

Sutton upon Derwent Parish Council

Chair: Stuart Mowbray Deputy Chair: Alex Patient

Summary Notes of the March 2026 Parish Council Meeting

Summary Notes / Minutes of the (Ordinary) meeting of Sutton upon Derwent Parish Council held on Monday 02 March 2026 at 7.30pm in the Village Hall, Sutton upon Derwent.

In attendance:

Parish Councillors Cllr Stuart Mowbray (Chair): Cllr Alex Patient, Deputy Chair)

Ward Councillors Cllr Andrew Cousins

Clerk Andrew Crabbe

Date of Meeting Monday, 2nd March 2026

Time of Meeting 1930

Part 1 Procedural Matters

1 Present and Apologies (Chair to confirm quorum)

Resolved Cllr Mowbray noted that due to illness he was requesting Cllr Patient deputise as Chair - this was agreed

Resolved Chair opened meeting, noted apologies from Cllr Deborah Marini and Cllr James Davison but confirmed meeting was quorate and welcomed all in attendance.

2 Declarations of Interest - any new or concerning matters on this month's agenda (*Chair*)

Resolved No declarations were made relevant to the meeting

3 Approval of the previous months minutes (*Chair*)

Chair asked Cllrs if they had read and agreed with the minutes / summary notes for the previous meeting and if so, could these be approved as agreed.

Resolved Minutes were approved as correct and true and would be now posted in public domain.

4 Report from Ward Cllrs (If in attendance)

Resolved Chair acknowledged the attendance of Ward Cllr Andrew Cousins who advised the following:

- Ward Cllrs noted that they had not received many requests for help from residents in the Parish and they were keen to help with anything residents were struggling with - it was agreed the Parish Council would put Ward Cllr details on the website and social media. Clerk to also copy them into emails sent to ERYC on Highways matters
- Ward Cllrs noted ERYC had increased the Council Tax base by 4.7% - although mindful of how this would be received by residents struggling with the cost of living, never the less it was necessary just to maintain key services
- Ward Cllrs mentioned the Active Communities Team work across the East Riding to help improve opportunities for residents and groups to be more physically, mentally and socially active in their communities- was there anything they could help with.. Cllr Patient advised that he had previously spoken with them about organising walks, but the village already had established activities which would likely restart when weather improves
- Cllrs would keep the group in mind for future possible opportunities

5 Correspondence / To hear any matters raised by attending Parishioners (10 minutes maximum)

Cllrs noted one resident in attendance but he advised that he was there just to observe and had nothing to raise with Cllrs

6. Financial Report and Accounts (Clerk)

Resolved Cllrs were referred to the accounts report and Financial Officer Report *Appendix 1 and 1a* which had been previously sent to them – Cllrs were asked if there were any question – none were submitted and the payments listed for approval at the March meeting were signed.

Resolved Cllrs noted that the ongoing problems faced by the Clerk in having salary cheques processed by Barclays were now resolved with Barclays admitting fault and paying the Parish Council £150 in compensation.

Parish Council Precept Demand Cllrs were referred to the proposed draft Precept Statement, *Appendix 2* which explained the reasons for the increase in the precept demand for 2026-27 and Cllrs were asked to approve or otherwise – it was noted that Cllr Davison had already approved the statement

Resolved Cllrs approved the draft and the Clerk was instructed to post on the website and noticeboards

7. Planning applications (All)

Cllrs noted one planning application, the details of which are as follows:

Ref No: 26/00235/PLB

Details Listed Building Consent for works to annexe including removal of window to side and enlargement of opening to form new French doors; erection of portico over existing doorway to front and soil vent pipes to side; partial demolition and reconstruction of internal walls to form kitchen wc and utility at ground and bathroom at first floor including associated electrical and drainage works

Location: Manor Farm House Main Street Sutton Upon Derwent Mr P Grewer

Application Type: Listed Building Consent

Resolved Cllrs discussed and agreed that in the absence of any objections from the public or fellow consultees, there were no grounds to oppose the application and the Clerk was instructed to advise ERYC Planning accordingly

Part 2 of the Meeting - Matters arising: to consider on-going and new matters, and decide further action if necessary:

2.1 Ongoing Matters

8.1 Drainage and Flooding – Cllrs to be updated on any developments with regard to concerns for flooding in the village and progress on any remedial measures being taken

Ongoing Cllr Mowbray noted that the project was still waiting for the ERYC Contractors to start work, and it was understood that the objective was to complete the work by end of financial year. Cllrs noted so far the village hasn't flooded in the usual areas and there had been no further emails from residents - it was hoped that everyone accepted that the Parish Council had done all it could within its remit and it was now up to other bodies to complete the project.

