

Fylingdales Parish Council

MINUTES OF FYLINGDALES PARISH COUNCIL MEETING

Wednesday 17 September 2025 at 7.00 pm

Wibury, Mount Pleasant North, RHB

The Parish Council meeting officially opened at 19.00pm

ITEM	MINUTE	ACTION BY
1. Attendance	Present: Cllrs. Kemp, Micklewright, Watkinson (Chair), Whitesmith, Wall and Sally Haywood (Clerk). Cllr Clive Pearson County Councillor, and 3 Parishioners who were also in attendance were warmly welcomed by the Chair. The Chair also warmly welcomed Cllr Stuart Micklewright to his first Council meeting.	
2. Apologies	Apologies were received and accepted from Cllr Gibson who is on extended leave and Cllr Sutterby who had a prior commitment.	
3. Declarations of interest	There were no declarations of Interest	
4. Approval of Minutes	Councillors confirmed the Minutes of the meeting of Wednesday 20 August 2025 as a true and accurate record. <u>Proposed</u> by Cllr Whitesmith. <u>Seconded</u> by Cllr Micklewright. Carried unanimously by a show of hands. The Chair signed the Minutes.	
5. Matters raised in public consultation	Two parishioners made comments and representations to Councillors about different planning applications on the agenda to be discussed under item 7.	
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. Cllr Watkinson will forward the header to the Clerk. A list of policies to be added to the website has been drawn up. Some of these will need to be reviewed, amended or approved and adopted at the next meeting before going on the website. b. Sandbag Store: No update to report from Andy Crossley. To be followed up by Clerk. c. Benches: The Clerk has had excellent feedback from families on the waiting list regarding sponsorship of benches at a cost of up to £2000. The Facebook request made by Cllr Sutterby to families with benches has been very successful. 5 current bench families have been identified, contact made, and contract dates confirmed. Several questions have been raised by families with benches regarding decommissioning of benches and whether planks with engravings or whole benches could be sold or given to the families to collect and remove and if not, how benches would be disposed of (recycled, donated, removed to the tip).	Cllrs Whitesmith/ Watkinson/Clerk Clerk

Fylingdales Parish Council

	The Clerk indicated other matters required consideration. To progress to the next stage a working group will meet to work on T&C's, Order forms (suitable for online applications and hand-written ones) and to finalise a Bench Policy. The Clerk will circulate information read out/raised during the meeting. The working party will meet in a couple of weeks and report back at the next meeting. d. Refuse in RHB: There was no report as Cllr Sutterby was not present. e. Electricity contract: The current energy supplier has agreed to change the supply address, although with an incorrect postcode. It was <u>Resolved</u> to accept the address. <u>Proposed</u> by Cllr Watkinson. <u>Seconded</u> by Cllr Kemp. Carried unanimously by a show of hands. A new date for the smart meter has been set up for 27th October between 0800 and 1200 hours. Cllr Kemp agreed to be present for the duration but will require 30 minutes notice from the engineer. f. Allotments: Cllr Whitesmith reported that a quote will for the cost of cutting grass and trimming boundary foliage will be obtained. A separate quote for the removal of rubbish will also be obtained. Plot holders have been advised to collect rubbish in an agreed location on 4th & 5th October. The volume will then be assessed and costed. All plot holders have now signed the new licence agreements. Most fees are now paid. The Clerk will circulate quotes when available. g. Street Lighting & foliage: The Clerk has reported the issue of excessive foliage at Lingers but no action has been taken. The Clerk will follow up again with Highways/Street lighting departments. h. Noticeboards: The Clerk had previously circulated a report on costings and various options of noticeboards. After some discussion, Cllrs <u>Resolved</u> to purchase a system with double doors for the PC and a single door for the Community, with provisos that: 1. PC checks with NYMNP whether planning permission would be required to site the board at the preferred location before purchase is made 2. Clerk sets up a pre-panning meeting and provides dimensions and images for planning 3. Investigations regarding alternative locks/access to the community noticeboard are followed up by the Clerk <u>Proposed</u> by Cllr Whitesmith. <u>Seconded</u> by Cllr Kemp. Carried unanimously by a show of hands. and <u>Resolved</u> by a unanimous show of hands. 4. RHBTA Ltd are to be informed of potential contribution cost once figures are finalised.	Cllrs Micklewright/Wall/Watkinson & Whitesmith Clerk Cllr Sutterby Cllr Kemp/Clerk Clerk Clerk Clerk Clerk
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Fylingdales Parish Council

