

Sutton upon Derwent Parish Council

Chair: Stuart Mowbray Deputy Chair: Alex Patient

Summary Notes of a (Ordinary) meeting of Sutton upon Derwent Parish Council

In attendance:

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

Ward Councillors No Ward Cllrs were in attendance

Clerk Andrew Crabbe

Date of Meeting Monday, 14th July 2026

Location and Time Meeting commenced at 1930 and was held at the Village Hall, Sutton upon Derwent

As a matter of record – immediately prior to the meeting, a Community Grant award was made to Rev. Jackie Doyle Brett and Mr Simon Reilly-Usher from St Michael and All Angels Church

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 of interest were declared by Cllrs 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 for the June meeting, were approved as correct and true and would be now posted in public domain.

4 Report from Ward Cllrs (If in attendance)

Resolved Chair noted no Ward Cllrs in attendance and no matters were raised

5 Correspondence / To hear any matters raised by attending Parishioners

5.1 Resolved Chair noted no members of the public in attendance

5.2 Resolved Clerk noted two unresolved correspondence which had not been dealt with

No.1 Cllrs noted several messages concerning the hedge between Sutton and Elvington, which was overgrown to extent people area “were either forced onto the road or had to emerge themselves in the spikey shrubbery to allow others to pass” Cllrs noted the usual practice in such matters was that the landowner would be contacted informally, but if this was not resolved, the matter would be referred to ERYC who had the powers to carry out the required work and then charge the landowner

Resolved Clerk asked if Cllrs could provide him with contact details he would deal with this

No.2 Overgrown hedge on Jervis Court which backs onto the farm that the crown own. “It needs sorting out as the kids that ride around are struggling to get by”.

Resolved Cllrs noted the same steps needed to be taken in this matter and Clerk as instructed to contact Crown to have the hedges cut back – in both cases legislation which prohibited hedge cutting if birds were nesting needed to be observed

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 July meeting were signed.

7. Planning applications (All)

Cllrs noted 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 Projects in the village - *Cllrs to be updated on new projects including new Christmas street light displays, bench placement in other parts of the village, a wooden train in the playground and Beacon Green planters*

Cllrs continued discussion on projects in the village and likely costs and implications on precept - summary points are as follows:

- Spend on Christmas lights at moment is £300 (for three lights) – these were identified and Clerk was instructed to check on availability
- Cllrs agreed to look at lighting up the beacon for the year as opposed to new lights / Christmas tree... it was felt this would be more appreciated by residents.
- Cllrs noted that the remaining balance from the £5000 budget is £2,000 following the spend on the benches meaning there was still some resource available without touching the forecast surplus in the accounts
- Cllr Patient advised he was keen to look at a wooden train for the playground as equipment for toddlers was limited. He knew of a local tradesman who could make this – clerk advised this was also something which could be provided by most playground equipment companies at a reasonable cost, and it was agreed he would get details to compare, although it was agreed it would be good thing to support a local tradesman

8.2 Speeding / Speed Indicator Devices (SIDs) - *Cllrs to be updated on appeal to the National Lottery*

Cllrs were referred to the notice from the National Lottery that the Parish Council appeal had been unsuccessful and that the adjudication body felt the reasons given by the panel (specific funds were available locally, as explained in the June minutes) was appropriate and reasonable.

Cllrs expressed disappointment at the outcome, however, Clerk advised that if SIDs were something residents wanted, then a very small increase in the precept would easily fund this project. Clerk continued that now was about the time for a Parish Council to start to think about spend and projects in the next financial year and how this might impact on the precept demand which needed to be submitted in January. Cllrs agreed to consider the purchase and installation of speed devices as a project funded by the precept and as with the current year the Clerk would provide details of how this would affect ratepayers when ERYC issued the tax base and precept calculator.

Resolved To be revisited as part of the precept discussions for the new financial year of 2027/28

8.3 Allotments in the Village - *Cllrs to be updated on the possibility of an community allotment on Crown land*

Cllrs noted that the Crown had identified a parcel of land which they felt might be suitable – there were several points with this though - the land was tenanted and may require a payment to the farmer for it to be used as an allotment – it was also currently cultivated so would not be available for some time – there were also potential access and parking issues which needed to be resolved.

Outstanding Cllr Patient advised he knew the farmer concerned and would speak to him on the matter

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

Outstanding Clerk advised that his priority at this time had been the annual audit and asked for this matter to be deferred to the next meeting

8.5 Speed-watch Signs in the village - *following a request from the SW Group for signs as a means of deterrent Cllrs to discuss response from ERYC Highways*

Cllrs were referred to a suggested sign which can be found as **Appendix 2** - Cllrs noted that ERYC had requested details of any proposed sign including design and size and agreed that the Clerk should send them details of this template along with an explanation as to why both the Parish Council and Speed Watch Group felt this proposal would be constructive in providing a deterrent to address the concern of residents for speeding vehicles.

