



Fylingdales Parish Council

Parish Clerk: Susan McGarry
clerk@fylingdalespc.org.uk

Chair: Cllr Carolyn Watkinson
Cllr.c.watkinson@fylingdalespc.org.uk

MEETING of FYLINGDALES PARISH COUNCIL

Wednesday 20th May 2026, at 7pm
Wilbury, Mount Pleasant North, Robin Hood's Bay

The Chair introduced the new Parish Clerk/RFO, Susan McGarry, appointed from Monday 11 May 2026. Councillors welcomed Susan and looked forward to working with her. The Chair and councillors also expressed grateful thanks to Jude Wakefield for her excellent work as locum clerk over the last 3 months. Councillors extend their good wishes to Jude for the future.

The Chair also welcomed Cllr Clive Pearson and two members of the public who were observing the meeting.

Minutes

Item	Minute	Action
1.	Attendance and apologies Cllrs Watkinson, Whitesmith, Kemp, Sutterby and Wall were in attendance. Apologies were received and accepted from Cllrs Gibson and Micklewright.	
2.	Declarations of Interest There were no declarations of interest	
3.	Approval of minutes Minutes from 15 th April 2026 approved as true and accurate record	
4.	Matters raised in public consultation None	
5.	Matters arising a) Flooding on the Cinder Track. The Chair had written to NYC requesting s106 monies to resolve this, although no action had been taken to date. Chair to follow up. b) Memorial Benches i) Inspection and maintenance contract for PC benches - Quote from M Laycock received for the annual maintenance of the benches (£135.00 p.a. for inspections, repairs as required). It was resolved to award a 3-year contract to M Laycock for this work. Clerk to liaise with Chair regarding contract wording. ii) Allocation of benches 1, 11, 12 and 13 – It was resolved to allocate these benches as detailed. Clerk has sent application form and awaits return. c. Noticeboards Four quotes received and circulated and it was resolved to appoint M Laycock at a cost of £1950, for two post-mounted boards, including installation. Generic keys would be required for these. The Chair and GK to progress and seek planning permission. d. Speed restriction 20 mph near the school – NYC will undertake speed data surveys but it can be a lengthy process. Agreed to keep on the agenda. e. Whole Council Training dates request from Lythe PC – this is not being progressed. f. Potholes on Thorpe Lane Fylingdales Inn to Lingers – Clerk to discuss with CS and pursue with NYC. g. Memorial for the late Dick Hoyle – It was resolved to purchase a bench for the playground at a cost of £960. Contributions have been offered by RHB Museum and Bay Broadband. Cllrs Watkinson and/or Wall to discuss with M Laycock to arrange a site visit and agree appropriate wording for the plaque. h. Tourism Tax – no update	 CW CW/Clerk Clerk CW/GK Clerk/CS CW/DW

Signed:

Date: 17 June 2026

	f. Kingston field – Nothing to report	
8.	Policy Reviews – there were no policies for review.	
9.	Update from Committee – None	
10.	Report from County Councillor Cllr Pearson was present at the meeting but there was no NYC update.	
11.	Police Report (Previously circulated) It was felt that this report was not comprehensive and things were missed. Cllr Sutterby to follow up.	CS
12.	Correspondence a. Scaffolding obstructing passage through Jim Bell's Stile – It was agreed to send a polite notice to the cottage owners to ask for information about how long the scaffolding is likely to remain in place. Cllr Sutterby to provide contact details to the Clerk. b. Permanent residence in a touring caravan – Councillors discussed this matter but agreed it is not a matter for the Parish Council. c. Ringo Parking Problems at RHB – Clerk to contact NYC regarding inconvenience caused by unreliable signals for Ringo and contactless card payments.	CS/Clerk Clerk
13.	Financial Matters a. Closing balance at 30 April 2026: £69399.52. It was suggested to move some money into an Instant Access savings account. The Chair to look at average monthly outgoings to ensure sufficient working current account balance is maintained. b. Budget Assessment April 2026, Bank Reconciliation, signing of April 2026 Bank Statement – (All financial data previously circulated) Clarification needed if the new AA neighbourhood fund is added as a budget heading. c. Internal Audit – The Internal Audit is now complete with some minor criticisms which will be rectified moving forward. d. External Audit – Update from the locum clerk regarding the requirements and deadlines. Chair and new clerk to ensure the public rights are published by 3rd June 2026. e. AGAR Return – The Annual Governance statement was approved and signed. The clerk will ensure that all AGAR documents are submitted to PFK Littlejohn before 1st July 2026.	CW CW CW/Clerk Clerk
14.	General Expenditure a. Count on Us Cleaning (March 2026) - £687.00 b. Viking Office Supplies - £45.49 c. GBM Accountants - £30.00 d. Wickstead Leisure - £133.09 e. Clear Councils Insurance - £3,095.53 f. Robin Barleycorn Garden Services - £80.00 g. Francesca Gibson, Admin and Minutes - £126.00 h. Count on Us Cleaning (April 2026) - £664.00 i. Evri - £6.68 j. Final Salary payment – £59.49 h. Kompan £1425.79 -playground repairs scheduled for 30/6/26. This additional item was received after the agenda was published and authorised in this meeting.	
15	Matters requested by councillors/clerk. a. Signage on cinder track at the junction with Middlewood lane, near the cricket ground – The Chair had written to NYC and Parks. Clerk to contact Area 3 to request signage or preferably a safety barrier is either side of the crossing at Middlewood Lane to avoid any further accidents.	Clerk

Signed:

C. Sutterby

Date: 17 June 2026

	b. Community Tree Application – deferred decision on location until more information is available. c. Draft Service Level Agreement – Cemeteries and Closed Churchyards - Councillors resolved to accept the funding for grass cutting in the Churchyard. Clerk to return the SLA, once signed by Chair. d. Clear Councils Insurance Renewal – It was resolved to renew the insurance with Clear Councils. e. Potential Data Breach – There has been a complaint of an alleged data breach. The Chair had contacted the ICO and completed a self-assessment form. This was returned as “No necessity to report”. The ICO advised • Information provided as part of the professional role does not constitute a data breach • Inappropriate processing of personal data by suppliers and other agencies (particularly after having been informed of the change of contact details) would constitute a breach by those agents rather than a breach by the PC. • The PC should request a list of all parties contacting the complainant unnecessarily. This has been done but there had been no reply as yet. No further action until additional information is provided. f. Payroll Services – It was resolved to use Wasley Chapman for the new payroll since the service is considerably cheaper.	Clerk/CW Clerk/CW
16	Date of Next Meeting. 17th June at 7pm at Methodist Church rooms, Middlewood Lane, Fylingthorpe.	

The meeting closed at 8.45pm.

Signed:

C. Oatley

Date: 17 June 2026