	i. Overgrown nettles and foliage on Pedestrian footpath on Station approach from Thorpe Lane: The Clerk has followed this up with B Ghest (parks) but had not received a response. j. Broken steps from Quarterdeck leading up to Cliff path and overgrown vegetation: The Clerk has followed this up with B Ghest (parks) but had not received a response. k. Bay Tree update NYM/2025/ENQ/21743: Response received from NYMNP states they do not consider the situation to require any action at this point. Cllr Pearson asked for copies of the documentation so he could make enquiries. l. Fusco's rent review: The review was accepted and implemented. No further action required. m. Kingston Field encroachment Fees: Letters and invoices have been prepared. Cllr Watkinson to deliver ones not sent by email. A meeting is to be set up for 6pm, before the next Council meeting, on 15th October at the Methodist Church Room, Fylingthorpe. Clerk was asked to action this. n. Precept Amount & Budgets for 2026/2027: The Clerk advised there is no 5% rule for uplifts to precept for Parish Councils. This was confirmed by Cllr Pearson. When setting budgets, PC's need to be including values for long term requirements, including planning for the maintenance and replacement of items such as PC Assets and long-term contracts (e.g. toilet cleaning). This will avoid the need to drastically increase the precept in the future to cover costs. Gradual increases are best but may be significant in areas which will be affected by the loss of the Model Agreement in March 2026. Cllr Pearson advised the PC to assume no Model Agreement replacement would be made available and to prepare precept calculation with that in mind. Reporting of any replacement plans is delayed and not going to be published before November. This may well be after Budgets and Precept have been approved and reported. Draft budgets will be prepared for presentation at the October meeting, so that the Precept can be calculated for approval in November. The deadline for submission is 31 December 2025, but due to annual leave/Christmas holiday period, to ensure the information could be sent to NYC in good time before the submission deadline. o. Commemorative Tree plaque: this item was deferred until Cllr Sutterby is present.	. Clerk Clerk Clerk Cllr Watkinson/Clerk Clerk Cllr Sutterby
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Fylingdales Parish Council

7. Planning Applications	p. Community involvement in Housing plan: Cllr Watkinson gave feedback from a meeting she attended with Cllr Pearson, regarding the need for affordable housing in the area. NYNMP now recognises that some areas are on the tipping point of becoming ghost towns as the number of second homes and holiday properties begin to out-balance residential accommodation. The new push for Planning will include a stronger focus on sustainable communities and community development. Cllr Pearson praised Cllr Watkinson for her excellent presentation to the meeting, outlining clear Parish perspectives. Councillors felt it would be appropriate to arrange a 'Community' meeting. Cllr Pearson offered to attend such a meeting and could provide names of other parties who could also be invited to attend and/or speak. Further discussion on this will need to take place. q. CCTV signage: Councillors Resolved to accept the quote from Vinyl Signs to replace the two CCTV Signs at Bank Top Playground and Toilets to ensure they are fully compliant. Proposed: Cllr Kemp. Seconded by Cllr Wall. Carried by a unanimous show of hands. The Clerk will action this and instruct the supplier. r. s106 funding: no further update available at present. a.NYM/2025/0556 – Low Farm, Fylingthorpe – the outcome was Objection. Comment: Whilst Councillors are pleased to endorse the change of windows to timber, Councillors would like to see a stipulation that the windows are replaced with timber windows in an appropriate style, suitable and in-keeping to reflect the age of the property. b.NYM/2025/0344 – Stoupe Brow Farm, Stoupe Brow, Browside – the outcome was No Objection. Councillors are pleased to see the property is intended for local occupancy only and would like to see the property remain as primary use in perpetuity. c.NYM/2025/ENQ/21853 – Bay Ness Farm - Councillors were thankful for being asked to comment on this enquiry, however, in this instance have no comment to make. d.NYM/2024/0482 & 0484 – Ladysmith Farm – outcome Objection. Councillors commented as follows: a. The Steps & Hitching Post need to be preserved in the original position. Should steps be approved to be rebuilt as a feature, then they should be re-built in sympathy with the original building, and in an identical form, style and height, as they are an historic record and element of the property. b. All works need to ensure the Dark Skies Policy is observed. c. Windows should face into the courtyard of the property and not face out onto other properties. d. The property should be for primary use only, not holiday accommodation, and remain so in perpetuity.	Clerk
8. Standing Items	1.Play Areas – RHB/Fylingthorpe	Clerk

Fylingdales Parish Council

RHB

Update from weekly checks: Cllr Wall reported the gap between fence and railings had been bridged, and bench resecured. Unfortunately, a second bench has become loose and may need re-securing.

