

PINEWOOD PARISH COUNCIL

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

Present: Cllr. T. Collard (vice chair), 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. H. Davies & Cllr. B. Riley (District Councillors) and 1 Parishioner.

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

25/115

TO APPOINT A NEW CHAIR AND NOTE RESIGNATION OF CLLR. BARCLAY

Clerk noted the resignation of Cllr. Barclay and advised the position of Chair had to be filled. Clerk had received an email from Cllr. Peartree as follows: -

"Please accept my apologies for the forthcoming parish council meeting as I will be away on holiday. I am aware that the position of Chairman is to be voted upon at the next meeting following the resignation of the previous Chairman after only one meeting. After careful consideration I would like to formally register my interest in becoming the next parish council Chairman. After a very turbulent time for the council over the past two years I feel I can offer some stability to the council following my year as a parish councillor and the 27 years spent as Parish Clerk for Pinewood. My knowledge of council rules and procedures and historical knowledge of the parish learnt over this time would be useful to the council especially with several new councillors only recently having been appointed and with the two further places currently being advertised. I am willing to undertake formal training for the position if required".

Clerk asked if there were any others wishing to put their name forward. Cllr. R. Manning offered his interest to also become the new Chair.

Cllr. Collard nominated Cllr. Peartree due to her outstanding knowledge through being a councillor and Parish Clerk over the years and having established a network of people needed for this role. Highlighting no disrespect to Cllr. R. Manning but based this nomination from what he has come to learn about Cllr. Peartree since joining the council. Cllr. Harding seconded the nomination of Cllr. Peartree becoming the new Chair.

Clerk advised that Cllr. Peartree would be the new Chair, however as she was not present at the time a vice chair was to be decided for this meeting only. Cllr. Collard asked Cllr. R. Manning who declined the offer.

Cllr. M. Manning asked to speak and wanted noting that she had found that since the newer councillors had joined that Cllr. R. Manning with over 30 years on the council has never been nominated for Chair by anyone. Clerk advised that Cllr. R. Manning had offered to become the Chair for the Hall Management Committee at the previous meeting and this was seconded and accepted. Cllr. M. Manning said this was only because no one else wanted to do it at the time and wanted noted that she felt Cllr. R. Manning had been mis-treated. Cllr. Emele advised that his silence on this matter was purely down to only joining the council last month and is still learning.

Signed.....

Cllr. R. Manning insisted a vote was taken for the new Chair. Clerk advised that as Cllr. Peartree had been nominated and seconded that a vote was not needed. Cllr. R. Manning insisted it was still carried out. Clerk asked those in favour of Cllr. Peartree becoming the new Chair to raise their hand. Cllr. Collard, Cllr. Emele and Cllr. Harding voted in favour. Cllr. R. Manning and Cllr. M. Manning voted against. Therefore, the majority vote was that Cllr. Peartree was to become the new Chair.

Cllr. Collard offered to become Vice-Chair for this meeting.

25/116 APOLOGIES AND APPROVAL OF ABSENCES

The newly appointed Chair (Cllr. Peartree) - due to being on holiday was accepted. Cllr. B. Blackwood, no reason was given.

25/117 TO RECEIVE COUNCILLORS' DECLARATION OF INTEREST IN ANY ITEM ON THIS AGENDA.

There were none received.

25/118 TO CONSIDER REQUESTS FOR DISPENSATIONS.

There were none received.

25/119 TO RESOLVE THAT THE MINUTES OF THE MEETING HELD ON TUEADAY 10 JUNE 2025 ARE A TRUE AND ACCURATE RECORD.

Copies of the minutes had previously been circulated to all. Proposed by the Vice-Chair and seconded by Cllr. R. Manning that the minutes are signed as a true and accurate record of the meeting.

25/120 TO CONSIDER ANY MATTERS ARISING FROM THE ABOVE MEETINGS AND NOT DEALT WITH UNDER ANY OTHER AGENDA ITEM.

There were none received.


