in May. If you have a project for which you are looking for funding please see ? to fill in an enquiry form to see if your project is eligible. Please please please get your applications in before others as it is we cease to exist as a district council as we have no idea what will happen after a unitary is formed.

If you ever have an issue to raise with me please use the contact details below. I look forward to hearing from you.

*Helen Davies*

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Councillor Helen Davies: District Councillor for Sproughton & Pinewood

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## APPENDIX C TO MINUTES OF MEETING 18 FEBRUARY 2025

25/34(i)

### EXPENDITURE TO BE NOTED/AGREED.

To note expenditure since the meeting on 21 January 2025

#### NatWest

<u>Direct Debits:</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
10 December	British Gas	Monthly gas bill	£ 344.96
17 December	British Gas	Monthly electricity bill	£ 513.01
31 December	NatWest	Monthly bank charges	£ 9.33

#### Electronic Payments:

03 December	Clear View Window Cleaning	November Bus shelter & Community Hall clean	£ 45.00
04 December	INN Dispensable	Louise - Personal licence training	£ 180.00
18 December	SLCC	Annual subscription	£ 360.00
18 December	Suffolk County Council	Advert for Bar Supervisor	£ 75.00
18 December	Rialtas	Louise - Booking software & system set up etc	£ 1,310.04
18 December	Sharp	Monthly photocopying charges	£ 31.18
18 December	Rialtas	Louise - Booking system training	£ 561.60
18 December	CAS	Community Hall Insurance renewal	£ 2,560.97
20 December	Clear View Window Cleaning	December Bus Shelter clean	£ 15.00
23 December	Various	Salary/HMRC/pension	£ 10,548.11

#### Debit Card:

£

#### Barclays

13 December	Payment Sense	Monthly bank charges	£ 24.95
13 December	Payment Sense	Monthly connection charge	£ 8.94
16 December	Payment Sense	Monthly subscription	£ 40.80
16 December	Anglian Water	Monthly water charges	£ 45.00

16,673.89

#### Bank Account Balances as at 31st December 2024:-

NatWest Bank	Current Account	£ 99,585.72
Barclays Bank :	Current Account	£ 95,475.35

Signed.....



**CORRESPONDENCE LIST – FEBRUARY 2025****APPENDIX D**

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

Helen Davies	Dec - Monthly Report	Noted
BMSDC	Presentation following Babergh Town and Parish Liaison Meeting	Noted
Public Realm	Spring 2025 litter picks	Noted
BMSDC	Town and Parish update from Babergh District Council - February 2025	Noted
Eastern education group	BSIP funding decision	Noted
Community Action Suffolk	Rural and Community Led Housing Zoom Events	Noted
Helen Davies	Devolution and Local Government Reorganisation	Noted
Helen Davies	Jan - Monthly Report	Noted

**To be actioned at meeting on 18 February 2025:**

Babergh District Council	Invoice Premises Licence	Agreed
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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)