

UGTHORPE AND HUTTON MULGRAVE PARISH COUNCIL

Minutes of the proceedings of the **Annual Meeting of Ugthorpe & Hutton Mulgrave Parish Council**
held at **7.00pm** on **Wednesday 7 May 2025** at Meadowcroft Ugthorpe Ltd, Ugthorpe, YO21 2BL
and pursuant to summons

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

1 ELECTION OF CHAIRMAN FOR 2025/26

- i) To elect a Chairman for 2025/26: RESOLVED to elect Cllr S Parkes
- ii) Declaration of Acceptance of Office of Chairman to be signed: Declaration signed

2 TO RECEIVE APOLOGIES FOR ABSENCE

- a) To receive apologies for absence and approve where necessary: apologies received from Cllr E Jowsey

3 ELECTION OF VICE-CHAIRMAN FOR 2025/26

To elect a Vice-Chairman for 2025/26: 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 to appoint Cllr M Chapman
- ii) Monitoring of Footpaths for maintenance issues - to report to clerk/ parish council meeting: RESOLVED to appoint 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 to appoint Cllr S Brown
- iv) Monitoring of Highways issues- to report to Clerk/parish council meeting: RESOLVED to appoint Cllr J A Gallon
- v) Attending External Third Party Meetings (ie Parish Forums, YLCA Branch Meetings etc) - to report to parish council meeting: RESOLVED that any individual 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: RESOLVED to approve
- iii) Review and approve Financial Regulations – to approve updated sections 5.4, 5.7 & 5.11 as per revised NALC Model Financial Regulations March 2025 to meet The Procurement Regulations 2024: RESOLVED to approve
- iv) Review and approve Financial & Operations Risk Assessment: RESOLVED to approve
- v) Review, approve and sign the Internal Control Checklist: Reviewed, no issues raised and RESOLVED to approve

6 REVIEW OF POLICIES

To consider the following and decide actions where necessary

- i) Review and approve Standing Orders – to approve updates to Section 14 & Section 18 as per revised NALC Model Financial Regulations 2025 to meet Code of Conduct changes & Procurement Regulations 2024: 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 – to approve updated version: 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) Review and approve Biodiversity Policy – no change: RESOLVED to approve
- x) Note no changes to other adopted polices/procedures: Noted and 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 2025/2026

To consider the suggested dates and decide actions where necessary: RESOLVED to not hold a June meeting and to approve the following dates:

7.15pm Wednesday 3 September 2025 at Meadowcroft Ugthorpe Ltd, Ugthorpe, YO21 2BL

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

9 DATE OF NEXT MEETING

The next Parish Council Meeting is to follow the Annual Meeting of the Council on 7 May 2025 and subsequent meetings detailed in schedule approved above: RESOLVED

Meeting finished at 7.17pm

Chairman:

Dated: