

Fylingdales Parish Council

MINUTES OF FYLINGDALES PARISH COUNCIL MEETING Wednesday 16 April 2025 at 7.00 pm Methodist Church Room, Thorpe Lane, Fylingthorpe

Public Consultation had taken place during Annual Parish Meeting.

The Parish Council meeting officially opened at 19.01pm

ITEM	MINUTE	ACTION BY
1. Attendance	Present: Cllrs. Watkinson (Chair), Fretwell-Kirkham, Kemp, Sutterby, Whitesmith, Wall, Sally Haywood (Clerk). Cllr Watkinson had previously warmly welcomed 3 Parishioners to the meeting.	
2. Apologies	Apologies were received and accepted from Cllr Gibson.	
3. Declarations of interest	There were declarations of interest from Cllr Watkinson, Cllr Sutterby and the Clerk. It was agreed that Cllr Fretwell-Kirkham would preside over the meeting at the point at which Cllr Watkinson (Chair) would leave the meeting.	
4. Approval of Minutes	Councillors confirmed the Minutes of the meeting of Wednesday 19 March 2025 as a true and accurate record. Proposed by Cllr Whitesmith, Seconded by Cllr Fretwell-Kirkham.	
5. Matters raised in public consultation	There were no matters arising from Public Consultation.	
6. Matters Arising	a. Redesign/Logo: It was reported that the new website was still not live but is nearing redesign update and completion. 4 children from the school had contributed to the new PC Logo design. Cllrs had considerable discussion about the final combination design, colour and content. Brian Allanson is to be consulted at the end of the meeting with regards to the digital creation following Cllrs comments. Cllr Fretwell Kirkham proposed the PC thanked the school, tweaked the concept a little, accepted the design which would be used and reviewed in 12 months. The proposal was seconded by Cllr Whitesmith. It was <u>Resolved</u>: the school would be thanked and actions taken to conclude the logo design with stationery being printed in monochrome only. Cllr Watkinson proposed the 4 children should each receive a book voucher worth £10 and a £100 book voucher to the school. After debate it was <u>Resolved</u>: Book tokens of £10 for the children and £25 for the school would be purchased	Cllrs Whitesmith/ Watkinson Cllrs Watkinson/Whitesmith Cllr Watkinson Cllr Watkinson

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and the winning designs be communicated to the school first, before details were made public. b. Sandbag Store: As Cllr Gibson was not present and H Tucker had been away on holiday, there was no further update. c. Memorial benches: A report from the Clerk containing an update re bench costs had been previously circulated. It was reported that the bench inventory was nearing completion. It has just come to light that some benches previously thought to be PC responsibility, might not be. More investigation is required. There are 4 benches of particular concern. It was <u>Resolved</u>: The Clerk will write to NYC to find out which benches within the Parish are on their Asset Register. Plastic/Resin benches were purchased and installed pre-2008. The Bench Scheme was established 2008 or later. It is thought benches with concrete sides do not belong to the PC. Cllr wall proposed: the PC should get underway numbering each bench with a no. disc whilst the bench policy is being finalised. Cllr Kemp seconded the proposal. The PC is to purchase the discs and non-rusting screws, and ask Mark Laycock to fix them in place as he has given a price for affixing them as a job lot. It was <u>Resolved</u>: as soon as the Clerk has had detailed information about which benches are no longer FPC responsibility, the Asset Register will be updated, bench numbers will be purchased and fixed in place. d. Refuse in RHB: Following on from the meeting with council representatives, it was reported that the bin at Brickhills Car Park was broken and is being replaced. Contact has been made with some of the cottage cleaning teams and they have been advised how important it is for rubbish to be taken to the Albion Road site and that they should comply with the request. Arrangements are being made to empty the Albion Road chutes. Communications and discussions would continue. e. Sea Wall Mosaics: The Clerk has had no response from NYC regarding where the damaged Mosaics were removed to or when remedial works to the steps would be undertaken.	Cllr Gibson Clerk Cllr Watkinson/Clerk Cllr Watkinson Clerk
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	f. The Pound: The Clerk has been informed by the Court Leet that the Pound falls within their area of responsibility. This item can now be removed off the Agenda. g. Dark Skies Policy: NYMP have been contacted but no response has been received. Issues were raised about potentially excessive lighting at Station Road workshops, night lighting at Grand Villa Heights (formerly Raven Hall Hotel) and an issue with Hardware on The Bolts. Grand Villa Heights have been approached and are looking to collaboratively work with authorities and have suggested that they will take steps so that lights are not routinely left on all night. Cllr Sutterby will report back as and when there is an update. h. Bus Shelter Graffiti: Cllr Kemp offered to take another look at the surface in the bus shelter to see if it might be possible to wash off. If not, it was proposed by Cllr Kemp that the surface be painted, to paint over the graffiti. This was seconded by Cllr Wall. It was <u>Resolved</u>: that if the bus shelter needed painting on that wall, that the team at Anglo American would be contacted to assist.	Cllr Sutterby Cllrs Kemp/ Watkinson
7. Standing Items	a. Play Areas <u>Fylingthorpe</u> There is a possible small issue with the Train. This will be checked and sorted. <u>RHB</u> Cllr Wall had previously circulated his weekly inspection sheets and reported no major problems, although the amount of litter despite bins being empty and available for use, is significant. The Ship's wheel has now come off completely. This will be repaired at the end of the school holidays when the Play Area will be less busy. The groundworks and paving have been completed and looks good. The Clerk reported RAL 6028 had proven the most popular in Cllr poll and it was <u>Resolved</u>: The Clerk would advise AC Engineering of the RAL colour choice. Cllr Watkinson would communicate with Anglo American regarding assistance over staining of the fence (a colour as close as possible to the railings colour to be chosen). Time scale for railings is likely to be May. Fencing should be stained after railings are fitted.	Cllr Watkinson Cllr Wall Cllr Watkinson/Clerk

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	Toilets. a. Cistern 3: Thanks were given to Cllr Kemp who had managed to repair the reported issue. Defibrillators a. Defibrillator Guardians: The Clerk had contacted the Circuit about setting up Guardians but has been unable to find anyone to help with this. The Clerk also reported that volunteers who are checking the defibs at Bay Hotel, Village Hall and Fire Station are not emailing to say there are no issues. Cllr Whitesmith will speak to volunteers to see if they can start to email weekly after each check is done. Cllr Whitesmith & Cllr Watkinson will start looking into a new digital system for this required action. Policy Reviews: There were no policy reviews to report. Memorial Bench Policy is in the final stages of being written.	Cllrs Whitesmith/Watkinson
8. Reports from Committees	<u>Environment & Community Liaison Sub Committee</u> VE Day 80 8 May 2025: Sub-committee members had met. The Clerk reported £2000 locality grant had been received into the bank. Thanks go to Cllr Pearson for facilitating this grant. The Clerk is to follow up Anglo American for their grant offer as this has not been received. Cllr Watkinson proposed a 6 x 12m Marquee was purchased for the event of a cost of less than £800. It being cheaper to purchase one than hire for the event only. Cllr Fretwell-Kirkham seconded the proposal. It was <u>Resolved</u>: Cllr Whitesmith would forward details to the Clerk who could then order the item. <u>Personnel & Staffing Committee</u> The PC has received confirmation from the Pensions Regulator that the re-declaration of compliance has been completed by GBM Accountants on behalf of the PC and that this was dates 17 February 2025. <u>Finance Committee</u> An item of recommendation from the previous meeting had been overlooked. Please see item 12.c3.	Cllrs Watkinson/ Gibson/ Whitesmith Clerk Cllr Whitesmith/Clerk
9. Report from County Councillor	There was no County Councillor report.	

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10. Police Report	The Police Report had previously been circulated. There was an issue raised about what appeared to be missing information in the Fylingdales section. This is to be followed up with the Police.	Cllr Sutterby
11. Correspondence	There had been no correspondence relevant to the PC.	
12. Financial matters	All documents were previously circulated. a. Bank Balance & Reconciliation <u>Balance:</u> £42,691.90 as at 31 March 2025. A copy of the bank statement was made available and circulated for inspection at the meeting. b. Reconciliation: Financial report and bank reconciliations were accepted. No questions were asked. c. AGAR Documentation & Regulations 1. <u>Review of Standing Orders & Financial Regulations</u> The new NALC Standing Orders had previously been circulated. The Clerk was asked to advise Cllrs of the main differences between the previous Standing Orders and the new ones. Cllrs will vote at the next meeting whether to adopt the new regulations. Cllrs were asked to read and consider if any changes to the Standing Orders were required. 2.<u>Review of Financial Risk Assessment</u> It was reported that the Finance Committee had been looking into Financial Risk Management. As a result, there had been some process changes implemented to prevent fraud and loss of data, and to reduce potential for human error. Previously approved 19 February 2025. 3.<u>Review of Internal Controls & their Effectiveness</u> The Clerk will distribute documents for Cllrs consideration for the next meeting. It was proposed by Cllr Fretwell-Kirkham and seconded by Cllr Whitesmith and then it was <u>Resolved:</u> to implement 2 step payment authorisation for payments exceeding £1500 and the Clerk would make the amendments to the Financial Regulations accordingly. a.<u>Review of External Audit Report for the prior year</u> – the External Audit for 23-24 raised no Advices or recommendations made. b.<u>Review of Internal Audit Report</u> – the internal Audit had been carried out by Carol Barker. The report was limited in content and raised no areas of concern. The Clerk will circulate documents to Cllrs for consideration. c.<u>Review of Effectiveness of Internal Audit</u>	Clerk Clerk Clerk Clerk

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	The Clerk will forward information to Cllrs for consideration to assist with this task. d. <u>Budget setting for the year 2025 – 2026</u> (amendment to previously approved budgets) – this item was deferred until the May meeting. e. <u>Explanation of material variance from budget allocation for the year 2024-2025.</u> An explanation of the variance had been given in the Clerk’s Financial report which had previously been circulated. No questions were raised. Most variances were due to economic circumstances i.e. utility companies increasing their charges and unknown circumstances at the time of budget setting that occurred later in the year – e.g. the former Clerk’s resignation and recruitment and training for a replacement Clerk. Other non-budgeted expenditure occurred as a result of the need to replace fencing in the RHB Play Area. f. <u>Encroachment Fee Write Offs for 2024 – 2025</u> – All fees having been paid, there were no write offs required. g. <u>Use of variable Direct Debit to be reviewed by resolution</u> (for regularly occurring variable invoices) – a list of suppliers who were paid by variable direct debit has previously been circulated. It was proposed by Cllr Fretwell Kirkham that this was continued. The proposal was seconded by Cllr Whitesmith. It was <u>Resolved:</u> the use of variable Direct Debit payments would continue to be used for the 2025 – 2026 financial year. h. <u>Consideration of invoices not requiring monthly presentation for approval.</u> These payments included the Clerk’s salary paid by Standing Order and the list of suppliers circulated for item g. It was proposed by Cllr Fretwell-Kirkham that as the monthly value of invoices relating to the Toilet Cleaning contract were set out in the contract they too did not need to be presented for monthly approval. Cllr Kemp seconded the proposal. It was <u>Resolved:</u> Toilet Cleaning invoices would be excluded from monthly payment approval requests.	Clerk Clerk
13. General Expenditure	The following expenditure was approved for payment: a. YLCA Membership & Subscription Fee Inv 3637 for April 25 to March 26 - £476.00 b. YLCA Training Internal Controls Inv 3877 - £35.00 c. GBM Accountants Quarterly Fee Jan to March 25 - £36.00 d. YLCA Neurodiversity Webinar 03/04.25 Inv 3899 £30.00* e. HMRC PAYE & NI – Quarter Jan to March 25 - £460.00 f. Count on Us Cleaning – Bank Top Toilets March 25 - £625.00 g. CTJ Groundworks – RHB Play Area - £678.60 h. NYC Allotments Fee 25/26 - £90.00 i. The Conversion Company (Computer Centre) Invoice 1185 £240,00	

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	*Inv 3899 had been missed off the Agenda but was included in the Approval for On-line banking payments sheet. This item was also approved for payment.	Clerk
14. Planning Applications	a.NYM/2025/0173 Middlewood Farm, Fylingthorpe There were <u>no objections</u> to application NYM/2025/0173. <i>Prior to any discussion taking place about NYM/2025/0143, the Clerk left the meeting having previously declared an interest</i> b.NYM/2025/0143 Eboracum, Whitby Road, RHB There were <u>no objections</u> to the application NYM/2025/0143. <i>The Clerk returned to the meeting.</i> <i>Prior to any discussion taking place about NYM/2025/0158, Cllrs Sutterby & Watkinson left the meeting having previously declared an interest</i>	Clerk Clerk
	c.NYM/2025/0158 Grove Cottage, Fylingthorpe There were <u>no objections</u> to the application NYM/2025/0158. The applicants who were present were asked to give Cllrs an assurance that the new wall had been built on the same footprint/foundations as the previous brick wall and that the only difference was that the wall had not been built as high but otherwise was in accordance with the planning conditions. The applicants verbally gave their assurance that this was the case. <i>Cllrs Sutterby & Watkinson returned to the meeting.</i> A discussion took place about the appropriateness of material sent to the Parish Council by NYMP Planning department. An image of Children had been included in the application details with negative comments attached to the image. It was felt the Children could be identifiable. An image had been taken of a property in which items inside the property could be seen through the window. This was thought to be intrusive and had not been taken with the owner's knowledge or consent. The	Clerk Clerk

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	Clerk is to write to NYMP to express the Parish Council's concern about the distribution of images attached to the application. d. NYM/2025/0259 Cliff House, RHB There were no objections to the application NYM/2025/0259 although Cllrs expressed concern that the arrangements for the staircase do not seem to be building regulations compliant. e. NYM/2025/0207 2 Seafeld House, RHB * <i>* reporting date was outside of meeting date /so above item cannot be discussed.</i>	Clerk
15. Matters requested by Councillors / Clerk	a. <u>To set & confirm dates of meetings for 2025 – 2026</u> Dates had been circulated previously to Councillors. It was agreed the dates be accepted. b. <u>Toilet Payments</u> – Cllr Fretwell-Kirkham – Cllr Fretwell-Kirkham asked for this item to be deferred until more detailed information about Toilet costs had been analysed and circulated by the Clerk. A breakdown of commission and service fees charged by Nayax was requested.	Clerk Clerk
16. Date of next meeting	The next meeting will be held at 7pm on Wednesday 21 May 2025 at the Wibury, Mount Pleasant North, RHB.	

The meeting was closed at 21.12pm