

PINWOOD PARISH COUNCIL

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

Present: Cllr. S. Peartree (Chair), Cllr. T. Collard, Cllr. C. Emele, Cllr. J. Harding, Cllr. M. Manning and Cllr. R. Manning.

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

Others attending: Cllr. H. Davies, PC Fisk and PC Ferguson.

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

25/182 APOLOGIES AND APPROVAL OF ABSENCES
Cllr. B. Riley (District Councillor)

25/183 TO RECEIVE COUNCILLORS' DECLARATION OF INTEREST IN ANY ITEM ON THIS AGENDA.
There were none received.

25/184 TO CONSIDER REQUESTS FOR DISPENSATIONS.
There were none received.

25/185 TO RESOLVE THAT THE MINUTES OF THE MEETING HELD ON TUESDAY 14 NOVEMBER 2025 ARE A TRUE AND ACCURATE RECORD.
Copies of the minutes had previously been circulated to all. Proposed by Cllr. T. Collard and seconded by Cllr. C. Emele that the minutes are signed as a true and accurate record of the meeting.

25/186 TO CONSIDER ANY MATTERS ARISING FROM THE ABOVE MEETINGS AND NOT DEALT WITH UNDER ANY OTHER AGENDA ITEM.
There were none received.

The chair advised that agenda item 25/189 would be brought up the agenda to this point to allow for the limited time the two police constables could provide.

25/187 TO RECEIVE PROGRESS REPORTS OR INFORMATION FROM: -

(i) Clerk, including urgent decisions taken since the last meeting.
Clerk advised the council that Citizens Advice had made contact asking for a donation. The letter was displayed on the screen. Cllr. Harding expressed he had an interest due to current employment and would refrain from any votes. The Clerk added that a budget for donations had already been agreed at the start of the financial year and Citizens Advice was the chosen charity to help. Now contact had been made, Clerk advised that the donation will now be processed. There were no objections to this.
Clerk advised the Co-option policy is still currently work in process and will be shared at next month's meeting.

(ii) HR Committee Chairman.
Chair of the HR Committee TBC. Next meeting arranged for later that evening. No reports were given.

Signed**S.PEARTREE**.....

- (iii) Community Hall Committee Chairman (Cllr. Manning)
 Cllr. R. Manning (Chair of the Hall Committee) reported that Oktoberfest was very successful with a great turnout, brilliant entertainment from the Oompha band and very strong German Beer.
 Staff worked extremely hard setting up for Halloween night in the Lounge Room, but unfortunately the turnout was very poor with around 20 people attending.
 Christmas Party coming up on 19 December which will hopefully be better supported.
 Next meeting is arranged for Tuesday 25 November 2025.

Car Park Committee Chairman (Cllr. Peartree)
 Cllr. S. Peartree (Chair of the Car Park Committee) reported that the majority of the Car Park committee were happy to appoint Hasleton to carry out the work for replacing the post in the car park, this has been arranged for Monday 24 November.

25/188

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 did not send a report.
- (v) Report from District Councillors: Cllr. H. Davies, Cllr. B. Riley.
 Cllr. Davies was congratulated on her new role as a new member of Babergh's political leadership team, representing the Lib Dems within the coalition following the death of Cllr. David Busby. Cllr. Davies is now deputy leader, alongside Cllr. Deborah Saw.
 Monthly report as per Appendix A.

25/189

TO DISCUSS SPEEDING CONCERNS

Cllr. Collard reported that he and other parishioners have seen speeding of motorbikes, cars and electric bikes along Ellenbrook Road heading towards the shops. Belstead and Spring Wood have had many youths riding electric bikes at high speeds making it dangerous for pedestrians that also use this area.
 Speeding / noisy cars are reported mostly around the early hours of the morning 1am/2am which is rather anti-social and asked if there was anything that could be done to manage and control this better.
 PC Fisk advised that electric assisted bikes and e-scooters should not be exceeding 15mph at all and have noticed overall an increase of such speeding of this nature.
 PC Ferguson recommended that if registration number plates can be noted and reported in then this can be followed up more successfully than trying to rely on dashcam and CCTV footage.

Signed S PEARTREE

PC Ferguson suggested conducting patrols when they can, however, resources are limited and issues have to be prioritised due to other various problems such as county lines and shoplifting being a big problem at the minute. It was advised that if reports are sent in from parishioners and a resident's survey be logged, this can then be fed back to highways to ideally encourage them to consider some traffic calming measures.

