

Sutton upon Derwent Parish Council

Chair: Stuart Mowbray Deputy Chair: Alex Patient

Summary Notes of the April 2026 Parish Council Meeting

Summary Notes / Minutes of the (Ordinary) meeting of Sutton upon Derwent Parish Council held on Monday 13 April 2026 at 7.30pm in the Village Hall, Sutton upon Derwent.

In attendance:

Parish Councillors Cllr Stuart Mowbray (Chair): Cllr Alex Patient, Deputy Chair) Cllr Deborah Marini and Cllr James Davison

Ward Councillors Cllr Andrew Cousins

Clerk Andrew Crabbe

Date of Meeting Monday, 13th April 2026

Time of Meeting 1930

Part 1 Procedural Matters

1 Present and Apologies (Chair to confirm quorum)

Resolved Chair opened meeting, noted no apologies and confirmed the 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:

- Pleased to see the work on the flooding alleviation had commenced – was aware that a lot of different services were involved – question had been asked “how do we know if it will work” he was aware a “lot of modelling. Whilst there was putting a chamber in digging down to the existing flooding and this will act as alleviation work has done by engineers – the asset is now the responsibility of ERYC. Existing drains are in surprising good condition
- Back of Newton Road – from Wilberforce junction to Sandhill looking at scheme of refurbishment – was told no of year ago it was ok, but has been reassessed and identified as urgent – should all be done in this financial year.

5 Correspondence / To hear any matters raised by attending Parishioners

Chair noted several members of the public in attendance who raised concerns for issues on local roads, poor driving, speeding in addition to the poor and dangerous state of the roads. Resident asked if the Parish Council could contact ERYC to ask how to report problems on roads

Resident also raised concerns for child safety outside of the school and noted that the road markings were in a poor state – Cllrs advised they were aware of this and the Parish Council had contacted ERYC on several occasions over this – measures to improve matters outside the school had not been implemented

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 questions – none were submitted and the payments listed for approval at the April meeting were signed.

7. Planning applications (All)

Clerk advised Cllrs no planning applications had been received.

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*

Resolved Cllrs noted that the work on the anti-flooding measures had begun and it was hoped that these would be effective in managing any excessive rainfall in the future

8.2 Projects in the village – *Cllrs to be updated on progress of purchasing benches and Christmas tree lighting*

Resolved Cllrs noted that the new benches had been received and agreed to two facing the tennis courts (replacing the damaged benches), one in the Beacon Garden and the other in the playground

Ongoing Cllrs discussed the next project which along with lighting for the Christmas tree, the possibility of Christmas displays (lamp post mounted) and it was agreed that the Clerk should send some examples of previously used displays.

Cllrs also agreed to longer term look at rolling out a programme of new benches in the village at appropriate locations.

8.3 Speeding / Speed Indicator Devices (SIDs) – *Cllrs to be updated appeal to the National Lottery to fund the project*

Ongoing Clerk confirmed the appeal had been submitted but no update as yet and the acknowledgement advised the time frame was over two months

8.4 Town/Parish Council Owned Bus Shelter Replacement Programme – *Cllrs to be updated on installation of the bus shelter following successfully applying for the ERYC grant*

Resolved Cllrs noted that the shelter would be installed on the Thursday following the meeting, and Clerk was attending at 0900 to meet the contractor – Cllrs were asked if possible it would be useful if they could attend to ensure the specific requirements of the layout

8.5 Allotments in the Village – *Cllrs to be updated on any progress on the possibility of an community allotment on Crown land.*

Ongoing Cllrs noted that following a discussion between the Clerk and the Crown Estate Manager it was felt that they were still open to looking at a community allotment and Clerk confirmed he has sent the proposed locations sent by Cllr Davison and he was waiting for feedback – Clerk also advised he had posted notices asking residents to advise if they might be interested in undertaking a plot – this had been posted to Facebook, website and noticeboards – also, Clerk intended to contact the Village Hall Committee and ask them to circulate to membership

8.6 Budget for new financial year – *Cllrs to approve the budget for the financial year of 2026-27*

Resolved No changes were made to the draft budget and this was duly signed off by Cllrs – a copy of the budget would be placed on the website for transparency

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

Ongoing Clerk noted that due to current workload this item had not been progressed and was deferred to the next meeting

2.2 New Matters

8.8 Annual Meetings – *Cllrs to discuss and arrange the two annual meetings for the Parish which are the Annual Meeting of the Parish Council and the Annual Parish Meeting*

Resolved After due discussion, Cllrs agreed the following

- The Annual General Meeting of the Parish Council would take place at 7.30pm at the next meeting
- The Annual Parish Meeting (if no parishioner decided to organise) would take place at 7.45pm prior to the next meeting

8.9 Year End Matters – *Cllrs to discuss the yearend financial report and preparation for the annual audit*

Ongoing Clerk advised he had not received the bank statement for March and so was unable to progress this items at this time – once the statement had been received he would complete and send onto Cllrs and commence the internal audit process

There being no other business, the Chair closed the meeting at 2040

Date of next meeting – Cllrs agreed that due to commitments at the end of May, the next meeting would be scheduled for 1st June

Signed as a true and accurate record

..... *Stuart Mowbray*
Cllr Stuart Mowbray

..... *May 2026*
Date of signing and approval

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

Community Account – ending 804 - Headlines

At the end of the previous account period, (31st Jan.26), the bank balance stood at **£17,837 (ACTUAL)**

- Following the spend in the accounting period of February 2026, the bank balance stood at **£16,829 (ACTUAL)**
- Uncashed cheques at the point of the last statement total **£2,873 (ACTUAL)** as the most of these relate to payment to the Clerk who has received the monies, it is reasonable to suggest the bulk of these will show on the March statement – however two are now at least six months old and moving into the new financial year, Cllrs need to decide if to remove these or contact the recipient.
- As Cllrs are aware, previous financial reports have detailed Barclays refusal to honour the ‘back pay’ cheque for the Clerk totalling £2,502, despite several other cheques made out to the Clerk being accepted. A complaint was issued which has now being upheld by Barclays – a letter of apology has been issued and £150 has been paid to the Parish Council in compensation the matter.
- It is also worth noting that the payment to HMRC has now being processed – a letter from HMRC had been received by the previous Clerk asking for the outstanding liability would be paid – the Parish Council wrote to them to say the payment had been made in January. It now appears that the cheque has been found.
- New cheques to be issued in April 2026 total **£3,904** – this amount comprises mainly of the payment to Glasdon for the four benches – all other payments are expected and budgeted for.
- The bank statement for March.26 has not yet been received, however the forecast balance for end of April.26 (which is the end of the first month in the new financial year) is **£10,051** – however, the first instalment of the precept will be paid in April and is not included in this figure

Business Account (Reserve) - ending 308

- Balance as of 27th February.26 is **£3,746** – no change from the previous month

Financial Risk Management

As previously forecast, the Parish Council will finish the year with a surplus of circa £10,000, with the reserve account untouched and the receipts from the 2025-26 VAT claim still to be received. In light of this, there are no threats to the finances of the Parish Council and we remain in safe and solvent position.

Sutton upon Derwent Parish Council

Parish Chairman: Stuart Mowbray **Parish Deputy Chair:** Alex Patient

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