8.2 Projects in the village – Following the decision to increase the precept by £5,000 to fund projects in the village, Cllrs to review proposals for new seating in the Beacon Field area and new Christmas lights

Cllrs were referred to a discussion document sent to them previously recommending benches and Christmas lights – these can be seen as *Appendix 3*

Resolved After due discussion Cllrs agreed to purchase the recommended benches and Christmas lights and the Clerk was instructed to proceed

Ongoing Cllr Patient to check with Cllr Marini with regard to an update on Parish Council activities in the Village Newsletter as agreed at the previous meeting

8.3 Speeding / Speed Indicator Devices (SIDs) – Cllrs to be updated on proposed introduction of SIDs in the village including any update on the application to the National Lottery to fund the project

Cllrs were referred to an email from the National Lottery advising that the application had not been successful as it was felt that other sources of funding were more relevant and available for the purposes of road safety equipment – however Cllrs agreed that there were grounds for appealing this decision as competition for the Local Authority grants was intense and limited.

Ongoing Clerk to proceed with an appeal against the decision

8.4 Town/Parish Council Owned Bus Shelter Replacement Programme - *Cllrs to be advised of any update on progress in this matter*

Ongoing Cllrs were referred to previous updates and confirmation that the application had been accepted and the Parish Council was now waiting for the grant to be paid into its account before proceeding with the actual work to install the new shelter

8.5 Allotments in the Village - *Cllrs to be provided with feedback from a meeting with a representative of the Crown Estate to discuss the possibility of an community allotment on Crown land.*

Ongoing Clerk noted that he had spoken to the Crown Estate and it had been agreed that this project would be revisited when the recent flooding had subsided and both parties had a better understanding of the situation.

2.2 New Matters

8.6 Proposal for a Community Grant Scheme - *Cllrs to ratify the introduction of a Community Grant Scheme and confirm the budget for this new scheme*

Cllrs were referred to drafts of the proposed new Community Scheme. Clerk noted that he had included the previously agreed budget amount of £3000 in the draft budget for 2026/27 - see next item

Resolved Cllrs discussed and agreed although it was understood why the scheme had a limit set on individual applications in a given year - to allow as many groups as possible access to the funds, that some flexibility should be allowed, depending on the circumstances - i.e. if no other applications had been received, a second application from the same applicant may be allowed.

Resolved Cllrs agreed to the draft documentation and the Clerk was instructed to proceed to place on website and advertise the scheme as widely as possible

8.7 Budget for new financial year - *Cllrs to consider the draft budget for the financial year of 2026-27*

Cllrs were referred to the DRAFT budget and asked to consider any changes they wished to make. Particular attention was drawn to the forecast (below) which showed that the finances of the Parish Council were in a stable state with no identifiable risks and a forecast surplus at the end of both the current financial year and the next one.

Forecast Bank Balance for 31st March 26 =	£12,405.00
Precept for 2026/27 =	£21,000.00
Proposed Budget Spend in 2026/27 (to be agreed by Cllrs at April Meeting) =	£19,249.59
Proposed project spend in 2026/27 =	£5,000.00
Financial Risk Assessment - Forecast Spend v Forecast Revenue - forecast if the Parish Council will end the 2026/27 financial year in credit or deficit =	£9,155.41

Ongoing Cllrs to continue to consider the individual budget units and if to accept the recommendation of a RPI increase on all units.

8.8 Highways matters resulting out of the visit of Mr Hammond - *Cllrs to be updated on highways issues from the visit of Mr Hammond*

Ongoing Deferred to next meeting due to workload

8.9 Policies and Procedures Review - *Cllrs to consider new documents to ensure the Parish Council is compliant with NALC good practice guidance*

Ongoing Deferred to the next meeting due to workload

8.10 Possible Grants available from proposed solar farm - *Cllrs to consider possible funding / gift applications to be used for community benefits in the Parish*

Cllrs were referred to previous emails and it was noted that the agents / developers for the proposed solar farm near Elvington would attend the next meeting of the Parish Council in order to speak to Cllrs and residents on the proposed development.

Resolved Cllrs agreed that the Clerk should ensure that notice of the proposed session was posted in good time to ensure residents were made aware and so they could attend if they wished to – also that the session itself should be limited to 30 minutes in total (15 mins presentation and then 15 mins questions)

There being no other business, the Chair closed the meeting at 2020

Date of next meeting - Monday, 13th April 2026

Signed as a true and accurate record

..... *Stuart Mowbray*

Cllr Stuart Mowbray

..... *April 2026*

Date of signing and approval

Sutton upon Derwent – Summary of Accounts for the March 2026 meeting

Community Account – ending 804 - Headlines

At the end of the previous account period, (31st Dec.25), the bank balance stood at **£19,052 (ACTUAL)**

