

UGTHORPE AND HUTTON MULGRAVE PARISH COUNCIL

Minutes of the proceedings of the Meeting of Ugthorpe & Hutton Mulgrave Parish Council held on **3 September 2025 at 7.15pm**, 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, & E Jowsey

Also present were: V J Pitts (Clerk)

Action by

- 1 TO RECEIVE APOLOGIES FOR ABSENCE & APPROVE REASONS WHERE NECESSARY** Apologies received from Cllr N Henderson, RESOLVED to approve reason provided
- 2 TO IDENTIFY ANY ITEMS FOR DISCUSSION THAT MAY REQUIRE THE EXCLUSION OF THE PRESS AND PUBLIC**
RESOLVED to exclude press and public for Item 11/6 due to the nature of the business to be transacted being prejudicial to the public interest
- 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): Noted no events attended
 - b) Northern Area Parish Forum 25/9/25 7pm Danby Lodge National Park Centre – to decide if someone should attend: RESOLVED to provide apologies for non attendance **VJP**
 - c) NYMNPA Annual Parish Training Event (combined with Parish Forum) Wed 22/10/25– to decide who to attend: RESOLVED Cllr SP to attend, and Cllr EJ to be on reserve list **VJP SP/EJ**
 - ii) To receive reports from Unitary Councillor on relevant items – if applicable: Noted none received
- 5 PUBLIC SESSION**

Following issues were raised **VJP**

 - Top of Mill Lane – trees overgrowing verge and encroaching on highway. Clerk advised would report again
 - Footpath Rails to Franklands Farm – missing gate posts. Clerk advised would report.
 - Footpath near Windmill/Hutchinsons House -gate/post issue. Clerk advised would report
- 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 Annual Meeting of the Council and the ordinary Ugthorpe & Hutton Mulgrave Parish Council meeting held on 7 May 2025 for approval and signing: RESOLVED to approve and sign **VJP**
- 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 no further feedback from previous issues reported

9 PLANNING MATTERS

The following were discussed and decided upon:

i) NYMNPA

a) None

ii) NYC

- a) To note that NYC are developing the new NY Local Plan – first consultation ended 15/7/25, details on parish council website, noticeboards and circulated to Cllrs : Noted
- b) NY & Local Nature Recovery Strategy Consultation – consultation ended 11/8/25, details on parish council website and circulated to Cllrs: Noted

iii) Other Public Body

a) None

10 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: RESOLVED to report issues raised in public session VJP

ii) NYMNPA Public Rights of Way Prioritisation – request by NYMNPA to identify 2 routes for prioritisation for maintenance works: to discuss and decide on 2 PROW for inclusion: RESOLVED none for inclusion VJP

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 nothing observed

b) Note Clerk “donated” new Perspex for Ugthorpe Noticeboard at a cost of £108.00– note warping issue caused problems when securing closure: Noted

c) NYC & Highways issues

i) to receive reports on any issues and decide action as necessary: None raised

ii) Note notification received from NYC of various roadworks – circulated to Cllrs: Noted

d) Tree Planting Project VE Day80 – note plaques obtained and given to CllrSP to install: Noted plaques installed, trees watered during drought periods and trees currently looking good

e) To discuss removing vegetation from the Stone Trod, Ugthorpe and decide further actions following receipt of feedback from NYC: Clerk advised of NYC response that stated the footway is on land that forms part of the highway under NYC responsibility and they did not wish to uncover the trod as possible the old flags condition would require replacement with new, which would incur cost and be a loss of heritage value of the old flags, and hence best left as is. Following discussion RESOLVED no further action. VJP

11 FINANCE

The following were considered and decisions made as follows:

1) Insurance renewal quotation – renewal date 1/6/25 – renewal with Zurich £282.51, cheque signed and sent post 7/5/25 meeting, as agreed at 7/5/25 meeting. Noted and Clerk confirmed insurance in place

2) To consider and approve quotation for new parish council laptop – as agreed to procure at 4/12/24 meeting: RESOLVED to proceed with quote from the Computer Centre for £411.50+ VAT £82.30 for a 15” laptop, 8GB RAM, 512 GBSSD, Windows 11 and for set up/transfer from old to new laptop. Clerk confirmed that VAT recoverable VJP

3) To note that the NJC pay award has been agreed at 3.2%. Clerk SCP 13 to increase from £14.60 to £15.06 per hour and to be retrospectively applied from 1 April 2025 – will be applied and backdated for the December quarterly payment: RESOLVED to approve VJP

4) To receive the payment schedule and approve payment of the invoices detailed: RESOLVED to approve with inclusion of purchase of laptop VJP

5) To receive latest 2025/26 bank reconciliation & financial statement – to review and approve: Noted at 31/7/25 current bank balance £2910.53, with net balance of £2382.05 due to 2 cheques unrepresented. RESOLVED to approve. VJP

Clerk advised that recent communication from NYC regarding update on Model Agreement funds potential replacement scheme advised that the outcome of the review report would be communicated to parish councils in October, and NYC apologised for the delay. It was

recognised by NYC that parish councils will be currently considering precept levels for 2026/2027.

PRESS AND PUBLIC TO LEAVE THE MEETING – none present , not applicable

6) Barclays Bank

- a) Bank Correspondence – to receive latest correspondence, feedback updates and to make any decisions on the bank mandate when applicable or required by the bank: RESOLVED no further action, await correspondence and discuss at December meeting
- b) Correspondence Address Change – update: noted action completed

PRESS AND PUBLIC TO REJOIN THE MEETING – none present, not applicable

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
- e. NYMNPA Community Facilities Survey Form – completed by Clerk and returned
- f. NYC – Parish Precept arrangements for 2026/27 – note deadline for 26/27 requested by NYC for precept information is 31/12/25

ii) For Decision

- a) None

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 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 8.17pm

Chairman

Dated