

## 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 8 June 2022** at 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 Annual Meeting of the Council and the ordinary Ugthorpe & Hutton Mulgrave Parish Council meeting held on 18 May 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) Street Lights 1 & 11
  - b) Main road junction marker posts
  - c) Barnby Becks flooding
  - d) NYCC grass cutting responsibilities
  - e) Layby near junction with main road
  - f) Pot holes near Briscoe Farm
- 9 PARISH POLICY**

To consider the following and decide actions where necessary

  - i) To adopt the revised Code of Conduct 2020 (to replace the adopted 2012 version)
  - ii) To adopt the Sickness Absence Policy
  - iii) To adopt the Grievance Policy
  - iv) To adopt the Disciplinary Policy
  - v) To adopt the Dignity at Work/Bulling & harassment Policy
  - vi) To approve the GDPR Data Information Audit at May 2022
  - vii) To adopt the GDPR Security Incident Policy
  - viii) To adopt the Rules Covering the Public Participation Session
  - ix) To note the Website Accessibility Statement to be completed once a review of the PC website has been undertaken
- 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:

NYMNP: <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) Asset Register/Insurance – to receive update, and discuss/decide on missing laptop, printer and hard drive as to whether to submit a claim
- iii) Barclays Bank
  - a) Bank Mandate – to receive update on adding approved cheque signatories
  - b) Bank Correspondence – COA: to receive update on changing address to Clerk's correspondence address
- iv) To receive 2021/2022 Qtr & Year End Financial Bank Reconciliation, Statements & Cash Book and approve – if information sourced
- v) HMRC VAT126 reimbursement for non business activities – to be undertaken by Clerk once all information acquired since last submission (max 3 years from date of claim)
- vi) To confirm 30 day inspection period for the Annual Return 2021/22 will commence on the 1<sup>st</sup> July 2022 unless required to extend due to need to obtain outstanding information
- vii) Annual Return 2021/22: To review and consider any feedback from the Internal Auditor
- viii) Annual Return 2021/22: To a) review and b) approve and c) sign the Annual Governance Statement
- ix) Annual Return 2021/22: To a) review b) approve and c) sign the Accounting Statement
- x) Annual Return 2021/22 – Certification of Exemption: To resolve to certify as Exempt from a Limited Assurance Review for the year ended 31 March 2022

## 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
  - ii) To note NYCC PROW will be sending a pdf of footpaths within the parish in due course
- b) Monitoring of Assets
  - i) General –
    - a) To receive reports on any issues and decide as necessary
    - ii) 2022 Annual Maintenance of Benches – to decide a) works to be completed b) whether to proceed with previous contractor
    - iii) Common Land CL212 Pinfold & Village Pond: detailed on Common Register as under custodianship of the parish council (Section 9 of the Commons Registration Act 1965), therefore, to add to Asset Register. To decide whether to pursue registration with the Land Registry Office as the parish council has maintained for the benefit of the parish
- c) Annual Grass Cutting
  - i) To review quotations and decide on contractor to be appointed to undertake 2022 season
  - ii) To discuss and decide on way forward regarding cutting of grass path on verge to bus shelter
- d) NYCC & Highways issues
  - i) to receive reports on any issues and decide action as necessary

## 13 CORRESPONDENCE

To consider the following and decide actions where necessary

- i) For Information
  - a. To note general correspondence circulated by email to Cllrs
  - b. NY Fire Police Fire & Crime Commissioner – undertaking survey of residents of NY on Fire & Rescue Services proposed changes – circulated to Cllrs and poster put on noticeboards
- ii) For Decision
  - a) NYMNP Parish Member Election – to decide who to vote for if ballot paper received

## 14 COOPTION OF PARISH COUNCILLOR

To consider the following and decide actions where necessary

- i) Following May 2022 elections, three vacancies remain (1 Ugthorpe, 2 Hutton Mulgrave)

**Members of Press and Public to leave the meeting room**

- ii) To consider applications for the co-option of 3 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 DATE OF NEXT MEETING**

i) To decide and confirm the date of the next 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 September 2022 at Meadowcroft Ugthorpe Ltd, Ugthorpe, YO21 2BL

7.15pm Wednesday 7 December 2022 at Meadowcroft Ugthorpe Ltd, Ugthorpe, YO21 2BL

7.00pm-7.15pm Wednesday 1 March 2023 at Meadowcroft Ugthorpe Ltd, Ugthorpe, YO21 2BL for the Annual Parish Meeting followed at 7.15pm for the ordinary Ugthorpe & Hutton Mulgrave Parish Council Meeting

7.00pm Wednesday 3 May 2023 at Meadowcroft Ugthorpe Ltd, Ugthorpe, YO21 2BL for the Annual Meeting of the Council followed by the ordinary Ugthorpe & Hutton Mulgrave Parish Council Meeting

*Victoria Pitts Parish Clerk – Newholm cum Dunsley Parish Council c/o Davison Farm, Egton, Whitby, YO21 1UA Mob: 07791889737 Email: [ugthorpe-pc@outlook.com](mailto:ugthorpe-pc@outlook.com)*

Dated: 27 May 2022