

PINEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 11 March 2025 at the Pinewood Community Hall at 7:00pm.

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

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

Others attending: None.

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

25/39 APOLOGIES AND APPROVAL OF ABSENCES

Cllr. Collard sent his apologies as he was out of the country on holiday. This was approved.

25/40 TO RECEIVE COUNCILLORS' DECLARATION OF INTEREST IN ANY ITEM ON THIS AGENDA.

There were none received.

25/41 TO CONSIDER REQUESTS FOR DISPENSATIONS.

There were none received.

25/42 TO RESOLVE THAT THE MINUTES OF THE MEETING HELD ON TUESDAY 18 FEBRUARY 2025 ARE A TRUE AND ACCURATE RECORD.

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

25/43 TO CONSIDER ANY MATTERS ARISING FROM THE ABOVE MEETINGS AND NOT DEALT WITH UNDER ANY OTHER AGENDA ITEM.

There were none received.

25/44 TO ADOPT NEW SOLUTION IN SETTING HIRING, BAR, MEMBERSHIP COSTS.

The chairman had not had chance to action this and suggested deferring it to the next meeting.

Cllr. R. Manning advised that following the last meeting he had carried out some research and found information on the gov.uk website regarding dispensations for Parish Councils. He said the guidance suggested there would be no need to adopt any new solutions as the council could offer dispensations to those with pecuniary interests if after interests had been declared it would cause the council to become inquorate and therefore unable to decide on an important matter on the agenda. The chairman felt there was still a grey area around this and it was suggested to be deferred for the Hall Committee to resolve. Cllr. Barclay (Chairman of the Hall Committee) however felt this decision should stay with the full council and said that she would not support giving dispensations in this manner.

Cllr. R. Manning said he was unhappy with a member of staff having the responsibility for setting bar prices and felt these should only be set by council members. After a discussion, it was suggested that as long as the Hall Committee advises the Hall and Events Co-ordinator (Louise Madley) her mark up for bar prices (50-60%), Louise can then change bar prices as and when required i.e., when Greene King and local retailers etc put up their prices.

Signed.....*R.S Manning*

Changes to prices could then be implemented without the need for committee approval.

Louise would only be required to present these changes to the next committee meeting for them to be noted removing the need for a vote to be taken to approve them, meaning no pecuniary interests are present and no dispensations are required.

The chairman suggested making an amendment to the Terms of Reference to highlight this procedure for Louise when setting bar prices, hiring charges and membership fees.

Cllr. Barclay was not happy to make a decision on changing the Terms of reference and wanted time to think about it. It was suggested this item be deferred until next month's meeting. It was also suggested the clerk contacts SALC for advice.

25/45

TO NOTE RESIGNATION OF CLLR. IAN ABERY.

Chairman said he had received an email from Cllr. Abery notifying the council of his wish to resign as councillor due to work commitments. A letter has been sent acknowledging this and the clerk has notified the District Council of the casual vacancy. Clerk advised that councillor vacancy posters had been put round various supermarkets, local library and on social media pages. It was suggested putting them on the Bus Shelters also, notice board at Doctors Surgery and Shepherd Drive Baptist church.

25/46

TO APPOINT ADDITIONAL MEMBERS TO THE FOLLOWING COMMITTEES: -

(i) HR Committee

As Cllr. Abery was a member of the HR committee this has left a vacancy. Chairman proposed Cllr. Peartree join the committee however, Cllr. R. Manning, Cllr. R. Manning and Cllr. Barclay felt there was a conflict of interest as the Clerk is her daughter.

Cllr. Barclay already a member of the HR Committee suggested she be added as a signatory for the NatWest bank account to replace Cllr. Abery and for Cllr. Collard to be added as an additional member to the committee at the next meeting. Cllr. R. Manning felt the HR committee should involve long serving councillors and suggested he be added instead.

The Chairman suggested putting it to a vote and proposed to add Cllr. Peartree onto the HR Committee meeting. Cllr. Barclay, Cllr. M. Manning and Cllr. R Manning objected to this and the Chairman suggested this item was deferred to the next meeting.

Cllr. Manning asked why he could not be considered and the Chairman said he had documentation from the Monitoring Officer and past minutes stating he was not to be allowed on the HR Committee following previous issues.

