

Fylingdales Parish Council

MINUTES OF FYLINGDALES PARISH COUNCIL MEETING

Wednesday 21 May 2025 at 7.00 pm

Wibury, Mount Pleasant North, RHB

There were no Parishioners, Press or County Councillor in attendance.

The Parish Council meeting officially opened at 19.50pm

ITEM	MINUTE	ACTION BY
1. Attendance	Present: Cllrs. Watkinson (Chair), Fretwell-Kirkham, Kemp, Sutterby, Whitesmith, Wall, Sally Haywood (Clerk).	
2. Apologies	Apologies were received and accepted from Cllr Gibson.	
3. Declarations of interest	Cllr Watkinson made a declaration of interest.	
4. Approval of Minutes	Councillors confirmed the Minutes of the meeting of Wednesday 16 April 2025 as a true and accurate record. Proposed by Cllr Whitesmith, Seconded by Cllr Fretwell-Kirkham. Unanimously approved by a show of hands.	
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 moving forward. Brian Allanson (Baytown Chronicle) has been contacted and asked to be present for the presentations of book tokens at the school. Cllr Watkinson had purchased the Book Tokens. b. Sandbag Store: As Cllr Gibson was not present there was no further update. c. Memorial benches: Bench Inventory now completed. The Clerk has written to NYC, and they have confirmed They have no benches in our Parish on their Asset Register. The Clerk will contact SBC to ask the same question of them. The Clerk is now able to order the bench number discs and will arrange with Mark Laycock to go out to fix them in position. Cllrs Wall and Watkinson will meet to complete the Bench Policy. d. Refuse in RHB: A productive 2 hour meeting and walkabout had taken place with Yorkshire Tourist and NYC representatives, RHBTA	Cllrs Whitesmith/ Watkinson Cllr Gibson Clerk Cllrs Wall/Watkinson

Cllr C Watkinson (chair)

C Watkinson

Date: 18/6/25

Fylingdales Parish Council

	representative and Cllr Sutterby. During the walkabout there were plenty of opportunities to experience and see the problems being faced. Various ideas for solutions were discussed including the closure of Albion Road waste recycling with replacement new style bins being located in Chapel Street and on Bloomswell. NYC were tentatively seeking shared funding with them or contributions from RHBTAs and Parish Council for the new bins. Cost will be calculated and a formal proposal presented for consideration. Bins on the Sea Wall have been removed, and alternative ones are to be installed before the Summer Holidays. e. Sea Wall Mosaics: Andy Crossley NYC is unable to locate the whereabouts of the missing Mosaics. The steps have been repaired. This item can now be removed from the Agenda. f. Bus Shelter Graffiti: The Clerk reported that Mark Haywood has offered to put together a report on Products that might be able to remove the graffiti and Provide a specification of how it should be applied. Alternative products can be specified if the wall Needs to be painted. g. Police Crime Report: It was reported that there was no error in the Crime stats. An explanation from PC Lewis identified that some items were not specifically itemised on the crime report where other agencies had been involved, but the incident was not necessarily classed as a crime.	Cllr Sutterby Clerk
7. Standing Items	a. Play Areas <u>Fylingthorpe</u> There is an issue with the Train. The Clerk has contacted Playscheme and is awaiting a quote for repair. <u>RHB</u> It was reported the broken slide had been taped off and danger notices added to the slide to stop usage. Photographs had been taken as evidence of this action. The Clerk is to report the incident to the insurers. The Clerk has advised Playscheme re the broken slide and is awaiting a quote for repair or replacement. It was also reported that there was graffiti in the Tower. Mobile contact numbers were listed. Photographs had been taken and were to be forwarded to the Police. The graffiti is to be removed. The Railings are going to be installed in June. The Clerk requested they were not fitted around the Bank Holiday / half term week when it was anticipated footfall and usage would be higher.	Cllr Watkinson/Clerk Clerk Clerk

Fylingdales Parish Council

[illegible]

Fylingdales Parish Council

	By way of thanks to the school children, it was proposed by Cllr Watkinson and seconded by Cllr Wall that additional Book Tokens should be given to the school. It was Resolved: Cllr Watkinson could purchase another £63.00 worth of book tokens for the school. NYC require a monitoring form to be completed advising if all grant monies were spent, how they were used and the benefit from the event to the community. The Clerk will forward this form to Cllr Watkinson. It was proposed by CW that images, letters and details of the D Day 80 and VE Day 80 be put together in a leaflet and given to the Museum for display. This could be funded from proceeds received from the events. The proposal was seconded by Cllr Wall. <u>Personnel & Staffing Committee</u> There were no reports to from the Committee. <u>Finance Committee</u> There were no reports from the Committee.	Cllr Watkinson/Clerk
9. Report from County Councillor	There was no County Councillor report.	
10. Police Report	The Police Report had previously been circulated. No questions were raised.	
11. Correspondence	<i>Before discussions took place, Cllr Watkinson withdrew from the meeting and took no part in the discussion of item 11.a. due to a declared interest.</i> a. Possible plastic rubbish at RHB Vineyard Councillors examined the images and concluded that the issue was beyond the scope of the Parish Council and should be treated by the Parishioner as an environmental risk and the Clerk is to respond with a recommendation that the Parishioner contacts Environmental Health Dept at NYC. <i>Cllr Watkinson returned to the meeting at the end of item 11.a.</i> b. State of one of the Allotments Councillors examined images and reviewed the situation as expressed in the Parishioners correspondence. After considerable discussion it was proposed by Cllr Kemp and seconded by Cllr Watkinson, that the Clerk write to the allotment holders to advise for various reasons, on this occasion it has been decided that the Parish Council as a one-off would arrange for the plot to be tidied and cleared.	Clerk Clerk