25/121 TO CO-OPT NEW MEMBERS ONTO THE FOLLOWING COMMITTEES:

(i) HR Committee

Clerk suggested that as Cllr. Emele is not currently on any committees and asked whether he would like to join the HR Committee. Cllr. Emele accepted. Clerk asked if all were in favour of this. Cllr. R. Manning said it was very unusual for new members to be allowed on such a sensitive committee and this should be only for long serving council members so they are aware of the current situations. Clerk advised that there are no current situations to be made aware of and that HR is purely for recruitment and setting the budget for each year for staff salaries and stated that this did not require a long serving councillor, but instead was for an experienced councillor in HR matters / employment law etc.

Vice-Chair (current member of the HR Committee) advised that with 25 years' experience in local government in a significant managerial role with experience in HR personnel matters. Also, with a BA Honours degree in management with HR being one of the elements covered. Justifying he was a suitable member of the HR Committee.

Cllr. Harding put himself forward to also joining the HR Committee and advised that he currently works at citizen advise with employment law knowledge and is able to offer advice to employees on how to best deal with employment situations. Therefore, suggested he was also a suitable councillor to joining the HR Committee.

Signed.....

Cllr. Emele advised the council that as a current senior lecturer, he has to assist recruitment processes such as interviews and has knowledge of what HR entails. However, he felt a sense of tension in the room and would happily not put his name forward if that would help. Vice-Chair felt that both Cllr. Harding and Cllr. Emele demonstrated they had the requirements needed to become part of the HR Committee.

Cllr. R. Manning advised that those joining the HR Committee should be long serving councillors as there had been a turnover of members over the last few years and with this committee involving sensitive information, and felt the problem is that when these councillors leave, they leave with the personal sensitive information. The vice chair agreed to this and suggested that a non-disclosure agreement should be issued to HR Committee members to sign. Cllr. Emele advised that being a lecturer within a university setting and a member of a committee there he was well aware of what is expected of him in terms of GDPR regulations, data protection and confidentiality.

Clerk mentioned that Cllr. Blackwood had made comment at previous meetings that he plans to step down soon. Therefore, it would be wise to have two additional members joining the HR Committee to ensure we have the minimum numbers required to hold a meeting.

Vice-Chair seconded both Cllr. Harding and Cllr. Emele to joining the HR Committee. It was also put to a vote and was a unanimous decision in favour of both joining.

(ii) Hall Committee

Clerk advised there was one vacancy for this committee.

The vice chair declined.

Cllr. Emele offered to join this committee also and this was accepted by unanimous vote by all.

Clerk advised another signatory was required for this committee (Barclays account). Cllr. M. Manning declined. Cllr. Harding offered to become signatory.

(iii) Car Park Committee

Clerk advised there was one vacancy for this committee.

The vice chair declined.

Clerk asked Cllr. R. Manning as Chair of the Hall Committee would he be happy to become the Hall representative for the Car Park Committee. Cllr. R. Manning accepted.

Cllr. Emele offered to join this committee also and this was accepted by unanimous vote by all.

Clerk advised that an additional signatory was required for the Redwood Savings account. Cllr. Emele offered to do this.

25/122

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

Clerk advised this was with Cllr. Blackwood for a while to finalise and had circulated this for all to read. This was to try and avoid the conflicts of interests when voting on certain matters.

Signed.....

Cllr. R. Manning said they were rather vague and asked for these to be displayed on the screen. Cllr. R. Manning highlighted the section 'in the event that new councillors have joined the full council and are willing to join the Community Hall Management Committee and not become a bar member, those with a conflict of interest must stand down to allow for new members to join and have a voting right' and felt this wasn't right and was suggesting only those who were not bar members could join the committee when actual bar members have an interest to ensure a profit is made over the bar. Clerk advised this raised an area of conflict of interest and Cllr. R. Manning suggested there was no conflict of interest as they are all honest people. Clerk advised that as part of her job she has to ensure the council are adhering to all the rules and regulations and are seen to be fair and concise when making decisions ensuring conflicts of interest are highlighted and dealt with correctly.