- Following the spend in the accounting period of January.26, the bank balance stood at **£17,837 (ACTUAL)**
- Uncashed cheques at the point of the last statement total **£1,166 (ACTUAL)** – several of these cheques are now over three months old – I repeat the point that the external auditor recommends that outstanding cheques are chased as there is an inherent difficulty in identifying available finances for the Parish Council due to the uncertainty of the uncashed cheques.
- As Cllrs are aware, Barclays refused to honour the ‘back pay’ cheque for the Clerk totalling £2,502, despite several other cheques made out to the Clerk being accepted. The payment is transferred to the March cheques mainly to ensure this amount is included in the financial calculations. A further complaint has been issued to Barclays in the matter.
- New cheques to be issued in March 2026 total **£2,864** – this amount includes the payment of back pay for the Clerk from January which was refused by Barclays
- Forecast balance for end of March.26 (which is the year end figure) is **£12,405.**

Business Account (Reserve) - ending 308

- Balance as of 31st December.25 is **£3,746**, at the end of January 2026 – no change from the previous month

Financial Risk Management

As mentioned above, the forecast for the end of March.26 is the year-end figure, therefore I forecast that the Parish Council will finish the financial year / commence the new financial year with a surplus variance / value of £12,405 – there are therefore no risks or threats to the accounts of the Parish Council.

Sutton upon Derwent Parish Council					
		a) Accounts for the month(s) of	Jan-26		
		b) Cheques to be approved at the meeting of	Mar-26		
From:	Parish Clerk				
To:	Parish Councillors				
Box 1				Box 2	
Community Account (804) Balance as of end of previous reporting period (31st December.25) - as reconciled with Bank Statement 2nd Feb.26 and 30th Jan.26 -			£19,051.59	Outstanding Cheques (Cheques issued at previous meetings but not cashed at time of current Bank Statement)	Amount
Bank Transactions in January 2026				Payment for food for VE Celebrations , Reimbrse Rachel Earnshw	
Debits				£2.50	
Date Cashed	Cheque No.	Payee & Reason	Amount	Payment for food for VE Celebrations , Reimbrse Rachel Earnshw	
07-Jan	810	Trevor Lee - Grass cutting - playing field on 26/09 and 13/10 @ £59.00 per cut	£141.60	£6.50	
21-Jan	811	Crabbe, Andrew - salary April - Dec.25 - see worksheet Breakdown Clerk Salary	£2,502.57	Poppy Wreath - Reimburse Debroah Marini for purchasing this on behalf of Parish Council	
21-Jan	817	Paul Cundall - removal of fallen tree and dangerous benches - invoice settled by Acrabbe to be reimbursed at Jan meet	£250.00	£40.00	
21-Jan	821	Crabbe, Andrew - Salary for January.26	£273.85	HIRMC - P32 Employers Liability April - Dec 2025 -see worksheet Breakdown	
28-Jan	816	Autela Payroll - Payroll Services for April - Dec.25 including sorting out HIRMC	£168.00	£625.60	
30-Jan	818	Zurcih Insurance - Insurance premium for 2026	£381.00	Wel-Medical - replacement battery and pad for the defib unit at village hall	
Credits				£302.30	
Date Receipt	Ref No	Reason	Amount	Crown Estate - Rental of Land for playground	
21-Jan	811	Crabbe, Andrew - salary April - Dec.25 - see worksheet Breakdown Clerk Salary (cheque	£2,502.57	£3.75	
				Playground Inspection Company - Annual Inspection of Playground	
				£117.60	
				HIRMC - P32 Employers Liability from 6 Jan.26 - 5 Feb.26	
				£68.40	
				Uncashed cheques - as of current meeting -	
				£1,166.65	
Bank Reconciliation - Statement Dated 2nd February & 30th January 2026 -				Box 4	
		Balance as of end of previous month (31 Dec.25) =	£19,051.59	Summary of Community Account until end of February.26 (Actuals & Forecasts)	
		Total spend in January 2026 (presented) =	£3,717.02	No.1 Account: Community Account 804	
		Total Receipts in January 2026 =	£2,502.57	(Actual) Bank Balance at end of last reporting period - 31st Dec25 (reconciled with Statement - 2nd Feb.26) -	
		Total balance in bank as of 30th January 2026 (reconciles with attached Bank Statement 2nd February 2026 - also 'Your Business Accounts at a Glance - 30th January 2026 -	£17,837.14	£19,051.59	
Box 3				(Actual) Total Spend in Jan.26 (cashed) =	
Cheques for March.2026 Meeting				£3,717.02	
Crabbe, Andrew - Salary for February 2026			£273.85	(Actual) Uncashed Cheques as of current meeting =	
HIRMC - P32 Employers Liability from 5 Feb.26 - 6 March.26			£68.40	£1,166.65	
Crabbe Andrew - reimbursement for new power lead needed for laptop			£19.96	(Actual) New Cheques - Issued at the March.26 Meeting =	
Crabbe, Andrew - salary April - Dec.25 - see worksheet Breakdown Clerk Salary			£2,502.57	Forecast Spending for end of March.26 (which is box b, c and d added) -	
				£7,748.45	
				(Actual) Credit Payments in January 2026.25 =	
				£2,502.57	
				Forecast of Balance for end March .26 (which is box e deducted from box a, added to box f) -	
				£13,805.71	
				Social Event Fund - at the Jan/26 Parish Council meeting, Cllrs agreed to creating a ring fenced amount to be used for any events in the village	
				£1,400.00	
				Adjusted forecast balance taking into account the ringfenced amount for events in the village -	
				£12,405.71	
Box 5				No.2 Account: Business Premium (808)	
				Details of Transactions	
				Balance	
				Balance as of 27th March 2025 =	
				£3,711.06	
				Interest payment =	
				£12.33	
				Balance as of 25th July 2025 =	
				£3,723.39	
				Balance as of 26th August 25 =	
				£3,723.39	
				Balance as of 31 Oct 25 =	
				£3,733.75	
				Interest payment =	
				£10.90	
				Balance as of 31st Dec.25 =	
				£3,746.65	
				Balance as of 30th January 2026 - as reconciled with Bank Statement issued 30th Jan.26 -	
				£3,746.65	

