

Fylingdales Parish Council

MINUTES OF FYLINGDALES PARISH COUNCIL MEETING Wednesday 20 August 2025 at 7.00 pm Methodist Church Room, Thorpe Lane, Fylingthorpe

The Parish Council meeting officially opened at 19.00pm

ITEM	MINUTE	ACTION BY
1. Attendance	Present: Cllrs. Watkinson (Chair), Sutterby, Whitesmith, Sally Haywood (Clerk). 1 Parishioner also in attendance.	
2. Apologies	Apologies were received and accepted from Cllr Gibson who is on extended leave, Cllrs Kemp & Wall who both had prior commitments.	
3. Declarations of interest	There were no declarations of interest	
4. Approval of Minutes	Councillors confirmed the Minutes of the meeting of Wednesday 16 July 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.	
5. Matters raised in public consultation	There were no matters raised in Public Consultation	
6. Matters Arising	a. Website Re-design/Logo: A standard header is to be adopted by the Clerk using the logo as set out on the newsletter created by Cllr Watkinson. Cllr Watkinson will forward the header to the Clerk. Amended scripts had been sent to Mike Hutchinson for the new website. It had been agreed with Mike that policies would be bundled together. The Clerk was asked to forward the Standing Orders and The Financial Regulations to Mike for adding onto the website. The Community Section is not yet complete but still plan to go live with new website on 1 September 2025. b. Sandbag Store: The Clerk has had no update from Andy Crossley following the meeting at the allotments and will follow up and report back. c. Benches: A new proposal re bench policies and costs was suggested. It was <u>Resolved</u> to defer this matter until the next meeting. The Clerk has commenced writing to the families on the bench waiting list offering benches at the Top of Bay Bank and the upper Quarterdeck at a cost of up to £2000 as instructed in the July meeting. The Clerk will report any feedback. d. Refuse in RHB: Cllr Sutterby reported there had been on-going issues with the reliability of the Council's refuse collection vehicle. There were still no new compacters and ultimately no further progress has been achieved.	Cllrs Whitesmith/ Watkinson/Clerk Clerk Cllr Watkinson/Wall Clerk Cllr Sutterby

Fylingdales Parish Council

e. Bus Shelter Graffiti: The Clerk reported that NYC had attended and successfully removed the graffiti on 12/08/25. The Clerk had sent an email thanking Ian Smith for his assistance in this matter. It was Resolved this item can now be removed from the agenda.

f. Electricity contract: The Clerk reported the changeover of suppliers was not going well. Twice the engineer had failed to keep the appointment to upgrade the smart meter. It was proving very difficult to get assistance regarding the meter reading and in getting an accurate supply address onto the invoice. The Clerk had involved the broker of the new supply, and they are attempting to assist with outstanding issues. The Clerk is concerned that the final invoice being only an estimate is not correct, and therefore the first invoice from the new supplier is incorrect too. There are currently 2 invoices outstanding for payment one to the former supplier and one to the new supplier, but neither are accurate in different ways, so cannot be ratified until further progress and help is forthcoming from Yu Energy.

Clerk

g. Allotments: Cllr Whitesmith reported a very enjoyable and successful meeting took place with the plot holders at the Allotments on 19 August 25. The new licence agreements were explained and signed, only 1 plot holder was unable to attend the meeting. All plot holders are to receive a copy of their agreement together with a map identifying their plot and an Invoice is also to be sent out for payment of licence fees. The suggestion that a local contractor be brought in as a one-off event to clear away rubbish not just from messy plot 6b but from any other plot too was a great solution to the issue. In addition, it was agreed the contractor would cut the grass and trim 3 areas of over-hanging/excessive foliage. Photos have been taken, so additional items brought to the pile will not be taken away if they do not appear on the images. One plot holder has kindly agreed to form a working party with Cllr Whitesmith and the Clerk to work through required standards, Health & Safety concerns and any issues as they arise and to help with establishing a good channel of communication. Cllr Whitesmith also suggested each plot be identified with a simple plot plaque which can be staked into the ground.

Clerk

h. Cllr resignation/vacancy process: See item 15 h co-option of Councillor

Clerk

i. Street Lighting new style LED Lanterns for RHB:

The Clerk has reported the issue of excessive foliage and identified the location to NYC, but no action has not yet been taken. The Clerk will follow up.

Clerk

j. FOI request update: Cllr Watkinson and the Clerk had taken advice regarding the FOI request and will be processing a response in a few days' time.

k. Noticeboards: The Clerk has started to gather information and quotes regarding noticeboards but asked for this matter to be

Clerk

Fylingdales Parish Council

deferred until the next meeting. Cllr Watkinson had spoken with Trevor Parker and measured out a location for the proposed noticeboard. The location may require planning permission and Trevor Parker is willing to apply for this.

Clerk

l. Overgrown nettles and foliage on Station Approach from Thorpe Lane: The Clerk has reported the issue to NYMNP who have reported back they will look into the concern.

