



# Fylingdales Parish Council

**MINUTES OF FYLINGDALES PARISH COUNCIL MEETING**  
**Wednesday 21 January 2026 at 7.00 pm**  
**RHB Methodist Church Room, Wesley Road, Robin Hood's Bay**

The Parish Council meeting opened at 19.00 hours

ITEM	MINUTE	ACTION BY
<b>1. Attendance</b>	<p><b>Present:</b> Cllrs. Watkinson (Chair), Kemp, Sutterby, Wall, Whitesmith, Sally Haywood (Clerk).</p> <p>No members of the Press were in attendance. 5 Members of the Public were in attendance.</p> <p>The Chair warmly welcomed Neil Williamson, Photographic Curator Whitby Museum &amp; Nick Chambers (who has connections to Bomber Command in Lincoln).</p>	
<b>2. Apologies</b>	Apologies were received from Cllr Gibson & Cllr Micklewright, considered and accepted.	
<b>3. Declarations of interest</b>	No declarations of interest were received.	
<b>4. Approval of Minutes</b>	Councillors approved the Minutes of the meetings of Wednesday 19 November 2025 and 17 December 2025 as true and accurate records. The Chair signed the minutes.	
<b>5. Matters raised in public consultation</b>	<p>a) Neil Williamson and Nick Chambers asked the PC to support their proposal to site a memorial for the 7 strong crew, who perished when their RAF Halifax bomber crashed in the parish near Stoupe Brow on 15.02.1944. Further information will be published locally in February's issue of Baytown Chronicle. Parishioners who own property and land at the crash site would welcome a memorial plaque sited on their property.</p> <p>In principle, Councillors had no objection to the proposal but suggested that a 'storyboard' might be more appropriate in terms of interest to the local community. Councillors asked to be kept informed of progress.</p> <p>b) A Parishioner advised the dangers to road users, particularly cyclists, of potholes approx. 100 yards on from the Fylingdales Inn, on Thorpe Lane travelling in the direction towards RHB. Cllr Sutterby has already reported this matter to Highways together with the ones from the previous month</p> <p>c) Works were needed on the Cinder Track (north) from the entry off Middlewood Lane towards Boggle Hole direction. Damage to the path due to fire, a few explosions and the burn, was thought to have caused issues with water run-off. It was <u>Resolved</u> the PC would follow up with Footpaths &amp; Rangers Teams, to see if Section 106 funding could be used to fund improvements to the Cinder Track. Further work is still</p>	

	<p>needed to prevent flooding on the section between 'Pooh Alley' and Middlewood Farm.</p> <p>d) Following a recent collision with a child cyclist, action is urgently required to improve safety at the point where Middlewood Lane crosses the Cinder Track. Cllrs have already requested either warning signs on the Cinder track or barriers to slow down cyclists. Cllr Kemp to follow up.</p> <p>e) A Parishioner reported concerns on behalf of the cottage cleaners regarding the new parking arrangements at Fisherhead. The cleaners had insufficient time within permitted parking times to carry out their duties. There is concern that this could lead to a negative impact on the local community, economy and tourism in the area.</p> <p>Cllrs advised whilst they sympathised with the issues raised the Parish Council did not have the power to intervene where Private Land was concerned. It was suggested that the Parishioner contact RHBT A Ltd to see if they could offer any help and to look towards approaching the owners of the land to explain the possible knock-on effect. Cllr Kemp to supply the Parishioner with contact details of the owners and for RHBT A Ltd.</p> <p><b>Action: Cllr Kemp</b></p>	GK
<p><b>6. Matters Outstanding</b></p>	<p><b>a. Website Re-design/Logo:</b> No further updates to report. There was some positive feedback on the ease of navigation and the freshness of the website's look.</p> <p><b>b. Sandbag Store:</b> Sandbag Store is now in position but does not have any sandbags yet. <b>Action:</b> Cllrs Whitesmith and Watkinson can start thinking about content for a newsletter to announce the new sandbag store.</p> <p><b>c. Benches:</b> Discs are being fixed to benches this week. <b>Action:</b> Cllr Whitesmith to ask contractor about his fees for maintenance of all benches over a ten-year period.</p> <p><b>d. Refuse in RHB:</b> Due to one of the NYC waste removal trucks being out of action, collections over the Christmas period were poor. When collections were resumed, a great job had been done especially at the rear of one of the Fisherhead cottages and the Parish Council thanked Nathan Pearson for his efforts in making this happen. The Bay was generally looking better. The pest control team are coming soon to a property on Cliff Street to try to resolve the badger situation there.</p> <p><b>e. Allotments:</b> Nothing to report.</p> <p><b>f. Street Lighting &amp; Foliage:</b> NYC has not informed Clerk of any decision or outcome of internal communications. Clerk to follow up.</p> <p><b>g. Noticeboards:</b> No update on replacement/repair of Noticeboard for Raw, or regarding a new noticeboard and community board at Baytown Stores. <b>Action:</b> Cllr Whitesmith to report back once Bay Sheddars have been approached re Raw noticeboard.</p>	<p>CW/PW</p> <p>PW</p> <p>PW</p>

	<p><b>h. Over-grown nettles &amp; foliage on Station Approach:</b> Some works seem to have been undertaken in this area.</p> <p><b>i. Bay Tree:</b> Cllr Pearson was not present at the meeting owing to some confusion about the venue change, and was therefore unable to update</p> <p><b>j. CCTV Signage:</b> Supplier has been instructed. Signs are in production and Clerk is waiting for a date for fitting.</p> <p><b>k. Village clean-up:</b> No further update to report. Cllr Sutterby has had no contact re the probations service clean-up crews. The crew still needs to be asked about the clearing away of debris and trimming of broken branches in the dell at Fylingthorpe play area.</p> <p><b>l. PAT Testing:</b> The electrical contractor has been instructed to carry out PAT testing.</p> <p><b>m. Monk Fryston PC request for support:</b> Cllr Watkinson has not yet drafted the letter of support but will do so. <b>Action:</b> Cllr Watkinson</p> <p><b>n. Whole Council Training request from Lythe PC:</b> (documents had been re-circulated). Cllrs were advised training in March or April was now more likely. Cllrs were requested to forward availability for proposed dates in March and to indicate suitable training topics. Clerk will then notify the clerk of Lythe PC.</p> <p><b>o. Potholes opposite the Red House/The Grange:</b> It was reported during Public Consultation that Cllr Sutterby has reported the issue of potholes on Thorpe Lane. Cllr Sutterby will follow up.</p> <p><b>p. gov.uk scheme:</b> Cllr Wall is researching the matter and will join a workshop for information.</p> <p>Items 6 q. and 6 r.: were moved for confidential discussion at the end of the agenda.</p>	<p>CW</p> <p>CS</p> <p>DW</p>
<p><b>7. Planning Applications</b></p>	<p><b>To consider the following planning applications and decide outcomes:</b></p> <p>a) <b>NYM/2026/0002 &amp; 0003</b> – Dolphin Hotel, King Street, RHB No objections provided features of the original building are preserved.</p> <p>b) <b>NYM/2025/0765</b> – The Sports Field, Middlewood Lane, Fylingthorpe No objections.</p> <p>c) <b>NYM/2025/0725</b> – Cragg Farm, Browside, Ravenscar No comments.</p>	
<p><b>8. Standing Items</b></p>	<p><b>8.1 Play Areas: To receive updates from weekly checks</b></p> <p><b>a. RoSPA Inspection Reports:</b> Cllr Wall is still working on the impact report following on from the RoSPA inspection. <b>RHB</b></p> <p>b. The contractors had satisfactorily completed the work to the RH side of the steps</p> <p>c. There was more graffiti in the lighthouse tower. Cllr Wall will try using the sample Graffiti wipes.</p> <p>d. There were also some knot plugs coming out. This was considered a natural process requiring no action.</p>	<p>DW</p>

