

Fylingdales Parish Council

MINUTES OF FYLINGDALES PARISH COUNCIL MEETING Wednesday 16 July 2025 at 7.00 pm Wibury, Mount Pleasant North, RHB

The Parish Council meeting officially opened at 19.04pm

ITEM	MINUTE	ACTION BY
1. Attendance	Present: Cllrs. Watkinson (Chair), Kemp, Sutterby, Wall, Whitesmith, Sally Haywood (Clerk). 1 Parishioner also in attendance.	
2. Apologies	Apologies were received and accepted from Cllr Gibson who is on extended leave.	
3. Declarations of interest	There was a declaration of interest from Cllr Sutterby regarding item 7d. Dispensation from Cllrs Sutterby & Watkinson, to remain in the room and take part in discussions around this item had been requested. On the grounds that both Cllrs may have information valuable to the facts for discussion which if excluded may hinder remaining Cllrs to reach an informed decision, dispensation by Cllrs and Clerk was approved.	
4. Approval of Minutes	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 Whitesmith. Unanimously approved by a show of hands. The Chair signed the Minutes. Councillors had previously received copies of draft minutes of the EO meeting held on 13 June 2025 and confirmed the Minutes as a true and accurate record. Proposed by Cllr Sutterby and seconded by Cllr Kemp and unanimously accepted by all councillors who had been present at the meeting. The Chair signed the minutes. Councillors had previously received copies of draft minutes of the Staffing Committee meeting held on 24 June 2025 and confirmed the Minutes as a true and accurate record. Proposed by Cllr Whitesmith and Seconded by Cllr Watkinson. Unanimously accepted by Councillors who had been present at the meeting. The Chair signed the minutes.	
5. Matters raised in public consultation	A Parishioner brought to the Parish Council's attention the overgrown foliage of the walkway/damaged fence leading from Middlewood Lane, over the stile to the Cinder Track. It was <u>Resolved</u> by Cllrs that the Clerk would notify the Park Rangers.	Clerk
6. Matters Arising	a. Redesign/Logo: Having previously circulated a link to Cllrs to access the new website, there were no requests for any alterations to be made in respect of design and layout. The issue of whether to have Cllr photographs alongside names was discussed but not considered necessary. Cllr Whitesmith & Watkinson had met with Mike Hutchinson last week. It was reported that the new website would go live on 1 September, although it was noted some sections would be incomplete and marked work in progress. There are challenges in creating some elements the Parish Council had wanted on the site, but due to the complexities of making the website fully accessible to a variety of devices, some were not possible. Cllrs Whitesmith and Watkinson will send a list of amendments to Mike Hutchinson to be corrected prior to going live. Brian Allanson had attended a school assembly with Cllrs Whitesmith and Watkinson and taken photos of the children being	Cllrs Whitesmith/ Watkinson

Cllr C Watkinson (chair) *C Watkinson*

Date: 20/8/25

Fylingdales Parish Council

	presented with Book Token gifts for their contribution to designing the logo and additional Book tokens for their fabulous creative works on the banners for VE Day. Brian Allanson will be making slight changes to the logo soon, so this can be added to the website and used in correspondence in due course. b. Sandbag Store: The Clerk had written to Henry Tucker and sent a plan for the suggested location of the Sandbag Store. No response has been received. Cllr Whitesmith and the Clerk will be meeting Andy Crossley, NYC, on Monday 21 July at 9.00am at the Allotments off Middlewood Lane, to discuss the possibility of a Sandbag Store being located on land to the side of the Allotments. c. Memorial benches: The Clerk had not been able to find any discs of a suitable size to fit all benches, with numbers available in any quantity between 1-100 which came under the budget set at the previous meeting and had not had sufficient time available to investigate or report on this further. Cllr Sutterby has been provided with details of benches and will try to identify families. Considerable discussion took place regarding the Bench Policy (see item 4.c) which had been circulated by Cllr Wall prior to the meeting. The Bench policy was set aside in favour of setting out prices so the Clerk could go back to those families who had made enquiries. Cllr Watkinson proposed that <u>up to</u> £2000 was the cost of a new bench with a plaque to be held by a family for 10 years. This was the figure agreed after all cost considerations had been obtained for removal of bench beyond economical repair, plus new bench and installation, plaque, maintenance and administration. The proposal was seconded by Cllr Whitesmith and unanimously approved by a show of hands. It was <u>Resolved</u> the Clerk would communicate with families on the waiting list. d. Refuse in RHB: Cllr Sutterby had received communication from an Environment Graduate at NYC about an RHB village clean-up to take place hopefully before the summer holidays and Cllr Sutterby will report back on this. e. Bus Shelter Graffiti: The Clerk had received an offer from Steve Trotter NYC for him to arrange a test area with anti-graffiti gel and a power washer to see if the graffiti can be removed with that product. Cllrs all agreed the Clerk should ask Steve Trotter to proceed and to report back. f. Electricity supplier contract: The Clerk reported the new Energy Supplier, Yu Energy, was now in place. The Switch took place on 5 July. The Clerk had taken meter readings on 1 July and 10 July. SSE have confirmed the contract has ended and are sending a final invoice. The Clerk will cancel the Direct Debit after the final invoice has been paid. Yu Energy are arranging for an engineer to come to upgrade the Smart Meter on 6 August. A previous date for works of 16 July had been cancelled by the supplier. The required information has been passed on to the tenant. Power will be switched off for a	Cllr Whitesmith/Clerk Cllr Sutterby Clerk Cllr Sutterby Clerk Clerk
--	---	---

Fylingdales Parish Council

	period of up to 1 hour during the upgrade works, so Toilets and CCTV will be out of action for that duration. Signage is to be put up at the toilets and a Cllr or the Clerk needs to be present for the duration of the installation. g. Street Lighting new style LED Lanterns for RHB: A new style of heritage street lighting has been agreed by all parties. This will be rolled out. Other streetlights in the Parish are being exchanged with downlighters. The Parish Council applauded the installation of downlighters in accordance with the Dark Skies Policy. It was noted some of the lamps around Lingers bend are too dark due to the excessive foliage that is surrounding the lighting. It was <u>Resolved</u> the Clerk should report this to NYC. h. Allotments: Cllr Whitesmith and the Clerk visited the Allotments on 30/06/25 and introduced themselves to allotment holders present at the time. Images of the current condition were taken and particularly of the plot in question. Since the visit the Clerk has obtained a copy of the lease agreement the PC has with NYC. In the light of the obligations of the Parish Council now being identified, the draft letter for allotment holders can now be amended. Cllr Whitesmith proposed the Clerk send a letter out inviting all allotment holders to a meeting to introduce herself and at which the obligations of the Parish Council and those of Allotment Holders can be highlighted and discussed, and information about changes given out to them in person. In addition, a notification about rent increase can be included in the content of the invitation letter. It would be necessary to create a Licence for Allotment Holders, not a tenancy agreement or lease. The Cllrs <u>Resolved</u> to keep half plots available, but that there could be no sub-letting by allotment holders to anyone, as all agreements must come through the Parish Council. The Clerk should proceed with Cllr Whitesmith's proposal regarding a meeting and letter. i. Voucher payment: re Stoupe Brow Notices – The Clerk confirmed that, as agreed, a £35 voucher had been passed on to Les Atkinson to cover expenses for his services to the Parish Council over many years. Les Atkinson expressed his sincere gratitude to the Clerk upon receipt. j. Cllr resignation/vacancy/process: The Clerk has set the process in train. Notices have been published in noticeboards, and one person has come forward as being interested in becoming a Cllr. Electoral services will advise after 22 July whether an election has been triggered or if co-option only is required.	Clerk Cllr Whitesmith/Clerk Clerk
7. Planning Applications	a. NYM/2025/0397 – Fernleigh, Mount Pleasant South, RHB - no objections. b. NYM/2025/0370 – Low Laithes Farm, Hawsker – It has been confirmed by NYMNP that this application was not for consideration by FPC so no discussion took place. c. NYM/2025/0410 – Altofts, Thorpe Lane, RHB - no objections.	