Fylingdales Parish Council

12. Financial matters	To receive and note current bank balances and bank reconciliation. (All financial documents were previously circulated). a. Bank Balance & Reconciliation <u>Balance:</u> £55,833.07 as at 30 April 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. Review of Risk Assessment (previously circulated) A review of the Risk Assessment was carried out and updated. Cllr Watkinson proposed that the policy was accepted as now written. This proposal was seconded by Cllr Whitesmith. It was unanimously approved by a show of hands. 2. Review of Internal Controls & their Effectiveness (Checklist previously circulated) The Clerk carried out a review with the Councillors and explained which items were being done and how. Those items not currently being done included: Petty Cash records, Cemetery fees & charges. These items are not applicable to Fylingdales PC. It was reported physical receipts are not given for income. Most income receipts are acknowledged by email. Surplus balances are not yet being placed in a suitable interest-earning bank account due to the Bank being slow and difficult in processing changes to the Bank Mandate. This will be being done as soon as it is permitted. Cllrs Fretwell-Kirkham and Watkinson initialled the Checklist during the meeting once the checks had been completed. 3. Review of External Audit Report for the prior year – the External Audit for 2023-2024 raised no Advices or recommendations made, so the review carried out reached the decision that there had been no action required. 4. Review of Internal Audit Report The Internal Report for 2023 – 2024 had made no recommendations to the Parish Council and merely confirmed there was an efficient filing system in place. This was deemed inadequate and as a result an alternative Internal Auditor had been found and engaged. 5. Review of Effectiveness of Internal Audit It had previously been reported that the Internal Audit report for 2023 – 2024 was of a basic standard. The Parish Council is confident that the appointment of Heather Heelis of Heelis & Lodge as Internal Auditor will provide a significantly improved quality and effectiveness of service.
------------------------------	--

Fylingdales Parish Council

	d. Budget setting for the year 2025 – 2026 This item had been carried forward from the 16 April 2025 meeting. (Budget figures had been previously circulated). A review of the Budget for 2025-2026 was carried out and after some discussion it was proposed by Cllr Watkinson and seconded by Cllr Whitesmith that the Budgets be accepted as presented but it was acknowledged the PC may need to monitor expenditure closely and make some adjustments if needed.	
13. General Expenditure	The following expenditure was approved for payment: a. Wibury Room Hire for Meetings Jan & March 2025 - £24.00 (Bank details now located so can be paid online) b. Jetprint for VE Day 80 Flyers - £78.00 c. Barnards Butchers VE Day 80) Event Food – 73.50 d. Fylingdales Inn VE Day 80 Event Food - £894.00 e. Cllr Watkinson VE Day 80 expenses - £238.74 f. Jakes Mobile Bar VE Dy 80 Event - £867.00 g. James Fletcher Ltd Marquee Hire - £1385.51 In addition, the Clerk had received the following invoices after publishing the Agenda, which require payment before 31/05/25. These were also approved for payment: h. TEC Audio – PA System for VE Day 80 Event - £240.00 i. Clear Councils Insurance Renewal Premium - £3037.53 In addition, the following expenses were approved for refund: j. Expenses for Cllr Watkinson for Book Tokens for the School & Prizes - £63.00.	Clerk
14. Planning Applications	a. NYM/2025/0259 - Cliff House, RHB – Copy of the planning application had been previously circulated, and there were no objections raised with this application. b. NYM/2025/0322 – 8 The Esplanade, RHB Copy of the planning application had previously been circulated, and there were no objections with this application.	Clerk Clerk
15. Matters requested by Councillors / Clerk	a. Toilet Payments – Cllr Fretwell-Kirkham The Clerk had sent information to Cllr Fretwell-Kirkham who advised his question had now been dealt with. No further action required. This item can be removed off the Agenda. b. Insurance renewal – this item had been discussed in the Annual Parish Council meeting 21/05/25, and it had been agreed to renew with current providers. The Clerk is to research alternatives for 2026/2027.	Clerk

Fylingdales Parish Council

	c. The Chair of Finance Committee to sign last Quarter's Bank Statements & Bank Reconciliations in accordance with Financial Regulations 2.2 – The Bank Statements were duly signed by Cllr Fretwell-Kirkham. The Bank Reconciliations had previously been approved at Finance Committee meetings. d. To consider amendments to Standing Orders and Financial Regulations – This item had already been considered and reviewed in the Annual Parish Council meeting 21/05/25 and SO's and Financial Regulations had both been adopted but with amendments as recorded in the minutes of the Annual Parish Council meeting 21/05/25. e. To consider Electricity contract (expires 30/06/25) – The Clerk requested a Councillor took on the task of negotiating a new energy supply contract due a lack of availability of time. Cllr Kemp will action this and report back. f. Street Lighting- new style LED Lanterns for RHB – The Clerk is trying to set up a site meeting with Mike Hawtin & Neil Jackson from NYC and to include a representative of RHBTA.	Cllr Kemp Clerk
16. Date of next meeting	The next meeting will be held at 7pm on Wednesday 18 June 2025 at the Methodist Church Room, Thorpe Lane, Fylingthorpe.	

The meeting was closed at 21.10pm