

PINEWOOD PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 13 January 2026 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. Helen Davies (District Councillor)

Chair opened the meeting, wished all a Happy New Year and advised the meeting would be recorded to ensure the accuracy of the minutes.

26/1 APOLOGIES AND APPROVAL OF ABSENCES

Cllr. B. Riley (District Councillor) & Police Constables.

26/2 TO RECEIVE COUNCILLORS' DECLARATION OF INTEREST IN ANY ITEM ON THIS AGENDA.

There were none received.

26/3 TO CONSIDER REQUESTS FOR DISPENSATIONS.

There were none received.

26/4 TO RESOLVE THAT THE MINUTES OF THE MEETING HELD ON TUESDAY 17 DECEMBER 2025 ARE A TRUE AND ACCURATE RECORD.

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

26/5 TO CONSIDER ANY MATTERS ARISING FROM THE ABOVE MEETINGS AND NOT DEALT WITH UNDER ANY OTHER AGENDA ITEM.

There were none received.

26/6 SPEEDING ISSUES: -

(i) Update from Police.

Clerk advised that she had received the following update from the PC Beth Harper 'We have no new updates at this stage and are continuing to monitor things.'

(ii) To discuss speeding / safety at Zebra crossing on Shepherd Drive.

Chair highlighted how busy Shephard Drive is with vehicles resulting in many failing to slow down for the zebra crossing. The zebra crossing is very dark and not easy to see particularly during busy times of the day. The junction on Ward Road onto Shepherd Drive is very difficult for those wanting to turn right onto Shepherd Drive and subsequently results in having to turn left into Shepherd Drive and go round the roundabout to then return along Shepherd Drive.

There have been many residents complaining about the safety of the zebra crossing reporting several near misses and after a discussion it was agreed by the council that improvements do need to be made to ensure pedestrians safety is key. Improvement's suggestions were to have a raised zebra crossing and along with the flashing yellow beacons, it was suggested to have white lights half way down the post to improve visibility.

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

Clerk to send letter to County Councillor Christopher Hudson to obtain his help with forwarding this matter to the relevant officers at Highways.

26/7

TO RECEIVE PROGRESS REPORTS OR INFORMATION FROM: -

- (i) Clerk, including urgent decisions taken since the last meeting.
Clerk advised that Babergh has informed us that bottle credit will come to an end by 2027 due to recycling of bottles being carried out through our own bins.
- (ii) HR Committee Chairman (Cllr. Collard)
Chair reported that staff appraisals have been organised and forms produced and it was discussed and agreed who would conduct each staff members appraisals.
- (iii) Community Hall Committee Chairman (Cllr. R. Manning)
Chair reported that since the last meeting there have been two major events:
- Christmas Party with live singing from Lauren Aubrey, a Christmas raffle and large luxury hamper.
 - New Year's Eve – Music by DJLeeJ, dance floor was full all evening and Buffet provided.
- Both events were successful and closed 2025 nicely. 2026 looks to be equally as good with many events already planned.
Next meeting planned for Tuesday 27 January 2026.
- (iv) Car Park Committee Chairman (Cllr. Peartree)
Chair reported that quotations are currently being collated and will then be sent over to the insurance company for them to make a decision on the preferred repairer in order to get the replacement post installed.
Next meeting planned for Wednesday 18 March 2026.

26/8

TO DISCUSS BABERGH JOINT LOCAL PLAN RE: DEVELOPMENT IN SOUTH WEST BABERGH.

Chair reported that following circulation of Cllr. Helen Davies recent email regarding the above, the council wished to register its interest in being involved in all discussions going forward.

26/9

TO DISCUSS BINS:

- (i) To discuss Babergh plans for additional waste bins with district councillors.
Cllr. Helen Davies confirmed there would be 5 bins in total:
Paper & Card bin
Blue recycling bin
Food waste bin
Black bin
Garden waste bin

Cllr. R. Manning raised whether this would affect the street scene. Cllr. Davies informed that these concerns were raised, surveys have been done for those that get special treatment i.e., disabilities etc and different options are available for those living in flats. Publicity starts and the additional new bins will be distributed in February, details will be out in May, for it to begin in June. Cllr. Davies advised that householders will no longer be able to put food waste into your black bin, little caddies will be provided instead for inside the home, which then have to be emptied into the larger food waste

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

bin outside, liners will be supplied to start with and then residents will be expected to provide their own if they wish. Current blue bin you will now be able to put glass bottles, but paper and card will have to go into the new paper & card bin.

Garden waster service is unchanged.

Collections will then be weekly for food waste bin and all others every 3 weeks. Cllr. Davies advised that new lorries have had to be purchased to allow for the different collection types.

Cllr. M. Manning asked how strict the council will be in terms of fining people for using the bins incorrectly. Cllr. Davies replied there will be a grace period which won't last long.

There were further discussions over the recycling facilities and the unsightly look of these for those in terraced properties.

Cllr. Emele arrived at this point.

(ii) To discuss bin emptying problems at Belstead House.

Chair advised that Babergh have had difficulty emptying the litter and dog bins located in Sprites Lane, just past Belstead House near the boundary of Belstead Meadows because the residents of Belstead House have installed a gate which is always locked, which has stopped the bin lorry able to get down the lane. Clerk had contacted James Baker at Highways who has then contacted Callum from Rights of Way at Highways who then did a site visit and made contact with the residents. James has suggested if this continues to be a problem then he will help us by relocating the bins. It was therefore agreed Babergh will contact Clerk if they continue to have problems. Clerk has put a message on the website so residents can see we are aware of the problems at this location.

Cllr. Collard asked if there had been any updates on the Grit bin application. Clerk advised she hadn't heard anything but will chase this and report back.

26/10

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.

(i) Report from County Councillor: Cllr. C. Hudson.

Cllr. Hudson was not present and did not send a report.

(ii) Report from District Councillors: Cllr. H. Davies, Cllr. B. Riley.

Cllr. Riley was unable to attend and did not send a report.

Cllr. Davies reported as per appendix A.

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

26/11

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

- (i) DC/25/05335 – 60 Belmont Road – Erection of a first-floor extension and alterations.

After reviewing the plans, 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.

26/12

TO PROVIDE AN UPDATE ON PROGRESS OF THE CO-OPTION CAMPAIGN.

Clerk reported that the vacancy advert had finally been displayed on the Community noticeboard at Tesco. Cllr. Emele reported this had been visible from 23 December 2025. Clerk advised that she would leave it for 4 weeks and then report applications at the end of January and a meet and greet can be arranged. Cllr. R. Manning asked if co-option could then be added to the February agenda.

26/13

FINANCIALS:

- (i) To discuss donations for 2026/2027.

Clerk asked the council if they wanted to designate the agreed amount to donate to a given charity. She has been contacted by Citizen Advice, Communities together and St Elizabeth Hospice. The council agreed to wait until later in the year.

- (ii) To approve the Budget for 2026/2027.

Clerk advised that following last months meeting she had re-apportioned the Security & Alarms amount from Repairs & Maintenance.

Clerk reported that the budget had been updated slightly to include the 5 year electrical testing of the community hall which will be due in August 2026 as this was previously omitted from the budget figure previously discussed. Following this amendment, it was agreed the precept would now be increased by £5,250 to £186,700 for 2026/27. This increase represents a 3.17% increase for a band D property in the parish. This was put to a vote by show of hands and was approved by all.

- (iii) Sign off Precept form.

Form was duly completed and signed by the Chair and the Clerk and a copy is attached as Appendix B. Clerk to forward to Babergh District Council.

- (iv) To note expenditure since the meeting on 17 December 2025.

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

- (v) To agree any other expenditure / petty cash top up requests.

- Clerk advised there was a petty cash top request. This was approved by all and signed off.
- Clerk reported that the Glasdon price had to be re-approved for the litter / dog bins due to a price increase. This went from £747.56 to £804.54. This was put to a vote by show of hands and was approved by unanimous vote.
- Clerk advised that she and the Hall & Events Co-ordinator are struggling to shared documents as they both have different version

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

of Microsoft Office on their laptops which changes the formats of Excel and word. Clerk asked if she could purchase Microsoft 365 for them both. Cllr. Collard asked Clerk how old her laptop was and whether the laptop would support the Microsoft 365 version. Clerk advised it is more than 5 years old. Cllr. Collard recommended that laptops should be renewed every 3-5 years for all staff and budgets should be made for this.

There was a discussion around the packages available and it was agreed by unanimous vote that the Microsoft Office Business Standard package of £9.60 per month could be purchased for the Clerk and Hall & Events Co-ordinator. It was also agreed that the clerk be provided with a new laptop.

Cllr. Emele offered to help source a new laptop for the clerk and help install the Microsoft office software.

(vi) To sign off November 2025 Bank Reconciliations from Rialtas.
These were signed by the Chair.

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

26/14

ITEMS FOR CONSIDERATION FOR INCLUSION ON THE NEXT AGENDA.

- Update on Grit bin application (Under clerk's report)
- Update on installation of new Bus Shelters (Under clerk's report)
- Co-option once the meet & greet has been done for applicants.

26/15

CORRESPONDENCE.

Clerk had previously circulated this. See Appendix D.

26/16

DATE OF THE NEXT MEETING.

This was agreed to be Tuesday 10 February 2026 starting at 7pm.

26/17

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

Clerk asked about budgeting for a new laptop for herself. It was agreed by all that this would be spent from Earmarked Reserves account 'New office equipment' and this account would be topped up each year when EMR are reviewed.

Chair advised that following the last meeting it was highlighted that the speed sign had been removed along Ellenbrook Road. Clerk advised this was found in the back store cupboard. Chair advised that the sign was perhaps taken down along with the SID. It was agreed by all that the speed sign could be put back up. Caretaker (Tony) had offered to do this for us.

As there was no other business the Chair thanked everyone for attending and formally closed the meeting at 8:50pm.

Chair / Vice-Chair**S. PEARTREE**.....

Dated.....**10/02/2026**.....

Monthly Report December'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: Hopefully you have all put in your comments on the consultation which closes on 11Jan26. ([Consultation on Proposals for Local Government Reorganisation in Norfolk and Suffolk - Ministry of Housing, Communities and Local Government - Citizen Space](#).) News has come out that the government has postponed the election for the new Norfolk/Suffolk mayor that was due to take place in May'26 to May'28. Pretty annoying given that everyone was already geared up for the May election. The government have also sent a letter to councils who are on the priority list asking them to say if they will find it challenging to work on both LGR & Devolution(!) and hold the May county council elections as they may consider cancelling these elections to ensure the LGR timetable is not hit. Call me cynical but I suspect the answer will be 'yes'. Cancelling elections doesn't seem very democratic to me. You might not like the way people vote & the result but that is part of living in a democratic country.

Marks & Spencer @ Copdock: This was passed by the Planning Committee with a unanimous vote. The opening date is sometime in 2027. It will be odd not to see the Toys r Us sign as I come up to the Copdock Roundabout - that sign (to me) is the sign I am nearly home.

2026/27 Budget: The budget is still being worked on. The government funding settlement has been published and is being worked through - apparently it is quite complicated, but we see an updated budget in January. You might have seen something in the local papers about increasing car-parking charges. These were introduced last year in Hadleigh, Lavenham and Sudbury. Not a popular thing to do and something people didn't want to do but we are stuck with the legal requirement to have a balanced budget. Babergh had asked the University of Suffolk to research the impact of introducing charges on footfall and spend in the town centres. There was an impact but was small. For example, people were spending less time in the centre - probably to tie in with the charging periods. Spend & footfall was down 5-8%. It should be noted that Sunday & Bank Holiday parking is still free. Not the dire drop everyone was predicting. Small increases are being proposed which go to cabinet in January.

Better Recycling (formerly known as Simpler Recycling): Simpler Recycling has been renamed Better Recycling because it isn't really simpler but it is better in the sense that more is being collected for recycling. This new style of collection goes live in April next year with the introduction of food waste collection and restructuring of the remaining waste collections. Surveys have been done to determine who will need assistance &/or different sized bins/bags and a publicity campaign is being launched to update people on what is happening when - new bins & bags will be delivered from February onwards. More information can be found at [Future changes to bin collections - Babergh District Council - babergh.gov.uk / midsuffolk.gov.uk](#)

Monthly Report December'25 - Sprouton & Pinewood Ward

Below is an example of the new three-weekly collection schedule:

[What you can and cannot put in your waste bins / containers](#)

Collection Type	Week 1	Week 2	Week 3
Refuse general rubbish			
Recycling glass, plastics, metal and cartons			
Paper and Card			
Food Waste			



