

UGTHORPE AND HUTTON MULGRAVE PARISH COUNCIL
Minutes of the **Annual Meeting of Ugthorpe & Hutton Mulgrave Parish Council**
held at **7.00pm** on **Wednesday 3 May 2023** at Meadowcroft Ugthorpe Ltd, Ugthorpe, YO21 2BL
and pursuant to summons

Prior to the meeting there was an update presentation from an Anglo American representative on the construction of the Woodsmith Mine project

Present: Councillor S Parkes (Chairman) in the Chair; Cllrs S Brown, M Chapman & J A Gallon,
Also present were: V J Pitts (Clerk)

1 ELECTION OF CHAIRMAN FOR 2023/24

- i) To elect a Chairman for 2023/24: RESOLVED to elect Cllr S Parkes
- ii) Declaration of Acceptance of Office of Chairman to be signed: DoA Signed

2 TO RECEIVE APOLOGIES FOR ABSENCE

- a) To receive apologies for absence and approve where necessary: No apologies received.
Cllrs N Henderson & E Jowsey were not present

3 ELECTION OF VICE-CHAIRMAN FOR 2023/24

To elect a Vice-Chairman for 2023/24: RESOLVED to elect Cllr S Brown

4 APPOINTMENT OF REPRESENTATIVES

To note that the below representatives/monitors do not have any individual decision making authority, and that in respect of attending third party meetings/forums it is the parish council that decides what issues can be raised by its representative. To consider and appoint representatives for:

- i) Reviewing Planning Applications and giving overview/observations at meetings to enable decision by Cllrs: RESOLVED Cllr M Chapman
- ii) Monitoring of Footpaths for maintenance issues - to report to clerk/ parish council meeting: RESOLVED Cllrs N Henderson & E Jowsey
- iii) Monitoring of Parish Council Assets (as per Asset Register) for maintenance issues - to report to Clerk/ parish council meeting: RESOLVED Cllr S Brown
- iv) Monitoring of Highways issues- to report to Clerk/parish council meeting: RESOLVED Cllr J A Gallon
- v) Attending External Third Party Meetings (ie Parish Forums, YLCA Branch Meetings etc) - to report to parish council meeting: RESOLVED any Cllr who is available/interested can attend and not to appoint specific Cllr
- vi) To note that any individual of the parish can report relevant issues to the local authorities directly: Noted

5 FINANCIAL

To consider the following and decide actions where necessary

- i) Appointment of Noel Stokoe as the Internal Auditor until further notice: RESOLVED to approve
- ii) Review the Asset Register and approve – undertaken at the 1 March 2023 meeting
- iii) Review and approve Financial Regulations – updated with 21/12/22 contract procurement thresholds increase from £25k to £30k in relation to advertising on the Contractors Finder Website: RESOLVED to approve
- iv) Review and approve Financial Risk Assessment: RESOLVED to approve
- v) Review, approve and sign the Internal Control Checklist: RESOLVED to approve

6 REVIEW OF POLICIES

To consider the following and decide actions where necessary

- i) Review and approve Standing Orders – updated with 21/12/22 contract procurement thresholds increase from £25k to £30k in relation to advertising on the Contractors Finder Website: RESOLVED to approve
- ii) Review and approve Complaints Procedure – no change: RESOLVED to approve
- iii) Review the Freedom of Information Policy – no change RESOLVED to approve
- iv) Review and approve the Publication Guide – no change: RESOLVED to approve
- v) Review and approve Guidance for the Effective Management of Recording at Local Councils and Parish Meetings – no change@ RESOLVED to approve
- vi) Review and approve GDPR Privacy Notes -no change: RESOLVED to approve
- vii) Review and approve Document Retention Policy – no change: RESOLVED to approve
- viii) Review and approve Social Media Policy – no change: RESOLVED to approve
- ix) Note no changes to other adopted policies/procedures: RESOLVED to approve

7 REVIEW OF SUBSCRIPTIONS

To consider and approve the following annual subscriptions to the following organisations

i) Yorkshire Local Councils Association: RESOLVED to approve

8 MEETINGS FOR 2023/24

To consider the suggested dates and decide actions where necessary: RESOLVED to approve the following dates:

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

9 DATE OF NEXT MEETING

The next Parish Council Meeting is to follow the Annual Meeting of the Council on 3 May 2023 and subsequent meetings detailed in schedule above

Meeting finished at 7.50pm

Chairman:

Dated: