

Fylingdales Parish Council

FYLINGDALES PARISH COUNCIL MEETING

Wednesday 16 April 2025 at 7.00 pm

Methodist Church Room, Thorpe Lane, Fylingthorpe

Parishioners are welcome to attend the meeting and, during the 10-minute Public Consultation period prior to the meeting commencing, can make a 2-minute presentation to Council about any issues in the Parish. If the item is on the agenda, comments could be considered by Council during their debate. If the item is not on the agenda, it could be considered for future meetings. Parishioners are welcome to remain and observe but cannot contribute to the remainder of the meeting.

AGENDA

1. Attendance

2. Apologies for Absence: To receive apologies and accept reasons

3. Declarations of Interest: To receive member's declarations of interest in agenda items

4. Approval of Minutes: To confirm the minutes of the meeting held on Wednesday 19 March 2025 as a true and accurate record.

5. Matters raised in Public Consultation

6. Matters arising: To receive information on the following outstanding matters and decide further action where necessary

- a. Website Re-design/Logo – Cllrs Watkinson/Whitesmith
- b. Sandbag Store – Cllr Gibson/Clerk
- c. Memorial Benches – Cllrs Watkinson/Wall
- d. Refuse in RHB – Cllr Watkinson/Clerk
- e. Sea Wall Mosaics – Cllr Kemp/Clerk
- f. The Pound – Clerk
- g. Dark Skies Policy – Cllr Sutterby
- h. Bus Shelter Graffiti – Cllr Watkinson

7. Standing Items: To receive information on the following standing items and decide further action where necessary

Play Areas - RHB/Fylingthorpe

Update from weekly checks – Cllr Wall/Cllr Watkinson

- a. RAL colour for railings & colour of stain for replacement fencing – Clerk

Toilets

- a. Cistern 3 issue – Cllr Kemp/Clerk

Defibrillators

- a. Defibrillator Guardians – Clerk

Policy Review: To consider and renew any policies scheduled for review

8. Updates from Committees and Sub-Committees

Environment and Community Liaison Sub-Committee

- a. VE Day 80 Beacon 8 May 2025 – Cllrs Watkinson/Gibson

Personnel and Staffing Committee

Letter received from the Pensions Regulator confirming pension Re-declaration of compliance

Finance Committee

1. A previously circulated report from the Clerk/RFO to all Cllrs containing a recommendation that additions be added to existing internal controls to further reduce financial risk and prevent loss of data, fraud or errors. (see item 12 c.3)
2. The new cash collection system for toilets and playground donations approved at the Parish Council meeting held on 19 February 2025 (previously accepted and approved 19 February 2025)
3. Backing Up onto Cloud storage and USB devices (previously accepted and approved 19 February 2025)
4. To create two-step authorisation for online banking payments exceeding £1500

9. Report from County Councillor

10. Police Report (Previously circulated)

11. Correspondence Received: To receive information on the following new correspondence and decide further action

12. Financial matters: To receive and note current bank balances and bank reconciliation

- a. Current Bank Balance as at 31 March 2025 – £42,691.90
- b. Finances for March 2025 & Bank Reconciliation - Previously circulated
- c. AGAR Documentation & Regulations
 1. Review of Standing Orders & Financial Regulations
 2. Review of Risk Assessment
 3. Review of Internal Controls & their Effectiveness (Proposal to adopt changes regarding an amendment of Internal Controls)
 4. Review of External Audit Report for the prior year
 5. Review of Internal Audit Report
 6. Review of Effectiveness of Internal Audit
- d. Budget setting for the year 2025 – 2026 (amendment to previously approved budgets)
- e. Explanation of material variance from budget allocation for the year 2024-2025
- f. Encroachment Fee Write Offs for 2024 - 2025
- g. Use of variable Direct Debit to be reviewed by resolution (for regularly occurring variable invoices)
- h. Consideration of invoices not requiring monthly presentation for approval

13. General Expenditure: To approve the following accounts for payment:

- a. YLCA Membership & Subscription Fee for April 25 to March 26 - £476.00
- b. YLCA Training Internal Controls - £35.00
- c. GBM Accountants Quarterly Fee Jan to March 25 - £36.00
- d. HMRC PAYE & NI – Quarter Jan to March 25 - £460.00
- e. Count on Us Cleaning – Bank Top Toilets March 25 - £625.00
- f. CTJ Groundworks – RHB Play Area - £678.60
- g. NYC Allotments Fee 25/26 - £90.00
- h. Conversion Company (Computer Centre) – IT/Website - £240.00

14. Planning Applications: To consider and decide upon the following planning applications:

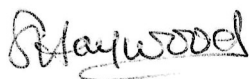
- a. NYM/2025/0173 Middlewood Farm, Fylingthorpe
 - b. NYM/2025/0143 Eboracum, Whitby Road, RHB
 - c. NYM/2025/0158 Grove Cottage, Fylingthorpe
 - d. NYM/2025/0259 Cliff House, RHB
 - e. NYM/2025/0207 2 Seafeld House, RHB *
- * reporting date was outside of meeting date /so above item cannot be discussed.*

15. Matters requested by Councillors/Clerk: To receive information on the following matters and decide further action:

- a. To set & confirm dates of meetings for 2025 – 2026
- b. Toilet Payments – Cllr Fretwell-Kirkham

16. Date of next meeting: Wednesday 14 May 2025, 7.00 pm at Wibury, Mount Pleasant North, RHB

Signed



Sally Haywood, Clerk and RFO

11 April 2025