

Sutton upon Derwent Parish Council

Chair: Stuart Mowbray Deputy Chair: Alex Patient

Summary Notes of a meeting of 1st June 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
Ward Councillors	Cllr Andrew Cousins
Clerk	Andrew Crabbe
Date of Meeting	Monday, 1 st June 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 Cllr Patient advised he had a declarable interest for the Community Grant Item due to his involvement with the Tennis Club / Village Hall and would leave the meeting at the point this minute was discussed

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 – no matters were raised

5 Correspondence / To hear any matters raised by attending Parishioners

Resolved Chair noted no members of the public in attendance

Resolved Clerk confirmed there was no correspondence which had not been dealt with

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 June meeting were signed.

7. Planning applications (All)

Cllrs noted one planning applications had been received.

Ref No.: 26/00740/PLB

Grid Ref: 470616447256

Details Listed Building Consent for alterations of porch to rear including partial blocking up of openings, installation of external sash windows and door, insulation of interior walls and underside of roof; alterations to existing internal doors and partitions into kitchen; formation of cupboards under stairs and infilling of floor well within utility room; underside of conservatory roof to be further insulated and plastered following removal of existing cladding

Address Manor Farm House Main Street Sutton Upon Derwent YO41 4BN

Status Listed Building Consent

Resolved – Cllrs discussed and noting there were no objections on the ERYC Planning Portal from consultees or resident, agreed that they were not aware of any grounds for objection and the agreed observation was to support the application

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 discuss any new projects including possible Christmas street light displays, bench placement in other parts of the village and Beacon Green planters*

Resolved Cllrs noted that following the purchase of the new benches, costing £ 2,920 therefore, the balance of the amount left for further project spend was £2,080, although the cost of the new Christmas lighting is still to be deducted as following discussion Cllrs agreed to a number of Christmas street light displays and to also speak to ERYC about installing these

Resolved Clerk was instructed to purchase the following displays

Penguin

Snowflake

Bells

Ongoing Clerk to obtain costs from ERYC with regard to providing power to the displays and a possible powered Christmas tree - Cllrs also discussed ensuring lighting (up lights) was in place in the trees on Beacon Green for Christmas as well as the Christmas tree and Clerk should arrange a site meeting with Paul Cundall to discuss.

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

Clerk advised Cllrs there was no update from the National Lottery with regard to the decision to decline the application for the speed signs - he would

8.3 Town/Parish Council Owned Bus Shelter Replacement Programme - *Cllrs discuss any outstanding matters from the new bus shelter in the village*

Cllrs noted and were pleased that the new bus shelter was up and hopefully would be of benefit to those who used public transport in the village - however it was noted that the shelter had been placed on the raised level and could cause accessibility issues for disabled users. Clerk confirmed he had contacted ACE Shelters who had installed the shelter and they had advised they would install a ramp.

Ongoing Cllrs to monitor until completion

Ongoing Cllrs also agreed that the Clerk should speak to ERYC with regard to a dropped kerb from the road to allow access to the area itself.

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

Clerk advised Cllrs that he had received an update from the Crown on the morning of the meeting - this was that only one of the selected sites would be considered by the Crown and this was subject to a farm tenancy so it was not immediately available - also it would require negotiation with the tenant and possibly a payment to him to surrender the land.

Ongoing Cllr Patient advised he knew the farmer concerned, and would speak to him on the matter and see what could be agreed.

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

Clerk advised that due to workload this item had not been progressed and asked Cllrs to defer to the next meeting

8.6 Year End Matters - *Cllrs to discuss the year-end financial report and the annual audit in light of the fact that the Parish Council will need to submit an external audit for the first time.*

Clerk advised Cllrs that the internal audit had identified that the interest payments for the second account mean the Parish Council had exceeded the £25,000 'receipts or payments threshold', however he understood that interest payments were not included in receipts for the purpose of income received. Clerk advised that he would submit the AGAR with the exempt certificate and see what the internal auditors advised.

Resolved Cllrs were referred to the annual accounts report and the AGAR submission and these were duly signed and approved by Cllrs.

2.2 New Matters

8.7 Community Grant Applications - *Cllrs to discuss two applications under the new scheme - i Tennis Club: ii Church*

8.7.i Church Application Cllrs noted the application from Rev. Jackie Doyle Brett on behalf of the village church, and after due consideration agreed that the application met the criteria of the scheme and agreed to approve the application - **Resolved**

8.7.ii Tennis Club application Cllrs noted the application from the Tennis Club had been withdrawn on the morning of the meeting - a separate application by the Village Hall had been received however this was too late for the meeting - Clerk advised that he had informed the committee of this and they had advised it would be too late at the next meeting as the committee were looking at purchasing the hanging baskets now - **Ongoing**

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

Unfortunately Mr McCloskey did not attend the meeting and subsequently apologised with an promise he would attend the July meeting - **Ongoing**

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

Date of next meeting - Cllrs noted that the next meeting was scheduled for 6th July, however Cllr Mowbray was unable to attend, meaning there were only two Cllrs attending. **POST MEETING** - due to a number of important meetings to be discussed at the next meeting, Cllrs agreed to move to the 14th July to ensure all Cllrs were in attendance.

Signed as a true and accurate record

..... *Stuart Mowbray*

Cllr Stuart Mowbray

..... *July 2026*

Date of signing and approval

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

Headlines

The Parish last met on 13th April 2026 – at that time the bank statement for the month of March had not yet been received, so the Year End could not be reported to Cllrs. The Parish Council meet again on 1st June 2026. There are two accounts reports for this meeting : the first showing the month of March and the important yearend balance for both accounts. The second report shows the payments made in April and payment to be approved for the months of April and May.

Community Account – ending 804 - Headlines

At the end of the previous account period, (February 2026), the bank balance stood at **£16,829 (ACTUAL)**

- Following the spend in the accounting period of April 2026, the bank balance stood at **£29,251 (ACTUAL)**
- Uncashed cheques at the point of the last statement total **£ 370 (ACTUAL)**.
- New cheques to be issued in June 2026 total **£11,447** – this amount comprises mainly of the payment to ACE Shelters for the new bus shelter – also, there are two months' salary payments for the Clerk – April and May and all other payments are expected and budgeted for.

Business Account (Reserve) - ending 308

- Balance as of 31st March is **£3,756** – this is an unexplained increase of £10.14 (from the previous amount of **£3,746**)

Year-End Reporting

The figures for the end of the financial year of 2025-26 are as follows

Account ending 804 balance as of 31st March 2026 = £22,285

Accounting ending 308 as of 31st March 2026 = £3,756

Uncashed cheques as of 31st March 2026 = £3,904

Financial Risk Management

As previously forecast, the Parish Council finished the financial year with a healthy surplus – it is worth noting that half of this was earmarked for the year for the bus shelter. The report for April reflects this showing the payment for the shelter in the cheques to be approved in June. The forecast balance for the end of June, the third month in the new financial year is then £17,433.

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

Sutton upon Derwent Parish Council

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

Sutton upon Derwent Parish Council					
		a) Accounts for the month(s) of	Apr-26		
		b) Cheques to be approved at the meeting of	1st June 2026		
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 May -			£22,285.16		
Bank Transactions in April 2026					
Debits					
Date Cashd	Cheque No.	Payee & Reason	Amount		
15-Apr-26	833	Crabbe, Andrew salary for March.26	£273.85		
22-Apr-26	834	HMRC - P32 Employers Liability - From: 06/03/2026 To: 05/04/2026	£68.40		
23-Apr-26	840	Sutton upon Derwent Village Hall Committee - Hall for meetings: April 2025 to March 2026	£165.00		
27-Apr-26	838	Glasdon UK - 4 Benches as agreed by Cllrs (financed by increase in precept)	£2,920.32		
19-Apr-26	836	Autela Payroll - Inv: 17024 - PAYROLL - DEC,JAN, FEB, MAR 1.00 HMRC EOY	£105.60		
Credits					
Date Receipt	Ref No	Reason	Amount		
31-May	Psut073	ERYC 1st Precept installment	£10,500.00		
Bank Reconciliation - Statement Dated 1st May 2026 -		Balance as of end of previous month (31 March .26) - £22,285.16			
		Total spend in April 2026 (presented) - £3,533.17			
		Total Receipts in March 2026 - £10,500.00			
Total balance in bank as of 31st March 2026 (reconciles with attached Bank Statement 1st April 2026 - £29,251.99					
Box 3					
Cheques for 1st June.26 Meeting					
Paul Cundall - Repair of Pavilion Roof - reimburse A Crabbe			£400.00		
Crabbe Andrew, Salary for April.26			£273.00		
Ace Shelters - new bus shelter - (funded by ERYC Grant)			£9,840.00		
Paul Cundall - installation of new benches			£450.00		
Crabbe, Andrew Salary for May.26			£273.85		
Crabbe Andrew - travel expenses			£45.90		
Village Hall Committee - Hire of Hall for meetings: - April 25 - March 26			£165.00		
Total cheques to be approved 1st June. 26 =			£11,447.75		

Box 2	
Outstanding Cheques (Cheques issued at previous meetings but not cashed at time of current Bank Statement)	Amount
ERNLLCA Membership Fee 2026/2027	£370.85
Uncashed cheques - as of current meeting =	£370.85
Box 4	
Summary of Community Account until end of June.26 (Actuals & Forecasts)	
No.1 Account: Community Account 804)	
(Actual) Bank Balance at end of last reporting period -	£22,285.16
(Actual) Total Spend in April.26 (cashed) -	£3,533.17
(Actual) Uncashed Cheques as of current meeting -	£370.85
(Actual) New Cheques - Issued at the meeting of 1st June.26 -	£11,447.75
Forecast Spending for end of May.26 (which is box b, c and d added) -	£15,351.77
(Actual) Credit Payments in April 2026 -	£10,500.00
Forecast of Balance for end June.26 (which is box e deducted from box a, added to box f) =	£17,433.39
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