

Fylingdales Parish Council

MINUTES OF FYLINGDALES PARISH COUNCIL MEETING Wednesday 18 June 2025 at 7.00 pm Methodist Church Room, Thorpe Lane, Fylingthorpe

The Parish Council meeting officially opened at 19.02pm

ITEM	MINUTE	ACTION BY
1. Attendance	Present: Cllrs. Watkinson (Chair), Kemp, Sutterby, Wall, Sally Haywood (Clerk). 1 Parishioner also attended.	
2. Apologies	Apologies were received and accepted from Cllr Gibson and Cllr Whitesmith.	
3. Declarations of interest	There were no declarations of interest.	
4. Approval of Minutes	An error in item 6g was noted. The first sentence should read "there was no error in the Crime stats" Councillors confirmed the Minutes of the meeting of Wednesday 21 May 2025 as a true and accurate record. Proposed by Cllr Sutterby, seconded by Cllr Kemp. Unanimously approved by a show of hands. The Chair signed the Minutes.	
5. Matters raised in public consultation	A Parishioner had brought to the Parish Council's attention that there was a narrowing of the pavement between Lingers corner and the Primary School due to excessive foliage growth and some possible slippage of land onto the pavement. Another area up Sledgates going up to Fylinghall School was also affected in a similar way. Cllrs agreed that in the light of the road closure on Sledgates and fewer bus services, more pedestrians were needing to use the pavement, and it was especially important that works were undertaken to improve the encroachment and to make sure pavements offered a safe and wide enough passage for everyone to use. It was <u>Resolved</u> the Clerk should contact Area 3 to request some prompt response to the situation.	Clerk
6. Matters Arising	a. Redesign/Logo: It was reported that the new website was still not live and progress has been slow. Brian Allanson will be looking at the logo soon, so this can be added to the website. Discussion took place around the timing of the live launch of the new website. Cllr Watkinson is to forward Cllrs an email with a link to the website asking them to report feedback on it by a stated deadline and to ask whether it is ready to go live as is, whilst still under construction, with a simple yes or no response required.	Cllrs Whitesmith/ Watkinson Cllr Watkinson

Fylingdales Parish Council

	b. Sandbag Store: There was no further update. It was <u>Resolved</u> the Clerk should write to Henry Tucker with a plan so that he could identify on the plan where he would like the Sandbag to be positioned. c. Memorial benches: Cllrs Wall and Watkinson will meet to complete the Bench Policy before the next meeting. The Clerk had obtained a quotation for the cost of engraving number discs for the benches. This was a considerable amount that required further discussion. Cllr Kemp proposed an alternative of 50 ready-made, non-engraved discs for a maximum sum of £75.00. Cllr Wall seconded the proposal, and it was <u>Resolved</u> the Clerk should proceed on that basis. Cllr Sutterby offered to attempt to identify families and contact details for those benches where Parish Council records are lacking. The Clerk will provide Cllr Sutterby with the list of benches involved. d. Refuse in RHB: Cllr Sutterby has had further discussions with Nathan Pearson, regarding the bins on The Square. Badgers have made a sett underneath Cliff Cottage. One of the owners of Cliff Cottage had contacted the Clerk asking for advice. The cottage owner also spoke with Cllr Sutterby and both the Clerk and Cllr Sutterby advised this matter needed to be taken up with the local authority as Badgers are a protected species and it is beyond the scope of the Parish Council. e. Bus Shelter Graffiti: The Clerk had previously circulated a report prepared from information received from Mark Haywood. The report content was considered and discussed at length. It was proposed by Cllr Kemp that neither Graffiti remover nor anti-graffiti products be used. Instead, an attempt is to be made to paint over the graffiti than try to remove the graffiti. Cllr Sutterby seconded the proposal. Some discussion took place regarding the most suitable colour, and it was <u>Resolved</u>, the Clerk should contact John Woodhead (NYC Engineer) to ask for his advice and report back. f. Electricity supplier contract: Various rates from 3 alternative suppliers were advised to Cllrs. As the Parish Council is a low unit user, quotes with a higher unit rate but lower standing charge were proving the better option. British Gas had the most favourable rates overall. The Clerk had received a notification from YLCA about an energy supplier who was part of the National Council Association Energy Scheme.	Clerk Cllrs Watkinson/Wall Clerk Cllr Sutterby/Clerk Cllr Sutterby Clerk
--	---	--