Replacement bolt covers from the lighthouse tower need to be ordered from Playscheme. The Clerk will need correct size to be confirmed.

The Clerk had obtained 3 samples of Graffiti wipes. These are to be tried out on the untreated timber next time some graffiti appears inside the explorer tower. The cost is £92 +Vat for a box of 70 wipes. Councillors objected to the cost.

Robin Barleycorn has advised he will endeavour to carry out some mortar works to the brick wall before the October PC meeting.

Images were shown and discussion took place about minor works needing to be undertaken at the r/h side of the railings. To tidy the areas and to reduce maintenance costs. A retaining wall feature needs to be built next to the steps, shrubs and weeds dug out and removed. Thick weed membrane set down and slate to cover. The Clerk was asked to obtain quotes for the above and the re-securing of the loose bench and report back.

Cllr Wall has asked to attend the RoSPA Inspections.

Costs could be in the region of £140+ vat for Bay and £160+ vat for Thorpe. Councillors noted the process to book has been 'difficult' and inspectors will not engage with Councillors until after the inspection has been undertaken. There are some things from the previous inspection which require clarification. Councillors expressed concern would not enter into any dialogue with customers and felt this matter should be addressed. Cllr Wall is to draft a letter to send to the CEO and forward to the Clerk for sending.

It was Resolved that RoSPA costs be accepted.

Proposed by Cllr Watkinson. Seconded by Cllr Kemp.

Carried by a unanimous show of hands.

THORPE

Update from weekly checks: Nothing of concern. There were some concerns in last year's inspection report which require clarification e.g. the basket swing. The swing height will be measured and checked prior to the inspection.

The picnic table is secured in place so cannot be easily relocated away from the stone and wooden circle.

Cllr Watkinson had responded as directed to the request regarding the cherry picker, asking for their detailed project plans. This is to be a dedicated item on the agenda for the next meeting in October.

2.Toilets: It had been suggested that notices be placed inside the toilets to inform users why every 40p paid mattered and how the fee is used to keep the toilets operational and open. After some discussion it was deemed not possible, not least due to the daily washing of all surfaces by the cleaning contractor.

Clerk

Cllr Wall/Clerk

Cllr Watkinson

Clerk

Fylingdales Parish Council

	3.Defibrillators: a. Defibrillator Guardians: The Clerk still receives no updates from the Fire Station defibrillator. It was reported that unless every 3 months full cleaning out, battery and dates of pads checking are reported to the Circuit, the circuit would remove the unit from availability. A suggestion was made to utilise a What's App group for Guardians only to remind them when checks were due and how to carry out a check so all defibs could be checked and reported at the same time in January, April, July and October. Cllr Whitesmith will action this. b. Defibrillator/CPR Training: Both training sessions are almost fully booked. More leaflets are going out in the Whitby Advertiser delivery for this month. It would be advisable to check availability of the Fire Brigade to go ahead with the training given their commitment to the Moorland Fires. 4.Policy Review: There were no policies to review. Cllr Watkinson had received a notice from YLCA advising a Business Continuity Plan needed to be completed and added to the website asap. Recent training had highlighted the need for a Home-Working policy.	Cllr Whitesmith Cllr Watkinson Clerk/Cllr Watkinson/Cllr Whitesmith
9. Reports from Committees	<u>Environment & Community Liaison Sub Committee</u> Nothing to report. <u>Personnel & Staffing Committee</u> Nothing to report.	
10. Report from County Councillor	Cllr Pearson handed out an information sheet regarding changes to recycling to make recycling easier with unified kerbside collection service. In addition, contributions made by Cllr Person with regards to Planning enquiries, precept & model agreement and budgets were gratefully received. An offer to attend a community event to engage locals to help plans to be formulated for the sustainable development of affordable housing within the area and to provide names of enablers who could be invited to attend was also very much appreciated.	
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 the content to Cllrs prior to the meeting regarding: a. Concern raised over the quantity of A boards and tables outside of shop premises in Bay Village Councillors agreed that this was outside the scope of the PC but was a matter for the Planning Enforcement officer at NYMNP and or Highways. Clerk to respond as directed.	

