

## PINEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 21 January 2025 at the Pinewood Community Hall at 7:00pm.

Present: Cllr. R. Manning (Vice Chairman), Cllr. I. Abery, Cllr. L. Barclay, Cllr. Tim Collard, Cllr. M. Manning and Cllr. S. Peartree.

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

Others attending: Inspector Naomi Lofthouse

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

### **25/1 APOLOGIES AND APPROVAL OF ABSENCES**

Cllr. Riley was unable to attend due to fracturing a bone in his arm. Cllr. Davies advised she may be late or unable to attend as she would be attending a meeting prior to this one.

### **25/2 TO RECEIVE COUNCILLORS' DECLARATION OF INTEREST IN ANY ITEM ON THIS AGENDA.**

Cllr. R. Manning, Cllr. M. Manning, Cllr. Peartree and Cllr. Collard all declared an interest for item 24/205 (i) & (ii) as they may wish to become bar members.

### **25/3 TO CONSIDER REQUESTS FOR DISPENSATIONS.**

Chairman accepted this and it was agreed that those Councillors mentioned in 24/193 would remain in the room but would not have any input to the discussions, nor be entitled to vote at the end.

### **25/4 TO RESOLVE THAT THE MINUTES OF THE MEETING HELD ON TUESDAY 10 DECEMBER 2024 ARE A TRUE AND ACCURATE RECORD.**

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

### **25/5 TO CONSIDER ANY MATTERS ARISING FROM THE ABOVE MEETINGS AND NOT DEALT WITH UNDER ANY OTHER AGENDA ITEM.**

There were none received.

### **25/6 TO ADOPT NEW 'TERMS OF REFERENCE' FOR EACH COMMITTEE.**

The following had already been circulated beforehand.

#### **(i) General provisions**

A vote took place and it was a unanimous decision to adopt this going forward.

#### **(ii) Hall Committee**

The Chairman to amend slightly and bring to the next full council meeting for adoption.

#### **(iii) Car Park Committee**

A vote took place and it was a unanimous decision to adopt this going forward.

#### **(iv) HR Committee**

A vote took place and it was a unanimous decision to adopt this going forward.

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It was also discussed that the Chairman would put together a confidentiality agreement for all councillors on the HR Committee to agree and sign.  
Please see appendix A for (i), (iii) & (iv)

25/7

**TO APPOINT ADDITIONAL MEMBERS TO THE FOLLOWING COMMITTEE: -**

- (i) Community Hall Committee  
Cllr. Abery was appointed to the Hall Committee.

25/8

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

- (i) Clerk, including urgent decisions taken since the last meeting.  
The Clerk advised that there wasn't much to report as work had been mainly focused around budget work and various meetings to support this and working closely with the Hall & Events Co-ordinator in the lead up to opening the Friday night bar again to members.
- (ii) HR Committee Chairman.  
The Chairman advised there was nothing to report other than a recent meeting to set the budget for 2025/2026.
- (iii) Community Hall Committee Chairman.  
The Chairman advised that a recent meeting took place to set the budget for 2025/2026. Various repairs had been agreed to be done to improve the hall and prepare for re-opening for casual hire.
- (iv) Car Park Committee Chairman.  
Chairman advised there was nothing to report. It was discussed bringing forward the meeting set for April forward to March in order to approve the maintenance budget for 2025/2026. Clerk to re-arrange.

25/9

**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.  
Cllr. Collard provided an update on the aggravated burglary in Admiral Road. Since the incident the resident affected is making a good recovery. Bushes have also been pruned back by the council making for better lighting and more open space.
- (ii) Parishioners who wish to make representations, answer questions or give evidence on any matter on the agenda.  
Inspector Naomi Lofthouse was invited by the Chairman to provide an update.  
Improvements are being made following the anti-social behaviour on the Copdock interchange area with cars, Inspector Beth harper has been working with the local council and owners of the land and has managed to secure ANPR cameras in the Burger King Car Park. Signs will also be shortly displayed with parking limits. Land owners are also looking at installing speed bumps in the near future.  
Inspector Lofthouse advised there was a horrific incident in Admiral Close recently, whilst an arrest has been made, there is still a lot of investigation work ongoing into this Case.  
There had been reports of thefts from motor vehicles back in November 2024 which is covering most of the whole of Ipswich West area and is a priority case at the moment. The Inspector advised that with over 90% of these cases it is down to owners forgetting to lock their vehicles and the

Signed.....

inspector advised to circulate the message through community networks to encourage owners to double check their vehicles at the end of the day. Cllr. Collard added that in the Admiral Close, Grove Walk area anti-social behaviour such as drug dealing has been spotted by local dog walkers. Inspector Lofthouse recommended that these incidents must be reported as soon as possible so that preventive measures can be put in place.