Fylingdales Parish Council

8. Standing Items	d. NYM/2025/0258 & NYM/2025/0160 – Grove Cottage, Thorpe Bank, Fylingthorpe. Cllrs reviewed the decision made for the above planning applications. Councillors were referred to Minute no. 14.c from the approved minutes of the 16 April meeting. Evidence, both in the public domain and from residents is available, which may cast doubt on the assurance given to the Council. Of particular concern is the possibility that the position and design of the new wall means that large vehicles (such as buses) can no longer easily pass each other at this point. After considerable discussion on this issue, it was proposed by Cllr Wall and seconded by Cllr Whitesmith that the Clerk should report this to NYMNP and invite them to verify the facts from its own professional records, site visits and highways measurements together with historical evidence from Google maps/street view. This was unanimously approved by a show of hands, and it was <u>Resolved</u> the Clerk should send notification to NYMNP. 1.Play Areas – RHB/Fylingthorpe RHB Updates from weekly checks were given by Cllr Wall re RHB Play Area. Cllr Wall had forwarded the checklist to the Clerk. There had been some more graffiti which Cllr Sutterby had removed. - The broken slide is to be repaired on 25/07/25 by Kompan - Overgrown foliage and minor repairs to brick wall are schedule to be carried out 17 or 18 July. - The Clerk reported the fencing contractor had failed to respond to two emails asking if some additional minor works could be undertaken, but no response had been received. Cllrs <u>Resolved</u> the Clerk should contact alternative contractors to bridge the gap, resecure the post at the top of the steps and to resecure and make good the bench with the loose leg. In addition, the Clerk should also contact Steve Trotter to ask for advice on any products which could be used to remove graffiti from timber. THORPE Update from weekly checks: There are no current concerns. - The Train and Little Explorers Tower repairs have been carried out. The wooden circle posts were inspected at the same time and been approved as safe. The willow boat has been trimmed and rewoven. There had been a request from residents living close to the Play Area in Thorpe to use a section of land to position a cherry picker to carry out some repairs to their guttering. Cllrs <u>Resolved</u> that permission could be granted provided the following was in place: - The Parish Council must be given prior notice of dates - The Play Area must be closed to the public when the equipment enters or leaves the area and whilst it is in situ - The area around the cherry picker should also be cordoned off whilst it is in situ. - The resident will be responsible for making good any damage caused as a result of the activity. - The Parish Council would not accept any liability whatsoever. All activity is at the residents' own risk. The residents must undertake a risk assessment and ensure that they have adequate personal liability insurance in place to cover any claims arising in respect of land, people or property as a result of this activity. Cllr Watkinson will communicate the above to the residents.	Clerk/Cllr Wall Clerk Cllr Watkinson
---------------------------------	--	---

Fylingdales Parish Council

	2.Toilets See Item 15	
9. Reports from Committees	<u>Environment & Community Liaison Sub Committee</u> Nothing to report. <u>Personnel & Staffing Committee</u> The Staffing Committee met on Tuesday 24 June. The Staffing committee reviewed the appointment of the Clerk and recommended to the Parish Council that the appointment of Sally Haywood be made permanent. This was proposed by Cllr Watkinson, seconded by Cllr Wall and unanimously approved by a show of hands. The Clerk thanked the Councillors. An appraisal date is to be arranged.	Cllrs Watkinson /Whitesmith
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: The Clerk has responded to the Parishioner who raised issue of detritus on the cinder track and had advised they contact Environmental Health as it was outside the scope of the Parish Council. a. The Clerk had received a sensitive email: See item 15. b. The Parish Council has received an FOI request. The Parish Council will follow ICO guidelines and the NALC interpretation of the Freedom of Information Act 2000 in how it responds to the request. Details have been circulated to Cllrs with a request to provide necessary information to the Clerk by Monday 21 st July @ 5pm.	Cllr Watkinson
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> £50,265.91 as at 30 June 2025. A copy of the bank statement was circulated for inspection at the meeting. It was signed as having been seen by Cllr Sutterby. b. Reconciliation: Financial report and bank reconciliations were accepted. c. AGAR updates: The Clerk had sent information to the external auditors and will send the Minutes of meeting on 16 June and Minutes of EO meeting on 13 June now they are approved. Cllr Whitesmith expressed thanks to the Clerk on behalf of the PC for the excellent quality of the work undertaken for the AGAR.	All Councillors/Clerk Clerk