	<p><b>Fylingthorpe</b></p> <p>e. Cllr Wall has discussed the repair of the Carousel bowl with a local individual who has kindly agreed to try and assist.</p> <p>f. Some signage is need of repair. <u>Resolved</u> that G Watkinson would be asked to purchase marine ply and to carry out repairs.</p> <p>g. The basket swing still needs either the ground dug out underneath or the chains shortened to give more clearance.</p> <p><b>Toilets:</b></p> <p>a) The spare replacement toilet part had arrived and was given to Cllr Kemp. b) Cllr Sutterby will get a key cut for Cllr Kemp.</p> <p><b>3.Defibrillators:</b></p> <p>a. <b>Defibrillator Guardians:</b> Cllr Sutterby has now been registered as a Guardian for the Bay Hotel defibrillator. An Invitation to accept Guardianship registration has been sent to Cllr Gibson.</p> <p><b>4.Policy Reviews:</b> This item was deferred to the next agenda.</p>	
<b>9. Reports from Committees</b>	<p><b><u>Staffing Committee</u></b></p> <p>This item was moved to the end of the agenda for confidential discussion.</p>	
<b>10. County Councillor's Report</b>	Cllr Pearson was not in attendance (see item 6i) and therefore unable to provide a report.	
<b>11. Police Report</b>	The Police Report had previously been circulated. No questions were raised.	
<b>12. Correspondence</b>	<p><b>To receive information on the following new correspondence and decide further action:</b> (correspondence previously circulated)</p> <p>a) To consider a Grant/Donation request from Fylingdales Football &amp; Cricket Club <u>Resolved</u> that under section 137 of the LGA 1972, the Parish Council could make a £200 donation to the Fylingdales Football &amp; Cricket Club. Clerk to write to the club to advise.</p>	Clerk
<b>13. Financial matters</b>	<p>b. <b>To receive and note current bank balances and bank reconciliation:</b> (All financial data previously circulated)</p> <p>c. <b>Current Bank Balance:</b> as at 30<sup>th</sup> December 25 £50,815.35</p> <p>d. <b>Finance for December 25 &amp; Bank Reconciliation and signing of Bank Statement for December: (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>e. <b>Financial Report &amp; Budget vs. Actual Expenditure update:</b> 82% of the annual budget has been spent to date. Anticipated expenditure up to the end of the financial year was detailed. The Clerk was asked to include the anticipated expenditure in the report until the financial year end (31/03/26). The report was accepted. No questions were raised.</p>	Clerk

	<p>f. <b>Banking mandate &amp; signatories:</b> The date of 27<sup>th</sup> January had been proposed for going to the bank. Appointment cannot be made until all are confirmed as available.</p> <p><b>Action:</b> Cllr Watkinson to coordinate and book bank appointment.</p> <p>g. <b>e. Lease of storage unit:</b> This item was moved to the end of the agenda for confidential discussion.</p>	CW, PW LG, CS & Clerk
<b>14. General Expenditure</b>	<p>Cllrs approved payments for the following invoices :</p> <ol style="list-style-type: none"> <li>GBM Accountants Ltd Payroll Invoice 4516 £30.00</li> <li>DKB M&amp;R Toilets Invoice 25418 £212.59</li> <li>YLCA Transparency Code, Agendas &amp; Minutes Training SH &amp;CW Invoice 5018 £54.80</li> <li>CTJ Groundworks RHB Play Area Invoice 1039 £600.40</li> </ol> <p>Cllrs also approved the following 2 invoices which arrived after publication of the agenda, but required payment:</p> <ol style="list-style-type: none"> <li>Methodist Church Room, Thorpe Chapel April 25 – Dec 25 £170.00</li> <li>Fylingdales WI, Wibury Meeting Room May 25 – Dec 25 £60.00</li> </ol> <p>It was noted that Count on us Cleaning had been paid for December.</p>	
<b>15. Matters requested by Councillors &amp; Clerk</b>	<ol style="list-style-type: none"> <li><b>To receive an update from the YLCA Joint Annual Meeting</b> Cllr Watkinson had been unable to attend the meeting owing to weather conditions.</li> <li><b>To receive an update in relation to the Pannett Charity</b> It was reported Pannett Charity annual return had been submitted</li> <li><b>To consider a request from the Pageant Office to mark 11 November 2026 with a Lamplight of Peace</b> Cllrs resolved not to buy a Lamplight of Peace but thought the Pageant Office might wish to make a direct approach to the local schools. Cllr Watkinson to advise.</li> <li><b>To consider a lasting tribute to the late Dick Hoyle</b> A number of suggestions were made <ul style="list-style-type: none"> <li>• a Blue Plaque near the bridge, RHB</li> <li>• a bench with dedication plaque in the family's preferred location</li> <li>• a bench with dedication plaque in the RHB Playground</li> </ul>           Ideas to be discussed with the family in consultation with Museum Trust and Bay Shedders. Clerk to ascertain costing of a bench and blue plaque and report back.         </li> <li><b>To consider the purchase of Scribe Accounting package for Parish Council Finances</b> (Information previously circulated) The Clerk proposed purchase of Scribe accounting package for the recording of its finances and outlined advantages/disadvantages and current costs. Cllrs asked the Clerk to obtain details of future costs, banding costs and lists of local councils who are already using this system.</li> </ol>	
<b>17. Confidential matters</b>	<p>It was <b>Resolved</b> to exclude Press &amp; Public under the Public Bodies (Admission to Meetings) Act 1960 owing to the confidential nature of the matters to be discussed.</p> <ol style="list-style-type: none"> <li><b>Item 6q. Payroll:</b> The Clerk questioned why the payroll service provider was being changed. Councillors noted that whilst there were no concerns about the Company's performance, costs had risen and alternative providers had been found to offer better value for money. (Ref Minutes of 15 October 2026 item 12f).</li> </ol>	

