

## PINEWOOD PARISH COUNCIL

Minutes of the Annual Parish Council meeting held on Monday 12 May 2025 at the Pinewood Community Hall at 7:34pm.

Present: Cllr. L. Barclay (Chair), Cllr. B. Blackwood, Cllr. T. Collard, Cllr. J. Harding, Cllr. M. Manning, Cllr. R. Manning and Cllr. S. Peartree.

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

Others attending: There were none.

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

### 25/76 APPOINTMENT OF CHAIR.

Cllr. Blackwood advised he would like to step down as Chairman due to job, health and life changes and nominated Cllr. Collard to be the new Chair. Cllr. Collard said he felt honoured to be nominated but if he were to do this role to its full potential, his health would suffer as a consequence and would be unable to give the time and justice it required and therefore would like to remain as a councillor. Cllr. Barclay suggested Cllr. M. Manning, but she declined due to being unable to cope with the amount of work it required. Cllr. Collard nominated Cllr. Peartree due to her significant knowledge and experience and ability to keep control. Cllr. Peartree said she was unsure at this present time as she hasn't been a councillor for very long so asked if anyone else would like to be nominated on this occasion. Cllr. R. Manning offered to take up the role if no one wanted to nominate themselves. However, Cllr. Barclay nominated herself and Cllr. Harding seconded it and this was agreed by all.

### 25/77 APPOINTMENT OF VICE-CHAIR.

Cllr. Peartree suggested that as it is not mandatory to have a vice-chairman, perhaps to leave this position open for other councillors to try should the Chair not be present for them to gain experience and to get a feel for the position for the future. Cllr. R. Manning suggested he would prefer to have a designated vice-chairman in case of the absence of the Chair and there would be no-one to go to for press statements or external meetings to attend etc. Cllr. Peartree suggested that all members of the council could be contacted and the councillor who may have the strengths and/or more knowledge over another on the issue in question would be a better use of the councillors' abilities. It was put to a vote to have either an officially designated vice-chair or not and the majority favoured leaving this position vacant and open for others to try.

### 25/78 TO CONFIRM EXISTING MEMBERS TO THE FOLLOWING COMMITTEES: -

(i) Car Park Committee

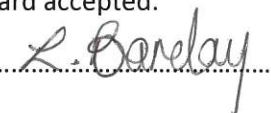
The clerk displayed the Terms of Reference with committee members on the screen and it was confirmed for these to continue.

(ii) Community Hall Committee

The clerk displayed the Terms of Reference with committee members on the screen and it was confirmed for these to continue.

(iii) Human Resources Committee

The clerk displayed the Terms of Reference with committee members on the screen and it was confirmed for these to continue. Cllr. Blackwood suggested Cllr. Collard also be a signatory on the NatWest account for approving staff salaries / payments etc. Cllr. Collard accepted.

Signed ..... 

- 25/79 APOLOGIES AND APPROVAL OF ABSENCES**  
There were none received.
- 25/80 TO RECEIVE COUNCILLORS' DECLARATION OF INTEREST IN ANY ITEM ON THIS AGENDA.**  
There were none received.
- 25/81 TO CONSIDER REQUESTS FOR DISPENSATIONS.**  
There were none received.
- 25/82 TO RESOLVE THAT THE MINUTES OF THE MEETING HELD ON TUESDAY 8 APRIL 2025 ARE A TRUE AND ACCURATE RECORD.**  
Copies of the minutes had previously been circulated to all. Proposed by Cllr. Peartree and seconded by Cllr. Blackwood that the minutes are signed as a true and accurate record of the meeting.
- 25/83 TO CONSIDER ANY MATTERS ARISING FROM THE ABOVE MEETINGS AND NOT DEALT WITH UNDER ANY OTHER AGENDA ITEM.**  
There were none received.
- 25/84 TO ADOPT NEW SOLUTION IN SETTING HIRING, BAR, MEMBERSHIP COSTS.**  
Cllr. Blackwood advised he had not had time to complete this but would ensure this is done for either the next Full council meeting or Hall Committee meeting which ever was the next meeting.
- 25/85 TO RECEIVE PROGRESS REPORTS OR INFORMATION FROM: -**  
(i) Clerk, including urgent decisions taken since the last meeting.  
The Clerk advised the following:
- We had been contacted with regards to the Proposed M&S Store at Copdock to arrange a meeting with them to discuss their plans, etc. The council were very keen for this to happen and gave the Clerk various dates to reply back with.
  - The new litter bin had been delivered but due to a supply delay for the fixing bolts, we were just waiting for those before the Caretaker can install the bin to similar location to the previous one just off the pavement and on the green area instead.
  - District Cllr. Davies and Suffolk One are arranging a meeting with local Pinewood Residents regarding Student Parking issues and date and time would be circulated once decided.
  - The year-end close down was completed with Rialtas last Wednesday and we have the Internal Auditor coming in Wednesday.
  - A revised date for the next Hall Committee was required - This was agreed to be Wednesday 25 June at approx. 7:30pm directly after the Car Park Meeting.
  - Preference for the additional savings account for either an annual interest or monthly interest account. All were in favour of the monthly interest account. Signatories for that account were agreed as Clerk, Chair and Cllr. Collard.

