

## UGTHORPE AND HUTTON MULGRAVE PARISH COUNCIL

Notice is hereby given that a Meeting of Ugthorpe & Hutton Mulgrave Parish Council will be **held at 7.15pm following the Annual Parish Meeting (7-7.15pm), on Wednesday 4 March 2026**, at Meeting Room, Meadowcroft Ugthorpe Ltd, Ugthorpe, YO21 2BL and all Members of the said Council are hereby severally summoned and required to attend to transact the following business

### AGENDA

- 1 TO RECEIVE APOLOGIES FOR ABSENCE & APPROVE REASONS WHERE NECESSARY**
- 2 TO IDENTIFY ANY ITEMS FOR DISCUSSION THAT MAY REQUIRE THE EXCLUSION OF THE PRESS AND PUBLIC**
  - i) To resolve to exclude press and public for Items 11/7 & 12 due to the nature of the business to be transacted being prejudicial to the public interest
- 3 TO RECEIVE DECLARATIONS OF INTEREST**
  - i) Members to declare any personal, pecuniary or prejudicial interests they may have in the following items that are not already declared under the council's code of conduct or members' Registration of Interests
  - ii) To consider and approve Dispensation requests for items on the agenda that if without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business
- 4 UNITARY COUNCIL & REPRESENTATIVE REPORTS**

To consider the following and decide actions where necessary

  - i)
    - a) To receive reports from Parish Council Representatives on attending any recent meetings/events (if applicable)
    - ii) To receive reports from Unitary Councillor on relevant items – if applicable, and to note that NYC Cllr D Chance had circulated update on the NYC Budget which was passed to Cllrs
- 5 PUBLIC SESSION**

To receive comments from the public and councillors with a prejudicial interest. Rules for the Public Participation Session to be adhered (maximum time for session 15 minutes, with each speaker allowed 3 minutes)
- 6 POLICE MATTERS**

To receive any reports from the Police
- 7 MINUTES**
  - i) To consider the accuracy of the minutes of the Ugthorpe & Hutton Mulgrave Parish Council meeting held on 3 December 2025 & the ExtraOrdinary Meeting of Ugthorpe & Hutton Mulgrave Parish Council meeting 21 January 2026 for approval and signing.
- 8 REPORT ON MATTERS ARISING FROM THE LAST MEETING**

To receive information on the following ongoing issues that required action at previous meetings and decide further action where necessary, if not detailed under another agenda item

  - 1) NYC Highways reported issues from previous meeting(s): to consider any feedback if received
- 9 PLANNING MATTERS**

To receive reports on and consider the following planning issues and decide action where necessary:

  - i) NYMNP**
    - a) NYM/2026/0063 Lawns Farm, Barry Bank - land for the siting of 2 no. camping pods adjacent to Lawns Farm, Ugthorpe (revised scheme NYM/2021/0747/FL) – deadline 26/3/26
  - ii) NYC**
    - a) NYC Local Plan Enforcement Plan – deadline 9/3/26 for responses: to decide what response, if any, to make
  - iii) Other Public Body**
    - a) None

Note that residents can respond individually and access documents. Planning Applications can be viewed on line at NYMNP: <http://planning.northyorkmoors.org.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx>  
Or via the Parish Council Website: <http://ugthorpeparishcouncil.org.uk/>
- 10 PARISH MAINTENANCE**

To consider the following and decide actions where necessary

  - a) Monitoring of Footpaths
    - i) To receive reports on any issues and decide action as necessary
  - b) Monitoring of Assets – to receive information on the following:
    - i) General –
      - a) To receive reports on any issues relating to Parish Council Assets
      - b) To decide on storage facility for empty filing cabinet
      - c) To provide update on changing email address to [info@ugthorpeparishcouncil.org.uk](mailto:info@ugthorpeparishcouncil.org.uk) – offered free as part of website provision in order to meet SAPP Proper Practices

- c) Ex Model Agreement Issues
  - i) To discuss and decide on contractor quotations for rural highway verge grass cutting for 2026/2027 season
  - ii) To discuss and decide on whether to approach NYC on re-adopting relevant seats and the bus shelter following cessation of Model Agreement Funds in 2026/27 financial year or to retain as parish council assets
- d) NYC & Highways issues
  - i) to receive reports on any issues and decide action as necessary
  - ii) Note notification received from NYC of various roadworks – circulated to Cllrs
  - iii) Highway Asset Management Correspondence Urban Grass Cutting 2026 (currently undertaken by NYC): to consider offer of 8.27pence per m2 to undertake urban highway visibility splay grass cutting 5 times per year ie Total Funding Offer = £34.48 (£6.89 per cut) to undertake grass cutting 5 times per year within urban boundary (ie within 30mph zone of Ugthorpe)