Paper & Card
 Paper, Cardboard

Containers
 Glass bottles & jars, Metal food & drinks cans, Cartons, Plastic pots, tubs, trays, film & bottles

Food Waste
 Plate scrapings, Meat (inc bones), Fish (inc bones), Fruit & veg, Tea bags & coffee grounds, Breads, Dairy

General Rubbish
 Soiled fast food containers, Bagged vacuum contents, Nappies, Other non recyclable waste, Bagged animal waste

Garden Waste
 Subscription only, Small branches, Leaves, Dead plants & flowers, Grass trimmings

PORTFOLIO

A Suffolk-wide Community Energy Hub proposal has been developed and submitted for consideration for funding from Suffolk Public Sector Leaders, this would complement and support Babergh's CE activity from 2026 onward.

Battery Box (Amp Energy) installations: four currently under construction, one goes to planning in January 2026 and is recommended for approval.

Warm Homes Local Grant Update: An additional £1.38m has been secured from DSENZ, however, the challenge is to deliver this project by 31st March 2026. Targeted Comms through BMSDC are being utilised to spread the message to eligible residents. Eligible measures include loft insulation, external wall insulation, air source heat pumps, storage heater upgrades, solar power and batteries. Applications have reopened, and residents can apply via the Warm Homes Suffolk website. Eligibility screening is managed by Yes Energy Solutions.

Monthly Report December'25 - Sproughton & Pinewood Ward

Biodiversity: We have completed the draft Biodiversity Action Plan which will go to cabinet in the New Year. Babergh does not have as big a budget as Mid-Suffolk. Mid-Suffolk can afford to buy land for rewilding - Babergh can't, so our plan focusses more on engagement, encouragement & facilitation. We hope to interact more with local groups, parishes & schools on biodiversity initiatives. The plan covers the period up to April 2028 i.e. when Babergh is dissolved. We have presented the approved Norfolk/Suffolk Local Nature Recovery Strategy to the Joint Local Plan Working Group followed by a discussion on how it may be incorporated into the plan. The LNRS is a guide to what can be done. It doesn't have many teeth, so incorporating its principles into the Local Plan which will have legal weight is a good approach.

Suffolk Climate Emergency: Sustainable Suffolk has shared the Suffolk Climate Emergency Plan progress overview, giving an insight into the work done since the plan was published in 2021. Included within the document is a breakdown of lots of work carried out by partner organisations, which includes our council. See [Our progress so far: the 2025 Suffolk Climate Emergency Plan Progress Overview - Sustainable Suffolk](#) for more information.

THE WARD ITSELF

Parking at Suffolk One: The paper (finally) was submitted to the design & costing team. I am waiting on the results. I'm continuing to get updates from people when students are causing an obstruction - particularly from Wentworth Drive.

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. Highways know that this paper is on the way.

Sproughton Nature Reserve: The final version of the legal agreement is now ready to go to IBC's Executive Committee - scheduled for Mar'26. After that the agreement is sealed by both parties. Then everything goes to Natural England for review and designation.

Gipping River Path: It looks as though there may be some funding available to remove the barrier but there is a way to go before that can be confirmed. But the good news is that Babergh, Ipswich BC, Suffolk County Council, the Environment Agency & Network Rail are now all in contact. Watch this space.

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

Facebook: Cllr Helen Davies

X: @HelenDSproughtn

PARISH OF PINEWOOD

Local Government Finance Act 1992

PRECEPT UPON CHARGING AUTHORITY

To **BABERGH DISTRICT COUNCIL** being the Relevant Charging Authority for the above Parish

YOU ARE HEREBY DIRECTED to pay to (Name of bank) NATIONAL WESTMINSTER BANK PLC

(Account No) 66511046 (Sort Code) 53-61-24

(Being the Bankers of the Parish Council/Meeting of the above-named Parish)

at (Address of Bank) IPSWICH, TAVERN STREET BRANCH, 2 TAVERN STREET, IPSWICH, SUFFOLK,

Postcode IP1 3BD

the sum of (amount in words) ONE HUNDRED AND EIGHTY-SIX THOUSAND SEVEN HUNDRED POUNDS ONLY

(£186,700 amount in figures)

TO BE PAID IN TWO EQUAL INSTALMENTS, EITHER:

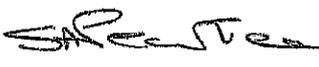
- * (A) 1ST INSTALMENT OF £93,350 TO BE PAID NO LATER THAN: 30 APRIL 2026
- 2ND INSTALMENT OF £93,350 TO BE PAID NO LATER THAN: 30 SEPTEMBER 2026

OR If this form is not returned by 31 March 2026

- * (B) 1st instalment within 1 month and 2nd instalment within 6 months of the receipt of this form by the District Council

Being the Parish Council/Meeting's **total precept requirement** for the financial year commencing 1 April 2026 from the **BABERGH DISTRICT COUNCIL** Collection Fund to meet the expenses payable by the Parish Council/Meeting under the Local Government Acts.