Cllr. Barclay advised the Inspector of the anti-social behaviour in Bobbitt's Lane with Motorbikes breaking the gates. Again, this was encouraged to be reported as soon as possible.

The inspector concluded by reassuring the council that the area of Pinewood is generally a very safe area.

(iii) Parishioners who wish to ask questions on any matter not on the agenda.  
There were none.

(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 had sent her report prior to the meeting. Clerk to circulate.

**25/10**

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

(i) DC/24/05428 – 8 Appleby Close. Application for works to Trees subject to Tree Preservation Order.

After a general discussion and view of the area on street view the council agreed it had no objections to the works.

(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.

**25/11**

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

There were no new concerns raised.

**25/12**

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

The Chairman had sent through some information on interest rates which the Clerk displayed on the screen for all to see. There was a general discussion and the council were keen on either Shawbrook Bank or Close Brothers. It was agreed to go with the one with the best interest rate. Chairman to re-look at these and update again at the next full council meeting in case interest rates had changed.

**25/13**

**BUDGET FOR 2025/2026.**

(i) To approve the Budget for 2025/2026.

The Clerk handed out a hard copy of the proposed budget to all councillors which was also displayed on the screen for all to see.

The budget sheet had been updated to show the required budgets for the various committees following their recent budget meetings.

It was noted the income from the re-opening of the Community Hall members bar has been projected and it was agreed that should there be any shortfall this would be funded from Earmarked Reserves.

As there were no further amendments made to the proposed budget the Clerk advised the council would therefore require an increase to the precept for 2025/2026 of £782 to £181,450.

Clerk advised that the base rate figure provided by Babergh District Council to calculate the council tax for a band D property for 2025/2026 is

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£1,415.37. £181,450 divided by the base rate of £1,415.37 gives a cost to each band D property of £128.20 meaning there is no overall increase in the cost of the parish precept for the residents of Pinewood for 2025/2026. This was put to a vote and was unanimously accepted. Revised budget statement attached as Appendix B.

(ii) Sign off Precept form.

Precept form to notify Babergh District Council of the precept figure was duly completed and signed by the Chairman and the Clerk. The Clerk to forward the form via email by the deadline on 31 January 2025. Clerk also advised that as the council precept is over £140,000 a breakdown of the precept would be required to be submitted for display on the District Council website.

**25/14**

**TO APPROVE THE FOLLOWING ITEMS FOR COMMUNITY HALL:**

(i) New Bar Prices.

Bar Prices had been updated by Louise and the Clerk issued these to the Chairman, Cllr. Barclay and Cllr. Abery to review. These were put to a vote and all three councillors voted to accept these. The clerk clarified that the reduced members prices are to be used only on Friday members nights and bar members cannot use this reduced priced if using the bar as part of a casual Saturday night event.

(ii) Bar Membership fees.

The Clerk advised that Louise was looking to issue a £10 annual membership fee for those wanting to join as a Friday night bar member. This again was put to a vote and the Chairman, Cllr. Barclay and Cllr. Abery voted to accept this.

(iii) Hiring form Terms and Conditions.

This was previously circulated round to all councillors and was put to a vote and was unanimously accepted.

(iv) Cancellation Policy.

The cancellation policy forms part of the Terms and Conditions as above and was circulated round to all councillors. This was put to a vote and was unanimously accepted.

**25/15**

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

The Chairman asked all council members to have a think about potential projects for the new council year ahead and bring these ideas to the next full council meeting for discussion and consideration. There was general discussion around Grit bins and the newsletter. The working party meeting for this to be discussed further is Tuesday 4 February 2025 at 7pm.

**25/16**

**EXPENDITURE TO BE NOTED / AGREED.**

(i) To note expenditure since the meeting on 10 December 2024.

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

(ii) To agree any other expenditure.

The Clerk listed the following invoices which were due for payment soon:

Paper stone - Jumbo Toilet roll dispensers for all toilets - £109.92

Babergh District Council Licencing - Hall Licence name change - £21.00

PPL PRS – Increasing the music licence for casual hirers - £310.07

PerspexSheet.UK - Perspex for under the hand dryers in all toilets - £387.95

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Canva – 200 Bar Membership cards - £30.00  
Sharp – Monthly photocopying charge - £30.00  
CAS - DBS checks x3 staff members - £184.50  
Rialtas – Increasing licence for Sales Ledger additional charge - £10.26  
These were all approved for payment.

(iii) To sign off November 2024 Bank Reconciliations from Rialtas.  
These were signed by the Chairman.

(i) To approve/sign off any financial corrections made on Rialtas.  
These were signed by the Chairman.

**25/17**

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

- Adopt new 'Terms of reference' for Hall Committee.
- Councillor projects / responsibilities
- Bank accounts

**25/18**

**CORRESPONDENCE.**

Clerk had previously circulated this. See Appendix D.

**25/19**

**DATE OF THE NEXT MEETING.**

This was set for Tuesday 11 February 2025 at 7pm.

**25/20**

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

It was agreed that the provisional date set for an additional budget meeting on Tuesday 28 January was no longer needed.

As there was no other business Chairman thanked everyone for attending and formally closed the meeting at 8:32pm.

Chairman.....

Dated.....18/2/25.....

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



## Terms of Reference

### General Provisions

1. These Terms of Reference apply to all committees established by the Parish Council.
2. Each committee operates under the authority of the Parish Council and reports directly to it.
3. A quorum for each committee is three members unless otherwise stated.
4. The Chair of each committee shall be elected annually at the first committee meeting after the Annual Meeting of the Parish Council.
5. Each committee shall meet as required, with a minimum of one meeting per year.
6. Each committee shall review their Terms of Reference annually at the first committee meeting after the Annual Meeting of the Parish Council.

### Members of the Parish Council:

Chairman:	Cllr. Brinsley Blackwood
Parish Councillor:	Cllr. Ian Abery
Parish Councillor:	Cllr. Lois Barclay
Parish Councillor:	Cllr. Tim Collard
Parish Councillor:	Cllr. Marilyn Manning
Parish Councillor:	Cllr. Robert Manning
Parish Councillor:	Cllr. Sandra Peartree
Parish Councillor:	Vacancy

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



## **Terms of Reference**

### **Car Park Committee**

#### **1. Purpose**

To ensure the continuous, smooth running and safety of the Car Park.

#### **2. Membership**

The Committee shall consist of four Council members, one representative from Shepherd Drive Baptist Church, one representative from Pinewood Community Hall and one representative from the occupier of the as yet undeveloped land adjacent to the Church (once developed).

#### **3. Areas of Responsibility**

The Car Park Committee has the delegated authority from Pinewood Parish Council to be responsible for:

- Monitor the condition of the car park and arrange for necessary repairs and maintenance.
- Develop policies and procedures for the proper use of the car park.
- Manage disputes and respond to complaints regarding the car park.
- Liaise with the Community Hall Management Committee and other stakeholders to ensure coordinated use.
- Recommend improvements or upgrades to the Parish Council.
- Agreeing the maintenance fund budget each year with the main users of the Car Park (Pinewood Community Hall, Shepherd Drive Baptist Church & Third user once the land has been developed)

#### **Members of the Committee:**

Parish Councillor:  
Parish Councillor:  
Parish Councillor:  
Parish Councillor:  
Representative: Community Hall Committee:  
Representative: Shepherd Drive Baptist Church:  
  
Representative: Third parcel of land:

Cllr. Brinsley Blackwood (Chairman)  
Cllr. Ian Abery  
Cllr. Robert Manning  
Cllr. Sandra Peartree  
Cllr Lois Barclay  
Minister Simon Robinson  
(Co-minister Peter Newton)  
Vacant

**Updated and adopted on 21 January 2025**



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



## **Terms of Reference**

### **Human Resources Committee**

#### **1. Purpose**

To manage all matters relating to employees of the Council in line with relevant legislation and the council's employment policies.

#### **2. Membership**

The Committee shall consist of a minimum of three Council members.

#### **3. Meetings**

Press, public and other Council members not part of this committee are not permitted to attend meetings of the Human Resources Committee due to the sensitive nature of their content.

#### **4. Areas of Responsibility**

The Human Resources Committee has the delegated authority from Pinewood Parish Council to be responsible for:

- Recruitment, salaries, appraisal, and performance management of Parish Council staff.
- Development and review of staff policies and procedures.
- Oversight of staff contracts, job descriptions, and terms and conditions.
- Handling staff grievances and disciplinary matters in accordance with the Council's policies.
- Recommending salary reviews and staff benefits as part of setting the HR budget.
- Ensuring compliance with employment legislation.

#### **Members of the Committee**

Parish Councillor:	Cllr. Brinsley Blackwood (Chairman)
Parish Councillor:	Cllr. Ian Abery
Parish Councillor:	Cllr. Lois Barclay



NOMINAL CODES	COST CENTRE	INCOME PARISH COUNCIL	FORECAST AS AT DEC 2024	BUDGET 2024/2025
1076	100	Precept	£ 180,668.00	£ 180,668.00
		Bottle Credit	£ -	£ 180.00
		Transfer from EMR	£ -	£ -
			£ 180,668.00	£ 180,848.00
NOMINAL CODES	COST CENTRE	INCOME COMMUNITY HALL	FORECAST	BUDGET
1300	300	Regular Hires	£ 27,370.25	£ 26,700.00
1305	300	Casual Hires	£ 828.00	£ 648.00
1310	300	Bar Takings	£ -	£ -
1315	300	Hall Events (Ticket sales)	£ -	£ -
			£ 28,198.25	£ 27,348.00
		TOTAL INCOME	£ 208,866.25	£ 208,196.00

NOMINAL CODES	COST CENTRE	EXPENDITURE PARISH COUNCIL	FORECAST	BUDGET
4000	120	Salaries	£ 121,687.91	£ 148,597.00
4050	120	Recruitment	£ 409.50	£ 225.00
4060	120	Audit Fees	£ 1,030.00	£ 1,100.00
4065	120	Bank Charges (Natwest)	£ 130.12	£ 150.00
4075	120	Insurance	£ 1,302.73	£ 1,302.73
4080	120	Photocopier	£ 1,507.04	£ 1,500.00
4085	120	Subscriptions	£ 2,173.87	£ 2,000.00
4090	120	Website	£ 126.00	£ 66.00
4100	120	Training	£ 772.09	£ -
4180	150	Section 137 Grants	£ -	£ 250.00
4315	120	Telephone / Internet	£ 116.60	£ 200.00
4110	120	Office Supplies	£ 495.65	£ 600.00
4200	200	Litter/Dog Bin	£ 2,334.84	£ 2,334.84
4205	120	Shelter / Notice / Window Cleaning	£ 165.00	£ 165.00
4225	200	PWLB Repayments	£ 31,908.34	£ 31,908.34
4320	120	Licences	£ 151.70	£ -
4360	120	Uniform	£ 204.50	£ 300.00
4375	120	Refreshments	£ 118.28	£ 150.00
			£ 164,634.17	£ 190,598.91

