



# Fylingdales Parish Council

**MINUTES OF FYLINGDALES PARISH COUNCIL MEETING**  
**Wednesday 17 December 2025 at 7.00 pm**  
**Methodist Church Room, Middlewood Lane, Fylingthorpe**

The Parish Council meeting officially opened at 19.00 hours

ITEM	MINUTE	ACTION BY
<b>1. Attendance</b>	<p><b>Present:</b> Cllrs. Watkinson (Chair), Gibson, Kemp, Micklewright, 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 Matt Parsons from Anglo American to the meeting.</p>	
<b>2. Apologies</b>	No apologies were received.	
<b>3. Declarations of interest</b>	No declarations of interest were received.	
<b>4. Approval of Minutes</b>	<p>Councillors were unable to confirm the Minutes of the meeting of Wednesday 19 November 2025 due to an administrative oversight. The Minutes will be circulated for approval at the next meeting on 21 January 2026.</p> <p>Councillors approved the minutes of the Extraordinary Meetings held on 17 October and 26 November as true and accurate records.</p>	Clerk
<b>5. Matters raised in public consultation</b>	<p>Matt Parsons, from Anglo American, attended the meeting and provided an informative update regarding proposed developments at the Woodsmith Site including information regarding surface changes and consultations that have been taking place prior to the submission of a new planning application. Other information was given in relation to the announced company merger and the continuation of Foundation grants to support community projects.</p> <p>A Parishioner brought the subject of potholes near The Grange and Red House on Thorpe Lane to the Parish Council's attention. Cllr Sutterby will report this matter to Highways.</p> <p>Before the meeting commenced, Cllr Watkinson paid tribute to Dick Hoyle, who had passed away on 4 December 2025. Dick had been a member of the Parish Council for over 30 years, a wonderful character and a valuable asset to the community. The Parish Council sent their thoughts and best wishes to his wife, Pam, and the family. A silent period of reflection followed.</p>	Cllr Sutterby
<b>6. Matters Arising</b>	<p><b>a. Website Re-design/Logo:</b> No further updates to report as the website is now live and has been operational for one month but remains a work in progress.</p> <p><b>b. Sandbag Store:</b> No date has been provided by NYC as to when the Sandbag Store will be erected. No newsletter can be created until the project is completed.</p>	

