

## **UGTHORPE AND HUTTON MULGRAVE PARISH COUNCIL**

Notice is hereby given that a Meeting of Ugthorpe & Hutton Mulgrave Parish Council will be held, immediately following the Annual Meeting of the Council at 7.00pm, on Wednesday 6 May 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) None
- 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 recent meetings/events (if applicable)
    - ii) To receive reports from Unitary Councillor on relevant items
- 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 4 March 2026 & Extra Ordinary Meeting 22 April 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 – response received from NYC Area3 that works to be undertaken
  - 2) Clerk (VJP) reported S1 street light to NYC for repair via online portal
  - 3) Biggin House Farm – Footpath Gate – Note NYMNPA advised NYC PROW responsibility as on UCR U2296, Clerk (VJP) forwarded complaint to NYC
  - 4) UHPC Broken Noticeboard Key – Note Cllr EJ obtained new key and oiled noticeboard lock
  - 5) Cllr SP now has old empty filing cabinet – to decide if to keep or scrap, if latter asset register to be updated
  - 6) New email [info@ugthorpeparishcouncil.org.uk](mailto:info@ugthorpeparishcouncil.org.uk) now active and Clerk (VJP) notified all key stakeholders of new email address. Old/New email addresses accessible together in Outlook (set up by website provider) rather than old emails transferred
  - 7) Grass Cutting 2026 Season: Contractor M Robson notified by Clerk (VJP) and confirmed response received. Unsuccessful contractors who provided quotations notified
  - 8) NYC Highways Asset Management notified by Clerk (VJP) UHPC not undertaking urban grass cutting
- 9 PLANNING MATTERS**

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

  - i) NYMNPA**
    - a) None
  - ii) NYC**
    - a) None
  - iii) Other Public Body**
    - a) None

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

## 10 FINANCE

To consider the following and decide actions where necessary

- 1) To receive, consider, approve insurance renewal quotation via Zurich Insurance £307.33– renewal date 1/6/26
- 2) To receive the payment schedule and approve payment of the invoices detailed
- 3) Barclays Bank
  - a) Bank Correspondence – to receive latest correspondence and feedback updates
- 4) To receive Qtr 4 2025/2026 bank reconciliation, year end, financial statement, cash book – to review and approve
- 5) NYC Model Agreement Expenditure 2025/2026 –to note expenditure form submitted by previous Clerk and NYC to invoice for underspend of £210.68 as per email of 21/4/26
- 6) Precept 2026/2027 – to confirm if remittance received
- 7) Internal Control Checklist 2025/26 financial year – completed at the Annual Meeting of the Council, consider findings
- 8) To confirm that the 30day inspection period for the Annual Return 2025/26 will commence on the 1<sup>st</sup> July 2026
- 9) Annual Return 2025/26: To review and consider any feedback from the Internal Auditor – TO BE UNDERTAKEN AT JUNE MEETING
- 10) Annual Return 2025/26: To a) review/consider and b) approve and c) sign the Annual Governance Statement TO BE UNDERTAKEN AT JUNE MEETING
- 11) Annual Return 2025/26: To a) review/consider b) approve and c) sign the Accounting Statement TO BE UNDERTAKEN AT JUNE MEETING
- 12) Annual Return 2025/26 – Certification of Exemption: To resolve to certify as Exempt from a Limited Assurance Review for the year ended 31 March 2026 TO BE UNDERTAKEN AT JUNE MEETING

## 11 PARISH MAINTENANCE

To consider the following and decide actions where necessary

- a) Monitoring of Footpaths
  - i) To receive reports on any new issues and decide action as necessary
- b) Monitoring of Assets – to receive information on the following:
  - i) General –
    - a) To receive reports on any new issues relating to Parish Council Assets
- c) NYC & Highways issues
  - i) to receive reports on any new issues and decide action as necessary
  - ii) Note notification received from NYC of various roadworks – circulated to Cllrs

## 12 POLICIES

- a) None

## 13 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. PC Website/Noticeboards – Clerk updated with various consultations and information received from NYC, NYMNPA and other third parties, and also circulated to Cllrs
  - e. Cancer Research UK – note received “thank you” for £242 donation, Clerk (VJP) clarified that UHPC not sender and Cancer Research to amend their database
- ii) For Decision
  - a) None

## 14 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 (6/5/26)

### Lorraine Speke

Lorraine Speke Parish Clerk/RFO  
Ugthorpe & Hutton Mulgrave Parish Council c/o Meadowcroft Cottage, Ugthorpe, Whitby, YO21 2BL Email:  
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Dated: 28/4/26