Clerk

m. Broken Fence off Middlewood Lane over the stile to the end where the cinder track is: The Clerk has reported the issue to NYMNP. Their response is that the fence is privately owned and so repairing it is outside the scope of their responsibility. The landowner has responsibility for carrying out a repair. It was Resolved this item can come off the agenda.

o. Bay Tree: The Clerk has written to Planning to report the concerns and ask for a Section 215 notice to be given in accordance with the Town & Country Act. The Enforcement Officer had responded that there is no damage to the building, and that NYMNP does not have authority to tidy the garden. Cllrs asked for the Clerk to respond to confirm the Parish Council wanted NYMNP to serve notice on the owner, not to carry out works themselves.

Clerk

p. Fusco's Rent Review update: The Clerk reported no negative feedback had been received from the tenant and the first payment at the new rate was due on 1 September 2025.

7. Planning Applications

- a. **NYM/2024/0795 – Hallthorpe, Middlewood Lane, Fylingthorpe (amended application)** – No Objections. Councillors were agreed the redesign and the change of materials to pantiles on a pitched roof with a flat roof to either side was more in keeping and had a less dominating impact on the street scene.
- b. **NYM/2025/0256 & 0259 – Cliff House, RHB (Amended planning & listed building consent applications)** – No Objections.

Clerk

Clerk

8. Standing Items

1. Play Areas – RHB/Fylingthorpe RHB

Updates from weekly checks were given by the Clerk re RHB Play Area. Cllr Wall had circulated updates to Cllrs.

More minor wall repairs are needing (re-pointing) and the Clerk had obtained a quote for the works from Robin Barleycorn. The quote was £75 for half a day to rake out and make good some more areas of mortar. Cllr Sutterby proposed the quote was accepted. Cllr Whitesmith seconded the proposal. It was Resolved the quote be accepted by a unanimous show of hands. The Clerk to instruct R Barleycorn to carry out the works.

The Clerk had also obtained a quote from CTJ Groundworks for carrying out the necessary works to bridge gaps at Bay & Thorpe Play Areas and to resecure the bench. The quote was for £576.23 and included all materials and labour. It was proposed by Cllr Whitesmith that the quote be accepted and seconded by Cllr Sutterby. It was Resolved the Clerk accept the quote and instruct the contractor to carry out the works.

Clerk

Fylingdales Parish Council

	The Clerk also advised Cllr Wall thought some works were needed at the side of the steps to permit a membrane to be placed over the soil area to prevent weed regrowth and to cover this with slate or gravel. This is to be discussed at the next meeting. THORPE Update from weekly checks: There are no current concerns. A request had now come in from the neighbours regarding the cherry picker request, to remove some of the hedge on the play area to permit access into the church land. The Clerk raised some important concerns about this request. It was proposed by Cllr Sutterby that the Parish Council in principle agree to the request, provided conditions to be set out by the Parish Council, were met prior to commencement of works. This was seconded by Cllr Whitesmith and it was <u>Resolved</u> by a unanimous show of hands. Cllr Watkinson will communicate the above to the residents. 2.Toilets: The Clerk reported the 3-year fixed term contract is signed and in place and that the contractor was delighted to have been appointed and thanked the Councillors for their praise and appreciation of their service. It was agreed that this item can now be removed from the agenda. 3.Defibrillators: a. Defibrillator Guardians: The Clerk is now receiving regular updates regarding the Bay Hotel defibrillator. Still no updates from the Fire Station defibrillator. b. Defibrillator Training: Cllr Whitesmith reported training at the end of September and October would be offered in CPR rather than defibrillator training. Only 10 places are available for each session. Notices/flyers have been prepared and are ready to go out to promote the training. The training is to be conducted by the Fire Brigade who make no charge for providing the training. 4.Policy Review: There were no policies to review.	Cllr Wall Cllr Watkinson Cllr Whitesmith
9. Reports from Committees	<u>Environment & Community Liaison Sub Committee</u> Nothing to report. <u>Personnel & Staffing Committee</u> Nothing new to report. An appraisal date for the Clerk is still 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 received correspondence from a Parishioner and circulated it to Cllrs prior to the meeting regarding: a) Quickline installation works within the Parish	