PC Ferguson advised that he was new to the area and hoped to attend more parish council meetings in the future and liaise closely to provide help and support. Clerk advised that she had spoken to the County Councillor Christopher Hudson regarding the speeding around Belmont Road and he had contacted highways. However, without any figures to report to highways, there was not much they could do and suggested other option such as tubes and SD Radar which are rather costly but record the speeds. Therefore, reporting such speeds should hopefully help. Chair added that these extra measures surely are for highways only and areas such as Spring wood would not be suitable. PC Fisk suggested that for Spring wood, potential barriers or gate that bikes cannot easily get through. Chair suggested speaking to James Baker at Greenways about this. Clerk to make contact with James.

PC Ferguson advised that areas have to be assessed before a camera van can be approved to ensure it is a suitable area. PC Fisk advised that he may be able to arrange some tracks be put down first to see if camera vans are needed in those areas before assessments are made. The council advised the most affected areas are Ellenbrook, Belmont Road, Quilter Drive and Scrivener Drive. Clerk provided her email address for any findings to be reported back.

Cllr. Davies asked if crime figures are still reported. PC Ferguson advised they will soon be launching 'Suffolk connected', where residents can sign up to receive text messages of incidents in their area. This is still ongoing but information should be shared soon. Points of contact is PC Ferguson and PC Harper.

Cllr. Emele thanked the Police Constables for all their hard work they do to help reduce crime and keep people safe.

25/190

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

- (i) DC/25/04810 - 3 Appleby Close - notification of works to trees subject to a Tree Preservation Order.

The council agreed it had no objections to the application.

- (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 received.

25/191

TO DISCUSS / APPROVE CLEANING OF THE 'PINWOOD SIGNS'.

Chair advised she had asked the Clerk to obtain some quotes as the 6 signs within Pinewood are looking rather dirty and haven't been cleaned for a while.

Quote 1) Ed Seeley Gardens & Grounds = £130

Quote 2) B Clean (current window cleaner) = £30 for a one off and advised if a regular clean this would be cheaper.

This was put to a vote and was a unanimous decision to go with Quote 2 and advised to have the signs cleaned first and then consideration for a more regular clean can be discussed afterwards.

SignedS PEARTREE.....

25/192

EXPENDITURE TO BE NOTED / AGREED.

- (i) To note Q2 accounts / forecast for 2025/2026.
Clerk had already circulated the reports via email and then distributed paper copies for all and explained the table in detail. See appendix B.
Cllr. Collard asked if 'Miscellaneous Income' could be renamed and not used in future. Clerk advised this was a one-off contribution towards one of our litter bins, however would rename this as contributions / donations.
Cllr. Emele asked for clarification between Hall cleaning and Contract Cleaning – Clerk advised Hall cleaning was for cleaning supplies and contract cleaning was budgeted for if we decided to appoint an external cleaning company for weekend cleaning, however it was decided to recruit for this internally, therefore this now comes under the HR Budget.
- (ii) To note expenditure since the meeting on 14 October 2025.
Clerk had previously circulated this beforehand to all Councillors to review. See appendix C. This was approved by all.
- (iii) To agree any other expenditure / petty cash top up requests.
Clerk advised that a petty cash top up request was required due to acts and entertainment fees being paid out, leaving the petty cash low. This was approved by all and signed off. Cllr. R. Manning asked what the petty cash is used for. Clerk advised the Oopmha band, Chelsea Richer and Annika Rands (Live acts) all required their fee to be paid in cash on the night. This totalled £900.
- (iv) To sign off September 2025 Bank Reconciliations from Rialtas.
These were signed by the Chair.
- (v) To approve/sign off any financial corrections made on Rialtas.
These were signed by the Chair.

25/193

ITEMS FOR CONSIDERATION FOR INCLUSION ON THE NEXT AGENDA.

Cllr. R. Manning asked about the co-option process. Chair advised that Tesco have still not advertised our poster and, in the past, this was our best location for publicity. It is therefore only fair we give this a chance and then arrange for a presentation evening before we consider any co-option. Cllr. R. Manning was concerned we may lose the one application currently interested. Cllr. Emele asked if he had been contacted. Clerk advised she had informed the applicant of the procedure we are following and would be in contact after our advertising campaign.

25/194

CORRESPONDENCE.

Clerk had previously circulated this. See Appendix D.

25/195

DATE OF THE NEXT MEETING.

This was agreed to be Wednesday 17 December starting at 7pm.

25/196

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

Cllr. Emele raised concern with overgrown trees in Broad Meadow.
Clerk advised sending over some photos and pin pointing the exact location and then she could forward this on for action.

As there was no other business the Chair thanked everyone for attending and formally closed the meeting at 8:18pm.