## 11 FINANCE

To consider the following and decide actions where necessary

- 1) To note 31/12/25 authorised cheques and signed 21/1/26 not cleared by bank despite letter 6/1/26 implying account unfrozen: 545 £479.40, 546 £144, 547 £493.80, 548 £1080
- 2) To receive the payment schedule and approve payment of the invoices detailed, including re-issue of cheques detailed in (1) above and Clerk's overtime accrued
- 3) To receive latest 2025/26 bank reconciliation & financial statement – to review and approve
- 4) To discuss and decide how to spend any outstanding Model Agreement Funds for the 2025/26 financial year – if applicable
- 5) To receive, consider and decide on the updated 3 year Budget following change of precept at 3/12/25 meeting
- 6) VAT 126 Reclaim 2025/2026 – Note claim submitted to HMRC for £262.30, unsure if Barclays has rejected payment

## PRESS AND PUBLIC TO LEAVE THE MEETING

- 7) Bank Account
  - a) Barclays Bank Correspondence – to receive latest correspondence, feedback updates and to make any decisions on the bank mandate when applicable or required by the bank

## 12 RESIGNATION OF CLERK/APPOINTMENT OF NEW CLERK

To consider the following and decide actions where necessary

- 1) Note that Clerk has ensured PAYE up to date and P45 issued for 31/3/26 date
- 2) Note Clerk has informed all stakeholders of resignation and change of address as agreed at 21/1/26 meeting
- 3) Note that email to Clerks in locality elicited no response. Clerk proceeded to YLCA bulletin advert @ £20 as agreed EO 21/1/26
- 4) To discuss potential candidates if received applications via YLCA advert – if applicable
- 5) To discuss potential HoT for letter outlining appointment – if applicable
- 6) Note as agreed at 21/1/26 – Cllr E Jowsey will take over role if no Clerk appointed before 31/3/26, Clerk/Cllr EJ to arrange handover date outside of meeting – NB Cllrs cannot be paid for Clerk/RFO roles, but can be reimbursed expenses such as stationery/postage
- 7) To discuss and decide on next steps to appoint a Clerk if no applications received

## PRESS AND PUBLIC TO REJOIN THE MEETING

### 13 POLICIES

- a) AGAR 2025/26 New Assertion 10- Note the PC can sign off as compliant due to following
  - i) Email Management – new .org.uk email created
  - ii) IT policy statement detailed within Financial & Operational Risk Management
  - iii) Website compliant and includes a Website Accessibility Policy includes a Disproportionate Burden statement
  - iv) UHPC complies with Transparency, FOI, GDPR/DPA
- b) Data Security Breach Form: Note Clerk completed form regarding issue of resignation of Clerk, as reported at EO meeting 21/1/26 and email to Cllrs 23/1/26 which included reminder on Code of Conduct. Following Data Security Policy, upon evaluation Clerk not escalated further due to low impact to individual concerned.
- c) Policy Review: to note Clerk undertaken annual review and all required policies based on legislation/Statute in place

### 14 CORRESPONDENCE

To consider the following and decide actions where necessary

- i) For Information
  - a. To note general correspondence circulated to Cllrs
  - b. Various emails from YLCA circulated to Cllrs
  - c. Various emails from NYC circulated to Cllrs
  - d. NYC North Yorkshire Landscape Character Assessment Consultation circulated to Cllrs for individual response (deadline 27/2/26)
  - e. Various emails from NYMNPA circulated to Cllrs

- f. PC Website/Noticeboards – Clerk updated with various consultations and information received from NYC, NYMNPAs and other third parties, and also circulated to Cllrs

- ii) For Decision
  - a) None

**15 DATE OF NEXT MEETING**

- i) To decide and confirm the date of the next meetings are as per agreed meeting schedule decided at the Annual Meeting of the Council (7/5/25)

7.00pm Wednesday 6 May 2026 at Meadowcroft Ugthorpe Ltd, Ugthorpe, YO21 2BL for the Annual Meeting of the Council followed by the ordinary Ugthorpe & Hutton Mulgrave Parish Council Meeting

Signed:  *Pitts* (electronic signature)

*Victoria Pitts Parish Clerk – Ugthorpe & Hutton Mulgrave Parish Council c/o Meadowcroft Cottage, Ugthorpe, Whitby, YO21 2BL Mob: 07791889737 Email: [ugthorpe-pc@outlook.com](mailto:ugthorpe-pc@outlook.com)*

Dated: 23/2/26