Ongoing Clerk to action as detailed above

2.2 New Matters

8.6 Cllrs will discuss the possibility of a firework display in the village – *Mr Craig McCloskey of Ardent Fireworks will speak to Cllrs*

Cllrs welcomed Mr Craig McCloskey to the meeting and a discussion took place on the Parish Council holding a display in November – it was noted that the previous events had been very popular with residents and many were very upset / saddened when the displays had stopped – Cllrs felt they had a clear mandate to try and reinstate this event. The summary points of the discussion are as follows

- Noting previous resident concerns about holding the event in the ground of the village hall / Beacon Field, it was agreed that the recommendation of not using rockets would be taken up – this would mean any fallout would be within 8 – 15 metre area, however it would still be an effective and attractive display could be created
- Cllrs discussed ‘quiet fireworks’ - Mr McCloskey advised there was no such thing... ‘Anything shot into the air needs a charge and this meant some noise... what it did mean is no bang in sky’ - Mr McCloskey also noted most council have reverted back to ‘normal’ firework after trying low noise versions. Cllrs agreed to look into the possibility of a blend of both ‘quiet’ fireworks and normal ones
- Mr McCloskey advised that at the moment there were supply issues as all production of Chinese fireworks was stopped... so supply is uncertain.
- Mr McCloskey advised that the display would be for 10 – 15 minutes and although this did not seem very long, on the night it seemed a lot longer – Cllrs however did feel that additional facilities should be included, such as food supplies, maybe some craft stalls, facepainting etc
- Communications with local residents should be undertaken to address any concerns
- Due to low number of Cllrs at moment it was agreed that Ardent Fireworks would manage the display and be responsible for ignition – Cllrs would have no involvement beyond crowd marshalling

Ongoing Mr McCloskey to provide quotes for a managed display involving both quiet and normal fireworks
Ongoing Matter to be carried onto the September agenda and further matters such as car parking and if the beacon should be lit would be discussed.

Ongoing Cllr Marini would speak to the Village Hall Committee to gauge their view / support for the event

8.7 1st Quarter Budget Review – *Cllrs to be advised of current spend v budget and any concerns / points to note with regard to the finances at this point in the financial year*

Cllrs were referred to the Q1 budget which can be found as *Appendix 3* - Clerk advised that this was a good tool of effective financial management and enabled Cllrs to compare spend against budget and highlight in good time as risks or threats. At this point there were no such concerns immediately visible and the Parish Council’s finances were in good health and scope for a good surplus.

Resolved Cllrs were asked if they had any issues / questions – none were raised

8.8 Playing field Association – *Cllrs to discuss the current situation with the Association*

Cllrs noted that the situation with the bank account for the Beacon Playing Field Charity had not been resolved and the Charity Committee were chasing the annual audit. Clerk noted that when he had last tried to resolve this, the bank HSBC had refused to speak to him as he was currently not a signatory – Cllr Patient had also attempted to change the details of the signatories to include the new Clerk as the authorised person to receive bank statements, however he had been unable to get past telephone security.

Clerk advised that he had drafted a letter outlining the changes and to instigate a new banking mandate – the letter provided the signatures of both Cllr Mowbray and Patient so it was hoped this would allow some progress

Ongoing The letter was duly signed and the Clerk would post.

8.9 Primary School Leavers using the Beacon Green – *Cllrs to discuss possibility of an activity for leavers on the evening of 17th July*

Cllr Marini advised that the school were hoping to hold a celebratory game of rounders at the Beacon field following a leavers assembly – the game would not last long and disruption would be minimum

Resolved Cllrs agreed that this was permissible and Cllr Marini would advise the school accordingly

Date of next meeting – Cllrs noted that if the current six week schedule was followed, then the next meeting would be held sometime mid-August which was a time of holiday for many people – it was also noted that most Parish Councils did not meet in August because of this fact and after further discussion, it was agreed to hold the next meeting on 7th September

Signed as a true and accurate record

.....	<i>Cllr Stuart Mowbray</i>		<i>September 2026</i>
Cllr Stuart Mowbray		Date of signing and approval	

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

Headlines

The Parish Council last met on 1st June 2026 – therefore payments to be approved at the July meeting, include several double payments due to the fact the Parish Council meets every six weeks now.

Cllrs will be aware that the precept for this year was increased by a one off increase amount of £5,000 to pay for project work in the village – we have currently spent 2,920 of this amount (on four benches) meaning there is £2,080 left, although the cost of the new Christmas lighting is still to be deducted

Community Account – ending 804 - Headlines

At the end of the previous account period, (May 2026), the bank balance stood at **£28,881 (ACTUAL)**

- Following the spend in the accounting period of June 2026, the bank balance stood at **£17,643 (ACTUAL)**
- Uncashed cheques at the point of the last statement total **£ 165 (ACTUAL)**.
- New cheques to be issued in June 2026 total **£2,305** – all payments are expected and budgeted for.