Cllr. M. Manning said that whilst she did not wish to be on the HR committee, she felt that sometimes her views were over looked, being married to Cllr. R. Manning did not always mean she agree's with Cllr. R. Manning's view.

(ii) Community Hall Committee

As all members present are already on the Hall Committee, it is decided to defer to the next meeting to see if Cllr. Collard would also like to join.

(iii) Car Park Committee

Chairman said this committee needed to replace Cllr. Abery and asked Cllr. M. Manning as the only member present not on this committee if she would

Signed.....*R S Manning*

like to join but she said she preferred to wait and see if Cllr. Collard would like to join or wait until new members join the council before offering to join.

25/47

TO RECEIVE PROGRESS REPORTS OR INFORMATION FROM: -

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

Clerk reported as follows:

Resident queries

- Pot holes around the roundabout on shepherd drive – Clerk had reported this to Highways but received a reply to say it wasn't bad enough yet.
- Parking problems in Sycamore Close – Clerk displayed street view of the Close on the screen and explained the situation. It was advised the resident paint their house number on their space as the small plaque was very hard to see.
- Parking Problems in Broad Meadow – Clerk had reported it to Ipswich Borough Council but is still awaiting a response.

Other updates were:

- Locality Budget from 2023/2024 for £998.33 from Cllr. Hudson for the Coronation Bench had been received. Clerk would prompt James Baker about the design and location of the bench.
- Locality Budget forms for 2024/2025 from Cllr. Davies and Cllr. Riley had been submitted.
- CIL enquires for potentially having either speed bumps, traffic lights or a bus layby along shepherd Drive was raised, but unfortunately these are not covered under this funding. A list of what was covered was circulated round.

(ii) HR Committee Chairman.

Nothing to report.

(iii) Community Hall Committee Chairman.

Chairman reported that the re-opening of the Friday night members bar was a success. New regular hires have been taken on leaving only a couple of gaps during the week for the main hall. Casual hires had been a bit slow but after more advertising this should pick up. In-house events in the diary are in the bar, a darts tournament and a music night and in the main hall, an Easter disco and Summer BBQ planned for later in the year.

Repairs list was reviewed with only minor decoration agreed to take place.

(iv) Car Park Committee Chairman.

Nothing to report.

25/48

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.

Signed.....*R S Manning*

- (ii) Parishioners who wish to make representations, answer questions or give evidence on any matter on the agenda.
There were none received.
- (iii) Parishioners who wish to ask questions on any matter not on the agenda.
There were none received.
- (iv) Report from County Councillor: Cllr. C. Hudson.
Cllr. Hudson was not present and did not send a report.
- (v) Report from District Councillors: Cllr. H. Davies, Cllr. B. Riley.
Cllr. Davies was out of the country on holiday.
Cllr. Riley was not present and did not send a report.

25/49

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

- (i) DC/25/00608 - Land To The North And East Of, Bobbits Lane, Wherstead, Suffolk

Clerk reported that she had contacted the Parish Clerk for Wherstead & Belstead Parish Council for her feedback and received the following:

'I think that both of my parishes thoughts are that as the original application for warehousing which also at the time included the EG Garage and fast food restaurant was granted in 2019/2020 we have to be realistic that this amended application for the warehouses will also be granted. Wherstead in particular will reiterate their previous objections and are also focussing on the detail of the application such as the screening, light pollution and traffic management in their responses as well as the ongoing problems with motorbikes at Bobbits Lane'.

It was agreed that the Clerk would reply to planning supporting the objections made previously by Wherstead & Belstead Parish Council.

- (ii) To consider any applications for planning permission as notified by the District council received by the Clerk after the issue of agenda.
Clerk advised of the following planning application received:
DC/25/01072 32 Belmont Road. To re-position existing fence 1.5m closer to the road Location.
After a general discussion and view of the area on street view the council agreed it had no objections to the application.

25/50

HIGHWAYS / FOOTPATHS / BIN / SEATS OR BUS SHELTERS

- (i) To report on current state of Bus Shelters and discuss repair / replacement
Cllr. Peartree had been and taken photos of all the Bus Shelters in Pinewood Parish and put together a report. See appendix A.
It was suggested that upgrading the existing bus shelters would be cheaper than replacing them completely. The Clerk could obtain a quotation for panels to replace the metal panels and bring to the next meeting. It was discussed that a painter/decorator could strip the existing paint and re-do and the Clerk to contact Babergh District Council about clearing the rubbish inside and around the bus shelters.

Signed.....*R.S. Manning*

- (ii) To provide update on costs / repair to litter bin – Shepherd Drive.
Clerk had contacted the Clerk at Sproughton to ask who they had used for installing their litter bins and she advised it was their own handy man. Clerk had found the installation booklet for anchoring this into the ground and kindly asked Tony the Caretaker, who agreed to installing this.
The Clerk then contacted Suffolk One to ask for a contribution towards the cost as the new bin as the main usage comes from the students and is still awaiting a reply. The cost for the replacement litter bin was £580 this was put to a vote and accepted by unanimous decision. Location for bin yet to be agreed.
- (iii) To provide update on current litter bin project.
This item had not been actioned as yet and was deferred to the next meeting.
- (iv) To discuss any other areas requiring urgent attention and agree action.
Cllr. M. Manning raised that the bin attached to the Bus Stop along Belmont Road was still not being emptied. Cllr. Riley had offered to do this in past, Clerk to make contact and ask for it to be emptied or removed completely.

25/51

TO AGREE ON COUNCILLOR RESPONSIBILITY FOR PROJECT TO DESIGN NEWSLETTER.

The Chairman and Cllr. Barclay offered to design this. Clerk to send over content pages via email and bring to the next parish council meeting for approval.

25/52

EXPENDITURE TO BE NOTED / AGREED.

- (i) To note expenditure since the meeting on 18 February 2025.
The Clerk had previously circulated this beforehand to all Councillors to review. See appendix B. This was approved.

- (ii) To agree any other expenditure.
Clerk advised the following and all were approved:
- Plug Smart – Annual PAT Testing - £87.90 plus vat
 - Sharp – Monthly photocopying charges - £30.00 incl vat
 - Rialtas – Year End Close Down - £912.00 plus vat
 - Argos – Replacement printer for Clerk at home – Up to £130.00

Clerk advised the council that following installation of our new LED Car Park lighting, we have been given an additional quotation for RDC protection to be installed from Brunswick Electrical Services for £121.20 plus vat. The council felt this should have been included in the original quotation if it was a legal requirement after the new LED lights were installed. Clerk to go back and question with the electrician.

- (iii) To sign off January 2025 Bank Reconciliations from Rialtas.
These were signed by the Chairman.
- (iv) To approve/sign off any financial corrections made on Rialtas.
There were none.

Signed.....*R S Manning*

25/53

ITEMS FOR CONSIDERATION FOR INCLUSION ON THE NEXT AGENDA.

- Appoint Internal Auditor
- Review Standing Orders
- Review Financial Standing Orders
- Review Risk Assessment
- Approve the design of Newsletter

25/54

CORRESPONDENCE.

Clerk had previously circulated this. See Appendix C.

25/55

DATE OF THE NEXT MEETING.

This was set for Tuesday 8 April 2025 at 7pm.

25/56

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

Cllr. R. Manning advised that he had fitted a new battery and pads to the defibrillator. All appear to be working fine, however an error message 501 has appeared which highlights condensation issues. Cllr. R. Manning to regularly check and report back.

The Chairman advised the council that he would likely be resigning next month due to new job change, health difficulties and a busy family life. The chairman felt this therefore did not give him enough capacity to be able to do this role properly, but hoped that in the future he would be able to come back once things had settled down. Chairman advised he would put this in writing officially to the clerk, but would continue to help finish off jobs he had agreed to and would help provide IT support to the Clerk and Hall & Events Co-ordinator if needed. Cllr. R. Manning thanked the chairman for his hard work and wished him the best for the future.

As there was no other business Chairman thanked everyone for attending and formally closed the meeting at 9:31pm.

Chairman.....*RS Manning*.....

Dated.....*8.4.25*.....

