

LYTHE PARISH COUNCIL

MEETING, MONDAY 10 MARCH 2025, COMMENCED AT 18:30, LYTHE VILLAGE HALL

Recording of meeting: None made.
Public question time: None present.
Present: Councillors J Braime, P Cornforth, P Hogarth, J Morris, L Smith (Chairman), I Suckling, J A Clark (Clerk).

Prior to the meeting commencement, the Chairman advised the Council that Cllr Tom Spark had resigned as a Councillor. On behalf of the Council, she had thanked him for his service during his time as a Councillor for the Parish.

ITEM	SUBJECT	ACTION
1.0	Councillor Issues	
1.1	To receive declaration of interest(s) by members	
1.2	Non-attendance of Councillors - To receive and note apologies from councillors who are unable to attend the meeting. - To consider reasons for absence provided by councillors who cannot attend and resolve the council's acceptance of these if felt relevant. Apologies received from Cllr J M and the reason approved by the Council.	To note
2.0	Minutes of meetings	
2.1	To confirm the minutes of the 3 February 2025 meeting. RESOLVED to approve the minutes and obtain the Chairman's signature.	Clerk
3.0	To receive information on the following ongoing issues and resolve further actions	
3.1	Police and speeding related activities.	
3.1.1	Police Report. Report circulated.	Complete
3.2	Planning applications to feedback to Authorities.	
3.2.1	None to feedback.	
3.3	Parish items to address*. RESOLVED to continue to progress and circulate.	Clerk
3.4	Motorhome/campervan parking, A174 Sandsend to Whitby layby, Sandsend, Sandsend (behind Sandsend South toilets) and Wits End car park. RESOLVED to agree draft and send to NYC.	Clerk
3.5	New noticeboards for Goldsborough and Sandsend*. New boards now installed. Awaiting quote for lettering requested. RESOLVED to progress.	Clerk
3.6	Sandsend Trail. NYMNP that a limited update had been received. RESOLVED to progress again.	Clerk
3.7	Purchase of defibrillator battery for the Lythe defibrillator, cost £289 + VAT. Battery purchased and installed in Lythe.	Complete
3.8	NYC, Town and Parish Council Survey for North Yorkshire Council Gypsy and Traveller Accommodation Assessment (GTAA) 2024/25*. Survey completed and submitted.	Complete
3.9	Public Convenience Consultation*. Following minor amendment, RESOLVED to agree wording and send to NYC.	Clerk
3.10	Speeding traffic. The Clerk reported that Cllr IS had been contacted to check if he would like this subject included on the agenda but as she had not received a response by the agenda publication date, it was not included.	Complete
3.11	Annual Parish Assembly. RESOLVED that as there would be no ME representation due to the Director being new in post, and therefore only one speaker (the LPC Chairman), the Assembly would commence at 18:00 on Monday 7 April (subject to Village Hall availability). RESOLVED to review commencement time and content for the 2026 Assembly towards the end of 2025.	Clerk Council
4.0	Planning Issues	
4.1.	To consider the following planning applications	
4.1.1	ZF24/01576/HS Replacement of timber windows with upvc, to Flat 1 and communal area Flat 1 Whitehaven The Parade Sandsend*. RESOLVED that there were no objections and NYC would be informed.	Clerk

