

UGTHORPE AND HUTTON MULGRAVE PARISH COUNCIL

Minutes of the proceedings of the Meeting of Ugthorpe & Hutton Mulgrave Parish Council held on 7 May 2025 immediately following the Annual Meeting of the Council which was held at 7pm, 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 & N Henderson

Also present were: V J Pitts (Clerk)

Action
by

- 1 **TO RECEIVE APOLOGIES FOR ABSENCE & APPROVE REASONS WHERE NECESSARY** Apologies received from Cllr E Jowsey
- 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**

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

 - i) a) To receive reports from Parish Council Representatives on attending recent meetings/events (if applicable): not applicable
 - ii) To receive reports from Unitary Councillor on relevant items (if applicable): None
- 5 **PUBLIC SESSION**

Following issues were raised

 - Street light S12 not working – Clerk to undertake reporting under delegated powers
 - Memorial Clock for a relative – Clerk advised not a parish council responsibility & that could not be placed on the Common Land near ChristChurch
- 6 **POLICE MATTERS**

The Police representative was not present, Clerk read out recent report received.
- 7 **MINUTES**
 - i) To consider the accuracy of the minutes of the Ugthorpe & Hutton Mulgrave Parish Council meeting held on 5 March 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: Clerk advised all issues reported to NYC that were raised at the 5 March meeting, but no feedback received.
- 9 **PLANNING MATTERS**

The following were discussed and decided upon:

 - i) NYMNPAs
 - a) NYM/2025/0078 Holly Cottage application for variation of condition 2 of planning approval NYM/2023/0668 local occupancy to principal residence – amended details – unable to respond due to 14 day deadline from 11/4/25

b) NYM/2025/0290 Low Broom House Farm, Broom House Lane, Ugthorpe – application for listed building consent for installation of replacement timber double glazed windows and doors: RESOLVED No Objection

ii) NYC

a) None

iii) Other Public Body

a) None

10 FINANCE

The following were discussed and decisions made as follows:

1) To receive, consider, approve insurance renewal quotation – renewal date 1/6/25: Clerk advised not received renewal quote from Zurich, 2024 fee was £300.88. Comparison Quote £874.44 from Clear Council. RESOLVED that if renewal quotation from Zurich is below comparison quote, Clerk to proceed with Zurich and get cheque signed

VJP

2) To receive the payment schedule and approve payment of the invoices detailed: RESOLVED to approve

VJP

3) Barclays Bank

a) Bank Correspondence – to receive latest correspondence and feedback updates:

Clerk advised no correspondence received

b) New cheque book – to receive update: Noted new cheque books received 12/4 and another on the 26/4

c) Temporary Correspondence Address Change – to sign letter as agreed at 5 March 2025 meeting: Change of address to commence 1/6/25, RESOLVED Cllrs SP & SB to sign letter and Cllr SP to hand in at Barclays hub in Whitby

SP/SB

4) To receive Qtr 4 2024/2025 bank reconciliation, year end, financial statement, cash book – to review and approve: RESOLVED to approve following review, noting that unrepresented 2023/24 chq 513 £163.95 payable to ChristChurch had been confirmed not received and lost in post with accounts amended to reflect, and replacement chq 532 £163.95 had been approved on March 2025 payment schedule

5) HMRC VAT126 reimbursement for non business activities 2024/25– noted Clerk submitted for £208.13

6) NYC Model Agreement Expenditure 2024/2025 – noted expenditure form submitted by Clerk

7) Precept/Model Agreement 2025/2026 – to confirm if remittance received: Clerk confirmed remittance received from NYC for £1235.33 Model Agreement & £2750 Precept

8) Internal Control Checklist 2024/2025 – completed at the Annual Meeting of the Council, no issues raised

9) To confirm that the 30day inspection period for the Annual Return 2024/2025 will commence on the 1st July 2025: RESOLVED

VJP

10) Annual Return 2024/2025: To review and consider any feedback from the Internal Auditor: Noted no issues raised by IA and all OK

11) Annual Return 2024/2025 - The AGAR Annual Governance Statement was a) reviewed and b) RESOLVED to approve and c) Signed

VJP

12) Annual Return 2024/2025– The AGAR Accounting Statement was a) reviewed, noting that the accounts for 2023/204 had been restated to reflect that Chq 513 £163.95 had been lost in the post and b) RESOLVED to approve and c) signed

VJP

13) Annual Return 2024/2025 – Certification of Exemption: RESOLVED to certify as Exempt from a Limited Assurance Review for the year ended 31 March 2025

VJP

11 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: Cllr SB advised no issues

c) NYC & Highways issues

i) to receive reports on any issues and decide action as necessary: Noted NYC had completed some drainage repairs and pothole filling

ii) Noted notification received from NYC of various roadworks and circulated to Cllrs

d) Tree Planting Project VE Day80 – Note completed installation 26/3/25, to receive any update and decide further action regarding choice of plaque(s): Noted articles on website and in Whitby Gazette. Following discussion of various options RESOLVED to proceed with

VJP

example Gold Circular engraved plaque via Milbry Hill at cost of £8.99 each, one for each tree stand

e) To discuss removing vegetation from the Stone Trod, Ugthorpe and decide further actions: **VJP**
Following discussion **RESOLVED** for Clerk to undertake research regarding who is responsible for/owns the Stone Trod

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. 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) That's TV – media enquiry Cherry Blossom VE Day Tree Planting: to consider request for Cllr to undertake pre recorded zoom interview: **RESOLVED** not to undertake **VJP**

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:

7.15pm Wednesday 3 September 2025 at Meadowcroft Ugthorpe Ltd, Ugthorpe, YO21 2BL

7.15pm Wednesday 3 December 2025 at Meadowcroft Ugthorpe Ltd, Ugthorpe, YO21 2BL

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 8.15pm

Chairman

Dated