Business Account (Reserve) - ending 308

- Balance as of 1st July is **£3,766** – this is an interest increase of £10.70 (from the previous amount of **£3,756**)

Financial Risk Management

As previously forecast, the Parish Council finished the previous financial year with a healthy surplus and the forecast balance for the end of July, the fourth month in the new financial year is **£15,172**.

The second precept payment of £10,500 will be paid in September

Considering the above there are no threats to the finances of the Parish Council and we remain in a safe and solvent financial position with no identifiable risks.

Sutton upon Derwent Parish Council							
		a) Accounts for the month(s) of	Jun-26				
		b) Cheques to be approved at the meeting of	Jul-26				
From:	Parish Clerk						
To:	Parish Councillors						
Box 1							
Community Account (804) Balance as of end of previous reporting period (March.26) - as reconciled with Bank Statement 1st July -			£28,881.14				
Bank Transactions in June 2026							
Debits							
Date Cashed	Cheque No.	Payee & Reason	Amount				
03-Jun-26	841	Paul Cundall - Repair of Pavilion Roof - reimburse A Crabbe	£400.00				
03-Jun-26	842	Crabbe Andrew, Salary for April.26	£273.85				
03-Jun-26	844	Crabbe, Andrew Salary for May.26	£273.85				
04-Jun-26	849	Paul Cundall - installation of new benches	£450.00				
05-Jun-26	848	Ace Shelters - new bus shelter - (funded by ERYC Grant)	£9,840.00				
Credits							
Date Receipt	Ref No	Reason	Amount				
Bank Reconciliation - Statement Dated 1st July 2026 =			Balance as of end of previous month (30th May .26) =	£28,881.14			
			Total spend in June 2026 (presented) =	£11,237.70			
			Total Receipts in June 2026 =	£0.00			
Total balance in bank as of 30th June 2026 (reconciles with attached Bank Statement 1st July 2026 -			£17,643.44				
Box 3							
Cheques for 14th July.26 Meeting							
AUTELA PAYROLL SERVICES			£77.77				
Trevor Lee - Grass-cutting playing field on 16/04, 01/05, 15/05, 29/05 and 12/06 @ £59.00 per cut			£354.00				
Trevor Lee - Grass-cutting Beacon Green on 16/04, 24/04, 01/05, 08/05, 15/05, 21/05, 29/05, 05/06 and 12/06 @ £42.00 per cutfl			£535.20				
Crown Estate - Rental of Field - Invoice Number: 61936782 09-Mar-2026			£3.75				
Crown Estate - Rental of Field - Invoice Number: 61948459 10-Jun-2026			£3.75				
Crabbe, Andrew Salary for June.26			£273.85				
Crabbe, Andrew Salary for July.26			£273.85				
Crabbe Andrew - travel expenses (from June Meeting, cheque declined)			£45.90				
HMRC - P32 Employers Liability - From: 06/04/2026 To: 05/05/2026			£68.40				
HMRC - P32 Employers Liability - From: 06/05/2026 To: 05/06/2026			£68.40				
HMRC - P32 Employers Liability - From: 06/06/2026 To: 05/07/2026			£68.40				
Friends of St Michaels and All Angels Church - Community Grant Scheme			£500.00				
Stationary - New Folder, Plastic Wallets, Paper - reimburse Andrew Crabbe			£15.19				
Printer Ink - Reimburse Andrew Crabbe			£17.00				
Total cheques to be approved 14th July. 26 =			£2,305.46				
Box 2							
Outstanding Cheques (Cheques issued at previous meetings but not cashed at time of current Bank Statement)			Amount				
Village Hall Committee - Hire of Hall for meetings: - April 25 - March 26			£165.00				
Uncashed cheques - as of current meeting =			£165.00				
Box 4							
Summary of Community Account until end of July.26 (Actuals & Forecasts)							
No.1 Account: Community Account 804)							
(Actual) Bank Balance at end of last reporting period -			£28,881.14				
(Actual) Total Spend in June.26 (cashed) =			£11,237.70				
(Actual) Uncashed Cheques as of current meeting =			£165.00				
(Actual) New Cheques - Issued at the meeting of 14 July.26 =			£2,305.46				
Forecast Spending for end of July.26 (which is box b, c and d added) =			£13,708.16				
(Actual) Credit Payments in June 2026 =			£0.00				
Forecast of Balance for end July.26 (which is box e deducted from box a, added to box f) =			£15,172.98				
Box 5							
No.2 Account: Business Premium (308)							
Details of Transactions			Balance				
BALANCE - 31st March 2026 (as reconciled by 'Your business accounts - at a glance' dated 31st March 2026 -			£3,756.14				
BALANCE - 30th April 2026 (as reconciled by 'Your business accounts - at a glance' dated 30th April 2026 -			£3,756.14				
BALANCE - 29th May 2026 (as reconciled by 'Your business accounts - at a glance' dated 29th May 2026 -			£3,756.14				
Interest payment - dated 1 July 2026			£10.70				
BALANCE - 30th June 2026 (as reconciled by 'Your business accounts - at a glance' dated 30th June 2026 -			£3,766.84				

Sutton upon Derwent Parish Council

Parish Chairman: Stuart Mowbray

Parish Deputy Chair: Alex Patient

Sutton upon Derwent Parish Council

Request for Community Speed Watch Signs in village

Response from Highways is below

To enable us to review the request, could you please provide the following information:

- The dimensions of the proposed signs.
- A copy of the proposed sign design/artwork.

In addition, if these are new signs, the relevant departments will also need to be consulted. Traffic and Parking will need to be informed of the proposal, and if the signs are intended to be installed on existing lighting columns, permission will also be required from Street Lighting before any installation can take place.

Proposed sign is below

2mm (thick) Super-Tough Rigid Plastic - £18.33

300 x 400 mm



Sutton upon Derwent Parish Council

Parish Chairman: Stuart Mowbray Parish Deputy Chair: Alex Patient

Sutton upon Derwent - Q1 Report for financial year of 2026-27									
Table 1: Budget Breakdown for Q1					Table 2: - Variance: Q1 Spend v Budget				
Payroll Admin					Budget Item		Budget for 2025/26	Q1 Spend	Variance
19-Apr-26	836	Autela Payroll - Inv: 17024 - PAYROLL - DEC, JAN, FEB, MAR 1.00 HMRC EOY		£105.60	Annual Audit Review		£500.00	0	£500.00
Clerks Salary					Beacon Green: General Expenses		£104.30	0	£104.30
03-Jun-26	842	Crabbe Andrew, Salary for April.26		£273.85	Grass & Hedge Cutting		£1,564.50	0	£1,564.50
15-Apr-26	833	Crabbe, Andrew salary for March.26		£273.85	Community Grant Scheme		£3,000.00	0	£3,000.00
03-Jun-26	844	Crabbe, Andrew Salary for May.26		£273.85	Community Speed Watch Group		£83.44	0	£83.44
ERNLLCA					Defibrillator Fund		£260.75	0	£260.75
07-May-26	835	ERNLLCA - Annual Subscription Fee		£370.85	First Responders		£83.44	0	£83.44
HMRC - Employers Liability					General Repairs & Maintenance		£104.30	£850.00	-£745.70
22-Apr-26	834	HMRC - P32 Employers Liability - From: 06/03/2026 To: 05/04/2026		£68.40	Hall Hire		£172.10	£165.00	£7.10
Hall Rental					HMRC - Employers liability		850	£68.40	£781.60
23-Apr-26	840	Sutton upon Derwent Village Hall Committee - Hall for meetings: April 2025 to March 2026		£165.00	Insurance		£396.34	0	£396.34
Repairs and Maintenance					Laptop & equipment		£125.16	0	£125.16
04-Jun-26	849	Paul Cundall - installation of new benches		£450.00	Miscellaneous: incl severe weather		£521.50	0	£521.50
03-Jun-26	841	Paul Cundall - Repair of Pavilion Roof - reimburse A Crabbe		£400.00	Parish Paths (excess of £330)		£208.60	0	£208.60
					Payrool Admin		£200.00	£105.60	£94.40
Not Budgetted (Project and Grant Spend)					Postage & Stationery		£152.15	0	£152.15
27-Apr-26	838	Glasdon UK - 4 Benches as agreed by Cllrs (financed by increase in precept)		£2,920.32	Salaries & salary costs		£4,743.56	£821.55	£3,922.01
05-Jun-26	848	Ace Shelters - new bus shelter - (funded by ERYC Grant)		£9,840.00	Subscriptions: ERNLLCA, GDPR		£542.36	£370.85	£171.51
					Sundries: Xmas tree & decorations		£52.15	0	£52.15
					Training & travel		£52.15	0	£52.15
Table 3: Summaries and Totals					Village Hall Insurance		£1,481.06	0	£1,481.06
a	Forecast Budget Spend 2026-27 =			£15,244.79	Website maintenance etc		£46.94	0	£46.94
b	Actual Q1 Spend (excluding project spend) =			£2,381.40					
c	Project Spend =			£12,760.32	Project spend - Bus Shelter and Benches =				
d	Actual Total spend at end of Q1			£15,141.72	£2,920.32				
e	Actual Bank Balance at end of Q1 31st June.26 =			£17,643.44	£9,840.00				