

UGTHORPE AND HUTTON MULGRAVE PARISH COUNCIL

Minutes of the proceedings of the Meeting of Ugthorpe & Hutton Mulgrave Parish Council held on
Wednesday 8 June 2022 at 7.15pm at Meadowcroft Ugthorpe Ltd, Ugthorpe YO21 2BL
and pursuant to Summons

Present:

Councillor S Parkes (Chairman) in the Chair; Cllrs S Brown & M Chapman
Also present were: V J Pitts (Clerk) & 2 MOPs

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

- a) RESOLVED to exclude press and public for Item 14 ii for consideration of personal information

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 SP for Item 12/c/i

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: RESOLVED to approve for Cllr SP regarding Item 12/c/i

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, but noted forthcoming invite to online update on the new Unitary Council
ii) To receive reports from Borough and County Councillors on relevant items (if applicable):
Noted correspondence received from Cllr D Chance

5 PUBLIC SESSION

Following issues were raised

- 1) Turn off to the Hermitage, top 2 inches of road coming off just on corner – Clerk to report
2) Top road opposite Burnt House pothole on side of road – Clerk to report

VJP

6 POLICE MATTERS

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

7 MINUTES

RESOLVED to approve the Annual Meeting of the Council and the ordinary Ugthorpe & Hutton Mulgrave Parish Council meeting held on 18 May 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) Street Lights 1 & 11: Clerk reported and now logged for repair
b) Main road junction marker posts: Clerk reported, logged for investigation
c) Barnby Becks flooding: Clerk reported, logged and order for repair undertaken
d) NYCC grass cutting responsibilities: Clerk reported that NYCC confirmed that urban grass cutting in Ugthorpe under their remit with visibility splays planned for 5 cuts per annum; NYCC advised that main road and rural road visibility splay junctions planned for cutting twice per annum in May & July
e) Layby near junction with main road: Clerk reported that NYCC advised do not put down

planings as material can be pulled out onto the carriageway, noted worst potholes to be filled

f) Pot holes near Briscoe Farm: Clerk reported, logged with order out for repair

9 PARISH POLICY

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The following were discussed and decided upon:

- i) To adopt the revised Code of Conduct 2020 (to replace the adopted 2012 version):
RESOLVED to adopt
- ii) To adopt the Sickness Absence Policy: RESOLVED to adopt
- iii) To adopt the Grievance Policy: RESOLVED to adopt
- iv) To adopt the Disciplinary Policy: RESOLVED to adopt
- v) To adopt the Dignity at Work/Bullying & harassment Policy: RESOLVED to adopt
- vi) To approve the GDPR Data Information Audit at May 2022: RESOLVED to adopt
- vii) To adopt the GDPR Security Incident Policy: RESOLVED to adopt
- viii) To adopt the Rules Covering the Public Participation Session: RESOLVED to adopt
- ix) To note the Website Accessibility Statement to be completed once a review of the PC website has been undertaken: Noted

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

VJP

To consider the following and decide actions where necessary

- i) To receive the payment schedule and approve payment of the invoices detailed:
RESOLVED to approve
- ii) Asset Register/Insurance – to receive update, and discuss/decide on missing laptop, printer and hard drive as to whether to submit a claim: RESOLVED update and no need to claim for laptop as now returned to Clerk together with USB; RESOLVED not to claim for missing Epson Printer/hard drive due to excess
- iii) Barclays Bank
 - a) Bank Mandate – to receive update on adding approved cheque signatories: Clerk reported that local branch to arrange for forms to be sent in 7-10 days
 - b) Bank Correspondence – COA: to receive update on changing address to Clerk's correspondence address: Clerk reported that local branch arranging for COA in 7-10 days
- iv) To receive 2021/2022 Qtr & Year End Financial Bank Reconciliation, Statements & Cash Book and approve – if information sourced: RESOLVED to approve
- v) HMRC VAT126 reimbursement for non business activities – noted to be undertaken by Clerk once all information acquired since last submission (max 3 years from date of claim)
- vi) To confirm 30 day inspection period for the Annual Return 2021/22 will commence on the 1st July 2022 unless required to extend due to need to obtain outstanding information: RESOLVED
- vii) Annual Return 2021/22: To review and consider any feedback from the Internal Auditor: Clerk reported that due to timeline requirements no Internal Audit undertaken and that it appeared that no Internal Audit undertaken since 2019
- viii) Annual Return 2021/22: Following discussion it was a) reviewed and b) RESOLVED to approve and c) RESOLVED to sign the Annual Governance Statement
- ix) Annual Return 2021/22: Following discussion it was a) reviewed b) RESOLVED to

- approve and c) RESOLVED to sign the Accounting Statement
- x) Annual Return 2021/22 – Certification of Exemption: RESOLVED to certify as Exempt from a Limited Assurance Review for the year ended 31 March 2022

12 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: None
 - ii) Noted NYCC PROW will be sending a pdf of footpaths within the parish in due course
- b) Monitoring of Assets
 - i) General –
 - a) To receive reports on any issues and decide as necessary: None
 - ii) 2022 Annual Maintenance of Benches – to decide a) works to be completed b) whether to proceed with previous contractor: Clerk reported that the insurance advice was that contractors require own insurance and volunteers currently not covered; Clerk awaiting to find out whether there is a cost to add volunteers to policy, noted that for volunteers undertaking work written risk assessments required and cannot receive payment/donation. Following discussion RESOLVED to wait to decide on maintenance following review of assets by Cllr SB and feedback from insurance
 - iii) Common Land CL212 Pinfold & Village Pond: detailed on Common Register as under custodianship of the parish council (Section 9 of the Commons Registration Act 1965), therefore, to add to Asset Register. To decide whether to pursue registration with the Land Registry Office as the parish council has maintained for the benefit of the parish: RESOLVED not to pursue registering at Land Registry
- c) Annual Grass Cutting
 - i) To review quotations and decide on contractor to be appointed to undertake 2022 season: RESOLVED to appoint Robsons with a quote of £900
 - ii) To discuss and decide on way forward regarding cutting of grass path on verge to bus shelter: RESOLVED that the person undertaking grass cutting is doing so voluntarily and under own steam
- d) NYCC & Highways issues
 - i) to receive reports on any issues and decide action as necessary:
 - a) Ugthorpe Rails A171 – verge cutting mower shredded/knocked over plastic bollards – Clerk to report

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. NY Fire Police Fire & Crime Commissioner – undertaking survey of residents of NY on Fire & Rescue Services proposed changes – circulated to Cllrs and poster put on noticeboards
- ii) For Decision
 - a) NYMNPA Parish Member Election – to decide who to vote for if ballot paper received: RESOLVED to vote for C Williamson

14 COOPTION OF PARISH COUNCILLOR

VJP

The following was discussed and agreed upon

- i) Following May 2022 elections, three vacancies remain (1 Ugthorpe, 2 Hutton Mulgrave):
Noted 2 applications received
- ii) To consider applications for the co-option of 3 parish councillors – due to not having to discuss applicant details no-one left the room
- iii) To vote on who to co-opt: RESOLVED to coopt JA Gallon & E Jowsey
- 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
- v) To note positions not filled will be re-advertised: Clerk to advertise

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:

7.15pm Wednesday 7 September 2022 at Meadowcroft Ugthorpe Ltd, Ugthorpe, YO21 2BL
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 8.30pm

Chairman

Dated