

Sudbury Parish Council

Minutes of Annual Parish Council Meeting Wednesday 6th May 2026

Held at Sudbury School at 7pm

Present: Cllr S Gascoyne, Cllr. R Woolley, Cllr B Holland, Cllr D West

In attendance: Kate Darcy Parish Clerk, District Councillor John Bointon, and members of the public.

1.0 Election of Chair

The chair of the Council was elected and Acceptance of Office Declaration signed by the Chair and Parish Clerk.

2.0 Election of Vice Chair

The Vice Chair of the Council was elected, and Declaration of Acceptance of office was signed by the Vice Chair and Parish Clerk.

3.0 To receive apologies for absence

Apologies accepted from Cllr R Simcox and County Councillor Steve Bull

4.0 Declaration of Members Interests

None

5.0 Variation of Order of Business

None

6.0 Public Speaking

None

7.0 To approve the Minutes of the Parish Council held on the 18th of March 2026

It was resolved to approve the minutes of the meeting of 18th March 2026.

8.0 Chairmans Announcements

Chair noted that re-surfacing of Gibb Lane had taken place.

9.0 Co-option of a new Parish Councillor to Sudbury Parish Council

Mr Ben Hall was co-opted onto the Parish Council. Declaration of Acceptance of Office was signed by Cllr Hall and Parish Clerk.

10.0 To Review/Election of Members on Outside Bodies/Liaison

The following members will represent the council on these outside Bodies;

HMP Sudbury –Cllr West and Cllr Simcox

Sudbury Estate- Cllr Wooley

National Trust- Cllr Wooley and Cllr Gascoyne

Sudbury Gasworks- Cllr Holland

11.0 Standing Orders (SO) send

It was resolved to adopt Standing Orders for Sudbury Parish Council

12.0 Financial Regulations (FR)

It was resolved to adopt Financial Regulations for Sudbury Parish Council

13.0 Review of other Policies

None

14.0 Review of Assets held by Parish Council

Asset Register reviewed and updated

15.0 Renewal of Parish Council Insurance

Quote approved to renew insurance £730

16.0 Parish Council Meeting dates 2026-27

Meetings will be planned for first Wednesday every other month at 7pm, unless otherwise advised. Schedule will be issued and posted on Website and Noticeboard

17.0 Finance

- a) It was resolved to approve the income and payments made and to be made to 6th May 2026
- b) It was resolved to approve Year End Accounts to 31st March 2026
- c) It was resolved to approve the Budget Appraisal and Bank Reconciliation 30th April 2026
- d) It was resolved to approve Bank Mandate, Authorised Signatories, Standing Orders and Direct Debits

18.0 Internal Audit Report 24-25

Following review, it was resolved to approve the Internal Audit Report 25-26.

19.0 Annual Governance and Accountability Return (AGAR) 2025-2026

19.1 It was resolved to approve the Annual Governance Statement for 25-26 which was signed by the Chair and Parish Clerk

19.2 It was resolved to approve the Annual Accounts for 25-26 which was signed by the Chair

The certificate of exemption was approved and signed by the Chair and Parish Clerk. Dates for Public Rights of access were approved.

20.0 To Approve appointment of internal auditors for 2025-2026

The Council considered the independence and qualifications of auditor, and it was approved to appoint the auditor for 2026-7

21.0 Report from the Clerk on on-going/outstanding matters

None

22.0 Village Maintenance/Hedges/Verges

The Parish Council will contact Sudbury Estate regarding overgrown verges/hedgerows and weeds on the A515

23.0 Update from members Liaising with external bodies

HMP Sudbury are supporting the refurbishment of the various Parish Council benches around the village. These will be replaced when completed.

The Parish Council are awaiting a meeting date from the National Trust to continue discussions on relevant matters

24.0 Highways

The Parish Council continue to Lobby Highways at DCC for road improvement in Sudbury. Balfour Beatty contract for the A50 ends in June 2026. Highways England will then adopt and be responsible for this road.

25.0 Planning Applications

The Parish were aware of speculative approached to landowners from Castle Way Energy regarding large scale Solar Panel installations. The Parish Council will ask the company to hold a public meeting or attend the July meeting of the Parish Council.