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4.2	To receive the following planning decision, full information on relevant websites.													
4.2.1	ZF24/01909/HAS Variation of Condition 1 in relation to application 22/01651/HS, to allow alteration to a flat roof and creation of Juliet balcony 34 Meadowfields Sandsend. Permitted with conditions.	To note												
4.2.2	ZF23/01968/FL Enlarging of existing opening in stone wall, new dropped kerb to create vehicular access and hardstanding. APNOND/00021/24 Appeal against non-determination. Turned away.	To note												
4.2.3	ZF23/01969/LB Enlarging of existing opening in stone wall, new dropped kerb to create vehicular access and hardstanding. APNOND/00020/24 Appeal against non-determination. Turned away.	To note												
5.0	Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)													
5.1	Correspondence requiring decisions													
5.1.1	YLCA													
	Training opportunities April – September 2025*. Recruiting new Councillors, Cllr JB to check his availability to attend the event.	Cllr JB												
	White Rose Bulletin 7, 14, 21, 28 February 2025*.	NAR												
5.1.2	NYC													
	Dog control Public Space Protection Order in the Filey, Scarborough, and Whitby area*. Respond by 17/03/25. RESOLVED to complete the survey according to current order remains.	Clerk												
5.1.3	NYC Parish Liaison The Communities Innovating Yorkshire Fund*. RESOLVED that the fund available did not apply to LPC.	NAR												
5.2	Correspondence for information (excluding financial matters included in 7.0)													
5.2.1	NYC Parish Liaison. Parish Update February 2025*.	NAR												
5.2.2	NYC Sports Facilities Research* (response sent as PC do not own facilities).	Complete												
5.2.3	Northumbrian Water: Work at Scaling Dam and Lockwood Beck*.	To note												
5.2.4	Deputy mayor newsletter*.	NAR												
6.0	To agree actions on issues raised by Councillors/Clerk and/or submitted to the Clerk													
	None.													
7.0	To receive information on financial matters, approve spend and resolve further action on ongoing issues													
7.1	Balance of accounts @ 02/03/25													
7.1.1	<table border="1"> <tr> <td>Savings</td><td>£6,420.19</td><td></td></tr> <tr> <td>Current</td><td>£0.05</td><td></td></tr> </table>	Savings	£6,420.19		Current	£0.05								
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7.2	Money received													
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7.4	Invoices, processed. As above.													
7.5	Invoices for approval:													
7.5.1	At agenda publication. £8.35, reimbursement to J A Clark for next day guaranteed delivery for duplicate VAT claim return. RESOLVED to approve and arrange payment £80.00, SLCC membership fee for the Clerk. RESOLVED to approve and arrange payment.	Clerk Clerk												
7.5.2	After agenda publication. None.													
7.6	Spend vs budget 2024/5. Spreadsheet circulated to Cllrs.	Complete												

ITEM	SUBJECT	ACTION
7.7	Approval of Clerk's salary/tax. RESOLVED to pay £1708.40 salary/tax, including back pay, for the six months up to 31 March 2025.	Clerk
7.8	Approval for purchase/reimbursement: • Purchase of 2 pairs of pads for the Lythe defibrillator, £132.00. • Purchase of 2 black ink cartridges, £49.98 (£24.99/cartridge). RESOLVED to approve Clerk's purchase of defibrillator pads (will be paid by invoice) and ink cartridges (reimbursement to Clerk after purchase).	Clerk
8.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
8.1	Financial spend for plants, Sandsend flower beds and Lythe planters.	
8.2	LPC Chairman and Vice Chairman roles.	
8.3	Speeding traffic.	
8.4	2025/6 budget, draft.	
8.5	Councillor vacancy.	
9.0	To confirm the details of the next meeting	
	The next meeting was confirmed as Monday 7 April 2025, after the Annual Parish Assembly that commences at 18:00, Lythe Village Hall.	To note
	 Meeting closed at 19:03.	

*Circulated via email.

Judy Clark, Clerk to the Council, Lythe Parish Council. Email: clerk@lytheparishcouncil.org Glossary			
AGAR	Annual Governance and Accountability Return	NYC	North Yorkshire Council
CCG	Clinical Commissioning Group	NYFRS	North Yorkshire Fire and Rescue Service
CSW	Community Speed watch	NYH	North Yorkshire Highways
CiLCA	Certificate in Local Council Administration	NYMNPA	North Yorkshire Moors National Park Authority
FOLS	Friends of Lythe School	PCC	Police and Crime Commissioner
LPC	Lythe Parish Council	SLCC	Society of Local Council Clerks
LSPCC	Lythe & Sandsend Parochial Church Council	TRO	Traffic Regulation Order
NAR	No action required	YAS	Yorkshire Ambulance Service