

## UGTHORPE AND HUTTON MULGRAVE PARISH COUNCIL

Minutes of the proceedings of the Meeting of Ugthorpe & Hutton Mulgrave Parish Council held at 7.25pm following the Annual Parish Meeting (7-7.25pm), on Wednesday 4 March 2026 at Meadowcroft Ugthorpe Ltd Meeting Room, Ugthorpe YO21 2BL and pursuant to Summons

### Present:

Councillor S Parkes (Chairman) in the Chair; Cllrs S Brown, M Chapman, J A Gallon, E Jowsey & N Henderson

Also present were: V J Pitts (Clerk)

### Action by

- 1 **TO RECEIVE APOLOGIES FOR ABSENCE & APPROVE REASONS WHERE NECESSARY** None
- 2 **TO IDENTIFY ANY ITEMS FOR DISCUSSION THAT MAY REQUIRE THE EXCLUSION OF THE PRESS AND PUBLIC**  
RESOLVED to exclude press and public for Item 11/7 & 12 due to the nature of the business to be transacted being prejudicial to the public interest
- 3 **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: Cllr SB stated interest in Item 9/i/a
  - 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: None
- 4 **UNITARY COUNCIL & REPRESENTATIVE REPORTS**

The following were considered and actions decided where necessary as follows:

  - i) a) To receive reports from Parish Council Representatives on attending any recent meetings/events (if applicable) – not applicable
  - ii) To receive reports from Unitary Councillor on relevant items – if applicable: Note Clerk has circulated to Cllrs any emails from NYC Cllr D Chance
- 5 **PUBLIC SESSION**

Following issues were raised

  - Street Light S1 not working – Clerk to report to NYC under delegated powers **VJP**
  - UVCF folding – verbal notification via Cllr, and advised have surplus funds that might be used towards replacing the wooden sheep in the pinfold. Clerk advised would need to be placed on future agenda for discussion/decision as a parish council asset
  - Loose chippings at Ugthorpe Rails due to tipping too close to the road. Clerk to report to NYC under delegated powers **VJP**
- 6 **POLICE MATTERS**

The Police representative was not present, Clerk advised not received latest report but had circulated previous ones to Cllrs and if received would circulate accordingly **VJP**
- 7 **MINUTES**

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. **VJP**

RESOLVED to approve and sign
- 8 **REPORT ON MATTERS ARISING FROM PREVIOUS MEETING**

The following ongoing issues that required action at previous meeting(s), and not detailed under another agenda item, were considered, discussed and further action decided where necessary

  - 1) NYC Highways reported issues from previous meeting(s) - to consider any feedback if received:
    - Clerk read out email from NYC regarding snow ploughing in the area, which

outlined service provision, that a neighbouring farm contractor was requested to act following notification of the November snow issue and that the local resident farm contractor now had a new gritter

## 9 PLANNING MATTERS

VJP

The following were discussed and decided upon:

Cllr SB left the meeting

### i) NYMNPA

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: RESOLVED No Objections as improved location

Cllr SB rejoined the meeting

### ii) NYC

a) NYC Local Plan Enforcement Plan – deadline 9/3/26 for responses: to decide what response, if any, to make: RESOLVED no comment

### iii) Other Public Body

a) None

## 10 PARISH MAINTENANCE

The following were considered and decisions made as follows:

### a) Monitoring of Footpaths

i) To receive reports on any issues and decide action as necessary

a) Dodgy pedestrian gate near Biggin House Farm W3W relatives.wolf.munched. Clerk to report to NYMNPA

VJP

### b) Monitoring of Assets – to receive information on the following:

i) General –

a) To receive reports on any issues relating to Parish Council Assets:

i) Ugthorpe Village Noticeboard Key – Clerk advised broken when trying to lock. Cllr SP to locate spare key and pass to VJP. Research on the night located replacement key option at approximately £44.95 +VAT

SP/  
VJP

b) To decide on storage facility for empty filing cabinet: RESOLVED Cllr SP to pick up filing cabinet and store

SP/  
VJP

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: Clerk advised that email set up but need to amalgamate old emails