Fylingdales Parish Council

	It was agreed that the supplier in this scheme would be contacted to see if an improved quotation could be achieved. Cllr Kemp would investigate, liaise with Cllr Watkinson and it was <u>Resolved</u> the Clerk would then sign up for whichever company offered the best deal, without having to come back for new consent at the next meeting due to the contract date ending before the next meeting. g. Street Lighting new style LED Lanterns for RHB: A meeting has been set up with Neil Jackson (Electrical Engineering Manager) & Mike Hawtin (NYC) to discuss and give feedback on trial LED Lanterns located at top of Bay Bank (see map previously circulated). Meeting is to take place at 11am on 23 June 2025. Cllrs were asked to go view the streetlights when it has turned dark, to assess them and to give feedback for the meeting. Cllr Sutterby suggested that Station Road Workshop lights should be discussed at the meeting as well. h. Allotments: as Cllr Whitesmith was unable to attend, the Clerk advised Cllr Whitesmith had not been able to do the training on allotments but wants to attend the next course available. The Clerk advised she has prepared a draft letter for the allotment holders. It is currently being checked by the Chair, then Cllr Wall will also consider it. The letter will go out as soon as is possible.	Cllrs Kemp/Watkinson/Clerk All Councillors Cllrs Wall/Watkinson/Clerk
7. Planning Applications	Cllrs considered and decided upon the following planning applications: (all documents having been previously circulated) a. NYM/2025/0293 – Braemar, Butt Lane. This non-material amendment had already been decided prior to the meeting. b. NYM/2025/0326 & 0327 Bedlington Cottage, 7 The Esplanade, RHB Outcome of considerations: No objections c. NYM/2025/0323 & 0342 – Ladysmith Farm, Stoupe Brow Outcome of considerations: No objections d. NYM/2025/0358 – Fylingdales Inn, Thorpe Lane, Fylingthorpe Outcome of considerations: No objections. Cllrs commented, if possible, the existing stone to be reused in the new development to maintain consistency of materials with existing building. e. NYM/2025/0363 The Old Post Office – although this item was not listed on the agenda, the planning application details had been circulated to Cllrs prior to the meeting so it was agreed it could be discussed. Outcome of considerations: No objections. a. Play Areas	Clerk