SIGNED at a meeting of the Parish Council/Meeting held on TUESDAY 13 JANUARY 2026

Presiding Chairman SIGNATURE  or

Member of the Parish Council/Meeting SIGNATURE _____

COUNTERSIGNED (Clerk to the Parish Council/Meeting) 

PLEASE RETURN SCANNED FORMS TO: Precept@baberghmidsuffolk.gov.uk
ALTERNATIVELY: FINANCIAL SERVICES, BABERGH AND MID SUFFOLK DISTRICT COUNCILS,
ENDEAVOUR HOUSE, 8 RUSSELL ROAD, IPSWICH, IP1 2BX BY 31 JANUARY 2026

MINUTES OF MEETING TUEADAY 13 JANUARY 2025

EXPENDITURE TO BE NOTED/AGREED.

To note expenditure since the meeting on 17 December 2025

NatWest

<u>Direct Debits:</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
05 November	Greene King	Bar Supplies	£ 688.46
10 November	Tesco Mobile	Monthly mobile charges	£ 29.18
10 November	British Gas	Monthly gas bill	£ 85.64
14 November	Spotify	Music subscription	£ 11.99
17 November	Sage UK	Outstanding subscription payment for last year	£ 69.00
17 November	British Gas	Monthly electricity bill	£ 572.43
28 November	NatWest	Monthly bank charges	£ 19.66
28 November	BDC	Annual charge for dog/litter bin emptying	£ 2,689.20

Electronic Payments:

03 November	CAS	Annual website hosting renewal	£ 66.00
05 November	Cellair	Bar gas	£ 30.00
10 November	Sharp	Monthly photocopying charges	£ 355.39
11 November	Lauren Aubrey	Live act deposit	£ 99.00
17 November	B Clean	Community Hall / Bus Shelter cleaning	£ 55.00
17 November	Hudson Group	Uniform	£ 358.80
19 November	Citizen Advice	Donation	£ 250.00
25 November	Various	Salary/HMRC/Pension	£ 14,338.97

Debit Card:

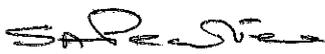
06 November	Bookers	Bar Supplies	£ 220.74
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Credit Card:**Barclays**

14 November	Payment Sense	Monthly PCIDSS Compliance & Phone line charge	£ 49.74
14 November	Payment Sense	Monthly transaction charges	£ 37.26
17 November	Anglian Water	Monthly water charges	£ 57.00
25 November	BT	Quarterly telephone / internet charges	£ 399.00
			20,482.46

Bank Account Balances as at 30th November 2025:-

NatWest Bank	Current Account	£ 63,508.11
Barclays Bank :	Current Account	£ 77,769.23
NatWest Bank:	Credit Card Account	£ 0.00
Redwood Bank:	95 Day Notice Savings Account	£ 81,449.33

Signed.....


CORRESPONDENCE LIST – JANUARY 2026

<u>Sender</u>	<u>Subject of Correspondence</u>	<u>Action taken</u>
Circulated (via email):		
Clerk	List of Dates for Parish Council meetings in 2026.	Noted
Cadent Gas	Map of planned work and diversions	Noted
SALC	Local Government Re-organisation - County Council elections	Noted
Suffolk on Board	Suffolk Bus Service Improvement Plan call for Proposals.	Noted
BMSDC	Town and Parish update from Babergh District Council - January 2026	Noted
Chair Bentley PC	Re: Development in South-East, I think!	Noted
Cllr. Helen Davies	Monthly report – December 2025	Noted
To be actioned at meeting on 13 January 2026:		
Glasdon	Approved revised quotation £804.54	Approved
Petty cash Top Up	Approve top up request	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)		