Signed L. Borelay

- (ii) HR Committee Chairman.  
Cllr. Blackwood reported that interviews for Bar Supervisor were coming up as the current casual Bar Supervisor would be leaving soon.
- (iii) Community Hall Committee Chairman.  
Report given at the annual parish meeting. Nothing additional to report.
- (iv) Car Park Committee Chairman.  
Report given at the annual parish meeting. Nothing additional to report.

25/86

**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.  
There were none received.
- (iv) Report from County Councillor: Cllr. C. Hudson.  
Cllr. Hudson was not present and report was provided for the annual parish meeting.
- (v) Report from District Councillors: Cllr. H. Davies, Cllr. B. Riley.  
Cllr. Davies was not present and had not provided a report.  
Cllr. Riley offered his apologies and had reported at the annual parish meeting.

25/87

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

There were none received.

The Clerk updated the council about a previous application DC/25/01072 – 32 Belmont Road and advised this had been refused by Babergh District Council.

25/88

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

- (i) To discuss locations and plaque option for seats.  
The Clerk displayed a photo supplied by James Baker at Greenways who was offering to make and install us some seats for a price of £450 plus vat per one. The Chair offered to meet with James to discuss locations and report back at the next meeting. As we already have £2,000 Earmarked for seats from previous locality grants. It was agreed that 3 seats could be purchased with a plaque.
- (ii) To discuss/agree costs to repair / replace Bus Shelters.  
The Clerk advised that she had received a quotation form Suffolk County Council maintenance company 'J Boast Maintenance Services'. They had visited each of the 4 bus shelters and quoted on the work required. Clerk to circulate quotation and discuss at next month's meeting. Clerk to look more into grants available.

Signed ... *L. Borelay* ...

- (iii) To provide update on current litter bin project.  
Cllr. Peartree had produced a report on the current state on the litter/dog bins. Clerk to circulate and for this to reviewed again at next month's meeting once everyone has had chance to review.
- (iv) To discuss any other areas requiring urgent attention and agree action.  
The Chair raised healthy and safety concerns over a fallen tree, litter and overgrown black thorns in the park in Skylark Lane. Clerk to send letter to Sanctuary Housing. Cllr. Peartree suggested speaking to district Cllr. Helen Davies.  
Cllr. Blackwood added that the tress had all been cut back down at the bottom of Wilson Drive, improving usage of the footpaths.

25/89

**TO AGREE ON DESIGN OF NEWSLETTER.**

After a general discussion, it was decided to produce a letter for all pinewood residents containing all of the content originally planned for the newsletter. Cllr. R. Manning offered to produce this. The Clerk agreed to combine the content into one document and email to Cllr. R. Manning and bring to the next meeting for approval. A new date was set for the presentation to 22 July 2025.

25/90

**COMPLETE THE DEVOLUTION SURVEY FROM SALC.**

This was completed and submitted online.

25/91

**PREPARATION FOR YEAR-END:**

- (i) To adopt Standing Orders  
These had been previously circulated for all to read and after a couple of adjustments were officially adopted by the council.
- (ii) To adopt Financial Standing Orders  
These had been previously circulated for all to read and were officially adopted by the council.
- (iii) To adopt Cash Handling Policy  
These had been previously circulated for all to read and were officially adopted by the council.
- (iv) To adopt Risk Assessment Management Policy  
These had been previously circulated for all to read and were officially adopted by the council.

