



Fylingdales Parish Council

MINUTES OF FYLINGDALES PARISH COUNCIL MEETING Wednesday 19 November 2025 at 7.00 pm Wibury, Mount Pleasant North, RHB

The Parish Council meeting officially opened at 19.00 hours

| ITEM | MINUTE | ACTION BY |
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| 1. Attendance | <p>Present: Cllrs. Watkinson (Chair), Gibson, Kemp, Sutterby, Wall, Whitesmith, Sally Haywood (Clerk).</p> <p>No members of the Press were in attendance. 1 Member of the Public was in attendance.</p> <p>The Chair warmly welcomed Mr Stuart Fusco to the meeting.</p> | |
| 2. Apologies | <p>Apologies were received and accepted from Cllr Micklewright. Adverse weather conditions prevented a return to the village from a prior engagement.</p> <p>Apologies were received from Matt Parsons, Anglo American, also unable to attend due to adverse weather conditions.</p> | |
| 3. Declarations of interest | <p>Cllr Wall declared an interest in item 7b. Cllr Kemp declared an interest in Item 7e.</p> | |
| 4. Approval of Minutes | <p>Councillors confirmed the Minutes of the meeting of Wednesday 15 October 2025 as a true and accurate record with one exception i.e. that of a change to the wording in item 15b. The second sentence should read "with immediate effect, the Summons will no longer be displayed in Parish Noticeboards before meetings. Summons will still be published on the website".</p> <p>The Chair signed the Minutes.</p> | |
| 5. Matters raised in public consultation | <p>Mr Stuart Fusco presented ideas to the Parish Council about an alternative use of the storage facility which is part of the Public Conveniences building at Bay Bank Top. Ideas included remodelling the entrance area and steps, accessibility provision and the creation of additional employment. In principle the Parish Council had no objection to the plans and would check the terms of lease once more detailed information was made available.</p> | |
| 6. Matters Arising | <p>a. Website Re-design/Logo: Cllrs were asked to visit the new PC Website and to offer comments/ideas for improvements or amendments.</p> <p>b. Sandbag Store: The concrete base has now been constructed. Andy Crossley (NYC) will search for literature suitable for sending on to residents regarding safeguarding against flooding. Cllr Watkinson will also research other sources of information for inclusion in a newsletter.</p> <p>c. Benches: Numbered bench discs are on order. Cllr Whitesmith to liaise with Mark Laycock re disc fixing and checking if new benches can be covered for any maintenance for the next 10 years.</p> <p>d. Refuse in RHB: It was reported that 2 litter picks had been carried out. No other news to report.</p> | <p>All Cllrs</p> <p>Cllr Watkinson</p> <p>Cllr Whitesmith</p> |