Vice-Chair suggested more conversations were needed on this and suggested we defer this to next month where everyone's comments could be raised and considered.

25/123

TO RECEIVE PROGRESS REPORTS OR INFORMATION FROM: -

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

Clerk updated the council on the following: -

- Councillor training course had been arranged for Cllr. Collard, Cllr. Harding and Cllr. Emele.
- Enquiries made to Cllr. Davies for the remaining £1,000 locality budget to be used towards the dog/litter bin project. Cllr. Davies advised to fill in the form and return.
- The lorries parking illegally near Tesco, Copdock has been reported to IBC parking services team. With it being double yellow lines, they can enforce parking fines for illegally parked vehicles. Yet to hear back.
- Fund transfers have been made into the Redwood Bank Account and our first month's interest has been received of £129.16.
- Update for the car park that the driver from company installing the Guinness drove into the post when leaving. This has been logged and accepted as full fault and Hall & Events co-ordinator is currently arranging for this to be replaced.

(ii) HR Committee Chair.

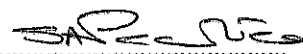
As the Chair was not present. Vice- Chair added that we appointed the new Bar Supervisor who has already started and is doing well. Vice- Chair suggested it would be good to arrange for a further meeting soon to discuss any ongoing items.

(iii) Community Hall Committee Chair.

Chair for this committee gave his report as per appendix A.

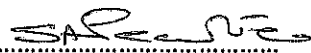
(iv) Car Park Committee Chair.

As the Chair was not present for this committee, Cllr. R. Manning and Clerk advised the council that a previous meeting was had and agreed on CCTV signage to be displayed near the barrier.

Signed.....

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.
Mr George Dix mentioned that when he previously attended the Parish Council meeting in June, he had raised the car parking issues in Broad Meadow and felt the council did not take any responsibility. Following the meeting at Suffolk One there were some residents that raised parking issues again in Broad Meadow. Clerk advised that she had reported the previous concerns to IBC but hadn't heard back. Mr Dix asked if the council could be more accountable. The vice chair advised Mr Dix that the council have never taken lightly the current issues in Broad meadow and powers for the council are limited and advised that the Clerk is reporting these issues. This appears to be an ongoing
Clerk advised that at the Suffolk One meeting the district councillor had contacted those who attended and provided them with the correct form of contacts should they experience parking issues from students. Hopefully the change in Bus Route from September should improve this but close monitoring is always on going.
Mr Dix mentioned the discussion had at the Parish Council meeting in April regarding litter picking and hadn't seen any more mention of this since. Clerk advised that both Cllr. R. Manning and Cllr. M. Manning had carried out a litter pick in their local affected areas. The vice chair advised that since joining the council he had set up a community page for the area of Thorington Park where residents come together to help the affected areas and will do the necessary requirements to keep the areas clean and tidy. Mr Dix advised that it is other areas within pinewood that are affected. Clerk advised Mr Dix that unless we know about the areas, we cannot action on them and asked at residents report the areas of concern and these can be discussed at future parish council meetings to then arrange more litter picks. Clerk mentioned the dog and litter bin project and if additional bins are required to help, this may be able to be discussed.
Mr Dix then asked when the newsletter was coming out. The vice chair advised that this was redesigned into a resident letter instead. Mr Dix asked why the newsletter wasn't done. Cllr. R. Manning advised that we were struggling to get someone to do it and considering the cost implications. The vice chair said we chose a short and sweet letter instead with all the necessary details and information on there and directed them to the website for further information.
- (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. Riley gave his report as per Appendix B.
Cllr. Davies gave her report as per Appendix C.

Signed.....

In addition, Cllr. R. Manning added that residents when previously spoken to regarding parking restriction were not in favour of having double yellow lines and felt they shouldn't be penalised because Suffolk One failed to meet the building regulations over parking.

It was suggested that Suffolk One should have a record of car registration numbers, so in the event a resident cannot access their driveway they can make contact with the college and they can ensure the student addresses this immediately rather than having to wait the entire day.