PINEWOOD BUS SHELTERS MARCH 2025

COTTINGHAM ROAD (TOP)









Condition of Bus Shelter

- Regular Graffiti on back of shelter if cleaned off more will appear
- Paint peeling off
- Green mildew is growing all over the bottom panels
- Three panels missing (front and two ends)
- Metal panels make the shelter dark inside
- Ground inside the shelter needs cleaning as dirt and shrubs contaminating the area.
- Shrubs behind the shelter are messy and need attention as look untidy and trap litter all around the shelter.

Green area the shelter is located on is within a green area shown on the Babergh Mapping system as an area they maintain, unfortunately this area often only benefits from one or two visits per growing season.

SUGGESTION

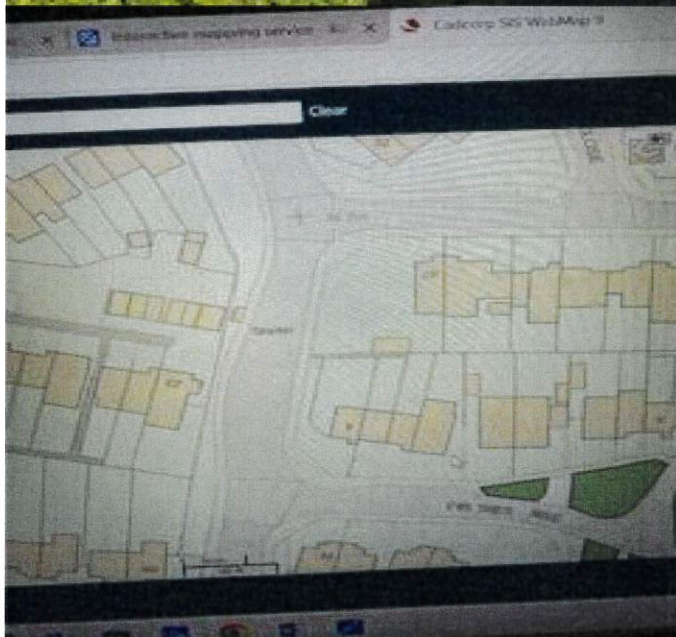
This shelter constantly suffers from graffiti and damage it will continue to be treated this way until the culprits are caught and this is unlikely without some kind of surveillance.

To bring this shelter back up to an acceptable condition would involve enlisting the services of a local glass or polycarbonate specialist to replace the missing panels, possibly also replacing the metal panels at the back with glass/polycarbonate which is coated with an anti-graffiti surface. If changing the back panels is too expensive then an anti-graffiti paint if there is anything of that kind to be painted onto the metal panels (in a light colour) to help reduce or eliminate any further lasting graffiti.

This shelter would then require a total clean followed by repainting. The slabs inside and the footway into and out of the shelter would also need to be pressure washed.

This shelter should then benefit from regular cleaning both inside and out including the slabs and footway at intervals and repainted regularly as part of an ongoing maintenance programme.

TOP OF BELMONT ROAD (BETWEEN ACORN
CLOSE/BUTTERCUP CLOSE)





Condition of Bus Shelter

- Paint peeling off
- Three panels missing (front and two ends)
- Metal panels need to be replaced by glass/polycarbonate.
- Rubbish inside the shelter needs removing regularly.
- Paving slabs within the shelter are dirty and need cleaning.
- Shrubs behind the shelter are messy and need attention as look untidy and trap litter all around the shelter.

N.B. The shelter is located within a grass verge and after checking the Babergh Mapping system is not shown as an area they maintain although someone clearly does look after the area as the grass is cut once or twice during the growing season. The shrubs behind the shelter are not regularly cut back though and residents of Acorn Close often request this is carried out as the tree and shrubs behind the shelter often grow through to their property. BDC usually then undertake this works if we request help with this as the land behind the shelter does not belong to the parish council (only the land the shelter sits on).

This shelter is used mainly by bus users going to Tesco and therefore not many actually use this shelter. This stop is one of the last few before it visits Tesco following which the bus starts its route back into town after its visit to Tesco and does not stop at this shelter as it's the wrong side of the road on this trip.

