

Fylingdales Parish Council

MINUTES OF FYLINGDALES PARISH COUNCIL MEETING

Wednesday 15 January 2025 at 7.00 pm

Wibury, Mt Pleasant North, Robin Hood's Bay

The meeting began at 7.40 after Public Consultation and a Report given by Heather King, Anglo American

ITEM	MINUTE	ACTION
1. Attendance	Present: Cllrs. Watkinson (Chair), Gibson, Fretwell-Kirkham, Kemp, Sutterby, Wall, Sally Haywood (Clerk). Cllr Watkinson welcomed Heather King from Anglo American and County Cllr Clive Pearson (NYC). 2 Parishioners attended.	
2. Apologies	Apologies were received and accepted from Cllr Whitesmith.	
3. Declarations of interest	No declarations of interest were declared.	
4. Approval of Minutes	Councillors confirmed the Minutes of the meeting of Wednesday 18 December 2024 as a true and accurate record. Proposed by Cllr Sutterby, Seconded by Cllr Fretwell-Kirkham. Approved by all Cllrs.	
5. Matters raised in Public Consultation	1. Presented by the Chair on behalf of RHBTA). There has been a level of concern regarding the changes to parking arrangements at ANPR cameras to control parking. At this stage this is a civil matter between permit holders and the landowners. It is not a matter that can be addressed by either the Tourism Association or the Parish Council. The Parish Council will work closely with RHBTA to monitor the impact of the changes on businesses and residents and address any issues emerging. In the meantime, the Chair of RHBTA will arrange a meeting with the head of the new tourism team at NYC to discuss the impact of tourism generally on the residential community and the environment.	
6. Matters arising	a. Website Redesign/Logo: Cllr Watkinson had spoken with Mike Hutchinson regarding document migration for the new Website. Mike had been waiting for some direction regarding the logo but agreed to begin populating the new website next week. Cllr Watkinson will monitor the migration. Cllr Watkinson had approached the school and requested a meeting with the headteacher to discuss the potential for the school children to be engaged in designing the logo It was also reported that some other items needed to be changed on the website, e.g. information about the change in Clerk's working hours and that additional photos of the area were still be looked for	Cllrs Watkinson/ Whitesmith

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	to be put onto the website. Cllr Watkinson asked Cllr Kemp if he had any photos that might be used given the spectacular views he may have captured from the Quarterdeck. b.Sandbag Store: The Clerk reported that Andy Crossley at NYC had been informed that the Parish Council still required a sandbag store and sandbags for Fylingthorpe, the difficulty was in finding a suitable location. Clerk will report back to him when a location has been found. Cllr Fretwell-Kirkham asked about how the process could be speeded up so this issue could be concluded. <u>Resolved:</u> Councillors would walk around the area to search out a suitable space with vehicular access. A request for space would be included in the Baytown Chronicle. Cllr Watkinson will forward text to Brian Allanson. c.Stoupe Brow Road Closure: The Clerk had received further updates from Andrew Santon (Highways). The updates were also sent to affected residents and Councillors. Resident complaints are still being received. The latest update was received today stating the road was now reopened as of today. Although it was advised that some drainage and re-surfacing works are still to be completed. <u>Resolved:</u> The Clerk would raise the remaining issues with Area 3 as per correspondence received from an affected resident. d.Business Continuity Plan: Cllr Watkinson reported that she had been progressing this with the Clerk and the Clerk was already working to set things in place. This will be on-going. e.Village Trail Footpath Sign: No update to report. Cllr Sutterby will continue working to progress this in terms of cost and design. f.Memorial benches: Cllr Watkinson reported she was still progressing information about bench location, sponsorship and status of benches. The benches on the Quarterdeck still have not yet been added to her records. Drone photos have been taken to assist with this task. Cllr Watkinson has approached a former Chair of the PC to see if any previous knowledge would help speed things up. Cllr Wall reported that he had been writing the proposed new bench policy, and he will circulate this via the Clerk when it is complete. g.Standing orders: work is still in progress and this item was deferred to February. Cllr Wall will discuss this with the new Clerk. h.Review of Policy Documents: Cllr Watkinson reported that a list of policies that need updating has been drawn up. Business Continuity Plan is being worked on.	All councillors Clerk Cllr Watkinson/Clerk Cllr Sutterby Cllr Watkinson Cllr Wall Cllr Wall/Clerk Cllr Watkinson
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Appraisal Policy is almost complete and was necessary due to the new Clerk's appointment. This policy will be circulated via the Clerk before the next meeting.

i.Anglo-American update: Heather King from Anglo-American attended the meeting and gave an update report before the meeting started. The main points of her report were:

- The slow down period is continuing, but things are progressing well.
- Redundancies are continuing until March – staffing will come down from 900 to 400 by March.
- Anglo American were providing on going support for those employees who had been made redundant. Any former employee who has been made redundant could receive support and help to set up their own business or in finding alternative employment.
- The company has sufficient funds for the next 12 months.
- The company is actively looking for partners to invest in the business and are regularly having site visits by potential investors
- The service shaft is required to be 1600m in total. Progress to 804 m has been made to date.
- It will take the rest of the year and longer to progress through the hard sandstone level they are at and there is another layer of hard rock after the sandstone to come
- The process is difficult and complex and slow going.
- A deal has been done with the United Nations IAEA. A 5- year action research has been started to demonstrate how Polyhalite can improve soils containing too much salt.
- There is considerable global interest in Polyhalite, and it is of particular interest to farmers.
- The company is still managing to support the local community in terms of Education, Whitby Festival at Christmas and still has small budgets available to assist funding projects that will benefit the community in the region of £500 to a maximum of £3000. Cllr Watkinson will apply for funding.
- There are still drop-in sessions for the Liaison Forum. Next one is on 24 January 2025 at Hawsker Village Hall starting at 11am.

j.Refuse in RHB: Cllr Sutterby reported that some excellent relationships are being developed around this issue and many residents are cooperating and trying to improve the problems in streets close to their properties.

Cllrs Sutterby and Kemp are still to arrange a meeting with Nathan Pearson to discuss the situation.

The Clerk reported that NYC had been contacted, and Scarborough Customer Services had raised an enquiry for the Cleansing Dept.

Cllr Watkinson

**Cllrs
Sutterby/Kemp**

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7. Standing Items

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	b. Defibrillator Guardians: Cllr Whitesmith is to set up meeting with Cllrs Sutterby, Gibson and Watkinson and the Clerk to ensure that all are Guardians are properly registered to receive updates and understand how to update the system and respond to any notifications. c. Replacement Pads: The Clerk apologised for not yet having had time to place the order for extra pads. The Clerk requested some time with Cllr Whitesmith to learn how to use The Circuit website and to place orders etc. Updates from Committees and Sub-Committees: Environment and Community Liaison Sub-Committee a. VE Day 80 Beacon 8 May 2025: Cllr Watkinson asked Cllr Pearson if the Parks dept would be able to provide and set up a marquee for the event? Cllr Pearson advised he did not know. He did advise that, although their budgets for local funding have been dramatically cut, if the PC wanted to ask for funding this should be done by next week. Cllr Pearson further advised the PC would have to put its own funding into the event. He recommended applying for £1000 to £2000. Cllr Watkinson advised the PC could pay the balance on any monies contributed for the VE Day 80 event in May. Cllr Watkinson will apply for funding. b. Road Splays: No further progress had been made with this issue. The Clerk will forward Cllr Gibson with the original document sent notifying the PC about these areas and proposed payments for taking on the responsibility of maintaining them. Cllr Gibson will research and report back. A decision on whether to accept the proposal needs to be communicated to NYC by the end of February 2025. A decision will need to be taken at the next meeting. Personnel and Staffing Committee No further meetings had taken place since appointing the new Clerk. Finance Committee For various reasons the Finance Committee had been cancelled and is to be rescheduled for February. The Clerk will liaise with the committee and ensure a Summons and Agenda are published. The most pressing issue to be considered is Tenders for Grass, Verge & Hedge cutting which requires tenders to be submitted, considered and approved before the end of February 2025. The contracts are awarded annually and run from 1 March to 28/29 February. Report from County Councillor: Cllr Pearson gave a report to the Parish Council and Parishioners.	Cllr Whitesmith Cllr Whitesmith Cllr Watkinson Cllr Gibson / Clerk Clerk
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	The following items were highlighted: • Central Government continues to reduce funds made available to the council and this reduction runs into multiple millions. The reduction of funds is causing financial concerns and shortfalls in significant and much needed areas such as Child and Adult care. • As a result of reduced revenue from Central Government, Council tax is set to rise by 4.99%. • North Yorkshire has 780 Parish Councils that NYC need to look after. • One of the biggest drains on time and resources is the issue of complaints. These can be complaints made by members of the public against a councillor, a complaint made by a councillor against a parishioner, and complaints from councillors about other councillors. 10 additional people have had to be appointed to the team to handle the volume of work. • The new Parish Portal will be available and live soon. This will enable Clerks to more easily access responses to queries once again. • NYC is taking over responsibility from Scarborough Borough Council for Streetlighting. All coastal areas in this region will be the first under consideration. Cllr Pearson will forward details of who to contact so that the PC can notify them of what works need to be undertaken. • The NYC is apparently considering a proposal for householders to have 5 different waste bins. Cllr Pearson advised it is unlikely that places like Robin Hood's Bay would need to be included in the scheme and there were other types of properties throughout the County for whom this would not be an option. The scheme if introduced would cost in the region of £8million.	
	The Clerk asked Cllr Pearson if he would be able to send a brief outline of updates in a report if he was ever unable to attend. Cllr Pearson advised he would try to do so, but he generally made a point of attending meetings instead.	Cllr Pearson
8. Police Report	The Police Report had been circulated previously and was received with no questions. Cllr Watkinson commented on Operation Alibi. Due to an increase in farm vehicle theft, e.g. Quad bikes, the Police were advising farmers to fit trackers. Cllr Pearson advised a kit costs about £100, but the Rural Task Force would provide this kit for free. Farmers are encouraged to apply. The tracking wash is invisible to the naked eye but can be read by cameras and is resulting in vehicles being found and retrieved and in action being taken against those responsible. Cllr Sutterby volunteered to reach out to local farmers and provide information to them. Further information can be obtained from:	Cllr Sutterby