25/125

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.

25/126

HIGHWAYS / FOOTPATHS / BIN / SEATS OR BUS SHELTERS

- (i) Update on seats and plaque.
Clerk advised she had spoken to James Baker and work on this will commence soon but will take a while to produce all three seats, but he will keep us posted. James has confirmed the size of the plaque required is 150mm long by 75mm high costing £29.94. This was put to a vote agreed by unanimous decision.
- (ii) Update on repair to Bus Shelters.
Clerk advised that she had submitted a funding bid to cover the costs to replace the four bus shelters for £21,500 in total following a quotation received rather than trying to raise the funds to repair the existing old bus shelters for £15,000.
- (iii) Update on current litter bin project.
Clerk had previously emailed the councillors bins to monitor regarding them overflowing and report back the current condition.
The chair had emailed her comments that bin numbers 9 & 10 neither were overflowing and speared to have recently been emptied so perhaps bin days had been changed or the increased to two empties per week.
Vice-Chair reported that bins numbers 11 & 12 showed no concerns of overflowing.
Cllr. R. Manning reported that bin number 15 was full to normal level not overflowing.
Cllr. Emele struggled to locate these bin numbers 19 & 20. Clerk to identify exact location and report at the next meeting.
Clerk advised the council that a resident had reported on social media "So whatever they are doing at Belstead House it's getting beyond a joke; Constant noise of concrete & trees being cut. Been going on since 8:30am".
Cllr. Harding reported that bin number 21 appeared to be well used but did not appear to be overflowing.
Vice-Chair thanked the chair for her work on the current bin project and stated how vital it is to time is correctly before being emptied.
Clerk advised that bin number 16 is constantly overflowing as a potential result of the food truck. It is also along the main path to and from the primary school.

Signed.....

The issue with the overflowing bins along ward road within the figure of eight were raised again. Cllr. M. Manning said these hadn't been as bad lately

- (iv) To discuss any other areas requiring urgent attention and agree action.
There were none received.

25/127 UPDATE TO BE GIVEN REGARDING MEETING WITH M&S ON 1 JULY 2025.

Cllr. R. Manning reported as per Appendix D.

Vice-Chair felt the meeting was overall very positive and thanked them for meeting with us.

25/128 UPDATE ON RESIDENT LETTER FOLLOWING DISTRIBUTION.

Clerk advised that she had received one response from a resident wanting to attend the presentation on 22 July at 7pm. Mr George Dix advised that he and his daughters would also be attending.

25/129 TO COMPLETE BDC DEVOLUTION SURVEY.

This was completed online.

25/130 EXPENDITURE TO BE NOTED / AGREED.

- (i) To note expenditure since the meeting on 10 June 2025
Clerk had previously circulated this beforehand to all Councillors to review.
See appendix E. This was approved.

- (ii) To agree any other expenditure.
Clerk advised of the following upcoming expenditure: -
- AAT subscription annual renewal = £187.00
 - GDPR / Data Protection annual renewal = £52.00
- These were approved.

Petty Cash top up request was approved and signed.

- (iii) To sign off May 2025 Bank Reconciliations from Rialtas.
These were signed by the vice chair.

- (iv) To approve/sign off any financial corrections made on Rialtas.
There were none.

25/131 ITEMS FOR CONSIDERATION FOR INCLUSION ON THE NEXT AGENDA.

Suffolk County Council survey

25/132 CORRESPONDENCE.

Clerk had previously circulated this. See Appendix F.


25/133 DATE OF THE NEXT MEETING.

This was agreed to be Tuesday 12 August 2025 at 7pm.

25/134 TO RECEIVE ANY OTHER MATTERS OF REPORT AS THE CHAIR MAY ALLOW.

There were none received.

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

Chair / Vice-Chair 

Dated 12-8-25

Community Hall Report

Community hall management meeting was held on the 25th June.

Councillor L. Barclay had tender her resignation as chairman and member of the sub committee prior to meeting.