Chair / Vice-ChairS PEARTREE.....

Dated.....17/12/2025.....

Monthly Report October'25 - Sproughton & Pinewood Ward

GENERAL UPDATES

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

Devolution & Local Government Reorganisation: We are still waiting for the public consultation to start. This is scheduled for November but no firm date. Timeline reminder below.



Marks & Spencer @ Copdock: This application is still outstanding. No news as to when it will be decided.

Better Recycling (originally Simpler Recycling): If you would like to read about recent updates see [the Suffolk Recycles website](#), which includes a list of frequently asked questions.

Banking Hub @ Morrisons, Hadleigh: The Planning Committee approved an application for a new banking hub to be installed in Morrison's car park in Hadleigh. This will go some way towards providing banking services to the town which have been sadly lacking.

David Busby: We have had the by-election in Copdock & Washbrook. This was a contested election which is unusual as normally other parties do not contest a seat where the incumbent has died. But, all parties campaigned - it was eventful! We did hope that Dave's legacy would be a Lib Dem win, however that was not to be - Reform won the by-election and the new councillor Marc Rowland has taken his seat on the council. Both John Whyman & myself, who were covering Dave's parishes during his illness have handed over any relevant casework.

Local Listed Building Order (13Oct25): This new initiative covers Grade II listed buildings covering the installation of secondary glazing to historic windows, installation of double glazing, or energy saving glass, to windows which have previously been consented and introduced after listing - or which are already installed within a consented modern or post-listing extension. Sounds complicated but basically means an easier process to get the windows in listed building repaired and improve the energy efficiency of the listed building which as we all know tend not to be!

2026/27 Budget: Work is underway constructing the budget for the next financial year. It's going to be a challenging one. Costs have risen and our income streams are subject to change. All departments have been asked to look at costs and to meet a preliminary target budget. The cabinet have reviewed

Monthly Report October'25 - Sproughton & Pinewood Ward

fees and charges. We will hear about government funding early in the New Year so will have a better understanding of what needs to be done to finalise a balanced budget then.

PORTFOLIO

Climate Change: The second 'Green Skills for Schools Summit' was held on 10th October at the Royal Hospital School. Ten schools from Babergh & Mid Suffolk attended, debating real-world climate change challenges and emulated real-life negotiations, as world leaders will at COP30. The council-run event, facilitated by InterClimate Network, was designed to engage young people from a wide variety of socio-economic backgrounds about climate change and its effects. Baberghs' hope is to open up opportunities for local action and sustainable career choices for the next generation, coinciding with this year's Green Careers Week (3 - 8 November 2025). Students were also encouraged to think about the local action they and their schools can take to help tackle the climate crisis and get towards net zero.

Biodiversity: We have reviewed the first draft of the Biodiversity Action Plan. A few tweaks need to be made before it gets presented to Cabinet.

The cabinet approved the Norfolk & Suffolk Local Nature Reserve Strategy in October. I have been invited to the launch event in November.

We are also beginning to look at a process for Habitat Banks which are units of land that developers can use to offset the impact of development from the biodiversity perspective.

THE WARD ITSELF

Parking at Suffolk One: Finally the paper has been submitted to Highways for design & costing. I will be chasing this regularly to see where it has got to and try to get a date when the costings will have been done. All stakeholders including residents had the opportunity to comment on the paper before it went in - and thank you to those residents who ploughed through it and commented.

Traffic Solutions 4 Sproughton: We are reasonably close to submitting this paper - there were many responses to the suggested measures which is good as this gives us a good evidence base so Highway know that the proposed solutions are backed by residents.

Sproughton Nature Reserve: The agreement is going back and forth like a yo-yo it seems. Currently Babergh are waiting on some information from Ipswich BC - that should be the final bit as both sides have seen the agreement and commented on it at least once.

Gipping River Path: I also met with Ipswich BC, the River Gipping Trust and the Public Rights of Way (PRoW) for a walk along the river from Bramford to Sproughton looking at what needs to be done to repair the path. We have some funding to repair the sleeper bridge and brace the riverbank where it has eroded. I'm also setting up a discussion with the Environment Agency & SusTrans to see what we could do about the Old Ipswich Flood Barrier which presents an obstacle to walkers - especially those in mobility scooters or with pushchairs.