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9. Correspondence	Beat Manager: PC1417 Beth Thompson or Ward PCSO: PCSO4829 Pete Lewis. To contact local officers please call 101 and select Option Two and either the officer's full name or collar number. To report local incidents, call 101 and select Option One to speak to an operator. Correspondence had been received concerning: 1. The road closure and works at Stoupe Brow 2. The road works on Church Lane, Fylingthorpe 3. Potential impact of proposed changes to Fisherhead Car Park 4. Quarterdeck Benches The Clerk was asked to follow up on the resident's letter regarding outstanding issues at Stoupe Brow with Area 3 (Highways). Cllr Watkinson reported she had placed a notice on the RHB FB page concerning the road closure on Church Lane. Cllr Wall confirmed that the road was legally closed whether contractors were on site or not and residents should observe the signs. Cllr Watkinson reported that failure to do so, may lead to fines being issued or legal action being taken. Highways are taking this very seriously indeed as there has been a report of a near miss with one of the operatives. It was also reported that ignoring the road closure signs could also invalidate car insurance. The section between Old Ridley and the Old Church junction with the main road at the top is closed.	Clerk
10. Financial matters	a. Current Bank Balance: As at 31 December 2024 £47,704.18 b. Bank Reconciliation: Bank Reconciliation had previously been circulated. The Bank Balance was accepted. The Clerk gave a brief outline of some changes that had been made in the style, content and layout of reported finances. The format is being improved to enable better analysis and management of PC funds, to show not only the bank balance but how much of the balance represented available funds for future expenses. The Clerk highlighted that these documents were work-in-progress and could be adapted or changed and that feedback was welcome. Cllr Fretwell-Kirkham requested a further breakdown sheet showing the income and costs of Toilets, Benches and other similar services made available by the PC so it could easily be seen whether the services were worthwhile. The Clerk agreed to provide this information. The Clerk highlighted a concern that there was potentially an issue with the former Clerk's pay, but that she would look at the figures to check they matched the figures on the P45. The Clerk is to report back to Cllr Watkinson. The former Clerk received pay in the first week of the month following the pay period and	Clerk Clerk/Cllr Watkinson

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11. General Expenditure	pay in the first week of the month following the pay period and this has potentially caused some confusion and may have resulted in an underpayment. To ensure all pay was reported accurately in the accounts within the year Cllr Fretwell-Kirkham proposed that the pay date for the Clerk's pay should be the 28th of a month and not in the first week of the following month. Cllr Watkinson seconded the proposal, and this was approved by all Cllrs. The Clerk was asked to contact the payroll accountants and provide information to ensure payroll was set up and once it was, to set up a Standing Order for monthly payments to be made for the Clerk's pay. The Clerk had provided details of the following payments for approval: Items a. to d were approved. a. RHB Playground & Toilets Signage - Vinyl Signs (£108.00) b. FPC Website updates – The Computer Centre (£150.00) c. Clerk's initial Induction, Training & Handover hours worked – (amount available to Councillors) d. Payroll for the ¼ ended December 2024 – GBM Accountants Ltd (36.00) 1 additional item was requested for approval: e. Toilet Cleaning – Count On Us Cleaning (304.00) This item was also approved for payment.	Clerk Clerk
12. Planning Applications	There were no planning applications for consideration. The Clerk had notified NYC of the decisions made about the previous planning applications	
13. Matters requested by Councillors/Clerk	a. Standing Orders/Policy update on voting. Decision making timeframe Cllr Fretwell-Kirkham suggested a new protocol was required to enable the decision-making process for Agenda Items to be brought to a speedier, but no less considered, conclusion. After some discussion, Cllr Fretwell proposed: • Councillors produce a report for each of their areas of responsibility. • The report should outline any issues for consideration and contain recommendations to resolve the issue(s). • If there are no issues, no report needs to be submitted, and the item does not need to appear on the agenda. • All such reports to be sent to the Clerk who will circulate them to all Councillors a week prior to the next meeting. Cllr Wall seconded the proposal.	All Councillors /Clerk

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	b.Tender Documents & framework for approved contractors Cllr Watkinson reported that Annual Contracts would end on 28 February 2025. The Clerk will send out Tender Specification for Grass, Verge & Hedge Cutting and try to obtain 3 quotes, and the Finance Committee would meet to evaluate and approve tenders before the PC meeting on 19 February 2025. c. Oak saplings planting request. Cllr Watkinson had received a request from a parishioner regarding 5 oak saplings. The enquiry was made to see if they could be planted on Kingston Field. After some discussion, it was resolved Cllr Watkinson would contact Wendy English, the ecologist who looks after Kingston Field, and the Cinder Track Ranger, John Woodhead, to determine a suitable planting location.	Clerk / Finance Committee Cllr Watkinson
14. Date of next Meeting	Wednesday <u>19 February 2025</u>, 7.00 pm at the Methodist Church Room, Thorpe Lane, Fylingthorpe at 7pm.	

The Meeting closed at 9.25pm