

PINEWOOD PARISH COUNCIL
CAR PARK COMMITTEE

Minutes of the meeting of the Car Park Committee held on Wednesday 26 March 2025 in the Lounge Room of the Pinewood Community Hall, Laburnum Close starting at 7:00pm.

Present: Pinewood Parish Council: Cllr. B. Blackwood (Chairman), Cllr. L. Barclay, Cllr. S. Peartree and Cllr. R Manning.
Shepherd Drive Baptist Church: Minister S. Robinson.

In attendance: Mrs. S. Duthie (Clerk to the Parish Council and RFO).

25/CP/1 **APOLOGIES FOR ABSENCE.**
Minister P. Newton (SDBC)

25/CP/2 **TO AGREE MINUTES FROM THE MEETING HELD ON 16 OCTOBER 2024.**
As copies of the minutes had previously been circulated to all, Cllr. Barclay proposed and Minister S. Robinson seconded the minutes are signed as a true and accurate record of the meeting.

25/CP/3 **MATTERS ARISING FROM THE MINUTES.**
There were none.

25/CP/4 **TO PROVIDE AN UPDATE ON THE FOLLOWING AND DISCUSS AND/OR APPROVE ANY REPAIR COSTS RELATED TO: -**

- (i) Barrier
The Clerk updated the committee to clarify that Sygma had admitted fault with the previous barrier issues and these were repaired free of charge.

- (ii) Car Park
The Clerk updated the committee to confirm the new LED Car Parking lighting had been installed plus replacement spigots to all lights by Brunswick Electrical Services. The cost of this was £1,395.51 plus VAT in total and was approved at the full council meeting on 12 November agenda item 24/157(i) and approved over email with Minister Robinson. The spigots were approved as emergency expenditure and approved by the Chairman.
Brunswick Electrical Services will be returning to install new RCD protection free of charge to complete the work.

The Clerk updated the Committee to say there had been (an increase of) usage of the Car Park by Suffolk One students. One student claimed he had been given authorisation from 'Rod' who worked at the Shepherd Drive Baptist Church. It was agreed any authorisations given for contractors etc. should be communicated with

Signed RS Manning.....

the clerk, however it was advised that students were not to be given authorisation as this would encourage other students to use the car park without authorisation. Minister Robinson to update (the) 'Rod'. It was agreed to continue to monitor this and if needed for Tony (Caretaker) to manage this around school mornings and afternoons.

(iii) Signage

After a general discussion over signs acting as deterrents it was agreed that the clerk could obtain quotations for a sign to be installed stating 'CCTV in Operation'. Prices to be brought to the next meeting or to the full parish meeting and then circulated to Minister Robinson via email for approval.

25/CP/5

TO DISCUSS THE FOLLOWING: -

(i) Forecast for 2024/2025.

The Clerk reported that the accounts had been finalised for the EMR Car Park Account and confirmed that for 2024/2025 the opening balance was £4,090 and then income was £1,000 contributed from the SDBC and £300 from the Doctor's Surgery together with the Pinewood Parish Council transfer of £1,000. Costs were for the annual barrier service £420 and the car park lighting. Closing balance was therefore £4,574.49.

(ii) To approve budget for 2025/2026.

Budget for the year ahead was discussed. Clerk reminded the committee of the potential cost should the gully-cleaning light in the back store cupboard come on advising that maintenance is required. Also the cost to provide and install CCTV signage. After a discussion it was agreed to keep the annual maintenance cost to £1,000 to be transferred by the Pinewood Parish Council and SDBC in two instalments as usual on 1 April and 1 October. It was assumed that if the flu clinic continued then the income from the Doctors Surgery would be the same. Clerk to provide Minister Robinson with a letter confirming the amount expected for the new financial year.

25/CP/6

ANY OTHER MATTERS OF REPORT AS THE CHAIRMAN MAY ALLOW.

There was none received

25/CP/7

SET THE DATE FOR THE NEXT MEETING.

Date of next meeting was set for Wednesday 25 June at 7:00pm.

As there was no further business the Chairman thanked all for attending and formally closed the meeting at 7:27pm.

Chairman.....*R.S. Manning*.....

Dated.....*25.6.25*.....