

## UGTHORPE AND HUTTON MULGRAVE PARISH COUNCIL

Minutes of the proceedings of the Meeting of Ugthorpe & Hutton Mulgrave Parish Council held on 3 December 2025 at 7.15pm, held at Meadowcroft Ugthorpe Ltd Meeting Room, Ugthorpe YO21 2BL and pursuant to Summons

### Present:

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

Also present were: V J Pitts (Clerk)

Action  
by

- 1 **TO RECEIVE APOLOGIES FOR ABSENCE & APPROVE REASONS WHERE NECESSARY** Apologies received from Cllrs M Chapman and E Jowsey
- 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 11/9 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 N Henderson declared 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
    - b) NYMNPA Annual Parish Training Event Wed 22/10/25– to receive feedback: Cllr SP did not attend, and Cllr EJ not present; however, on his behalf Cllr SP provided feedback as follows:
      - 1) Planning: when giving a planning decision please provide a reason
      - 2) Social Housing: NYMNPA keen to come round and do a talk. RESOLVED to ask to come to APM
  - 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

  - Snow ploughing – did not get done for 2 days as contractor not allowed to undertake due to not having gritter on back. MOP complained to NYC and another contractor sent to do the job
- 6 **POLICE MATTERS**

The Police representative was not present, Clerk read out recent report received.
- 7 **MINUTES**

To consider the accuracy of the minutes of the Ugthorpe & Hutton Mulgrave Parish Council meeting held on 3 September 2025 and the EO Parish Council Meeting on the 29 September 2025 for approval and signing: 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: Noted NYC advised would be cutting trees back in due course at the top of Mill Hill. Also noted that various road works taken place throughout the parish boundary.
  - 2) NYMNPA Footpaths – to note feedback that the reported issues from 3/9/25 meeting are

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being investigated and the Area Ranger will work with landowner to resolve

## 9 PLANNING MATTERS

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The following were discussed and decided upon:

### i) NYMNPA

Cllr NH left the meeting

a) NYM/2025/0683 – Holly Cottage, Postgate Way – application for variation of Condition 2 of planning approval NYM/2023/0668 to allow change from local occupancy to principal residence: RESOLVED to Object as per previous response

Cllr NH rejoined the meeting

b) NYM/2025/0696 Low Farm Kitter Lane – listed building consent for installation of replacement slimline double glazed timber windows and timber doors: RESOLVED No Objection

c) NYM/2025/0553 Allerton Head – listed building consent for installation of replacement slimline double glazed timber windows and timber exterior doors together with French drain and internal alterations comprising of but not limited to insulation works, plastering, alterations to fireplaces, removal stud walls to first floor and construction of partition walls: RESOLVED No Objection

### ii) NYC

a) None

### 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: No issues raised

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

i) General –

a) To receive reports on any issues relating to Parish Council Assets: No issues raised

b) To note new laptop in operation – asset register amended: Noted

c) To decide on taking old laptop to waste recycling site, with hard drive (removed already) to be stored with Chairman: RESOLVED to approve

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d) To discuss and decide 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: RESOLVED to approve

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c) NYC & Highways issues

i) to receive reports on any issues and decide action as necessary: RESOLVED to escalate issue raised in Public Session re lack of snow ploughing as an official complaint, with Ugthorpe road and main A171 dangerous, disappointed with service with teams not out or not out early enough

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ii) Note notification received from NYC of various roadworks – circulated to Cllrs: Noted

## 11 FINANCE

The following were considered and decisions made as follows:

1) To receive the payment schedule and approve payment of the invoices detailed:

a) RESOLVED to approve listed payments, including reimbursement to Clerk for paying Computer Centre £493.80 this was following chq 544 unleared by Barclays

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b) Grass contractor sent photo of invoice 27/11 but unclear and VAT number not seen, Clerk requested hardcopy in post. RESOLVED to approve payment when received for £900 + VAT

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c) RESOLVED not to sign Barclays cheques due to account frozen due to mandate issues. Clerk to advise recipients

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2) To receive latest 2025/26 bank reconciliation & financial statement – to review and approve: RESOLVED to approve

3) To note receipt of the 2<sup>nd</sup> instalment of the 2025/26 Model Agreement Monies of £1170.75 – reduced from £1235.33 due to shortfall in expenditure in 2024/25 of £64.58: Noted

4) To discuss and decide how to spend any outstanding Model Agreement Funds for the 2025/26 financial year – **To be on March 2026** meeting: RESOLVED to confirm to discuss at

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March 2026 meeting

5) 'Model Agreement' – to note latest update and outcome from NYC Executive Meeting 21/10/25 stating that there will be no equivalent Model Agreement funding from 2026/27 financial year ie no funds for grass verge cutting, seat maintenance or cemetery/burial ground maintenance: Discussion held on detrimental impact on the parish. RESOLVED to discuss grass cutting and other assets covered at the March 2026 meeting and decide on how to progress

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6) NYC Approved Policy on Election Recharges – to note NYC has revised policy for uncontested/contested scheduled elections and by-elections and needs to be accounted for in Budget: Noted

7) To receive, consider and decide on the updated 3 year Budget: Discussed and agreed cannot omit anything as already skeleton funding detailed, will be amended in line with new precept decision and brought back to March 2026 meeting for approval

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8) To review and decide on the 2026/2027 Precept: RESOLVED to increase from £2750 to £5000 to assist reduced funds following the cessation of the Model Agreement. This means a Band D equivalent will rise from £26.87 to £48.55 per annum. RESOLVED to put in APM Chairman's Report/Newsletter outlining reason.

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### **PRESS AND PUBLIC TO LEAVE THE MEETING – none present**

#### **9) Barclays Bank**

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

- Clerk confirmed Barclays People/About Your Organisation Form & Letter stating Cllr SB was RFO was sent to Barclays 30/9 & resent 7/11 as no acknowledgement. This was as per Customer Relations letter 2/9/25 CR8NGX7QG9 & KYC letter 7/9/25, and discussed and decided at EO meeting 29/9/25. 24/10/25 letter stated Chq 544 payment prohibited
- Tel con 10/11/25 Cllr SB and Clerk with KYC/Customer Relations who stated received form/letter, but still required Clerk to be added to account, full ID&V and personal credit card linking to parish council bank account. PC Account currently frozen. SB/Clerk advised Barclays that requests had to be considered and decided at a PC meeting, and Clerk/individual Cllr could not make decision. KYC stated did not have CR letter, would revert and also write letter making request. Later KYC phone call to Cllr SB, following discussion with senior person, stated needed above information on Clerk due to being listed on NYC website; moreover, any further complaints by the PC would result in account closure. No further written correspondence received since tel con
- Clerk advised that in 12 years of being a Clerk none of the other 5 parish council banks had required this to be done. Clerk refused as does not have access in any form to the PC bank account nor can authorise changes to the account nor can authorise/make payments from the account

b) Following discussion RESOLVED to research if TSB willing to take on new accounts and what information needed. RESOLVED to have an EO to discuss next steps

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Cllrs

### **PRESS AND PUBLIC TO REJOIN THE MEETING – none present**

## **12 POLICIES**

The following were considered and decisions made as follows:

a) No policies to be considered

## **13 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) Various emails from NYMNPA circulated to Cllrs
- e) 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) Cllr SP request for inclusion on agenda: to discuss and decide on whether to revert to email only agendas/meeting papers (hardcopies to share at meetings) rather than posting out meeting papers: RESOLVED to approve proposal.

**14 DATE OF NEXT MEETING**

**VJP**

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-7.15pm Wednesday 4 March 2026 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 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 9.00pm

Chairman

Dated