

## 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 on Wednesday 7 September 2022** 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  
**Attendees to comply with any venue, parish council and Government Covid19 requirements**

### AGENDA

- 1 TO RECEIVE APOLOGIES FOR ABSENCE & APPROVE 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 Item 14 ii for consideration of personal information
- 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 BOROUGH, COUNTY & REPRESENTATIVE REPORTS**

To consider the following and decide actions where necessary

  - i) To receive reports from Parish Council Representatives on recent meetings (if applicable)
  - ii) To receive reports from Borough and County Councillors on relevant items (if applicable):
    - a) To note various updates received from County Cllr D Chance
- 5 PUBLIC SESSION**

To receive comments from the public and councillors with a prejudicial interest. Rules for the Public Participation Session to be adhered
- 6 POLICE MATTERS**

To receive any reports from the Police
- 7 MINUTES**

To consider the accuracy of the minutes of the Ugthorpe & Hutton Mulgrave Parish Council meeting held on 8 June 2022 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 meeting and decide further action where necessary, if not detailed under another agenda item

  - a) Hermitage turn off road damage – to receive update
  - b) Pothole opposite Burnt house – to receive update
  - c) Ugthorpe Rails plastic bollards damaged – to receive update
- 9 PARISH POLICY**

To consider the following and decide actions where necessary

  - i) To Resolve that following review, to make the Website fully compliant with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 would be a disproportionate burden within the meaning of the accessibility regulations
  - ii) To Resolve to adopt the Website Accessibility Statement
- 10 PLANNING MATTERS**

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

  - i) NYMNPA**
    - a) None
  - ii) SBC**
    - 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: Details to be forthcoming
- 11 FINANCE**

To consider the following and decide actions where necessary

  - i) To receive the payment schedule and approve payment of the invoices detailed

- ii) Barclays Bank
  - a) Bank Mandate – to receive update on adding approved cheque signatory and decide fourth signatory to add
  - b) Bank Correspondence – COA: to receive update on changing address to Clerk’s correspondence address
  - c) Cheque Book – to receive update on receipt of new cheque book
- iii) To receive latest bank reconciliation and financial statement, review and approve
- iv) HMRC VAT126 reimbursement for non business activities – to note Clerk undertaken for £ 323.00
- v) Annual Return 2021/22: To review and consider any feedback from the Internal Auditor undertaken 20/6/22
- vi) To receive update from Zurich Insurance regarding cover for volunteers and requirements to fulfil insurance requirements if volunteers undertaking work on behalf of and instructed by parish council

## 12 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
  - i) General –
    - a) To receive reports on any issues and decide as necessary
    - ii) To receive report from Cllr SB on review of parish council assets, to decide what work needs to be undertaken and to confirm to go out for estimates if work required
- c) NYCC & Highways issues
  - i) to receive reports on any issues and decide action as necessary
- d) Website Progress – to note that the Clerk has been getting the website documentation up to date in order to meet the Transparency Regulations (2014)

## 13 CORRESPONDENCE

To consider the following and decide actions where necessary

- i) For Information
  - a. To note general correspondence circulated by email to Cllrs
- ii) For Decision
  - a) YLCA/Police Commissioner – Zoom Meeting 2 November 645pm – to decide if any Cllrs wishes to attend, and if any questions to be raised

## 14 COOPTION OF PARISH COUNCILLOR

To consider the following and decide actions where necessary

- i) Following May 2022 elections, one vacancy remains (Hutton Mulgrave)  
**Members of Press and Public to leave the meeting room**
- ii) To consider applications for the co-option of one parish councillors  
**Members of Press and Public able to return to the meeting room**
- iii) To vote on who to co-opt
- iv) Upon co-option the Cllrs to sign the Declaration of Acceptance of Office, if present, if not present to decide when the Declaration should be signed to validate the co-option
- v) To note positions not filled will be re-advertised

## 15 PARISH COUNCILLOR ROLES

Deferred from Annual Meeting of Council and to note that the below representatives/monitors do not have any individual decision making authority, to consider and appoint representatives for:

- i) Reviewing Planning Applications and giving overview/observations at meetings to enable decision by the Parish Council
- ii) Monitoring of Footpaths for maintenance issues - to report to clerk/ parish council meeting

## 16 DATE OF NEXT MEETING

- i) To decide and confirm the date of the next Ugthorpe & Hutton Mulgrave Parish Council meetings are, subject to Government Covid19 Guidelines and associated cancellation/rescheduling, and as per agreed meeting schedule decided at the Annual Meeting of the Council (18/5/22):
  - 7.15pm Wednesday 7 December 2022 at Meeting Room, Meadowcroft Ugthorpe Ltd, Ugthorpe, YO21 2BL
  - 7.00pm-7.15pm Wednesday 1 March 2023 at Meeting Room, Meadowcroft Ugthorpe Ltd, Ugthorpe, YO21 2BL for the Annual Parish Meeting followed by at 7.15pm the Ugthorpe & Hutton Mulgrave Parish Council Meeting
  - 7.00pm Wednesday 3 May 2023 at Meeting Room, Meadowcroft Ugthorpe Ltd, Ugthorpe, YO21 2BL for the Annual Meeting of the Council followed by the ordinary Ugthorpe & Hutton Mulgrave Parish Council Meeting