SUGGESTION

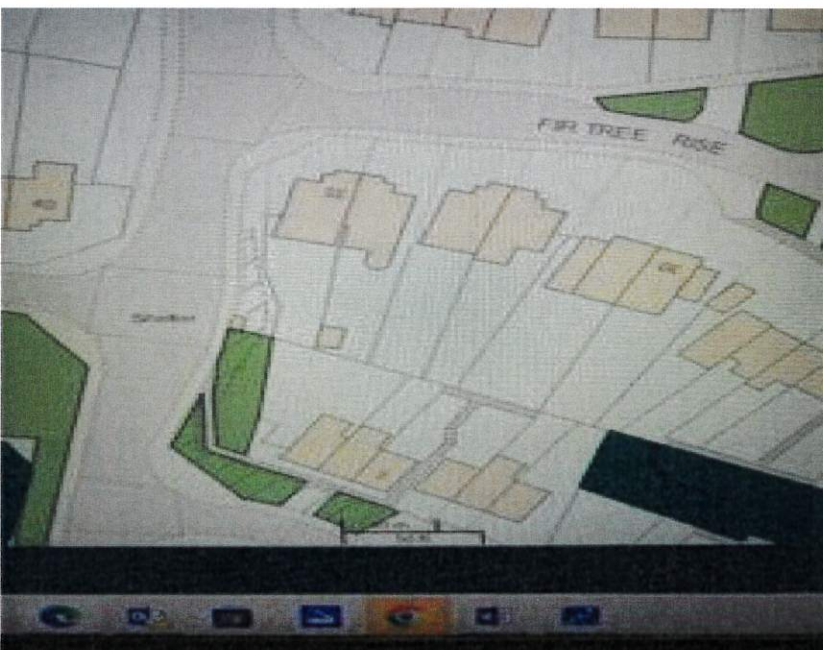
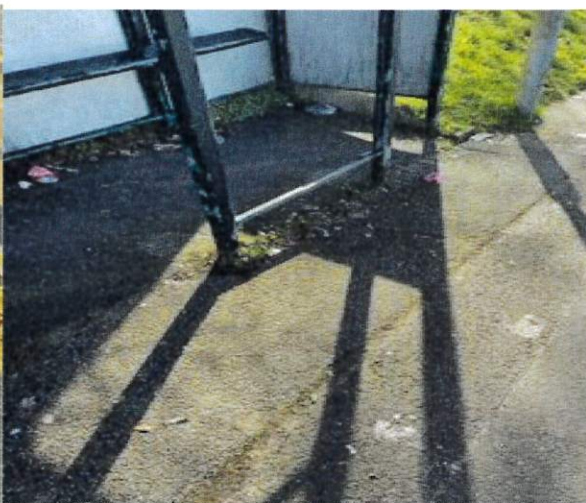
I would therefore suggest that the missing polycarbonate panels are replaced and the shelter is cleaned and repainted and the inside slabs are cleaned too. If finance allows, to replace the metal with polycarbonate as this would make the shelter lighter and more open. This shelter and slabs inside should then benefit from regular cleaning and repainted as part of a regular maintenance programme.

BELMONT ROAD (BETWEEN FIR TREE RISE/ACER GROVE)









Condition of Bus Shelter

- Paint peeling off
- Three panels missing (front and two ends)
- Metal panels at the back/sides of the shelter make it very dark inside.
- Rubbish inside the shelter needs removing regularly.
- Paving slabs within the shelter are dirty and need cleaning.
- Shrubs behind the shelter are messy and need attention as look untidy and trap litter all around the shelter. Tree has either fallen or is growing down behind the shelter (although branches are bare) so needs removing before it interferes with the shelter.

N.B. The shelter is located within a grass verge and after checking the Babergh Mapping system is not shown as an area they maintain. The shrubs behind the shelter are not regularly cut back and the parish council is under the impression this land belongs to the adjacent householder in Fir Tree Rise. The parish council has requested in the past this area is tidied by BDC who we assume have either carried this out or they have instructed the householder to do so. The pictures show work is required to this area once again.