Fylingdales Parish Council

8. Standing Items	<u>Fylingthorpe</u> There is still an issue with the Train. The Clerk has contacted Playscheme. A repair will be undertaken under warranty. In addition, it was reported that there is an issue with the wooden post circle. Although a pen will not fit into the split (RoSPA check method), it is apparent it has worsened and needs checking again. The Clerk is to arrange for these to take place. <u>RHB</u> The weekly check had been carried out by Cllr Sutterby in Cllr Wall's absence. Cllr Wall is to send the Clerk the updated record. The Clerk had previously circulated the two quotes obtained for repairing the slide and the response from the insurers. After evaluation and consideration of the quotes it was proposed by Cllr Wall to accept the Kompan quote. This was seconded by Cllr Kemp. It was <u>Resolved</u> that the Clerk will notify Kompan and ask that the works are undertaken as soon as possible. Additional works were required at the RHB Play Area to make minor repairs to the broken brick wall at the rear of the toilets/fencing and for some strimming to be done at the right-hand side of the steps. The Clerk had already approached Robin Barleycorn who had quoted £85 - £100 to carry out those works. It was proposed by Cllr Wall and seconded by Cllr Sutterby that Robin Barleycorn be asked to undertake and complete the works as soon as possible. It was <u>Resolved</u> the Clerk would contact Robin Barleycorn and instruct him accordingly. As a result of the old wooden fencing being removed, it was noted there is now a gap between the railings and old fencing post. The post is also loose and additional works need to be undertaken. In addition, the gap between the Fylingthorpe Quoits area and the telegraph pole at Fylingthorpe Play area also requires some work to bridge the gap. It was proposed by Cllr Wall and seconded by Cllr Sutterby that Dan Knaggs be asked to quote for works. It was <u>Resolved</u> the Clerk would contact Dan Knaggs to ask if he could come and quote to bridge the gap at both Play Areas. Toilets The Clerk reported 1 Tender had been received for the Toilet Cleaning & Maintenance contract so far. All quotes to be submitted by 8 July 2025. It was reported the lock on the Toilet 'office' door had been damaged. Graham Watkinson had carried out a repair. The paint is damaged and may need some blue paint applying. Defibrillators a. Defibrillator Guardians: The Clerk reported emails are now being received weekly from Bob McGovern re the Village Hall defib status. The situation with the Fire Station and Bay Hotel remains unchanged.	Clerk Clerk Clerk Clerk
---------------------------------	---	---

Fylingdales Parish Council

	Cllr Sutterby is trying to ask if Suzanne at the Old Post Office can check the defib at the Bay Hotel weekly and report status by email weekly to the Clerk. A monthly check needs to be carried out on the Bay Bank toilets defib and the Bay Hotel defib. Once checked and confirmed to the Clerk that all has been cleaned and is all functioning, the Clerk will update the Circuit. b. Defibrillator training: training dates have been put back to Sept and Oct 2025. Training will take place at RHB Methodist Church Lounge Room. Cllr Whitesmith will update more at next meeting. Policy Reviews: The working group had not yet met.	Cllr Sutterby Cllr Whitesmith
9. Reports from Committees	<u>Environment & Community Liaison Sub Committee</u> No report to be given. <u>Personnel & Staffing Committee</u> The Staffing Committee are meeting on Tuesday 24 June. A report will be given at the next meeting.	Cllr Watkinson
10. Report from County Councillor	There was no County Councillor report.	
11. Police Report	The Police Report had previously been circulated. No questions were raised.	
12. Correspondence	To receive information on the following new correspondence and decide further action: a. Detritus from field spilling onto the Cinder Track (Information previously circulated to Cllrs) After some discussion, it was agreed the Clerk should respond back to the Parishioner and advise that this is an environmental health issue and as such is outside the scope of the Parish Council who cannot interfere in matters concerning Private Land.	Clerk
13. Financial matters	To receive and note current bank balances and bank reconciliation: (All financial data previously circulated) a. Bank Balance & Reconciliation <u>Balance:</u> £54,112.84 as at 31 May 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 updates: The Clerk had been advised by the External Audit team, to print Form 3 rather than Form 3 PM and complete with details as presented and approved at the EO meeting on 13	