Fylingdales Parish Council

	After consideration of the issue and concerns raised, Cllrs concluded Quickline works were Government led to enable fibre to be available and around all villages. The contractor verbally advised works carried out on Church Lane, Fylingthorpe will involve replacing a lamp post with an alternative lamp post which can act as a light and for supporting broadband requirements. Cllrs asked the Clerk to write to NYC to ensure that any new dual-purpose posts would also meet the Dark Skies Policy and be of a similar design to those already recently installed in the Parish. The Clerk was also asked to respond to the Parishioner to convey the above information.	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> £49,936.71 as at 31 July 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 reported a question about variance from the previous year's AGAR in relation to this year's AGAR has been raised. Cllr Watkinson offered to assist the Clerk to respond to the request and advised that this work should be paid for as overtime for the Clerk.	Cllr Watkinson/ Clerk
14. General Expenditure	The following expenditure was approved for payment: a. T Harland – Vorge Cutting Contract Inv 194 - £1560.00 b. Kompan Slide Repair – Inv 263239 £820.34 c. YLCA – Filling a Council vacancy training – Inv 4449 £27.40 d. YLCA – FOI & EIR Training – Inv 4483 £54.80 e. Clerk's Expenses – Stationery & Post - £8.50 f. YLCA – CCTV & Data Protection Training – Inv 4516 £36.50 g. YLCA – Budgeting Training – Inv 4501 £35.00 h. Clerk's Salary underpayments - (Available to Councillors) i. R Barleycorn – minor wall repairs and weed clearing – Inv 08/08/25 £85.00 The Clerk presented an additional invoice sent in after the agenda had been published which requires payment prior to the next meeting. j. YLCA – Data Protection & GDPR Regulations Training – Inv 4563 £27.40 Payment for the above invoice was also approved.	Clerk
15. Matters requested by Councillors/Clerk	a. Kingston Field Encroachment Fee Review -The Clerk reminded Cllrs that encroachment fee invoices needed to be sent out to residents around Kingston Field and Cllr Watkinson advised she would need to hold a Friends of Kingston Field meeting. The Clerk is to issue invoices to property owners and advise the increase of fees up to £15 as approved and agreed at the PC earlier in the year.	Clerk

Fylingdales Parish Council

b.Precept Amount & Budgets for 2026 – 2027 – The Clerk had received notification of precept and budgets to be calculated by December 31st. Cllr Watkinson is to assist the Clerk with regards to the precept calculation, but added the starting point had to be expenditure budgets for 2026-2027.

Cllr
Watkinson/Clerk

c.Commemorative Tree Plaque/King Charles or Mr Pannett – Cllr Sutterby raised the possibility of having a commemorative plaque somewhere for King Charles or Mr Pannett. Cllrs confirmed there was already a blue plaque commemorating the 100 years of Kingston Field being donated and another commemorative plaque for King Charles needed thought as to where it could be placed.

All Councillors

d.Community involvement in Housing plan – Cllr Watkinson is to attend, speak and present at the Stakeholder meeting about affordable housing in Helmsley on 16 September 2025.

Cllr Watkinson

e. Payment and use/abuse of toilets – The Clerk highlighted that the PC was potentially losing 50% of revenue from the use of toilets by families only paying once and permitting the whole family and members of their party to use the same toilet by holding the door open. This had caused issues on a couple of occasions in the last month with the Clerk being contacted late one night recently to advise that there was a child stuck in the toilets. It was resolved by the family paying to open the door after it transpired several family members had gone in on one payment. The Clerk suggested a notice was carefully worded and put up inside the toilets warning of potential issues from doing this and explaining the costs involved in keeping the toilets open for use by visitors. No decision on this was made.

Clerk

f. CCTV signage – The Clerk reported that the GDPR & Data Protection training course she recently attended highlighted that the PC should have a contact email address on the CCTV signs at the play areas and bank top toilets to make them compliant with regulations. The Clerk is to obtain some quotes for additional signage.

Clerk

g. s106 update – Cllr Watkinson had received a positive update from park rangers that they are willing to look at the issues raised regarding flooding by Middlewood Farm/camp site and the state of the cinder track between Middlewood Lane and Bridge Holm Road.

Cllr Watkinson

h. General Meeting for the Parish re affordable housing – Cllr Watkinson commented there was unlikely to be sufficient time in which to hold a public meeting to obtain ideas from within the Parish about affordable housing. Although it was agreed that partners, such as Churches, the Surgery, WI and RHBT Ltd and a representative of beyond housing could be approached for ideas about affordable housing and to gain information about what criteria is required to be met to be allocated such properties. Cllr Watkinson will find the contact from beyond housing so the Clerk can write to the partners.

Cllr
Watkinson/Clerk

Motion to exclude press and public from the following confidential items was proposed Cllr Watkinson, seconded Cllr Whitesmith and carried unanimously.

g. NJC pay scale revision (Available to Cllrs) – The Clerk had previously circulated the pay scales. It was proposed by Cllr Watkinson that the

Fylingdales Parish Council

	amended NALC pay scales be adopted and the back pay be calculated by payroll and new rates put in place for the Clerk's salary from August. This was seconded by Cllr Whitesmith and <u>Resolved</u> by a unanimous show of hands. The Clerk thanked the Councillors. h. Co-option of Councillor to fill Councillor Vacancy discussion about candidate(s) – The Clerk had previously circulated application details from the candidate. After some discussion about the application, the press and public were invited back into the meeting. <i>Press and Public were re-admitted for the following item:</i> i.Voting for Co-option of a Councillor Cllr Watkinson proposed Stuart Micklewright be co-opted as a Councillor to the Parish Council. This was seconded by Cllr Whitesmith and <u>Resolved</u> by a unanimous show of hands. The Clerk is to carry out all necessary on-boarding requirements.	Clerk
16. Date of next meeting	The next meeting will be held at 7pm on Wednesday 17 September 2025 at Wibury, Mount Pleasant north, RHB.	

The meeting was closed at 21.27pm