

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

Minutes of the proceedings of the Meeting of Ugthorpe & Hutton Mulgrave Parish Council held on **Wednesday 3 May 2023 immediately following the Annual meeting of the Council (7.00pm-7.50pm)**, 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, M Chapman, J A Gallon,

Also present were: V J Pitts (Clerk)

**Action  
by**

### **1 APOLOGIES FOR ABSENCE & APPROVE IF REQUIRED**

No apologies received. Cllrs N Henderson & E Jowsey not present.

**Cllr M Chapman left the meeting room**

### **2 TO IDENTIFY ANY ITEMS FOR DISCUSSION THAT MAY REQUIRE THE EXCLUSION OF THE PRESS AND PUBLIC**

None

### **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: None

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**

To consider the following and decide actions where necessary

i) To receive reports from Parish Council Representatives on recent meetings (if applicable): None

ii) To receive reports from Unitary Councillor on relevant items (if applicable):

- Noted various emails received from Cllr D Chance and circulated to Cllrs

### **5 PUBLIC SESSION**

Following issues were raised

a) None

### **6 POLICE MATTERS**

The Police representative was not present, no monthly reports received.

### **7 MINUTES**

RESOLVED to approve the the minutes of the Ugthorpe & Hutton Mulgrave Parish Council meeting held on 1 March 2023

**VJP**

### **8 REPORT ON MATTERS ARISING FROM PREVIOUS MEETING**

The following ongoing issues that required action at the last meeting were considered, discussed and further action decided where necessary

1) No issues

## 9 PLANNING MATTERS

The following were discussed and decided upon:

### i) NYMNPA

a) NYM/2023/0003 Daywell House, Ugthorpe – removal of lean to and conversion of outbuilding to holiday letting accommodation with associated garden area and provision of parking – unable to respond within deadline

**Cllr M Chapman returned to the meeting**

### 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: Details to be forthcoming

## 10 FINANCE

VJP

To consider the following and decide actions where necessary

- 1) To consider insurance cover quotations and decide on provider – renewal date 1/6/23:  
RESOLVED to proceed with current provider Zurich at £297.89
- 2) To receive the payment schedule and approve payment of the invoices detailed:  
RESOLVED to approve
- 3) Barclays Bank
  - a) Bank Mandate – to receive update on adding approved cheque signatories of Cllrs SP & EJ: Clerk advised of recent correspondence from Barclays and contact with YLCA for advice
  - b) To consider approval of Barclays Bank requirement for the Chairman to sign authorisation form for the addition of approved cheque signatories, as well as a current cheque signatory councillor on mandate: RESOLVED to approve
- 4) To receive Qtr 4 2022/23 bank reconciliation, year end, financial statement, cash book – to review and approve: RESOLVED to approve, noted typo error in header
- 5) HMRC VAT126 reimbursement for non business activities– noted Clerk submitted for £290.33
- 6) SBC Model Agreement Expenditure 2022/23 –expenditure form submitted: Noted
- 7) Precept/Model Agreement 2023/24 - confirmed remittance received for £2k & £1132.67 respectively
- 8) Internal Control Checklist 2022/23 – completed at the Annual Meeting of the Council
- 9) To confirm that the 30 day inspection period for the Annual Return 2022/23 will commence on the 1<sup>st</sup> July 2023: RESOLVED
- 10) Annual Return 2022/23: To review and consider any feedback from the Internal Auditor – If undertaken otherwise to receive at June meeting: Noted no issues raised
- 11) Annual Return 2022/23: The AGAR Annual Governance Statement was a) reviewed and b) RESOLVED to approve and c) signed
- 12) Annual Return 2022/23: The AGAR Accounting Statement was a) reviewed b) RESOLVED to approve and c) signed
- 13) Annual Return 2022/23 – Certification of Exemption: To resolve to certify as Exempt from a Limited Assurance Review for the year ended 31 March 2023 - RESOLVED

## 11 PARISH MAINTENANCE

VJP

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:

a) Noted that the Open Spaces representative would be walking the boundaries of Ugthorpe Common and had informed the parish council out of courtesy

### b) Monitoring of Assets

i) General –

a) To receive reports on any issues and decide as necessary: None

ii) Pinfold Stone Wall - to receive update on funding and repair work: Noted that the contractor had completed the repair work to the stone wall during the last week of April, full cost of £500 +VAT covered by NYMNPA grant

iii) Mill Hill Seat front lat replacement – to receive update on replacement/painting work by S4W team: S4W have the replacement lat ready for fitting

iv) Pinfold wooden log seat repairs – to receive update on work: Clerk confirmed that the latted top was completed and just waiting for S4W team to clean up the top of the wooden log and fix the latted top

v) Bus Shelter Graffiti – to receive update on S4W tidying up: S4W expected to undertake tidying up works soon

vi) Noticeboards – Perspex – to receive update on replacement work: Clerk advised had not progressed yet due to lack of time

### c) NYC & Highways issues

i) to receive reports on any issues and decide action as necessary: None

ii) Noted received and circulated various road closure notices from NYC

d) New community noticeboard – open access: to receive update on proposed funding and installation: Total cost of noticeboard including delivery and VAT is £712.74, PC can reclaim VAT and grant remittance received from AngloAmerican for £500. S4W team to install.

RESOLVED for lettering to be added stating “Commemorate Coronation of King Charles III”

e) Grass verge cutting 2023 season – Noted contractor (M Robson) agreed to cut grass verges again at 2022 price of £900+VAT.

## 12 CORRESPONDENCE

The following correspondence was received and decisions made as follows:

### i) For Information

a. To note general correspondence circulated by email to Cllrs

b. Various emails from YLCA circulated to Cllrs

c. Various emails regarding new Unitary council sent to Cllrs

d. NYMNPA circulated Forestry Commission’s Public Consultation Register for felling including Skelder Plantation FL 012 911 2023 & FL 012 728 2023 – parish council unable to respond as deadline 2/5/23

e. NYC Standards Arrangements – information circulated to Cllrs and note Clerk responded to advise that PC already adopted latest national PC model Code of Conduct

### ii) For Decision

a) None

**13 DATE OF NEXT MEETING**

**VJP**

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 (3/5/23):

RESOLVED the next parish council meetings are:

7.15pm Wednesday 6 September 2023 at Meadowcroft Ugthorpe Ltd, Ugthorpe, YO21 2BL

7.15pm Wednesday 6 December 2023 at Meadowcroft Ugthorpe Ltd, Ugthorpe, YO21 2BL

7.00pm-7.15pm Wednesday 6 March 2024 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 1 May 2024 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 8.30pm

Chairman

Dated