VJP

### c) Ex Model Agreement Issues

i) To discuss and decide on contractor quotations for rural highway verge grass cutting for 2026/2027 season: Three quotes received £1036, £900 & £900 all + VAT. RESOLVED to accept quote from M Robson at £900 +VAT. Clerk to advise all concerned

VJP

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: Due to increasing precept RESOLVED to keep status quo

### d) NYC & Highways issues

i) to receive reports on any issues and decide action as necessary:

a) Pot holes on road to Mickleby (C220/1/10) – Clerk to report

VJP

b) Potholes on road to Biggin House Farm (U2296/1/70), camber dropped and hitting undercarriage of vehicles – Clerk to report

c) Potholes reappearing near Briscoe (C214/1/10) – Clerk to report

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): RESOLVED not to undertake

VJP

## 11 FINANCE

VJP

The following were considered and decisions made as follows:

- 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: Noted
- 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: Noted Clerk not requesting reimbursement of postage and mileage from September 25 to date. Also noted Clerk advised will not bank Qtr 4 salary cheque until May, after precept paid, due to insufficient funds in the parish council account. All outgoings equate to £3636.34 and current balance approximately £2983. RESOLVED to approve payment schedule
- 3) To receive latest 2025/26 bank reconciliation & financial statement – to review and approve: Noted no bank statement received, therefore, balance expected to be currently £2983.66 due to unpaid cheques (Item 1)
- 4) To discuss and decide how to spend any outstanding Model Agreement Funds for the 2025/26 financial year – if applicable: RESOLVED not to spend potential £187 underspend of 25/26 financial year. To await to see if NYC will request reimbursement of amount
- 5) To receive, consider and decide on the updated 3 year Budget following change of precept at 3/12/25 meeting: RESOLVED to approve
- 6) VAT 126 Reclaim 2025/2026 – Note claim submitted to HMRC for £262.30, unsure if Barclays has rejected payment: Noted

### **PRESS AND PUBLIC TO LEAVE THE MEETING: No MOP present**

#### 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:
  - Documents approved/signed at EO 21/1/26 sent 22/1/26
  - Chqs issued 21/1/26 uncleared by bank as account frozen
  - Clerk written further personal letter of complaint to Barclays
  - Email 12/2/26 stating Barclays had to freeze account as awaiting information – circulated to Cllrs
  - Email 19/2/26 stating will freeze accounts if do not receive information by 19/3/26 – circulated to Cllrs
  - SB/SP rang Barclays. SB informed 27/2/26 account unfrozen. SB stated they advised that if Clerk name on website at 31/3/26 will freeze account again. New Clerk personal information to be passed to Barclays upon appointment. RESOLVED Clerk to send covering letter with cheque repayments for £144 & £1080

## 12 RESIGNATION OF CLERK/APPOINTMENT OF NEW CLERK

The following were considered and decisions made as follows:

- 1) Note that Clerk has ensured PAYE up to date and P45 issued for 31/3/26 date: Noted
- 2) Note Clerk has informed all stakeholders of resignation and change of address as agreed at 21/1/26 meeting: Noted
- 3) Note that email to Clerks in locality elicited no response. Clerk proceeded to YLCA bulletin advert @ £20 as agreed EO 21/1/26: Noted
- 4) To discuss potential candidates if received applications via YLCA advert – if applicable: Noted no applications received
- 5) To discuss potential HoT for letter outlining appointment – if applicable: not 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: Noted Cllr E Jowsey to takeover role and Clerk/ Cllr EJ will liaise re handover date
- 7) To discuss and decide on next steps to appoint a Clerk if no applications received: RESOLVED Cllrs to think about potential candidates and discuss at next meeting in May, or an EO if required before as Clerk advised appointment needs to be discussed and decided at a Parish Council meeting

VJP/  
EJ

VJP/  
EJ

### **PRESS AND PUBLIC TO REJOIN THE MEETING – No MOPs present**

## 13 POLICIES

The following were considered and decisions made as follows:

- a) AGAR 2025/26 New Assertion 10- Noted 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: Noted 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: Noted Clerk undertaken annual review and all required policies based on legislation/Statute in place

#### **14 CORRESPONDENCE**

The following correspondence was received and decisions made as follows:

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, NYMNPA 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):

RESOLVED the next parish council meetings:

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

Meeting finished at 8.40pm

Chairman

Dated