NOMINAL CODES	COST CENTRE	EXPENDITURE COMMUNITY HALL	FORECAST	BUDGET
4065	300	Bank Charges	£ 657.48	£ 700.00
4075	300	Insurance	£ 2,560.97	£ 3,000.00
4085	300	Subscriptions	£ 145.40	£ 147.09
4105	300	New / Replacement Equipment	£ 294.61	£ 400.00
4205	300	Shelter / Notice / Window Cleaning	£ 150.00	£ 150.00
4300	300	Gas	£ 2,395.27	£ 2,000.00
4305	300	Electricity	£ 4,790.87	£ 4,800.00
4310	300	Water	£ 923.00	£ 1,000.00
4315	300	Telephone / Internet	£ 1,259.68	£ 1,300.00
4320	300	Licences	£ 958.53	£ 1,000.00
4340	300	Bar Supplies	£ -	£ -
4345	300	Hall Cleaning	£ 540.49	£ 700.00
		Contract Cleaning	£ -	£ -
4355	300	Hall Events	£ -	£ -
4365	300	Repairs & Maintenance	£ 6,035.41	£ 2,100.00
4375	300	Refreshments	£ 4.48	£ 50.00
4999	300	Emergency Expenditure	£ 40.00	£ 250.00
			£ 20,756.19	£ 17,597.09
		TOTAL EXPENDITURE	£ 105,990.36	£ 208,196.00

EMR

Profit

Bank Actt as at 31 December 2024

Netwest	£ 99,585.72
Barclays	£ 95,475.35
Costs RE: Jan - Mar	£ 30,000.00
	£ 165,061.07

	BUDGET 2025/2026
£ 181,450.00	
£ 21,284.38	
£ 202,734.38	
£ 26,700.00	
£ 898.00	
£ 15,000.00	
£ -	
£ -	
£ 42,598.00	
£ 245,332.38	
£ 168,000.00	
£ 200.00	
£ 1,100.00	
£ 156.00	
£ 1,354.84	
£ 1,209.20	
£ 2,200.00	
£ 126.00	
£ 150.00	
£ 250.00	
£ 200.00	
£ 600.00	
£ 2,500.00	
£ 200.00	
£ 31,908.34	
£ 1,120.00	
£ 300.00	
£ 150.00	
£ 211,724.38	
£ 728.00	
£ 3,120.00	
£ 120.00	
£ 400.00	
£ 360.00	
£ 2,500.00	
£ 5,000.00	
£ 1,200.00	
£ 1,400.00	
£ 2,250.00	
£ 8,500.00	
£ 728.00	
£ 2,500.00	
£ 4,500.00	
£ 52.00	
£ 250.00	
£ 33,606.00	
£ 245,332.38	
£ 0.00	

## APPENDIX C TO MINUTES OF MEETING 21 JANUARY 2025

24/207(i)

### EXPENDITURE TO BE NOTED/AGREED.

To note expenditure since the meeting on 10 December 2024

#### NatWest

<u>Direct Debits:</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
01 November	Community Action Suffolk	Annual charge for website hosting	£ 60.00
11 November	British Gas	Monthly gas bill	£ 123.48
19 November	British Gas	Monthly electricity bill	£ 585.45
29 November	NatWest	Monthly bank charges	£ 13.88

#### Electronic Payments:

25 November	Various	Salary/HMRC/pension	£ 8,911.85
25 November	Sharp	Photocopier Sept new charges	£ 30.00
29 November	Rialtas	Cloud User fee	£ 301.39

#### Debit Card:

£

#### Barclays

14 November	Payment Sense	Monthly bank charges	£ 24.95
15 November	Payment Sense	Monthly subscription	£ 40.80
15 November	Payment Sense	Monthly connection charge	£ 8.94
15 November	Anglian Water	Monthly water charges	£ 78.00
25 November	BT	Quarterly Telephone/Internet charges	£ 409.67

10,588.41

#### Bank Account Balances as at 30th November 2024:-

NatWest Bank	Current Account	£ 112,895.42
Barclays Bank :	Current Account	£ 95,595.04

Signed.....

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

Helen Davies	Nov - Monthly Report	Noted
BMSDC	Suffolk Recycles winter newsletter	Noted
National Grid	Upcoming transformer delivery between Port of Ipswich and Bramford substation	Noted
BMSDC	Babergh Town & Parish Liaison Meeting	Noted
Highways	Important roadworks information – A12 between junctions 27 and 33 LED street lighting surveys	Noted
BMSDC Communications	Joint Local Plan and devolution	Noted
BMSDC Community Planning	Focused consultation on new Cop-Wash NP Design Guidelines doc	Noted

**To be actioned at meeting on 21 January 2025:**

PerspexSheet.UK	Perspex sheets for under hand dryers in all toilets	Approved
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