

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

Minutes of the proceedings of the Meeting of Ugthorpe & Hutton Mulgrave Parish Council held on  
**Wednesday 7 December 2022 at 7.15pm** at Meadowcroft Ugthorpe Ltd Meeting Room,  
Ugthorpe YO21 2BL and pursuant to Summons

### **Present:**

Councillor S Brown (Vice-Chairman) in the Chair; Cllrs M Chapman, J A Gallon, N Henderson & E Jowsey  
Also present were: V J Pitts (Clerk) & 1 MOP

**Action  
by**

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

Cllr S Parkes

### **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: RESOLVED

### **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 BOROUGH, COUNTY & REPRESENTATIVE REPORTS - the following were discussed and decided upon.**

SBC and County Cllr representatives not present

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

ii) To receive reports from Borough and County Councillors on relevant items (if applicable):  
a) Noted various updates received from County Cllr D Chance, nothing from Borough Cllrs

### **5 PUBLIC SESSION**

Following issues were raised

a) Gate opposite Biggin House: broken bar

### **6 POLICE MATTERS**

The Police representative was not present, monthly reports had been circulated but awaiting latest report. Clerk advised when received will forward

### **7 MINUTES**

RESOLVED to approve the the minutes of the Ugthorpe & Hutton Mulgrave Parish Council meeting held on 7 September 2022

**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

- a) 30mph signs – Ugthorpe – to receive update following reporting by Clerk to NYCC: Clerk advised had been informed that new 30mph signs ordered and when received will be installed
- b) PC Laptop – Noted that software and driver upgrade now completed and Clerk to be reimbursed for amount of £248 – under Finance Payment Schedule

## **9 PARISH POLICY**

**VJP**

The following were discussed and decided upon:

- i) To consider adoption of NALC's proposed Civility and Respect Model Councillor Officer Protocol: RESOLVED not to adopt

## **10 PLANNING MATTERS**

**VJP**

The following were discussed and decided upon:

### **i) NYMNPA**

- a) NYM/2022/0606 Low Moor House, Ugthorpe – erection of storage shed together with use of land for equestrian purposes, creation of all weather let out pens and permeable hard standings in connection with existing commercial equestrian use (deadline 18/10/22) – under delegated authority, and following quorate feedback from Cllrs, Clerk responded No Objections
- b) NYM/2022/0740 Meadow Croft, Ugthorpe – variation of condition 5 of planning approval NYM/2019/0864/CU to allow salon to open on Saturdays - under delegated authority, and following quorate feedback from Cllrs, Clerk responded No Objections
- c) NYM/2022/0793 – Mill Farm – conversion of attached byre to additional living accommodation: RESOLVED No Objections

### **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 VJP
- i) To review renewal of website hosting provider (as resolved at May 2022 meeting):  
RESOLVED to renew hosting at £114.00
  - ii) To receive the payment schedule and approve payment of the invoices detailed:  
RESOLVED to approve VJP
  - iii) Barclays Bank
    - a) Bank Mandate – to receive update on adding approved cheque signatories of Cllrs SP & EJ: Noted Cllr SB/VJP had had conversation with Barclays Mandate Team, mandate form sent through for completion, once undertaken will be taken to Barclays for scanning and forwarding to the mandate team. VJP SP/EJ
  - iv) To receive latest bank reconciliation and financial statement, review and approve:  
RESOLVED to approve VJP
  - v) To receive and approve 3 year Budget: RESOLVED to approve VJP
  - vi) SBC Precept/Model Agreement 2022/2023 – to note receipt of remittance of £918 & £1041.06 respectively: Noted
  - vii) To approve the 2023/2024 Unitary Council (ex SBC) Model Agreement Estimate Expenditure of £2265.34, and note cannot alter amount: RESOLVED to approve VJP
  - viii) To review and decide on the 2023/2024 Precept based on the SBC calculation model:  
RESOLVED to increase to £2000 eliciting a £1.79/9.34% increase for residents VJP
  - ix) To note and approve NJC 2022 salary award - increase Spinal Point 13 from £11.97 to £12.97 per hour from 1/4/22, and from 1/4/23 additional 1 day holiday (pro rata part-time): RESOLVED to approve VJP
  - x) To note appointment of external auditor for period 2022-2027 for N, S & W Yorkshire of PKF Littlejohn LLP: Noted

## 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: Noted Cllr EJ had produced images, locations and details of issues with footpaths, mainly stiles, gates, signage, and had passed these to Clerk. Clerk under delegated powers to forward to NYMNP for rectification. Cllr EJ still had some paths outstanding to walk in due course VJP/EJ
- b) Monitoring of Assets
  - i) General –
    - a) To receive reports on any issues and decide as necessary: Clerk raised issue of noticeboards Perspex warped and difficult to see notices, and would be getting replacements (under delegated authority). Following discussion, Clerk to put on next agenda the option to have an open community noticeboard and to be paid for by potential grant funding VJP
  - ii) Pinfold Stone Wall: To receive report on current status and decide any action to be taken: RESOLVED to obtain quotes from stone waller for potential repairs and to discuss at next meeting VJP
  - iii) NYCC Archiving – Noted Clerk taken documents and books to NYCC County Records
  - iv) Model Agreement Estimate Funding 2022/2023 financial year: to consider how to spend remaining £228 on public seats/bus shelter – any contracted works/purchase to be undertaken before 1 March 2023 meeting so cheque can be raised. Noted if do not spend, then this amount will not be reimbursed next year. RESOLVED for Clerk to investigate, obtain estimates and see through to completion a) Mill Hill Seat – replacement of front lat and b) “topping” of Pinfold rustic seat with a piece of wood to facilitate people to sit on VJP
- c) NYCC & Highways issues
  - i) to receive reports on any issues and decide action as necessary
    - Noted pot holes filled in including at layby
    - Noted bridge repaired near Barnby Becks
    - From opposite Mill Hill Farm, water gathers and runs down road all the way to Barnby Becks – not into drains – Clerk to report VJP
    - Street Light out: No's 1 (Nr Black Bull) and 12 (wood pole below No 11) – Clerk to report VJP

### 13 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. SBC Scrutiny – Cost of Living Crisis call for evidence from Town and Parish Councils: received October with deadline of 25/10/22, unable to respond

ii) For Decision

- a) NYMNPA International Dark Sky Reserve – to consider request for letter of support and decide if to undertake: RESOLVED to write to support

VJP

### 14 COOPTION OF PARISH COUNCILLOR

The following was discussed and agreed upon

VJP

- i) Following May 2022 elections, one vacancy remains (Hutton Mulgrave): one application received and applicant introduced themselves

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

- ii) To consider applications for the co-option of one parish councillors – not required

**Members of Press and Public able to return to the meeting room**

- iii) To vote on who to co-opt: RESOLVED to coopt Nick Henderson

- 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: DoA signed, and Clerk passed ROI for completion and returning to her within 28 days

- v) To note positions not filled will be re-advertised: not applicable

### 15 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 (18/5/22):

RESOLVED the next parish council meetings are:

7.00pm-7.15pm Wednesday 1 March 2023 at Meeting Room, 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 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

Meeting finished at 8.20pm

Chairman

Dated