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| | <p>e. Allotments: Rubbish has been removed. Grass cutting and foliage works undertaken. A request from an allotment holder had been received asking if a large quantity of wood chippings could be delivered and placed in front of the green garage. Cllrs had no objection in principle to the request although is to be advised that access to the green garage could not be blocked indefinitely. Cllr Whitesmith will respond and advise spring would be a good time to action this and request contact prior to this taking place.</p> <p>f. Street Lighting & Foliage: no work has been undertaken to improve the area around the lighting issue reported near Lingers. Clerk to follow up again.</p> <p>g. Noticeboards: as location is changing, it has been confirmed the PC will need to apply for planning permission. Planning Officer will send all documentation. It was reconfirmed from 17 Sept 25 Minutes that the PC had previously Resolved to purchase a double and a single noticeboard. No decision had been taken as to which supplier would be used. No further decisions will be taken until pre-planning application is in process.</p> <p>h. Over-grown nettles & foliage on Station Approach: This issue had been followed up with Highways by Cllr Watkinson. A copy of the email sent to Area 3 will be forwarded to the Clerk. No news or update received to date.</p> <p>i. Bay Tree: Cllr Pearson was not present to provide any update from enquiries made. The Clerk had invited Cllr Pearson to the meeting and mentioned the PC look forward to hearing about the outcome of enquiries made.</p> <p>j. CCTV Signage: Proofs had been sent and previously circulated to Cllrs. Amendments have been made to the supplier as suggested and requested by Cllrs. It was <u>Resolved</u> that one generic sign would be suitable for placing in the two separate areas. Clerk to progress and follow up.</p> <p>k. Village clean-up: The Parish Council's acceptance of the proposal has been communicated to the organisers. The Clerk has forwarded Parish Council insurance documents for this purpose as requested.</p> <p>l. Payroll: An email has been sent to the current payroll team, but no response has been received. Contractual terms with current provider still need to be checked. Clerk to follow up.</p> <p>m. Donation to Wibury: It was confirmed a £200 donation had been made to Wibury.</p> <p>n. Statutory notices for Noticeboards: It was reported a Meetings Schedule had been displayed in Parish Noticeboards.</p> | <p>Cllr Whitesmith</p> <p>Clerk</p> <p>Cllr Watkinson</p> <p>Cllr Watkinson</p> <p>Cllr Pearson</p> <p>Clerk</p> <p>Clerk</p> |
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| <p>7. Planning Applications</p> | <p>a) NYM/2025/0619 – The Flask, Bricksmiths Hill, Fylingdales No objections but concerns were expressed about the inadequacy of the plans and the lack of clarity about what materials would be used and where they would be used.</p> <p>b) NYM/2025/0652 & 0653 – Old St Stephen’s Church, Church Lane, Fylingdales. Cllr Wall had declared an interest in this item and took no part in the discussions. There were no objections.</p> <p>c) NYM/2025/0648 – Fyling Hall School, Fylingdales No objections.</p> <p>d) NYM/2025/0675 – Thorpe Hall, Middlewood Lane, Fylingthorpe. – No objections.</p> <p>e) NYM/2025/0605 – Farsyde House Farm, Mark Lane, Fylingthorpe. Cllr Kemp had declared an interest in this item and left the room. There were no objections and Cllr Kemp was invited back into the room.</p> | <p>Clerk</p> |
| <p>8. Standing Items</p> | <p>1.Play Areas – RHB/Fylingthorpe</p> <p>a) Updates from weekly checks:</p> <p>No new issues at RHB were reported. Some items on the RoSPA Report had already been attended to.</p> <p>The Single User Carousel Bowl has seized and requires service. It was <u>Resolved</u> the Clerk should obtain quotes for service.</p> <p>b) Area to right hand side of steps at RHB: 2 quotes had been received. Quotes were evaluated and it was <u>Resolved</u> that the quote from CTJ Groundworks would be accepted. Clerk to contact the contractors and advise outcome and to instruct successful contractor to contact Cllr Wall to discuss final finished and timescale.</p> <p>c) RoSPA Inspection Reports: Cllr Wall is to summarise the RoSPA Reports and will circulate to Cllrs and Clerk when completed.</p> <p>2.Toilets: Cash takings have decreased as is usual for this time of the year.</p> <p>3.Defibrillators:</p> <p>a. Defibrillator Guardians: October checks are now done and reported to the Circuit. Cllr Whitesmith can now report on any defibrillator and will assist Cllrs Gibson to register as a Guardian.</p> <p>b. Defibrillator Training: The last training session had been well attended and enjoyed. Cllr Whitesmith will send a letter of thanks to the local Fire Crew who provided the training. Cllrs wished to congratulate those members of the local crew who are also members of the NYFS training team on receiving their national award. Cllr Whitesmith will include this in her letter of thanks.</p> <p>4.Policy Reviews: There were no policies to review. Cllr Watkinson will send the Clerk the re-wording of the Standing Orders and Staffing Committee Terms of Reference (TOR).</p> | <p>Clerk</p> <p>Clerk/Cllr Wall</p> <p>Cllr Wall</p> <p>Cllr Whitesmith</p> <p>Cllr Whitesmith</p> <p>Cllr Watkinson</p> |
| <p>9. Reports from Committees</p> | <p>Personnel & Staffing Committee Nothing to report. EO meeting held on 17 October 25 had been adjourned.</p> | |