Sutton upon Derwent Parish Council

Parish Chairman: Stuart Mowbray Parish Deputy Chair: Alex Patient

Parish Council Statement on the Precept Demand for the financial year of 2026/27

At the January meeting of the Parish Council, and after extensive discussion by Cllrs, it was resolved by majority vote that the Parish Council would request a one off payment increase of £5000 added to the current precept demand. This means in the financial year of 2026/27 the amount paid to the Parish Council as part of the Council Tax base will be increased from £16000 to £21000.

Why is the Parish Council increasing the Parish Council Precept.

The Parish Council believes that one of its fundamental roles is to try to enhance and improve the environment and surroundings of the Parish we all live in. Cllrs are actively looking at an action plan for a number of projects which they hope will fulfil this objective, and ensure that residents reap the benefits of these projects.

The additional £5000 will be entirely spent on two improvements to the village

- New benches
- New powered lighting for the Christmas tree

Councillors are fully aware many residents are still struggling financially and this was a key factor in the considerations of the precept demand. An important point to note is that the new precept demand will mean residents in a Band D property will pay an additional £75.19 per annum, which we hope residents will agree is a reasonable return for the proposed projects

Current Precept Demand (2025/26) =	£16,000.00	
Agreed Precept Demand for 2026/27 =	£21,000.00	Increase of £5,000 *
Band A (6/9 of band D)	£50.13	Annual Amount Increase
Band B (7/9 of band D)	£58.48	Annual Amount Increase
Band C (8/9 of band D)	£66.84	Annual Amount Increase
Band D charge (precept)	£75.19	Annual Amount Increase
Band E (11/9 of band D)	£91.90	Annual Amount Increase
Band F (13/9 of band D)	£108.61	Annual Amount Increase
Band G (15/9 of band D)	£125.32	Annual Amount Increase
Band H (18/9 of band D)	£150.38	Annual Amount Increase

The Parish Council will ensure that every penny spent will be fully documented and advised to residents, who are encouraged to attend Parish Council meetings and contribute to such discussions on improvements to the village.

Sutton upon Derwent Parish Council

Parish Chairman: Stuart Mowbray Parish Deputy Chair: Alex Patient

Sutton upon Derwent Parish Council

Recommendations for the Agreed Project Spend in the Village

Project Spend for the Parish Council in line with the decision to increase the precept by a one off figure of £5,000 to fund new benches in the Parish and replacement Christmas tree lights

Below are suggestions based on purchases at other Parish Councils

1 Recommended new bench

Currently the chosen bench for Woodmansey and Camblesforth - min 50 years guaranteed. Made from recycled products

EP133/1501 - PHOENIX SEAT c/w Black Enviropol slats 1 608.4

Provider - Glasdon UK Ltd



2 Recommended Christmas tree lights

There are the new lights chosen for Woodmansey's 12 foot trees

- 15 x sets of multi-coloured 24v static MiniLEDs @£975.00 excluding vat
- 1 x 240va transformer @£141.00 excluding vat
- 1 x power lead @9.00 excluding vat
- Total cost @£1,125.00 excluding vat

Provider - LITE Illuminations Ltd

Summary

If the recommendations above are accepted, the Parish Council could afford 4 new seats and 1 set of lights, within the allocated budget of £5000