

UGTHORPE AND HUTTON MULGRAVE PARISH COUNCIL

Minutes of the proceedings of the Meeting of Ugthorpe & Hutton Mulgrave Parish Council held on **Wednesday 18 May 2022 (following the Annual Meeting of the Council at 7.00pm)** 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) 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 **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) not applicable
 - ii) To receive reports from Borough and County Councillors on relevant items (if applicable):
To note that County Cllr David Chance re-elected
- 5 **PUBLIC SESSION** VJP
Following issues were raised
 - a) Street lights No 1 & 11 not working – Clerk to report under delegated powers
 - b) Main road marker posts missing at junction, difficulties in foggy weather – Clerk to report under delegated powers
 - c) Barnby Becks – flooding across road due to blockage from sand/gravel and water not getting away – Clerk to report under delegated powers as safety issues to residents even thought outside parish area
 - d) Query raised as to whether seat maintenance for 2022/23 year will go ahead – Advised yes for 2022/23 due to receipt of Model Agreement funds, but beyond unsure due to change to Unitary Authority. Parish Council to discuss at next meeting
 - e) MOP's advised that Platinum Jubilee "walk" will be checked out, and will report if any issues with footpaths
- 6 **POLICE MATTERS**
The Police representative was not present, latest report read out.
- 7 **MINUTES** VJP
RESOLVED to approve and sign the minutes of Ugthorpe & Hutton Mulgrave Parish Council ordinary meeting held on 6 April 2022 & extra ordinary meeting on 6 May 2022
- 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) None

9 PARISH POLICY

The following were discussed and decided upon:

- i) None

10 PLANNING MATTERS

The following were discussed and decided upon:

i) NYMNPA

- a) Woodhill House, Ugthorpe NYM/2022/0062 – use of land for 25 tents from Easter to 31 October – noted application withdrawn
- b) 4 The Green Ugthorpe NYM/2022/0181 – first floor extension – noted application withdrawn

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 review quotation and approve Zurich insurance renewal for 2022: RESOLVED to approve quote of £295.09 due to 1/6/22 renewal, to review next year. RESOLVED Clerk to send revised Asset Register to insurers, and to discuss at June meeting missing laptop, printer, hard-drive following Clerk investigation before considering potential insurance claim.
- ii) To receive the payment schedule and approve payment of the invoices detailed: RESOLVED to approve. RESOLVED to review website hosting renewal of £114 next year after assessing suitability and whether move to wordpress website more functional, but noted legal requirement for PC to upload documents to a website.
- iii) Barclays Bank
 - a) Bank Mandate – to approve additional bank signatory & to obtain relevant paperwork to complete: Noted currently Cllrs MC & SB signatories, but require 4 as per financial regulations. RESOLVED to add Cllr SP as signatory
 - b) Bank Correspondence – to approve and sign letter requesting change of address to the Parish Clerk: RESOLVED to approve. Cllr SB passed received bank statements to Clerk and would chase regarding missing statements.
- iv) To receive 2021/2022 Qtr & Year End Financial Bank Reconciliation, Statements & Cash Book and approve – Noted Clerk to bring to June meeting as sourcing information
- v) HMRC VAT126 reimbursement for non business activities– Noted Clerk to submit in due course and that can claim up to 3 years from date of claim.
- vi) SBC Model Agreement Expenditure 2021/2022 – Noted Cllr SP submitted expenditure form
- vii) SBC Precept/Model Agreement 2022/2023 – Noted remittance received for £918.00 & £1041.06 respectively
- viii) Internal Control Checklist 2021/2022 – completed at the Annual Meeting of the Council
- ix) To confirm that the 30 day inspection period for the Annual Return 2021/22 will commence on the 1st July 2022: RESOLVED unless delayed by need to request extension for submission
- x) Annual Return 2021/22: To review and consider any feedback from the Internal Auditor – on hold until June meeting (see 11ix above)
- xi) Annual Return 2021/22: To a) review and b) approve and c) sign the Annual Governance Statement - on hold until June meeting (see 11ix above)
- xii) Annual Return 2021/22: To a) review b) approve and c) sign the Accounting Statement - on hold until June meeting (see 11ix above)
- xiii) Annual Return 2021/22 – Certification of Exemption: To resolve to certify as Exempt from a Limited Assurance Review for the year ended 31 March 2022 - on hold until June meeting (see 11ix above)

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: None

b) *Monitoring of Assets*

i) *General –*

- a) To receive reports on any issues and decide as necessary: Clerk advised that noticeboards in poor state with pinboard at Ugthorpe and perspex at Hutton Mulgrave requiring replacement, and due to difficulties of usage may require new noticeboards. RESOLVED to consider next year replacing using grant funding

- ii) Annual Maintenance Review of Assets – noted to be undertaken and report back to the September meeting, or to the Clerk if urgent work required. RESOLVED painting of benches to discuss at June meeting together with insurance cover of contractors/volunteers with no insurance cover of own.

c) *Annual Grass Cutting*

- i) Noted that quotations will be discussed and decided upon at the 8 June 2022 meeting.

- ii) to discuss and decide on a) areas to be cut: RESOLVED map mark up by Cllr SB and b) frequency: RESOLVED two cuts at 2nd week of June and October, 1 metre grass verges or wider at corners where visibility required for safety reasons. Noted hedges legal responsibility of landowners/occupiers not the parish council and c) to confirm it will be for seasons 2022, 2023 & 2024: RESOLVED for 2022 season only and to reassess next year due to uncertainty of funding following transition to Unitary Council. Clerk advised that 3 estimates required and a generic notice on the noticeboards did not fulfil legal needs. RESOLVED Clerk to write to two contractors who had already expressed interest and submitted quotes to explain, and Clerk to contact a couple further contractors to fulfil regulations requirements. Noted not required to accept lowest quote.

- iii) Other grass cutting under the Model Agreement was raised ie churches, donation to individual who cut main road verge to bus shelter. RESOLVED to put on June meeting to discuss/decide action. Noted Clerk advised that donations/gifts to individuals was not permitted and for burial grounds under Model Agreements, cheques should be made out to the Church for them to undertake contractual agreements.

d) *NYCC & Highways issues*

- i) to receive reports on any issues and decide action as necessary:

- 1) Clerk reported that had contacted NYCC to change online grass cutting map to state the PC did not undertake urban grass cutting, as the PC did not receive monies for such undertaking.
- 2) Clerk reported had contacted NYCC to ascertain what responsibility NYCC had in terms of grass cutting/visibility splay and frequency/timing
- 3) Layby near junction with main road in poor state – RESOLVED Clerk to contact NYCC to ask inf planings could be spread to fill pot holes
- 4) Pot holes on road near Briscoe – RESOLVED Clerk to contact NYCC 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. FOI request: Clerk responded to request for information on land ownership of verge opposite bus shelter (A171) in relation to getting a safer bus stop installed – Clerk advised no records and to contact NYCC Passenger Transport

ii) For Decision

- a) None

14 COOPTION OF PARISH COUNCILLOR

The following was discussed and agreed upon

- i) Following May 2022 elections, three vacancies remain. Clerk posted Cooption Notice with a deadline of 3 June 2022 for consideration at 8 June 2022 meeting

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 as agreed at the Annual Meeting of the Council on 18 May 2022 are:

- 7.15pm Wednesday 8 June 2022 at Meadowcroft Ugthorpe Ltd, Ugthorpe, YO21 2BL
- 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 9.25pm

Chairman

Dated