Monthly Report October'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: @HelenDSprougtn

ACTUALS / FORECAST V BUDGET FOR 2025/2026

INCOME

	ACTUAL Sep 25	Oct 25	Nov 25	Dec 25	PREDICTION			ADJUSTMENTS	FORECAST	BUDGET	VARIANCE F/(A)
					Jan 26	Feb 26	Mar 26				
PARISH COUNCIL											
Precept	181,450	0	0	0	0	0	0	0	181,450	181,450	0
Bank Interest	925	0	0	0	0	0	0	1,590	2,515	0	2,515
Grants Received	1,000	0	0	0	0	0	0	0	1,000	0	1,000
Car Park	1,000	0	0	0	0	0	0	0	1,000	0	1,000
Bottle Credit	126	0	0	0	0	0	0	0	126	0	126
Miscellaneous Income	180	0	0	0	0	0	0	0	180	0	180
COMMUNITY HALL											
Regular Hires	21,685	2,225	2,225	2,225	2,225	2,225	2,225	4,650	39,685	26,700	12,985
Casual Hires	5,380	75	75	75	75	75	75	3,600	5,828	888	4,930
Bar Takings	9,563	1,250	1,250	1,250	1,250	1,250	1,250	2,025	20,663	15,000	5,663
Bar Membership Subscriptions	245	0	0	0	0	0	0	1,334	2,270	0	2,270
Hall Events (Ticket sales)	2,965	0	0	0	0	0	0	0	4,299	0	4,299
TOTAL INCOME	224,518	3,550	3,550	3,550	3,550	3,550	3,550	259,016	224,048	34,968	

EXPENDITURE

	ACTUAL Sep 25	Oct 25	Nov 25	Dec 25	PREDICTION			ADJUSTMENTS	FORECAST	BUDGET	VARIANCE F/(A)
					Jan 26	Feb 26	Mar 26				
PARISH COUNCIL											
Salaries	80,779	14,000	14,000	14,000	14,000	14,000	14,000	0	164,779	168,000	3,221
Recruitment	138	0	0	0	0	0	0	0	138	200	63
Audit Fees	1,030	0	0	0	0	0	0	0	1,030	1,100	70
Bank Charges (Natwest)	132	13	13	13	13	13	13	0	210	156	(54)
Insurance	2,054	0	0	0	0	0	0	0	2,054	1,355	(699)
Photocopier	500	25	25	187	187	25	187	0	974	1,209	235
Subscriptions	2,928	60	420	60	60	60	60	0	3,648	2,200	(1,448)
Website	0	0	126	0	0	0	0	0	126	126	0
Training	533	0	0	0	0	0	0	0	533	150	(383)
New / Replacement Equipment	1,063	0	0	0	0	0	0	0	1,063	0	(1,063)
Section 137 Grants	0	0	0	0	0	0	0	0	0	250	250
Office Supplies	175	0	0	0	0	0	0	0	175	600	425
Litter/Dog Bin	2,685	0	0	0	0	0	0	0	2,685	2,500	(185)
Shelter / Notice / Window Cleaning	60	15	15	15	15	15	15	0	150	200	50
PWLB Repayments	28,260	0	0	0	3,648	0	0	0	31,908	31,908	0
Telephone / Internet	146	17	17	17	17	17	17	0	246	200	(46)
Licences	1,086	0	0	0	0	0	0	0	1,086	2,250	1,164
Uniform	0	0	0	0	0	0	0	0	0	300	300
Repairs & Maintenance	1,535	0	0	0	0	0	0	0	1,535	0	(1,535)
Refreshments	19	0	0	0	0	0	0	0	19	150	131
COMMUNITY HALL											
Bank Charges	220	25	25	25	25	25	25	0	370	288	(72)
Insurance	1,814	0	0	1,306	0	0	0	0	3,120	3,120	(0)
Subscriptions	59	0	0	0	0	75	0	60	194	50	(144)
New / Replacement Equipment	272	0	0	0	0	0	0	0	272	400	128
Office Supplies	23	0	0	0	0	0	0	25	48	0	(48)
Shelter / Notice / Window Cleaning	120	30	30	30	30	30	30	0	360	360	0
Gas	447	208	208	208	208	208	208	0	1,695	2,500	805
Electricity	2,791	417	417	417	417	417	417	0	5,293	5,000	(293)
Water	306	45	45	45	45	45	45	0	576	1,200	624
Telephone / Internet	822	0	0	430	0	0	0	0	1,252	1,400	148
Licences	1,854	0	0	0	220	0	0	0	2,074	1,120	(954)
Bar Supplies	4,686	708	708	708	708	708	708	0	8,934	8,500	(434)
Bar Equipment	251	41	41	41	41	41	41	0	497	500	3
Hall Cleaning	212	61	61	61	61	61	61	0	578	728	150
Contract Cleaning	0	208	208	208	208	208	208	-1,248	0	2,500	2,500
Hall Events	2,187	0	0	0	0	0	0	1,235	3,422	0	(3,422)
Repairs & Maintenance	3,739	734	0	0	0	0	312	0	4,785	4,500	(285)
Advertising	162	0	0	0	0	0	0	138	300	0	(300)
Refreshments	0	4	4	4	4	4	4	0	24	52	28
Emergency Expenditure	0	0	0	0	0	0	0	0	0	250	250
TOTAL EXPENDITURE	143,086	16,610	16,363	17,345	19,955	16,172	16,351	270	246,152	246,332	-820
OVERALL PROFIT / LOSS	81,432								12,864		12,864
PLUS EMR TRANSFER FROM	2,006								2,006		2,006
MINUS EMR TRANSFER TO	2,180								2,180		2,180
PROFIT / (LOSS)	81,258								12,690		12,690