I was appointed as the new chairman.

The first part of the meeting was Louise giving an in-depth assessment on how the Friday nights bar and special events nights had performed since opening in late January.

Louise said the current bar membership is just below 150 residents but on a normal Friday night the number attending the bar fluctuate between 20 and 40. with bar takings slightly below target.

Special Friday nights events like bingo, horse racing, quiz nights and live music have been very successfully with encouraging bar takings.

Louise felt that both normal and special Friday nights would benefit from having a greater number of people who could attend them.

A discussion took place into how this could be achieved.

It was felt that if out of 4000 pinewood residents and possible same amount from Sprites Ward we have only 150 members then we should look further afield for members.

There was concern that we should not over do the number of non residents attending.

It was decided that as Louise has had several enquiries from non residents wishing to attend our functions we will allow non residents to attend the bar and functions but they must pay to join the membership of the bar like local residents. It was also decided to cap the increase in membership to a figure of 250 but this figure can be reviewed.

It was felt that these changes would not only increase the halls income but would enhance the atmosphere of events.

A number of slight alterations were made to rates of hiring to more realistically reflect the cost involved regarding staffing of them.

The repairs to the ladies toilets have been given the go ahead.

The concern over the amount of bar gas being used has been resolved.

Further discussion to be had regarding having CCTV in the lounge.

Holding a Xmas and May charity fair is being considered.

The hall has a new bar supervisor Tony who is also a mixologist so look out for some great cocktails being mixed.

Cllr R. Manning
Community Hall
Chairman

Report to Pinewood Parish Council 8th July 2025

Thank you, Mr Chairman I'm pleased to report that during the last month I attended the committee meeting for the Joint Audit and Standards Committee. What was the most interesting to me was the report from the representative from Ernst & Young who are the auditors to the two councils. Which showed an immediate disparity in that our audit fees are significantly higher than those charged to midSuffolk whilst their population is considerably higher than ours. When I asked if there was a reason for this, the representative from Ernst and Young felt unable to give an answer except to say that it was only an estimate and that it would all be sorted out when the final costs and audits are known, which of course will be some time later next year when the audits are completed.

There was no intervention by the officers present as to why this might be the case and similarly, I was on my own in raising such questions among the other counsellors present. I think it sounds likely that the final outcomes will be more than the audit estimate

Of course, I have to accept that there might be more work done for Babergh compared to Mid Suffolk and I would like to know what that is and why it should incur such a disparity in fees.

Today was also a meeting of the Babergh cabinet and the two key issues we're on Simpler Recycling and the Economic Strategy Plan. The recycling paper contained these wonderful words "The process of introducing simpler recycling is highly complex and carries a significant risk for each local authority. These risks emerged from increased numbers of incorrectly set out containers, higher levels of missed collection and higher contamination and a fall in recycling them levels. The consequences of which negatively impact operations, budgets and reputation.

The Action Plan covers someXX specific actions. I appreciate the work that has gone into these action plans. On the other hand, apart from destroying trees for paper and employing admin staff I hold little hope that we will see positive change during the current year as the action plans lack real focus. And that Mr Chairman completes my report for the month.

Monthly Report June'25 - Sproughton & Pinewood Ward

GENERAL UPDATES

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

Devolution & Local Government Reorganisation: Work continues on which option all the district councils feel is the best option - 2 or 3 unitaries. We are expecting results to be published in August so they can be reviewed by parish & town councils - hopefully updated having taken into account our collective view before the final proposal is submitted in September. I attended a LGR workshop where we all tried to agree on what our priorities would be in a new unitary - a lot of discussion!