26.0 Correspondence

None

27.0 Date of next meeting

Next meeting is Wednesday 1st July 7pm at Sudbury School

28.0 MEETING CLOSE

Meeting Closed 8.15pm

Payments made since last meeting

Date	Ledger No.	Payment made to;	Reason	Method	Amount
	40	K. Darcy	microsoft 365 - reimburse clerk	BACS	£ 84.99
	39	CVS payroll service	Salary, Liabilities and fees	SO	£ 289.00
	41	Sudbury Estate	Gibb Lane Car Park rent	BACS	£ 600.00
	42	Parish Online	Website Provider annual Fee	BACS	£ 330.00
	43	Mini Library	Retorspetive approval for installation of library at bus stop	BACS	£ 140.90
	48	ICO	ICO Licence (£52 less £5 for DD)	BACS	£ 47.00
	44	AED donate	Defib at sudbury Park	BACS	£ 1,319.94
	45	WE Bennett	Cut roadside hedges and verges March 2026	BACS	£ 400.00
	46	Dalc	YE refresher Traing	BACS	£ 35.00
	47	K. Darcy	Stationery	BACS	£ 11.29
	49	Unity Trust	Bank Charges	BACS	£ 7.00
	1	Dalc	Dalc Annual Subscription	BACS	£ 263.90
	3	CVS Payroll Services	Salary, Liabilities and fees	SO	£ 289.00
	2	CVS Payroll Services	Y End Balances	BACS	£ 111.78
					£ 3,929.80

Payments that require authorisation

		Gallagher	Annual Insurance	BACS	£ 730.68
		EMAS	Internal Audit	BACS	£ 104.05
			Total		£ 834.73

Income since last meeting to note:

Date		Payment received from:	Description		
23.4.26	1	DDDC	Precept	BACS	£ 9,069.00
			Total		£ 9,069.00

Sudbury Parish Council

Bank Reconciliation as at31MAR2026

Opening balance as at 1st April 2025		£ 9,621.32
Payments since 1st April 2025	£ 10,046.60	
Receipts since 1st April 2025	£ 10,163.66	
		£ 9,738.38
Bank Balance as of 31MAR2026		£ 9,738.38
Difference		£ -

BUDGET APPRAISAL 2025/2026 - AT 31MAR26

Expenditure	Budget 2023/24	Total payments YTD	total Forecast to YE	Bal	Notes
Village					
Village Event 25-26	£ 650.00	£0.00	£0.00	£650.00	reassigned to planters for 26-27
Footpath Mowing/ Hedges Verges	£ 800.00	£830.00	£830.00	-£30.00	flail/cut Autumn/Winter
2nd Defib	£ 1,500.00	£1,319.94	£1,319.94	£180.06	Elecs Defib to be paid
Village upkeep/Repairs/Flowers	£ 450.00	£650.87	£650.87	-£200.87	winter planting x2 main street mini library £140
Sudbury Estate Rent	£ 1,300.00	£1,200.00	£1,200.00	£100.00	
Remembrance Memorial	£ 400.00	£0.00	£0.00	£400.00	
Administration					
Clerk	£ 4,000.00	£3,213.68	£3,213.68	£786.32	
Adminstration	£ 1,900.00	£2,016.11	£2,016.11	-£116.11	
\$137 Donations	£ 400.00	£250.00	£250.00	£150.00	allocate to mini library
Reserves - Contingencies					
Election Contingency	£ 500.00	£0.00	£0.00	£500.00	
General	£ 3,000.00	£250.00	£250.00	£2,750.00	
VAT		£166.00			to be claimed after YE
Total	£14,900.00	£9,896.60	£9,896.60	£5,003.40	

INCOME	Received	Comments
Year end balance	£9,738.38	
Precept	£8,600.00	
Reclaim Mowing	£0.00	
Rent	£900.00	
Grants	£0.00	
VAT	£413.66	
General/ Donations		
	£9,913.66	

Opening Balance 01/04/25 £ 9,621.32

Payments to Date Outgoings since 01.04.25 £ 10,046.60

Income to Date Income since 01.04.25 £ 10,163.66

Cash Book Balance **£9,738.38**

Bank Balance at 31AUG25 Bank balance Unity 31.08.24 £ 9,738.38

RECONCILED

Sudbury Parish Council

Bank Reconciliation as at 30APR2026

Opening balance as at 1st April 2026	£	9,738.38
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Payments since 1st April 2026	£	671.68
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Receipts since 1st April 2026	£ 9,069.00
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£ 18,135.70

Bank Balance as of 30APR2026	£ 18,135.70
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Difference	£	-	?
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