Fylingdales Parish Council

	June 2025. In addition Assertion 9 on the Annual Governance Statement Section 1 was read out and Councillors asked if they were happy to complete and approve Box 9 with N/A (as had been advised by the External Auditor the previous year), and then Councillors were asked if they were happy to complete and approve Box 11a with No, and Box 11b with N/A (again as previously advised by the External Auditor the previous year) on the Accounting Statement Section 2. The Clerk and Chair processed the above and by a show of hands, Councillors unanimously approved the updated Sections 1 and 2 on Form 3, which the Chair and Clerk duly signed using the date and minute reference of the previous EO meeting. A copy of the minutes of this meeting on 18 June is to accompany the updated forms being sent to PKF Littlejohn, the External Auditor. The Chair commended the Clerk for their excellent effort and detailed work on their first AGAR and it was noted that the Internal Auditor had recorded their appreciation to the Clerk for the excellent quality of the documentation provided for the audit.	Clerk
14. General Expenditure	The following expenditure was approved for payment: a. Cllr Watkinson Book Tokens for Fylingdales CofE School - £63.00 b. Clerk's Expenses – Stationery and Post - £28.79 c. HMRC PAYE – April to June £413.60 d. Cllr Kemp ElectricFix – Toilet Repair parts £74.78 e. Heelis & Lodge – Internal Audit £300 (retrospective approval given at EO as required payment before 18 June) An additional item for RHB Methodist Church for room hire, £10.00 was also approved. Invoice received after Agenda had been published.	Clerk
15. Matters requested by Councillors/Clerk	To receive information on the following matters and decide further action: a. Parking Outside Public Conveniences It was reported that this matter may have been informally resolved prior to the meeting taking place. b. Voucher payment re Stoupe Brown Notices It was suggested by the Clerk that a Voucher for the sum of £35 should be considered by Councillors as a means of saying thank you to Les Atkinson for putting up notices at Stoupe Brow over many years and to reimburse him for Stationery used in the printing of Notices for the Parish Council. After discussion, it was proposed by Cllr Watkinson and seconded by Cllr Sutterby that the Clerk should purchase vouchers to the sum of £35. It was <u>Resolved</u> by a unanimous show of hands. c. Code of Conduct & Processes	Clerk

Fylingdales Parish Council

The Clerk reminded Councillors that there were procedures in place which should be followed. Items not on the agenda should not be brought to the table without Councillors first having received a report about the item and the Clerk having been notified prior to publication of the agenda.

d.NYC Local Plan – Cllr Watkinson (information previously circulated)

The Parish Council had been talking for a long time about developing a local plan. Although it was felt an emergency plan for all relevant authorities should be considered, NYC have recently notified the Parish Council that there will be no funds available to Parish Councils. No local plans could be supported by grant funding for this year.

e.Cllr resignation/Vacancy

It was formally announced that Cllr Max Fretwell-Kirkham had decided to step down from the Parish Council. It was with understanding and regret that the Parish Council sadly accepted his resignation. The Chair formally expressed grateful thanks for all that Cllr Fretwell-Kirkham had contributed over his period of office.

As a result, the Parish Council now has a vacancy. There is a set process to follow, and Cllr Watkinson reminded Cllrs what that process involved and how we would be proceeding.

Clerk

g.Parking Permits

Although Muir Lee Stores and the Post Office had been issued an instruction not to sell any more Parking Permits, this decision has since been overturned.

NYC are beginning a survey, assessment and review of car parks. This will be considered in August. Initially NYC have claimed there have been no problems with residential parking. Cllr Watkinson will be responding to the email that was sent to Muir Lee Stores.

Cllr Watkinson

Motion to exclude Public was made at this point by the Chair due to the sensitive nature of the discussion to follow at this point. The Parishioner left the building.

a.Sabbatical Leave

The Parish Council discussed whether it should create a Sabbatical Leave policy for Councillors.

If a Councillor requested a period of leave, as apologies for absence could be given and accepted by the Parish Council for a period of 6 consecutive months it was thought no specific policy needed to be in place. Notification by a Councillor of such a request could be respected and accepted under those terms.

If a Councillor failed to attend 6 consecutive meetings and failed to offer apologies, however, then at the end of that 6- month period, the Councillor would automatically cease to be a Councillor.

Fylingdales Parish Council

	It was proposed by Cllr Wall and seconded by Cllr Kemp that Councillors would accept grounds for apologies from Cllr Gibson for the months of July, August and September. It was <u>Resolved</u> that the Clerk would write to Cllr Gibson to advise the outcome of discussions.	Clerk
16. Date of next meeting	The next meeting will be held at 7pm on Wednesday 16 July 2025 at the Wibury, Mount Pleasant North, RHB	

The meeting was closed at 21.35pm