I have heard that responses to Babergh survey are being received, with local representation being a major concern. If you haven't completed the survey, please do so. The survey runs until 25 July. The survey can be found at <https://www.babergh.gov.uk/devolution-and-lgr>. The Suffolk County Council (SCC) favour a single authority one closes on 18 August [Suffolk County Council Local Government Review Survey](#)

Planning: Babergh District Council voted unanimously at our June Full Council meeting to write to Deputy Prime Minister Angela Rayner - Secretary of State for Housing, about concerns over Government plans to modernise planning committees as part of their current Planning and Infrastructure Bill. Proposals within the bill include a national scheme of delegation for planning decisions, designed to reduce the role of planning committees by restricting the type and numbers of applications heard by committees in future. This is to remove perceived obstacles to development and housebuilding, increasing the number of decisions being made by officers than committees - despite only 8.6% of planning applications being heard by committee. The government is blaming planning committees for the lack of building but the real reason why development is delayed is the 4,300 dormant planning permissions we currently have sitting in Babergh (~1m nationally). We can grant as many planning applications as quickly as we can, but if developers don't build them out, then we are stuck! Concerns were also raised over the Government's removal of funding to support the creation of Neighbourhood Plans. Neighbourhood Plans are essential for communities to guide development in their area. The Government's withdrawal of locality funding for them is an erosion of democracy and a serious barrier to residents' having their say.

PORTFOLIO

Sustainable Travel: Still haven't decided where to put a second Eezybike installation - I need to visit Shotley & Lavenham again. I am also looking at the quality of the River Gipping footpath from Stowmarket to Ipswich. Some bits are good, some not so good. I'm hoping we can fix the 'not so good' sections!

Monthly Report June'25 - Sproughton & Pinewood Ward

Biodiversity: The Biodiversity Action Group met at the end of June to start to determine an action Plan. We had a half day workshop to forward what we felt was important. Richard Parmee (BMSDC Biodiversity Officer is now translating our thoughts into a coherent strategy.

Student Surveys: We met with two teachers from Suffolk One (S1) for a walk around Belstead Meadows and the woods off Grove Hill, Belstead which Babergh have just taken over to determine the best sites for students to practise surveying techniques. We have one final site to visit (Sproughton Nature Reserve) before S1 decide which site meets their requirements best. Babergh will have access to the collected data going forward to evaluate how the site is doing.

Sproughton Nature Reserve: Babergh, Ipswich Borough councillors, Greenways and local volunteers went for a walkaround the new nature reserve to see how the planting & the river was doing. I met the environment portfolio holder for Ipswich Borough Council and asked her to chase the progress of the BDC/IBC LNR agreement as it has disappeared into a black hole.

THE WARD ITSELF

Parking at Suffolk One: The meeting at Suffolk One was held on 5th June. It was attended by around 40 residents, Suffolk Highways the police and the (deputy) heads from S1. It was an entertaining meeting. S1 head Jake Robson had the opportunity to go through their efforts to persuade the students not to park locally but use the Tesco Park n Ride. The residents clearly communicated their displeasure at the current state of affairs. It was useful to have Highways and the police there as a couple of questions could be answered quickly. The outcome of the meeting was that I and Suffolk Highways would survey all the impacted roads and come up with options to address the parking problem. A paper would be circulated for review/& consultation. The preferred outcome would be designed and costed by Highways. Then the fun starts in the search for funding.

Traffic Solutions 4 Sproughton: The final version of the traffic paper has gone out for review. This will be delivered to parishioners shortly. We are hoping people will respond so that a final choice can be made and put to Highways.

Locality Budget: All of my locality budget has been allocated now - £1,000 for the new Sproughton Playground and £1,000 for the new dog & litter bins in Pinewood.

Marks & Spencer - Copdock: Marks & Spencer invited a number of Babergh councillors to a presentation on their plans for the old 'Toys r Us' site. The development itself looks good. It will offer all their products and services - food & drink, clothing, homewear etc. General concern for accessibility for walkers and those less mobile but the bus will stop there before going to Park n Ride. A planning application is expected shortly.

Monthly Report June'25 - Sproughton & Pinewood Ward

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

Helen Davies

Councillor Helen Davies: District Councillor for Sproughton & Pinewood

Mobile: 07514 951190

E-mail: Helen.Davies@babergh.gov.uk

Twitter: @HelenDSproughtn

M and S Meeting

A group of us met with two representatives of M&S to watch a slide presentation regarding the proposed new store on the old Toys R Us site.

These are my key points I took away from the meeting.

The Building

On the same footprint as Toys R Us

A two storey building

Retention of framework and reuse of materials where possible

Will use solar panels and heat pumps and green materials

Will stock full range of products across all departments

Will have a restaurant

Access to second floor by lift and escalator

Car Park

Parking spaces for 328 customers and 43 staff

24 cycle parking spaces

High number of EV charging bays for public use

On site bus stop currently in talks with bus company regarding route

General

Will create 120 new jobs

Give support to young people

£60M investment in the East of England

Enhancing the landscape

Opening hours between 8 to 10 mon-sat 10 to 4 or 11 to 5 sun

Deliveries mainly early mornings

Site lighting can be dimmed

No alterations to vehicle or pedestrian access

MINUTES OF MEETING 8 JULY 2025

APPENDIX E

EXPENDITURE TO BE NOTED/AGREED.

To note expenditure since the meeting on 10 June 2025

NatWest

<u>Direct Debits:</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
08 May	Tesco Mobile	Monthly mobile charges	£ 29.18
12 May	British Gas	Monthly gas bill	£ 233.29
16 May	Sage UK	Monthly charges for payroll software	£ 71.60
19 May	British Gas	Monthly electricity bill	£ 542.67
30 May	NatWest	Monthly bank charges	£ 18.55

Electronic Payments:

01 May	CJ Electrical	Repair to loss of light in office	£ 108.00
01 May	Pitkin & Ruddock	Repair to cellar cooler - leaking	£ 282.60
01 May	Glasdon	New litter bin	£ 696.00
12 May	Sharp	Monthly photocopying charges	£ 30.00
12 May	Firesite	Annual service of fire alarm & emergency lighting	£ 144.00
12 May	Cellair	Bar gas	£ 30.00
13 May	DJLeeJ	New Years Eve disco deposit	£ 100.00
16 May	Sharp	Monthly photocopying charges	£ 30.00
16 May	Heelis & Lodge	Internal Audit	£ 400.00
19 May	BDC	DPS address change admin fee	£ 10.50
25 May	Various	Salary/HMRC/Pension	£ 13,249.90

Debit Card:

Credit Card:

12 May	Amazon	Hall Signage	£ 8.51
12 May	Amazon	Hall Signage	£ 8.50
12 May	Bookers	Bar Supplies	£ 164.33
12 May	Argos	Clerk home printer	£ 119.99
12 May	Amazon	Bar Supplies	£ 9.89
12 May	Amazon	Office supplies	£ 4.17

Barclays

15 May	Anglian Water	Monthly water charges	£ 45.00
15 May	Payment Sense	Monthly transaction charges	£ 31.03
16 May	Payment Sense	Monthly PCIDSS Compliance & Phone line charge	£ 92.82
27 May	BT	Quarterly telephone / internet charges	£ 512.15
			<u>16,336.68</u>

Bank Account Balances as at 31st May 2025:-

NatWest Bank	Current Account	£ 114,861.35
Barclays Bank :	Current Account	£ 102,305.12
NatWest Bank:	Credit Card Account	£ 0.00

Signed.....

CORRESPONDENCE LIST – JULY 2025**APPENDIX F**

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

Helen Davies	Slides from presentation on the single unitary Authority meeting	Noted
BMSDC	Town and Parish Liaison Meeting (June 2025) Materials	Noted
One Suffolk Council	Residents' Survey - Local Government Reorganisation	Noted
One Suffolk Council	Suffolk County Council Briefings on Local Government Reorganisation	Noted
Helen Davies	A Greater Ipswich or Not??	Noted

To be actioned at meeting on 8 July 2025:

Devolution Survey	To be completed	Completed
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Invoices:

AAT	Annual subscription renewal = £187.00	Approved
ICO	GDPR / Data Protection annual renewal = £52.00	Approved

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)