25/92

**EXPENDITURE TO BE NOTED / AGREED.**

- (i) To note expenditure since the meeting on 11 March 2025  
The Clerk had previously circulated this beforehand to all Councillors to review. See appendix A. This was approved.
- (ii) To agree any other expenditure.  
Clerk advised of the following upcoming expenditure: -
- Sage UK – Payroll software have increased their subscription to £71.60 per month.
  - Firesite Ltd – Annual service of Fire Alarm and Emergency Lighting for £144.00
  - Cellair – Bar gas £30.00
  - Sharp – Photocopying charges - £30.00

Signed .....*L. Barclay*.....

Petty Cash Top up request was requested – This was approved and signed off by the Chair and Cllr. R. Manning.

- (iii) To sign off March 2025 Bank Reconciliations from Rialtas.  
These were signed by the Chair.
- (iv) To approve/sign off any financial corrections made on Rialtas.  
These were signed by the Chair.

**25/93 ITEMS FOR CONSIDERATION FOR INCLUSION ON THE NEXT AGENDA.**

- To adopt new solution in setting hiring, bar, membership costs.
- To approve grit bin letter

**25/94 CORRESPONDENCE.**

Clerk had previously circulated this. See Appendix B.

**25/95 DATE OF THE NEXT MEETING.**

This was agreed as Tuesday 10 June at 7pm.

**25/96 TO RECEIVE ANY OTHER MATTERS OF REPORT AS THE CHAIRMAN MAY ALLOW.**

There were none received.

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

Chairman.....

*L. Barclay*

Dated.....

*10/06/2026*

## APPENDIX A TO MINUTES OF MEETING 12 MAY 2025

25/92 (i)

### EXPENDITURE TO BE NOTED/AGREED.

To note expenditure since the meeting on 8 April March 2025

#### NatWest

<u>Direct Debits:</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
10 March	Tesco mobile	Monthly mobile charge	£ 27.98
11 March	British Gas	Monthly gas bill	£ 697.14
18 March	British Gas	Monthly electricity bill	£ 629.22
19 March	Greene King	Bar supplies	£ 508.22
31 March	NatWest	Monthly bank charges	£ 25.10

#### Electronic Payments:

11 March	CRS	Bar tills software upgrade	£ 90.00
11 March	Clear View Window Cleaning	February Bus Shelter clean	£ 15.00
17 March	Wanna Ltd	Perspex for toilets	£ 387.95
18 March	East Anglia Race	Deposit for Race Nights - June & Oct	£ 170.00
25 March	Various	Salary/HMRC/Pension	£ 11,550.80
31 March	Clear View Window Cleaning	March Bus Shelter / Community Hall clean	£ 45.00

#### Debit Card:

13 March	Bookers	Cleaning / Bar Supplies	£ 58.36
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#### Credit Card:

£

#### Barclays

14 March	Payment Sense	Monthly PCIDSS Compliance & Phone line charge	£ 8.94
14 March	Payment Sense	Monthly transaction charges	£ 31.19
17 March	Anglian Water	Monthly water charges	£ 45.00
			<u>14,289.90</u>

#### Bank Account Balances as at 31st March 2025:-

NatWest Bank	Current Account	£ 64,247.86
Barclays Bank :	Current Account	£ 99,698.02
NatWest Bank:	Credit Card Account	£ 0.00

Signed.....*L. Barclay*.....

**CORRESPONDENCE LIST – MAY 2025****APPENDIX B**

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

BDMSC	Neighbourhood Plan presentation	Noted
Helen Davies	District housing requirements - briefing pack and presentation	Noted
Helen Davies	Norfolk & Suffolk Devolution Consultation	Noted
SALC	Babergh area forum held 1st April 2025	Noted
National Highways	Important roadworks information	Noted
Suffolk County Council	Invitation: Suffolk County Council Briefing on Local Government Reorganisation	Noted
BDC	NSIP and large-scale energy developments update May 2025	Noted
BDMSC	Town and Parish update from Babergh District Council - May 2025	Noted

**To be actioned at meeting on 12 May 2025:**

SALC	Devolution Survey	Completed
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**Invoices:**

Suffolk Association of Local Councils), BMSC (Babergh Mid Suffolk District Council), SDBC (Shepherd Drive Baptist Church CAS (Community Action Suffolk) PWLB (Public Works Loan Board), BDC (Babergh District Council)