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| 10. County Councillor's Report | Cllr Pearson was not in attendance and unable to provide a report. | |
| 11. Police Report | The Police Report had previously been circulated. No questions were raised. | |
| 12. Correspondence | <p>To receive information on the following new correspondence and decide further action:</p> <p>The Clerk had received correspondence from Parishioners and circulated to Cllrs prior to the meeting regarding:</p> <p>a. Broken Equipment in Thorpe Play Area (see item 7a)</p> <p>b. Road and Wall damage, Station Approach foliage & Toilet signage – It was <u>Resolved</u> the Clerk would ask if NYC could install Toilet signs at both ends of Station Approach.</p> <p>c. Damage to an area of land on path from gate near Victoria Hotel leading down to the Sea Wall: It was reported that the company carrying out the works had been contacted and within a few hours had taken steps to improve the damaged area. Clerk to update Parishioner.</p> <p>To receive and note current bank balances and bank reconciliation: (All financial data previously circulated)</p> <p>a. Current Bank Balance: as at 31st October 25 £56,255.10</p> <p>b. Finance for October 25 & Bank Reconciliation and signing of Bank Statement for October: (All financial data previously circulated) A copy of the bank statement was circulated for inspection at the meeting. It was signed as having been seen by Cllr Sutterby. No questions were raised. Bank reconciliation was accepted.</p> <p>c. Proposed Budget for 2026/2027: Councillors considered the amended budget recommendations made by the Clerk/RFO. Cllrs were concerned about the level of increase to the Precept for residents. Cllrs requested some additional budget amendments and to earmark some budget items. The Clerk was instructed to amend budgets so that, if possible, expense budgets including contingencies do not exceed £55,000.00.</p> <p>d. Precept Calculation: After much discussion it was <u>Resolved</u> the Precept should be set at £55,000.00. Clerk to submit to NYC once amended budgets have been approved at the next meeting.</p> <p>e. Proposed Virements for 2025/2026 budgets: The council considered the Clerk/RFO's recommended virements of:</p> <ul style="list-style-type: none"> • £1000 from PAYE/NI budget to Maintenance & Repairs (Playground) budget to cover the cost of overspends in this cost centre. • The council further considered a virement of £300 from Maintenance Repairs (Toilets) to Professional Fees to cover the costs of RoSPA report now allocated to this cost centre. • The council considered a virement of £400 from Administration (Website) to Audit fees to cover internal and external auditor fees incurred during the year and as a result of reallocating fees to this expense area. <p>It was <u>Resolved</u> that the council approved the virements as recorded above to cover the overspends and increased costs for 2025/2026.</p> <p>f. Yu Energy Billing: It was <u>Resolved</u> to make payment of outstanding bills and to accept any further credits for aborted Smart Meter appointments on account.</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |
| 13. Financial matters | | |
| 14. General Expenditure | <p>Cllrs approved payments for the invoices presented:</p> <p>a. Clerk's approved overtime October (details previously circulated)</p> <p>b. Cllr Watkinson' Expenses – Kays Medical - Defib Batteries INV Psi 148679 - £51.54</p> | |

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| | <ul style="list-style-type: none"> c. Braccio – Bench Discs – Pro Forma Inv BI 16500 - £87.30 d. Business Stream Water Invoice £ 16.97 e. RHB Methodist Church Room Hire 27/10/25 - £10 f. Clerk’s Expenses – Sainsbury’s Stationery - £15.00 g. Clerk’s salary underpayment (details previously circulated to Cllrs) h. GBM Accountants Payroll – Inv 4299 - £30.00 i. Healthmatic Ltd – faulty door repair – Inv 149888 - £330.00 <p>Cllrs approved payment of an additional invoice received after the agenda had been published but which requires payment before the next meeting.</p> <p>j. The Conversion Company – Website design final payment & Additions – Inv 158 - £498.00</p> | Clerk |
| 15. Matters requested by Councillors/Clerk | <p>Cllrs Resolved to exclude Press & Public due to the confidential nature of the following items:</p> <ul style="list-style-type: none"> a) Presentation from Fusco – Matter discussed in Item 5 b) Coastal Parish Election Ballot: (Candidate info previously circulated) Cllrs voted. Ballot paper was completed and placed in pre-paid envelope provided. Clerk to post. c) PC Mobile Phone: No decision concluded. Item deferred until meeting in January 2026. Clerk to diarise. d) Tender Specifications for Grass Cutting & Verge/Hedge cutting Contracts for 2026/2027 & Additional Contract: (Documentation previously circulated). Documents approved for publication with one typo amendment. Clerk to action publication in Baytown Chronicle (timescale permitting) and on Parish Website. Clerk to action signing of the additional contract for additional Verge works. e) Approval of Minutes of EO Meeting held on 17 October 25: Item deferred until next meeting. | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Watkinson</p> |
| 16. Date of next meeting | The next meeting will be held at 7pm on Wednesday 17 December 2025 at Methodist Church Room, Middlewood Lane, Fylingthorpe. | |

The meeting was closed at 21.30 hours