	<p>It was <u>Resolved</u> to re-obtain up to date costings from professional local service providers based in Whitby and to report back at next meeting. Clerk to assist with appropriate questions to be asked for quote comparisons.</p> <p><b>b. Item 6r. Tenant Presentation Plans &amp; Lease:</b> Some progress has been made, but Cllrs are still looking into this matter. Cllr Wall/Watkinson to update and report back at next meeting.</p> <p><b>c. Item 13e Tenders for Grass Cutting &amp; Verge/Hedge Cutting Contracts:</b> The Councillors evaluated tenders received and <u>resolved</u> to accept:</p> <ul style="list-style-type: none"> <li>• Quotation from MA Hutton for grass cutting. Councillor Watkinson is to enquire whether the contractor would be prepared to fix the contract for 3 years and whether cutting around the bench at the junction of Butts Lane and Church Lane could be added to the contract.</li> <li>• Quotation from T Harland. For verge/hedge cutting. This contract is to be put in place for a fixed 3-year period covering the ncial years 2026/2027, 2027/2028/ and 2028/2029. The contract to be reviewed and re-visited in November 2028. Clerk to write to all contractors who tendered for the contracts to advise outcomes.</li> </ul> <p><b>d. Item 15g. To consider the use of the Clerk's mobile phone (deferred from 19/11/25):</b> It was <u>Resolved</u> that the PC phone number should be published on all official documents and on the website. The Clerk may use discretion on when to use her personal mobile to make and receive calls (eg with councillors, contractors, utility Companies etc.) provided this is at no additional cost to the PC. Information regarding to the 'pay as you go' phone account will be provided to the Clerk. Clerk to update documents and website as necessary.</p> <p><b>e. Item 9. Update from Staffing Committee:</b> Councillors received a confidential update from the Staffing Committee and received a request from the Clerk. <i>The Clerk left the meeting.</i> Cllr Watkinson declared a personal and confidential conflict of interest and asked to be recused from further discussion. <i>Cllr Watkinson left the meeting</i> and Cllr Whitesmith took the Chair It was <u>resolved</u> to reject the request from the Clerk. <i>The Clerk &amp; Cllr Watkinson returned to the meeting.</i></p>	<p>CW</p> <p>CW, DW</p> <p>CW</p> <p>Clerk</p> <p>Clerk</p> <p>CW</p>
<p><b>16. Date of next meeting</b></p>	<p>The next meeting will be held at 7pm on Wednesday 18 February 2026 at Methodist Church Room, Middlewood Lane, Fylingthorpe</p>	

The meeting closed at 21.58pm