Fylingdales Parish Council

14. General Expenditure	The following expenditure was approved for payment: a. AC Engineering Solutions Ltd – Inv AC1193 £3097.50 b. Chair’s Allowance for 2025 – 2026 - £250.00 c. Computer Centre Inv 1242 - £84.00 d. NYC Annual Licence Fee - £30.00 e. Viking Inv 6037071 - £239.90 f. Amazon Inv 501GD09QD51I - £40.99	
15. Matters requested by Councillors/Clerk	a. Permanent appointment of Parish Clerk & RFO: See item 9. b. and c. Minutes of meetings: See item 4. d. Noticeboards: Cllrs discussed the necessity for remedial works to some of the noticeboards, replacement and removal of others. Joanna Pedley (RHBT) had expressed concern at the lack of community noticeboard since the building works at Baytown Stores and suggested RHBT would share the cost of a new noticeboard if that would help. Owing to the number of documents the Parish Council is at times required to display, it was considered that the Parish Council does need a considerably larger noticeboard than the one currently in place. Cllrs <u>Resolved</u> the Clerk would research different styles and costs of noticeboards for further consideration. It was proposed by Cllr Whitesmith and seconded by Cllr Kemp: • if the noticeboard at Baytown Stores is too small for community use, it should be relocated to Stoupe Brow, if planning and private landowner permit, as the facility at Stoupe Brow is too small to meet statutory needs • remedial works be carried out at Raw and Bay Village noticeboards to improve usability • the Clerk/Cllr Watkinson research the possibility of locating a new noticeboard with a prime location near to Baytown Stores. This proposal was unanimously agreed by a show of hands. Action: Cllr Watkinson would communicate with Trevor Parker and the Clerk would obtain quotes and investigate any required planning, landowner or street licence consents. e.f and g. The issues of overgrown nettles on the pedestrian footpath on Station Approach, the broken fence off Middlewood Lane over the stile leading down to the cinder track and the broken steps on the Quarterdeck leading to the cinder track were all discussed. It was <u>Resolved</u> the Clerk would notify the area of concerns to the relevant park rangers responsible for footpaths in the Parish. h. Bay Tree: Residents have raised concerns about this Grade II listed property being insecure and vulnerable. Damage to the listed property is occurring internally and externally the grounds are severely overgrown and unsightly. Vermin are invading the grounds and neighbouring properties. The overall effect is severely negatively impacting on the immediate community and environment. Cllrs <u>Resolved</u> that the Clerk should contact NYMNP and ask them to use the powers they have under Section 215 of the Town and Country Planning Act 1990 to improve the situation. A copy of the letter is to be sent to Cllr Clive Pearson.	Cllr Watkinson/Clerk Clerk Clerk

Fylingdales Parish Council

	i. Closure of Raw Pasture Bank: Cllr Watkinson had written to ask for a shuttlebus transport during the period of works and to ask if there has been collaboration to ensure the villages are not cut off with works occurring at both main roads into RHB and Fylingthorpe being closed at the same time. To date there was no reply. Some businesses had expressed concerns regarding the impact of all the road restrictions and road closures and had been advised to communicate directly with Area 3. Motion to exclude press and public from the following confidential items was proposed Cllr Watkinson, seconded Cllr Whitesmith and carried unanimously. j. Standing Orders item 25.a.ii: this item was discussed, and Cllrs considered the potential for misunderstanding of Cllr conversations and for potentially putting themselves at risk. Standing Item 8.2: Tenders for Toilets Maintenance & Cleaning Contract. The Clerk summarised the response to the request for Tenders. Cllrs evaluated the information provided and agreed that the 3-year option would provide best value for money. Cllrs <u>Resolved</u> to accept the tender from Count on Us Cleaning. Proposed by Cllr Kemp. Seconded by Cllr Wall. Carried unanimously by a show of hands. Action: the Clerk would write to Count on Us Cleaning to advise the successful outcome and create a contract for signing. In relation to item 12.a: It was agreed that Cllr Watkinson should respond to the email and offer reassurance that the Parish Council would always seek to communicate through appropriate channels. In addition, it was thought it may be beneficial to send a separate communication to explain the problems recently being experienced by the Parish Council in the Play Area, in terms of graffiti and the wider safeguarding issues of the nature of the graffiti. Also to ask for their kind assistance in notifying groups staying at the premises of how this can be endangering children, and that it is criminal damage which could incur costs from the public purse to have it removed. k. Rent review for Fusco Ltd: The Clerk had previously circulated a summary of previous rent reviews based on RPI. Owing to increasing Energy costs and the current rate of inflation, it was <u>Resolved</u> that a rent increase of 4.3% should be applied from 01 September 2025. Proposed by Cllr Kemp. Seconded by Cllr Whitesmith. Carried unanimously by a show of hands. Action: the Clerk would write to inform the tenant.	Clerk Cllr Watkinson Clerk Cllr Watkinson Clerk
16. Date of next meeting	The next meeting will be held at 7pm on Wednesday 20 August 2025 at the Methodist Church Room, Thorpe Lane, Fylingthorpe	

The meeting was closed at 21.55pm