	<p><b>c. Benches:</b> Numbered bench discs have arrived. Mark Laycock will be fixing them to benches before Christmas. No update was given regarding maintenance for new benches. Bench Policy amendments to be deferred until 21 January 2026 meeting.</p> <p><b>d. Refuse in RHB:</b> Badgers had ripped through a big bin and so the bin has been removed, and NYC have replaced a lock on the Albion Road doors to the chutes. Nothing else to report.</p> <p><b>e. Allotments:</b> Cllr Whitesmith is to advise the plot holder they should contact the occupier of the garage direct and make appropriate arrangements for the delivery of wood chippings. Cllr Whitesmith to advise plot holder.</p> <p><b>f. Street Lighting &amp; Foliage:</b> no work has been undertaken to improve the area around the lighting issue reported near Lingers. Clerk advised NYC is internally investigating which department is responsible and looking into an action plan.</p> <p><b>g. Noticeboards:</b> The Parish Council is to work together with landowner on a planning application for the Parish Council to submit. RHBT Ltd has advised a financial contribution can be made with an acknowledgment included inside the noticeboard. The noticeboard at Raw has been severely damaged in the recent bad weather and needs repair or replacement. It was <u>Resolved</u> that if it is repairable, it should be repaired. Cllr Whitesmith would ask Bay Shedders if they could repair it.</p> <p><b>h. Over-grown nettles &amp; foliage on Station Approach:</b> NYC response indicated no action to be taken by Highways for remedying this issue.</p> <p><b>i. Bay Tree:</b> Cllr Pearson was not present. The Clerk was asked to write to Cllr Pearson for an update. It was reported a local petition is being considered. It was suggested that if locals/neighbours to the property did have a petition, that this be submitted to the Parish Council who could in turn forward it on to NYMNP. Cllr Micklewright to follow up and report back.</p> <p><b>j. CCTV Signage:</b> A proof of the proposed replacement signs had been previously circulated to Cllrs. It was <u>Resolved</u> to approve the new signage. The Clerk was asked to instruct the supplier.</p> <p><b>k. Village clean-up:</b> No further update to report. Cllrs <u>Resolved</u> to ask the Probation Service supervised village clean up team if the task of clearing away debris and trimming of broken branches in the dell at Fylingthorpe play area could be done by them. See item 8.1.a.</p> <p><b>l. Payroll:</b> There is no letter of engagement/no set contractual period for termination of services. The Clerk still requires contact details for the proposed new provider. The Clerk expressed concern as to the necessity for a change as no issues were being experienced with the current provider. Cllrs agreed to discuss the issue again at the 21 January 2026 meeting.</p>	<p>Cllr Watkinson</p> <p>Cllr Sutterby</p> <p>Cllr Whitesmith</p> <p>Clerk</p> <p>Cllr Whitesmith</p> <p>Clerk</p> <p>Cllr Micklewright</p> <p>Clerk</p> <p>Cllrs Sutterby/Watkinson</p> <p>Cllr Watkinson</p>
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<p><b>7. Planning Applications</b></p>	<p>a) <b>NYM/2025/0725</b> – Cragg Farm, Browside No objections, but Cllrs noted that the colour of the proposed powder coated aluminium window frames had not been specified. Councillors commented that the colour for the windows should be sympathetic to the environment.</p> <p>b) <b>NYM/2025/0729 &amp; 0730</b> – 3 Sunnyside, RHB Cllrs raised an objection in line with comments made by Building Conservation with regards to the door. Cllrs agreed that the door should match the original.</p>	<p>Clerk</p>
<p><b>8. Standing Items</b></p>	<p><b>1.Play Areas – RHB/Fylingthorpe</b></p> <p>a) <b>Updates from weekly checks:</b> The mesh along the fencing needs replacing. It was <u>Resolved</u> that Cllr Wall is to organise purchasing replacement mesh and will undertake a repair. The entrance signs at Fylingthorpe need new backing boards. The basket swing still needs either the ground dug out underneath or the chains shortened to give more clearance. The inspector thought digging out the ground was the better option. The Little Explorers slide is also at the wrong angle. It appears to have been installed incorrectly. Cllrs <u>Resolved</u> that Playscheme should be contacted by the Clerk about the slide, and some quotes should be obtained for astro turf. Cllr Wall to liaise with RoSPA Inspector. Grant applications would be needed for any major works. NYC are considering replacing the grid in the Beck but until then debris of small branches etc requires tidying up from when the Beck flooded recently. (see item 6.k)</p> <p>Due to the value of the quote received for repair of the Single User Carousel Bowl, it was <u>Resolved</u> the item would remain out of use for the time being. Clerk to notify Kompan. Cllr Wall to contact a local individual to see if any assistance could be given as an alternative to replacement.</p> <p>b) <b>Area to right hand side of steps at RHB:</b> The contractors had been instructed. Works to take place when weather permits.</p> <p>c) <b>RoSPA Inspection Reports:</b> Cllr Wall has started an impact report following on from the RoSPA inspection. A summary of report and likely costs involved will be done by January 2026.</p> <p><b>2.Toilets:</b></p> <p>a) <b>Access to toilets for clean-up crew:</b> After consideration of the best form of toilet access for the village clean-up crew, it was <u>Resolved</u> that the Parish Council would ask the Probation Service to pay for the use of toilets down in the Dock and/or at Bank Top. The Probation Service could then submit a valid expense claim for reimbursement by the Parish Council, via liaison with the Parish Clerk.</p> <p><b>3.Defibrillators:</b></p> <p>a. <b>Defibrillator Guardians:</b> All defibrillators have been checked and reported to the Circuit.</p>	<p>Cllr Wall</p> <p>Clerk/Cllr Wall</p> <p>Clerk</p> <p>Cllr Wall</p> <p>Cllr Wall</p> <p>Cllr Watkinson</p>

	<p><b>4. Policy Reviews:</b></p> <p>a) <u>IT Policy</u> It was <u>Resolved</u> that Cllr Wall would research the gov.uk scheme and would work through the IT Policy and send Cllr Watkinson tracked changes to the document.</p> <p><u>Bench Policy, Standing Orders amended policy and Staffing Committee TOR amendments to policies:</u> all to be deferred to the 21 January 2026 meeting to allow for further consideration and amendments to wording.</p> <p>Clerk to send latest version of Standing Orders and Staffing Committee TOR to Cllr Watkinson so wording can be changed as necessary and brought back for approval in January 2026.</p>	<p>Cllr Wall</p> <p>Cllr Watkinson/Clerk</p>
9. Reports from Committees	<p><b><u>Personnel &amp; Staffing Committee</u></b></p> <p>The Staffing Committee met earlier today, but time was too short before Parish Council meeting to prepare an update.</p>	<p>Cllrs Watkinson/Gibson &amp; Whitesmith</p>
10. County Councillor's Report	<p>Cllr Pearson was not in attendance and unable to provide a report.</p>	
11. Police Report	<p>The Police Report had previously been circulated. No questions were raised.</p>	
12. Correspondence	<p><b>To receive information on the following new correspondence and decide further action:</b></p> <p>The Clerk had received no correspondence from Parishioners.</p>	
13. Financial matters	<p><b>To receive and note current bank balances and bank reconciliation:</b> (All financial data previously circulated)</p> <p>a. <b>Current Bank Balance:</b> as at 30<sup>th</sup> November 25 £54,638.08</p> <p>b. <b>Finance for November 25 &amp; Bank Reconciliation and signing of Bank Statement for November: (All financial data previously circulated)</b> A copy of the bank statement was circulated for inspection at the meeting. It was signed by Cllr Sutterby as having been seen by Cllrs. No questions were raised. Bank reconciliation was accepted.</p> <p>c. <b>Proposed Budget for 2026/2027:</b> It had not been possible for the Clerk to carry out the request from Cllrs to limit all expenditure and contingencies to £55,000, to do so would have left the Parish Council without sufficient estimated operational funds. Some small changes had been made and proposed by the Clerk. It was <u>Resolved</u> to accept the amended Budget as below:</p> <p><i>Estimated income:</i> <i>Precept and other revenue streams: Total of £71,372</i></p> <p><i>Estimated Expenditure:</i> <i>Administration £18,400.00</i> <i>Maintenance &amp; Repairs £6,200.00</i> <i>Contracts £14,510.00</i> <i>General Expenses £5,700.00</i> <i>Earmarked Reserves £15,000.00</i> <i>General Reserves/Contingencies £12,750.00</i> <i>Total of £72,560.00</i></p> <p>d. <b>Precept Calculation:</b> It was <u>Resolved</u> the Precept should be set at £55,000.00. Clerk to submit Precept request to NYC before deadline on 31/12/25.</p>	<p>Clerk</p>