MINUTES OF MEETING TUESDAY 11 NOVEMBER 2025

EXPENDITURE TO BE NOTED/AGREED.

To note expenditure since the meeting on 14 October 2025

NatWest

<u>Direct Debits:</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
08 September	Tesco Mobile	Monthly mobile charges	£ 29.18
09 September	British Gas	Monthly gas bill	£ 41.03
15 September	Spotify	Music subscription	£ 11.99
16 September	Sage UK	Outstanding subscription payment for last year	£ 69.00
17 September	British Gas	Monthly electricity bill	£ 537.32
30 September	NatWest	Monthly bank charges	£ 13.65

Electronic Payments:

04 September	PKF Littlejohn	External Auditor fee	£ 756.00
04 September	CRS	Annual support renewal for the tills	£ 58.80
04 September	Peveral Flooring	Annual maintenance for main hall floor	£ 550.00
10 September	Greene King	Bar supplies	£ 463.74
12 September	SALC	Councillor training course x3	£ 237.60
15 September	Drinkwize	Hall events steins oktoberfest	£ 253.44
22 September	Cellair	Bar gas	£ 90.00
22 September	CAS	Parish council insurance renewal	£ 1,402.28
24 September	Greene King	Bar supplies	£ 372.30
25 September	Various	Salary/HMRC/Pension	£ 14,310.74

Debit Card:

18 September	Bookers	Bar / Hall supplies	£ 180.07
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Credit Card:

11 September	Amazon	Batteries	£ 19.49
11 September	Amazon	A4 Paper trimmer	£ 49.31
11 September	Amazon	x2 Bluetooth speakers	£ 228.59
11 September	Amazon	Masterlock key safe	£ 19.64

Barclays

12 September	Payment Sense	Monthly transaction charges	£ 34.54
12 September	Payment Sense	Monthly PCIDSS Compliance & Phone line charge	£ 49.74
15 September	Anglian Water	Monthly water charges	£ 57.00
			19,835.45

Bank Account Balances as at 30th September 2025:-

NatWest Bank	Current Account	£ 103,816.07
Barclays Bank :	Current Account	£ 73,484.31
NatWest Bank;	Credit Card Account	£ 0.00
Redwood Bank:	95 Day Notice Savings Account	£ 80,925.31

Signed.....S PEARTREE...

CORRESPONDENCE LIST – NOVEMBER 2025

<u>Sender</u>	<u>Subject of Correspondence</u>	<u>Action taken</u>
Circulated (via email):		
Cllr. Helen Davies	Monthly report – September 2025	Noted
BMSDC	Babergh and Mid Suffolk Joint Local Plan Call for Sites 2025 and Draft Five-Year Housing Land Supply Position Statements	Noted
BMSDC	Link to both consultations	Noted
James Cartlidge MP	Glemsford Seniors Fair	Noted
Cllr. Helen Davies	Weekly news for staff and councillors of Babergh and Mid Suffolk councils	Noted
Highways	Important roadworks information - A12 between junctions 29 (Crown Interchange) and 33 (Copdock Interchange) – improvement work	Noted
Citizens Advice Ipswich	Citizens Advice Ipswich Support	Noted
Cllr. Helen Davies	Update on Suffolk One Residents Meeting of 5th June UPDATE	Noted
Cllr. Helen Davies	Pinewood Parking Issues - Yellow Lines Design & Costing Request	Noted
BMSDC	Town and Parish update from Babergh District Council - November 2025	Noted
BMSDC	NSIP and large-scale energy developments update November 2025	Noted
Citizens Advice	Donation request	Approved
BMSDC	Norwich to Tilbury NSIP: Babergh and Mid Suffolk drop in surgery	Noted

To be actioned at meeting on 11 November 2025: