Eskdaleside cum Ugglebarnby Parish Council

Minutes of the proceedings of the Annual Meeting of Eskdaleside cum Ugglebarnby Parish Council held on **Monday 14th May 2025 at 6.30pm in Sleights Village Hall** pursuant to Summons

PRESENT: Councillor A Watson (Chairman) in the Chair. Councillors; D Tate, A Harrison, R Corner, S Bremner, M Warner.

A-M Benson – Clerk

No members of the public were present.

1. ELECTION OF CHAIRMAN FOR 2025-26

1.1. Cllr A Watson was proposed and seconded as Chairman of EUPC for 2025-26. This was voted on. **RESOLVED**: to appoint Cllr Watson as Chairman.

1.2. Cllr Watson signed the Declaration of Acceptance of Office of Chairman.

---

2. APOLOGIES.

2.1. Apologies received from Councillors J Parkin, P Perry and L Jones

2.2. **RESOLVED**: Reasons for absence were accepted and approved.

---

3. ELECTION OF VICE-CHAIRMAN FOR 2025-26

3.1. Cllr L Jones, in her absence, was proposed and seconded as Vice-Chairman of EUPC for 2025-26. This was voted on **RESOLVED**: to appoint Cllr Jones as Vice-Chairman.

---

4. APPOINTMENT OF REPRESENTATIVES

To note that the representatives/monitors below, 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:

4.1. Reviewing Planning Applications & Producing Summary for Parish Council Meetings - Cllr Tate

4.2. Monitoring of Footpaths and reporting issues to Parish Council clerk/meetings - Cllr Tate

4.3. Monitoring of Parish Council Assets: benches, noticeboards, public conveniences etc. and reporting issues to Parish Council clerk/meetings. Cllr Tate

4.4. Parish Newsletter: Assisting Clerk with Production of Content when required. In relation to moving newsletter online - Cllr Bremner.

4.5. Working Group consisting of 3 Cllrs to monitor Parish Plan Achievements and giving feedback to Parish Council meetings for further decision/action - Cllrs Harrison, Warner and Parkin. Cllr Harrison advised the Council that in 2026 -27, more councillors would be needed for this working group prior to the 2027 Parish Plan review.

4.6. Liaison person between Sleights Primary School and Eskdaleside cum Ugglebarnby Parish Council - Cllr Jones

4.7. Poppy Wreath Layer at Remembrance Service – Cllr Parkin

4.8. Woodsmith Mine LGF Meetings - one Cllr to attend from up to 3 agreed potential representatives and to report back to Parish Council meetings – Councillors Warner, Watson and Tate.

4.9. Police-related forums & Rural Affairs Forum (NY Police & NYMNPA) - to attend meetings and report back to Parish Council meetings – Cllr Parkin

4.10. Yorkshire Local Councils Association - Scarborough Branch Representatives - up to 2 Cllrs to be appointed to attend meetings and report back to Parish Council meetings – No-one put forward.

4.11. NYMNPA Northern Area Parish Forum Meeting - to attend meetings and report back to Parish Council meetings – Cllr Harrison.
RESOLVED: All the above appointments were agreed and approved by Council.

---

5. FINANCIAL

To consider the following and decide actions where necessary

5.1. *To investigate the appointment of an Internal Auditor for the 2025-26 Financial Year*. Clerk reminded the Council, that our previous accountant was retiring, and a new internal auditor would need to be found for the 2025-26 Annual return. **RESOLVED**: Cllr Tate to ask someone he knows.
5.2. *Review and approve Financial Regulations.* **RESOLVED**: to agree and adopt.
5.3. *Review and approve the Financial & Governance Risk Assessment.* **RESOLVED**: to agree and approve
5.4. Review and approve the updated Asset Register Cllr Tate ran through work that needed doing. **RESOLVED**: to agree and approve. Work to be done and , for discussion at future meeting.
5.5. Review, approve and sign the Annual Internal Control Checklist – Clerk has prepared, but will circulate after the meeting.

---

6. REVIEW OF POLICIES

To consider the following and decide actions where necessary

6.1. *Review and approve Standing Orders*
6.2. *Review and approve Complaints Procedure*
6.3. *Review the Freedom of Information Policy*
6.4. *Review and approve GDPR Privacy Policies*
6.5. *Review and approve the Publication Guide*
6.6. *Review and approve Document Retention Policy*
6.7. *Guidance for the Effective Management of Recording at Local Councils and Parish Meetings*
6.8. *Review and approve COSHH Register*
6.9. *Review and approve Public Convenience Risk Assessment - cleaning/management & fire*
6.10. *Review and approve the Beacon Risk Assessment.* **RESOLVED**: to defer this assessment, pending a discussion with Head Gamekeeper at Grosmont Estate, about how to minimise damage to the Moor, given climate change factors.
6.11. *Review and approve the Social Media Policy*. Discussion as to whether a particular councillor should assist the Clerk with this matter, given their expertise. **RESOLVED**: to defer to matter for discussion with the new clerk.
6.12. Review and approve Biodiversity Policy
6.13. Note all other policies/procedures
6.14. To note Policy/Procedure Review Timeline List will be updated to reflect above
RESOLVED: except 6.10 and 6.11, all the above polices were updated in line with YLCA/NALC guidelines, reviewed, and approved.

---

7. REVIEW OF SUBSCRIPTIONS

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

7.1. Yorkshire Local Councils Association. **RESOLVED**: agreed and approved.
7.2. Local Council Update **RESOLVED**: agreed and approved.
7.3. Society of Local Council Clerks **RESOLVED**: to defer for discussion with incoming Clerk.

---

8. MEETINGS FOR 2025-26

To consider the suggested dates and decide actions where necessary

Date and Time	Meeting Type	Place
14th May 2025 at 7.00pm	Ordinary Meeting	Sleights Village Hall
2nd June 2025 at 6.30pm	Ordinary Meeting	Sleights Village Hall
7th July 2025 at 6.30pm	Ordinary Meeting	Littlebeck Hall - Clerk to check if available.
1st September 2025 at 6.30pm	Ordinary Meeting	Sleights Village Hall
6th October 2025 at 6.30pm	Ordinary Meeting	Sleights Village Hall
3rd November 2025 at 6.30pm	Ordinary Meeting	Sleights Village Hall
1st December 2025 at 6.30pm	Ordinary Meeting	Sleights Village Hall
5th January 2026 at 6.30pm	Ordinary Meeting	Sleights Village Hall
2nd February 2026 at 6.30pm	Ordinary Meeting	Sleights Village Hall
2nd March 2026 at 6.30pm	Ordinary Meeting	Sleights Village Hall
6th April 2025 at 6.30pm	Ordinary Meeting	Sleights Village Hall

9. DATE OF NEXT MEETING.

The next Parish Council Meeting is immediately to follow the AMC with the ordinary meeting of Eskdaleside cum Ugglebarnby Parish Council and subsequently as agreed in the Meeting Schedule approved under Item 8.

Meeting closed at 7.15pm

Signed: …….. Chairman. **Dated: ……**

Anne-Marie Benson
Proper Officer (Clerk)
Email: esk.ugg@gmail.com