SUGGESTION

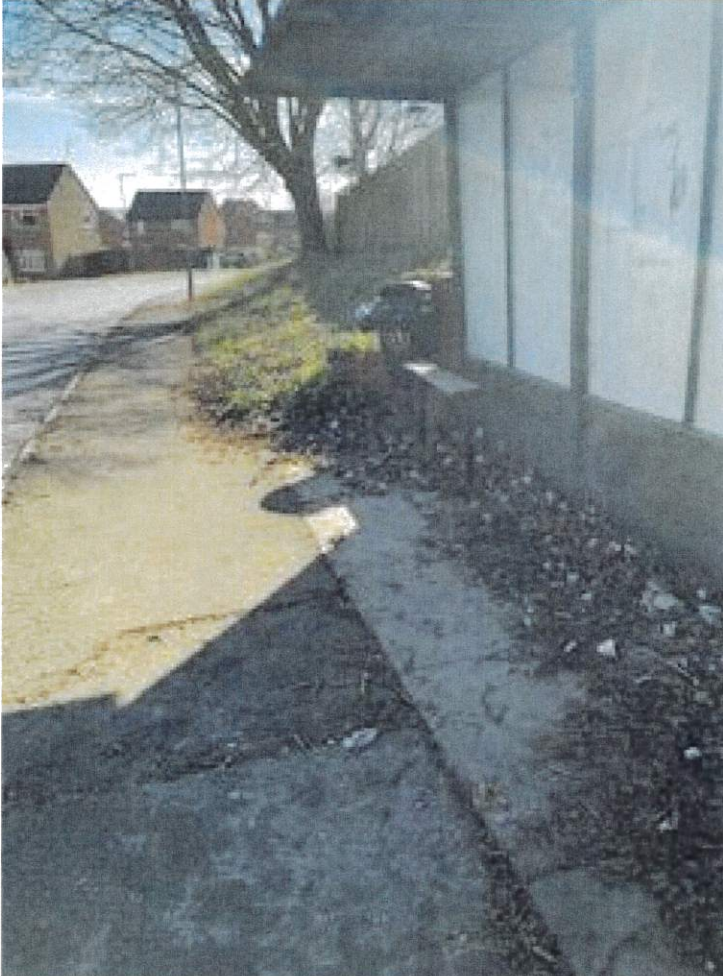
I would therefore suggest that the missing polycarbonate panels are replaced and the shelter is cleaned and repainted including the metal panels in the back in a light coloured anti-graffiti paint. Replacing the metal panels for polycarbonate is a preferred option as this would make the shelter lighter and have a much cleaner feel but that would be dependant on the area behind the shelter being also brought up to a clean and tidy state by the householder who owns this area. The slabs inside need to be cleared of debris and cleaned too. This shelter should then benefit from regular cleaning both inside and out including the slabs and footway at intervals and repainted regularly as part of an ongoing maintenance programme.

A new litter bin is required to be installed in close vicinity to the shelter to reduce the amount of litter that is thrown into the bus shelter.

BELMONT ROAD (YEW TREE RISE /RUDLANDS)







Condition of Bus Shelter

- Paint peeling off, green mildew on roof of shelter
- Rust areas under the roof of the shelter looks unsightly
- Rubbish and leaves and dirt inside the shelter needs removing
- Small seat within the shelter is located within a vast amount of leaves and dirt
- Paving slabs within the shelter are dirty and need cleaning
- Shrubs to the sides and behind the shelter are overgrown and messy and need attention as look untidy and trap litter all around the shelter

N.B. Whilst the shelter is located within a grass verge and after checking the Babergh Mapping system it is in an area they maintain. The area all around the shelter is not looked after very well and needs cutting back and general clearing of the mess is required quickly as this shelter is fast becoming an area that noone will want to use because of its unsightly and dirty condition.

SUGGESTION

I would suggest the area inside the bus shelter is cleared of all leaves and debris to make the seat accessible and for bus users to be able to shelter properly. The shelter then needs to be cleaned and repainted. The metal panels in the back either need to be repainted in a light coloured with anti-graffiti paint or replaced with polycarbonate as this would make the shelter lighter and give it a much cleaner feel but that would be dependant on the area behind the shelter being also brought up to a clean and tidy state by the council who has the contract for this area. The slabs inside and the pathway in front of the shelter also need to be cleaned too.

This shelter should then benefit from regular cleaning both inside and out including the slabs and footway at intervals and repainted regularly as part of a ongoing maintenance programme.

BELMONT ROAD (OPPOSITE SHORTLANDS) SCC SHELTER



.This shelter is in a good condition and looked after by Suffolk CC. The parish council keeps the glass in this shelter cleaned on a monthly basis and is one of the two best shelters in the parish. Only problems with this shelter is that the bin located adjacent to the shelter is often vandalised.

THORINGTON PARK (ELLENBROOK ROAD) SCC SHELTER



This shelter is in a good condition and looked after by Suffolk CC. The parish council keeps the glass in this shelter cleaned on a monthly basis and is the newest of the two best shelters in the parish.

NEW SHELTERS FOR PINEWOOD

I would suggest there are at least three locations within the parish that would benefit from a new bus shelter being installed:-

- Ward Road
- Shepherd Drive (near to church)
- Ellenbrook Road in Thorington Park opposite the other parish council shelter.

Suffolk County Council are the organisation responsible for collating and approving any new shelter installations and in some cases where funding allows will often supply the funding for these to be put in. The two shelters above opposite Shortlands and at Thorington Park in Ellenbrook were as a result of this.

If funding is not available once locations have been approved then a funding bid can be made to Babergh District Council through either the CIL funding scheme or the Capital Grants Scheme (up to £25,000) or the S106 (possibly a repurposing of the £16000+ already in a pot for the council).

SUMMARY

I feel the current condition of the parish councils existing shelters are in such poor condition they show the council in a bad light, they are dirty, broken and appear to all to be uncared for, there are a number of people that use these shelters and therefore it is not a good advert for the parish council for them to be in this condition.

If they are repaired, repainted and then cleaned on a regular basis it would show that the parish council does care and is wanting to improve the area for its residents especially if we are able to secure funding for some new ones and also to then install bins where needed at each in the future to help reduce the litter issue in and around one or two.

Report prepared by Cllr. S. Peartree for parish council meeting on 11 March 2025.

APPENDIX B TO MINUTES OF MEETING 11 MARCH 2025

25/52(i)

EXPENDITURE TO BE NOTED/AGREED.

To note expenditure since the meeting on 18 February 2025

NatWest

<u>Direct Debits:</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
08 January	Tesco mobile	Monthly mobile charge	£ 3.94
13 January	British Gas	Monthly gas bill	£ 470.64
16 January	PWLB	Public Works Loan repayment	£ 3,648.12
17 January	British Gas	Monthly electricity bill	£ 427.00
30 January	PEAC UK	Photocopier - Quartley lease charge	£ 194.76
31 January	NatWest	Monthly bank charges	£ 13.18

Electronic Payments:

22 January	Sharp	Monthly photocopying charges	£ 30.00
22 January	Rialtas	Increase of licence for Sales Ledger	£ 10.26
22 January	PPL/PRS	Music Licence increase	£ 310.07
22 January	CAS Ltd	DBS Checks	£ 184.50
24 January	Various	Salary/HMRC/pension	£ 10,895.89
27 January	Clear View Window Cleaning	January Bus Shelter / Community Hall clean	£ 45.00
28 January	Cellair Ltd	Bar Gas	£ 120.00
29 January	Ellen Ludlow	Return of special deposit	£ 100.00

Debit Card:

£

Barclays

10 January	Payment Sense	Monthly PCIDSS Compliance & Phone line charge	£ 8.94
15 January	Payment Sense	Monthly lease of equipment	£ 40.80
15 January	Anglian Water	Monthly water charges	£ 45.00
15 January	Payment Sense	Monthly transaction charges	£ 24.95

16,573.05

Bank Account Balances as at 31st January 2025:-

NatWest Bank	Current Account	£ 85,582.36
Barclays Bank :	Current Account	£ 95,834.16

Signed.....

R.S. Manning

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

Helen Davies	Government consultation on devolution launched today	Noted
National Highways	Important roadworks information: A12 between junctions 27 and 33 – LED street lighting surveys: UPDATE	Noted
GOV.UK	Devolution White Paper	Noted
BDC	Town and Parish Liaison Meeting – Devolution	Noted
BMSDC	District CIL funding information	Noted
James Cartlidge	Neighbourhood Planning Meeting – Friday 21st March	Noted
BMSDC Local Plan	Adoption of the Babergh and Mid Suffolk District Councils Joint Local Development Scheme – March 2025	Noted

To be actioned at meeting on 11 March 2025:

Brunswick Electrical Services	Quotation RCD protection to be compliant RE: New Car Park Lighting	Rejected
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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)