

UGTHORPE AND HUTTON MULGRAVE PARISH COUNCIL

Minutes of the proceedings of the Meeting of Ugthorpe & Hutton Mulgrave Parish Council held on
Wednesday 7 September 2022 at 7.15pm 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
Also present were: V J Pitts (Clerk) & 1 MOP

**Action
by**

1 APOLOGIES FOR ABSENCE & APPROVE IF REQUIRED

None

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: No applicants for Item 14ii for consideration therefore no exclusion required

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

5 PUBLIC SESSION

Following issues were raised

Cllr SB arrived

- 1) Bench at top of Mill Hill: one lat rotten and removed
- 2) Pinfold: bench in poor condition and wall potentially subsiding

Noted items to be discussed under Parish Maintenance

6 POLICE MATTERS

The Police representative was not present, latest report read out.

7 MINUTES

RESOLVED to approve the the minutes of the Ugthorpe & Hutton Mulgrave Parish Council meeting held on 8 June 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) Hermitage turn off road damage – to receive update – Clerk advised reported to NYCC but no update provided
- b) Pothole opposite Burnt house – to receive update - Clerk advised reported to NYCC but no update provided
- c) Ugthorpe Rails plastic bollards damaged – to receive update - Clerk advised reported to NYCC but no update provided
- d) Noted that NYCC had been marking potholes within the parish, but had seemed to prioritise repairing the cycle route for the Tour de Britain

9 PARISH POLICY

VJP

The following were discussed and decided upon:

- i) RESOLVED that following review, to make the Website fully compliant with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 would be a disproportionate burden within the meaning of the accessibility regulations
- ii) RESOLVED to adopt the Website Accessibility Statement

10 PLANNING MATTERS

The following were discussed and decided upon:

i) NYMNPA

a) None

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

- i) To receive the payment schedule and approve payment of the invoices detailed: **VJP**
RESOLVED to approve
- ii) Barclays Bank
 - a) Bank Mandate – to receive update on adding approved cheque signatory and decide fourth signatory to add: Noted wrong form sent by Barclays twice. RESOLVED that Cllr E Jowsey be appointed fourth signatory **VJP**
 - b) Bank Correspondence – COA: to receive update on changing address to Clerk's correspondence address: completed and active
 - c) Cheque Book – to receive update on receipt of new cheque book: completed and active. Noted that Barclays informed that a prior cheque book to current had been issued in the past, this had now been cancelled.
- iii) To receive latest bank reconciliation and financial statement, review and approve: **VJP**
RESOLVED to approve
- iv) HMRC VAT126 reimbursement for non business activities – to note Clerk undertaken for £ 323.00
- v) Annual Return 2021/22: To review and consider any feedback from the Internal Auditor undertaken 20/6/22: Noted that internal audit undertaken on basis of accounts only that the Clerk had reconciled for the AGAR 2021/22
- vi) To receive update from Zurich Insurance regarding cover for volunteers and requirements to fulfil insurance requirements if volunteers undertaking work on behalf of and instructed by parish council: Noted that as previously advised, contractors (paid) should have own insurance. Noted advised by insurers that volunteers (unpaid) may be covered by insurance but this is dependent on being informed of activity, hours, dates etc and a written risk assessment undertaken in case of an incident, following receipt the insurers can assess whether an additional premium required. The parish council would have to purchase any materials etc required by volunteers. Acknowledged that if residents undertook works to parish assets under their own steam, this would not be the responsibility of the parish council.

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: No issues reported
- b) Monitoring of Assets
 - i) General –
 - a) To receive reports on any issues and decide as necessary: following discussion RESOLVED for Clerk to update laptop software due to out of date 'Office' causing technical issues. Clerk to pay and council to reimburse **VJP**
 - ii) To receive report from Cllr SB on review of parish council assets, to decide what work needs to be undertaken and to confirm to go out for estimates if work required: Noted lat missing on seat at Mill Hill Top. RESOLVED seat in Pinfold rustic but safe – no works. RESOLVED not to remove graffiti in bus shelter as fading and not obscene, timber boarding issues but safe – no works. RESOLVED Pinfold Sheep weathered but safe – no works. Pinfold stone wall – stone out, leaning slightly, appeared safe – RESOLVED to monitor and review at December meeting & RESOLVED that Cllrs in interim visit the site, assess and if deemed unsafe to tape across entry and put up sign accordingly, with Clerk to be contacted to make arrangements for estimates for repair. Noted all other assets satisfactory.
- c) NYCC & Highways issues
 - i) to receive reports on any issues and decide action as necessary
 - RESOLVED Clerk to report faded 30mph signs at either end of Ugthorpe **VJP**
- d) Website Progress - Noted that the Clerk had been getting the website documentation up to date in order to meet the Transparency Regulations (2014) **Cllrs/V JP**

13 CORRESPONDENCE

The following correspondence was received and decisions made as follows:

- i) For Information
 - a. Noted general correspondence circulated by email to Cllrs
- ii) For Decision
 - a) YLCA/Police Commissioner – Zoom Meeting 2 November 645pm – to decide if any Cllrs wishes to attend, and if any questions to be raised: RESOLVED no-one attending and no issues to raise

14 COOPTION OF PARISH COUNCILLOR

The following was discussed and agreed upon

VJP

- i) Following May 2022 elections, one vacancy remains (Hutton Mulgrave)
Members of Press and Public to leave the meeting room
- ii) To consider applications for the co-option of one parish councillors – no applicants
Members of Press and Public able to return to the meeting room
- iii) To vote on who to co-opt – not applicable
- 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 – not applicable
- v) To note positions not filled will be re-advertised: noted to be re-advertised for consideration at December meeting

15 PARISH COUNCILLOR ROLES

VJP

Deferred from Annual Meeting of Council and to note that the below representatives/monitors do not have any individual decision making authority, to consider and appoint representatives for:

- i) Reviewing Planning Applications and giving overview/observations at meetings to enable decision by the Parish Council: RESOLVED Cllr M Chapman
- ii) Monitoring of Footpaths for maintenance issues - to report to clerk/ parish council meeting: RESOLVED Cllr E Jowsey. Clerk to provide pdf's and link to NYCC FP website

16 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:

7.15pm Wednesday 7 December 2022 at Meadowcroft Ugthorpe Ltd, Ugthorpe, YO21 2BL
7.00pm-7.15pm Wednesday 1 March 2023 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 3 May 2023 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 8.00pm

Chairman

Dated