Fylingdales Parish Council

13. Financial matters	Cllr Watkinson to check the Privacy Notice and update as required. A link to this should then appear on every page of the website. To receive and note current bank balances and bank reconciliation: (All financial data previously circulated) a. Bank Balance & Reconciliation Current Bank Balance as at 31 August 2025 £47,715.35. A copy of the bank statement was circulated for inspection at the meeting. It was signed as having been seen by Cllr Watkinson. b. Reconciliation: Financial report and bank reconciliations were accepted. c. AGAR updates: The Clerk had previously circulated the External Auditor's report for Section 3 of AGAR. There had been no serious errors and Councillors commended the Clerk for her hard work and achievement, particularly whilst being new to the role and without any prior experience in this area. Sections 1,2 and 3 AGAR notices and conclusion report to be displayed on noticeboard and the website.	Clerk/Cllr Watkinson
14.General Expenditure	The following expenditure was approved for payment: a. Cllr Watkinson Expenses – Insta Print 20/08/25 £62.55 b. ICO GDPR Data Protection Annual Fee 2025 – 2026 £52.00 c. Clerk's overtime hours (information available for Councillors and previously circulated) d. Clerk's Expenses – Stamps £6.80 e. CTJ Groundworks – Bay & Thorpe Play Areas additional works Inv 1010 £576.23 Councillors agreed to approve additional invoices sent in after the agenda had been published which require payment prior to the next meeting. <u>Proposed</u> by Cllr Wall. <u>Seconded</u> by Cllr Micklewright. Approved by a unanimous show of hands. f. YLCA – Powers, Policies and Procedures – SH Inv 4589 £27.40 g. YLCA – Off to a Flying Start Pt 1 & 11 – SM Inv 4602 £73.00 h. NYC Sea Wall Contribution 50% balance 25/26 £2500.00 i. PKF Littlejohn – AGAR External Audit £378.00 It was noted that Cllr Kemp had an invoice for components for repairs to one of the toilets. This would be submitted for approval of payment at the next meeting.	Clerk
15. Matters requested by Councillors/Clerk	a. Picnic bench at Play areas, style, cost & installation: This item was deferred to next month as Cllr Sutterby not present b. McAfee & Microsoft auto renewal October 2025: Councillors were asked to approve the auto renewal for the annual fees. <u>Proposed</u> by Cllr Kemp. <u>Seconded</u> by Cllr	Cllr Sutterby Clerk

Fylingdales Parish Council

	Micklewright. It was <u>Resolved</u> and carried by a unanimous show of hands. c. Public Rights of Way (NYMNP) Selection of 2 footpaths: Councillors had been asked to nominate 2 local footpaths/rights of way that would be prioritised for regular maintenance by NYMNP. Councillors nominated to following 2 paths which link our communities and require some maintenance. 1) Lingers Corner up to Church Lane 2) Raw to Sledgates Councillors agreed that it should be highlighted to NYMNP that FPC reserves the right to nominate 2 different footpaths next year and this should be diarised for the agenda in 10 months' time. Clerk to action and report report the choices to NYMNP. d. Additional verge/hedge cutting works: (A report and quote had previously been circulated to Cllrs). Councillors considered a proposal to add additional stretches to the verge/hedge cutting contract, where this was considered to improve sightlines and street view for the community. It was <u>Resolved</u> to make an amendment to the contract for the additional works. <u>Proposed</u> by Cllr Micklewright. <u>Seconded</u> by Cllr Wall. Carried unanimously by a show of hands. Clerk to amend contract and arrange for signature by the contractor. e. Monthly meter reading: Monthly meter readings are required until a smart meter is installed at the toilets. Cllr Micklewright will take the meter readings. Readings to be taken and submitted on the last day of each month. Cllr Micklewright to take the meter readings. Clerk to provide key for access and inform tenant. f. Donation request from North Yorkshire Citizens Advice & Law Centre (NYCALC): (Information had previously been circulated to Cllrs). The Parish Council had been asked to consider a donation to this charity. After some discussion it was decided the Parish Council could not support the charity at this time. Clerk to respond to the charity. g. Coastal Parish Member Election: (Information had previously been circulated to Cllrs). No Cllr wished to be nominated for election.	Clerk Clerk Clerk Clerk
16. Date of next meeting	The next meeting will be held at 7pm on Wednesday 15 October 2025 at Methodist Church Room, Thorpe Lane, Fylingthorpe	

The meeting was closed at 21.30pm