	<p><b>e. AGAR Assertion 10:</b> Details of the new Assertion 10 had been previously circulated to all Cllrs. Some of the items in Assertion 10 also related to items in Standing Items 4. Policy Reviews, and IT policy related items had been covered in that part of the agenda.</p> <p><b>f. Banking mandate &amp; signatories:</b> Cllr Watkinson is to circulate a calendar diary for the month of January to Cllrs Gibson, Sutterby and Whitesmith and also to the Clerk. Availability for attending the Bank in Scarborough is to be noted by all required, so an appointment can be set up by Cllr Watkinson.</p>	<p>Cllrs Watkinson/Gibson Sutterby &amp; Whitesmith &amp; Clerk</p>
<p><b>14. General Expenditure</b></p>	<p>Cllrs approved payments for the invoices presented:</p> <ul style="list-style-type: none"> <li>a) YLCA Training Bio-diversity Cllr Kemp Inv 4916 £18.20</li> <li>b) GBM Accountants Payroll Inv 4346 £30.00</li> <li>c) Clerk's Expenses – mileage Laptop Repair - £3.97</li> <li>d) Viking Toilet Rolls – Inv 4410108624 £239.90</li> <li>e) Huttons Grass/Hedge Cutting contract 2025 (previously circulated) Inv 28</li> <li>f) Huttons Waste Removal Allotments – Inv 29 £492.00</li> <li>g) Viking – Stationery supplies Inv 4410240261 £94.13</li> </ul> <p>It was noted that Count on us Cleaning had been paid for November.</p>	<p>Clerk</p>
<p>15. Matters requested by Councillors/Clerk</p>	<p><b>a) PAT Testing:</b> It was Resolved that all items should be Pat Tested including: Clerk's Laptop &amp; Phone Charger and mains cables CCTV monitor and recording equipment Coin Counter The Clerk was asked to instruct O. Knight to carry out these works.</p> <p><b>b) Kingston Field:</b> Comments had been received about the percentage increase in encroachment fees. Cllrs commented that fees had not been increased for several years, and the latest increase was thought necessary to bring it in line with other increases made by the Parish Council. Fees would be reviewed again in July 2026.</p> <p>A meeting of trustees needs to take place in the New Year. This will be diarised for February 2026.</p> <p><b>c) Monk Fryston Parish Council:</b> Monk Fryston PC has asked for support from the Parish Council with regards to Vehicle Activated Signs (VAS) and Speed Indicator Devices (SIDs).</p> <p>Cllrs thought that support should be given and Cllr Watkinson is to draft a letter of support.</p> <p><b>d) Lythe Parish Council:</b> Whole Parish Council training was thought to be a sensible option. The Clerk is to resend document to Cllrs so they can select days and times for availability and items they would like to receive training on. This could then be forwarded to the Clerk at Lythe PC. Costs for shared events should also be ascertained.</p> <p>Cllrs Resolved to exclude Press &amp; Public due to the confidential nature of the following items:</p>	<p>Clerk</p> <p>Cllr Watkinson</p> <p>Clerk</p>

	<p><b>e) Procedure for payment of PC Invoices:</b> Councillors agreed the protocols for payment of training costs when a Councillor was unavoidably unable to attend booked training.</p> <p><b>f) Tenant Presentation Plans &amp; Lease:</b> Councillors <u>Resolved</u> to check the existence of a more recent lease before any further progress can be made on this issue.</p>	Cllr Wall
<b>16. Date of next meeting</b>	<p><b>NOTE VENUE CHANGE:</b> The next meeting will be held at 7pm on Wednesday 21 January 2025 at RHB Methodist Church Room, Wesley Road, Robin Hood's Bay.</p>	

The Chair wished all the Community and Councillors a very merry Christmas and the meeting was closed at 21.25 hours