

UGTHORPE AND HUTTON MULGRAVE PARISH COUNCIL

Minutes of the proceedings of an Extra Ordinary Meeting of Ugthorpe & Hutton Mulgrave Parish Council held on **Wednesday 21 January 2026 at 7.00pm**, 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

Also present were: V J Pitts (Clerk)

Action
by

1 TO RECEIVE APOLOGIES FOR ABSENCE & APPROVE REASONS WHERE NECESSARY Cllrs N Henderson and E Jowsey not present

2 TO IDENTIFY ANY ITEMS FOR DISCUSSION THAT MAY REQUIRE THE EXCLUSION OF THE PRESS AND PUBLIC

i) To resolve to exclude press and public Items 5 & 6 due to the nature of the business to be transacted being prejudicial to the public interest: RESOLVED

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 PARISH MAINTENANCE

The following were considered and decisions made as follows:

a) Ex Model Agreement Issue

i) To discuss and decide on whether to undertake rural highway verge grass cutting for 2026/2027 season following cessation of Model Agreement Funds: RESOLVED to proceed

ii) If to continue rural highway verge cutting for 2026/27, to delineate routes to be cut and period of contract: RESOLVED the following

a) the map routes to remain the same as currently except for removing the section from the cattle grid to the bridge over Stonegate Beck on the A171 to Lealholm road ie to include in the cut the section from the A171 to the cattle grid

b) to retain the two cuts 2nd week of June & 2nd week of October

c) retain 1 metre width cut and extend width on corners where visibility required for safety reasons

d) to include clause that states will be reviewed after one year to decide whether requires a cutting regime change or to extend contract

iii) To confirm that quotations to be received for decision at 4 March 2026 meeting: RESOLVED to confirm

VJP/
Cllrs

PRESS AND PUBLIC TO LEAVE THE MEETING – none present

5 RESIGNATION OF CLERK

The following were considered and decisions made as follows:

i) To receive resignation letter of Clerk and consequently to discuss and decide on following:

Receipt of resignation letter noted with a 31/3/26 finish date. Cllr SB stated he had already conversed with the Chairman of Mickleby Group PC who would talk to their Clerk. Clerk advised SB that he did not have authority to do this.

a) Appoint Interregnum Cllr as Parish Clerk to facilitate handover: RESOLVED Cllr EJ to be appointed if a replacement Clerk not found

b) Interregnum change of address to facilitate handover: RESOLVED to use Cllr SP address, and this would also assist during Clerk's relocation prior to 31/3/26

c) Next steps to appoint replacement Clerk: RESOLVED the following

i) Email to Clerks in locality with 6/2/26 deadline for response

VJP/
Cllrs

- ii) If no responses from (i) above to put in YLCA bulletin – approximate £15 cost
- iii) Potential date of 18/2/26 for interview/chat with Clerk applicants – TBC dependent on availability – to discuss terms of employment with potential Clerks direct
- iv) To confirm appointment and terms of CoE at 4/3/26 parish council meeting
- d) To note Clerk will contact key stakeholders to make necessary changes: Noted

6 FINANCE

The following were considered and decisions made as follows:

i) Bank Account

- a) Barclays Bank Correspondence – to receive latest correspondence, feedback updates and to make any decisions on the bank mandate when applicable or required by the bank: Noted the following:
 - Clerk had written personal letter of complaint to Barclays
 - Cllr SP given Cllr SB on 7/8 Jan 26 contact details of Barclays in order to phone to ascertain current status
 - Cllr SB received Barclays KYC letter dated 6/1/26 enclosing form with SAE to complete to update details: “people in your organisation/about your organisation”. Deadline given of 7/2/26 to return form otherwise Barclays will freeze account
 - Barclays Business Team email dated 15/1/26 received to UHPC email account stating same as 6/1/26 letter – Clerk had circulated to Cllrs
 - Cllr SB stated he had contacted Barclays upon receipt of the 6/1/26 letter, this was on the 8/1/26 in order to confirm current status and what needed to be undertaken

VJP/
Cllrs

Following discussion RESOLVED:

- i) To complete, sign and return form
- ii) To sign cheques that had Resolved to Approve at the December meeting
- b) To discuss and decide on how to progress with banking facilities for the parish council: Noted Clerk had circulated to Cllrs by email information on alternative banks. RESOLVED to continue with Barclays.

PRESS AND PUBLIC TO REJOIN THE MEETING – none present

7 DATE OF NEXT MEETING

- 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:

7.00pm-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

VJP

Meeting finished at 7.50pm

Chairman

Dated