

LYTHE PARISH COUNCIL
MEETING, MONDAY 1 SEPTEMBER 2025, COMMENCED AT 18:30, LYTHE VILLAGE HALL

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

ITEM	SUBJECT	ACTION
1.0	Councillor Issues	
1.1	To receive declaration of interest(s) by members. None.	To note
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 PC and the reasons approved by the Council. The Chairman advised the Council that Cllr Jackie Morris had resigned as a Councillor. On behalf of the Council, she will thank her for her service during her time as a Councillor for the Parish. RESOLVED to advise NYC of the resignation and advertise the vacancy.	To note To note Cllr LS Clerk
2.0	Minutes of meetings	
2.1	To consider the accuracy of the minutes of 2 June 2025 as there were not the appropriate Cllrs available for this item, RESOLVED to leave approval of the minutes until the next appropriate meeting. RESOLVED to approve the minutes of 7 July 2025 and obtain the Chairman's signature.	
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. Circulated.	Complete
3.2	Planning applications to feedback to Authorities.	
3.2.1	NYM/2025/0384 Application for installation of slate tile to gabled dormer and painting of rendered walls at 2 Green Haven, High Street, Lythe*. Response sent.	Complete
3.2.2	NYM/2025/0386 Application for Listed Building consent for insulation works at High Leas Farm, Low Lane, Lythe*. Response sent.	Complete
3.2.3	NYM/2025/0382 Application for replacement of uPVC window with timber single-glazed timber Yorkshire sliding sash window to north gable, rebuilding of unstable boundary wall, partial demolition to create access with gate, removal of hedge, widening of pedestrian gateway to southern boundary at Lythe Hall, The Causeway, Lythe. Response sent.	Complete
3.2.4	NYM/2025/0383 Application for Listed Building consent for replacement of uPVC window with timber single-glazed timber Yorkshire sliding sash window to north gable, rebuilding of unstable boundary wall with partial demolition to create access with gate, removal of hedge, widening of pedestrian gateway to southern boundary together with installation of four stoves, flue liners and chimney cowls at Lythe Hall, The Causeway, Lythe. Response sent.	Complete
3.3	Parish items to address*. Updated spreadsheet circulated. RESOLVED to continue to progress and retain on the agenda.	Clerk
3.4	New noticeboards for Goldsborough and Sandsend*. Reported that Vinyl Signs would add the lettering to the boards over the coming months. RESOLVED to retain on the agenda until complete.	Clerk
3.5	Revised Standing Orders*. RESOLVED to adopt and add to the website.	Clerk
3.6	To discuss traffic on East Row bridge, an issue raised at the Annual Parish Assembly. Cllr JH reported on the key points discussed at the site meeting with NYH and the Clerk. RESOLVED to retain on the agenda until further information received from NYH.	Clerk
3.7	Overgrown pavement on Lythe Bank from the Gatehouse down to the bench by the field corner, working party. RESOLVED that the main area to tackle first was from the bench 1/3down Lythe Bank to the Gatehouse RESOLVED to agree an October working party date at the next meeting. RESOLVED to identify how/where waste could be disposed of. Post meeting note: the Clerk had received confirmation of NYC that formal permission not required for Parish Council members to clear the overgrown pavement providing that an appropriate risk assessment completed.	To note Council Clerk To note

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3.8	Sandsend Trail*. No further update on this had been received. RESOLVED to retain on the agenda.	Clerk
3.9	Councillors Register of Interest forms review. Councillors confirmed that they had reviewed their individual ROI forms and that no amendments were required. RESOLVED to add to the website.	Complete Clerk
3.10	Investigation of use of gov.uk on emails/website. Covered in 5.1.1.	To note
3.11	Parish Liaison, North Yorkshire Local Plan: Our First Conversation Update*. Reported that several Cllrs had met and compiled a response that had subsequently been submitted.	Complete
3.12	2025 Community Facilities survey*. Reported that the facilities within Parish had not changed since the previous submission and the Clerk had therefore not submitted a revised survey.	Complete
3.13	Save the Date! Parish Training Event Thursday 18 September 2025*. Reported that the date of this event had changed and covered in 5.1.2.	To note
3.14	YLCA website - Log in instructions for Councillors updated*. Information circulated.	Complete
4.1.	To consider the following planning applications	
4.1.1	NYM/2025/0530 Application for Listed Building consent for installation of replacement timber slim-line double glazed windows at High Leas, Low Lane, Lythe. RESOLVED that there were no objections and NYMNPA would be informed.	Clerk
4.1.2	NYM/2025/0528 Application for Listed Building consent for installation of replacement timber slim-line double glazed windows at Upton Hall Farm, Lythe. RESOLVED that there were no objections and NYMNPA would be informed.	Clerk
4.1.3	NYM/2025/0527 Application for Listed Building consent for installation of replacement timber slim-line double glazed windows at Woodbine Cottage, Goldsborough Lane, Goldsborough. RESOLVED that there were no objections and NYMNPA would be informed.	Clerk
4.1.4	NYM/2025/0526 Application for Listed Building consent for installation of replacement timber slim-line double glazed windows at Middle Farm, Goldsborough. RESOLVED that there were no objections and NYMNPA would be informed.	Clerk
4.1.5	NYM/2025/0508 Application for Listed Building consent for rebuilding of a section of north gable wall, re-roofing works, lowering of cill height and installation of timber door at Barnby Sleights Farm, Hutton Mulgrave. RESOLVED that there were no objections and NYMNPA would be informed.	Clerk
4.2	To receive the following planning decision, full information on relevant websites.	
4.2.1	NYM/2025/0383 Lythe Hall, The Causeway, Lythe. Listed Building consent for replacement of uPVC window with timber single-glazed timber Yorkshire sliding sash window to north gable, rebuilding of unstable boundary wall with partial demolition to create access with gate, removal of hedge and widening of pedestrian gateway to southern boundary together with installation of four stoves, flue liners and chimney cowl. Listed Building Consent Granted with Conditions	
4.2.2	NYM/2025/0386 High Leas Farm, Low Lane, Lythe. Listed Building consent for insulation work. Listed Building Consent Granted	
4.2.3	NYM/2025/0382 Lythe Hall, The Causeway, Lythe. replacement of uPVC window with timber single-glazed timber Yorkshire sliding sash window to north gable, rebuilding of unstable boundary wall with partial demolition to create access with gate together with removal of hedge and widening of pedestrian gateway to southern boundary. Approved with Conditions	
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	
	- White Rose Bulletin 4, 18, 28 July, 1, 8, 15, 22 August 2025*. RESOLVED to book Chairing skills training for Cllr Braime on 25 and 30 September at a cost of £73. - Law and Governance Bulletin, July 2025*. New assertion 10 in the annual governance and accountability return for year ended 31 March 2026 – digital and data compliance*. Reported that the Clerk was awaiting advice from YLCA to ensure LPC compliance. RESOLVED to retain on the agenda.	Clerk Clerk

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5.1.2	NYMNPA																
	Public Rights of Way Route prioritisation - Parish input*, respond by 30 November 2025. RESOLVED to retain on the agenda to enable further research to be undertaken.	Clerk/ Cllrs															
	Parish Forum/Training Event (Helmsley) - Wednesday 22 October 2025*. Reported that a request to participate via video link had been made. RESOLVED to retain on agenda for the next meeting.	Clerk															
5.1.3	York and North Yorkshire combined authority Help shape the Fire & Rescue Service's new Community Management Plan, respond by 7 September 2025) *. RESOLVED that Council members would complete this as individuals. RESOLVED to add to Facebook and LPC website	Council Cllr JB/Clerk															
5.1.4	NYC																
	Parish Liaison: Parish Updates July and August 2025*.	NAR															
5.2	Correspondence for information (excluding financial matters included in 7.0)																
5.2.1	York and North Yorkshire combined authority																
	Deputy Mayor Newsletter, July 2025*.	NAR															
	New Director for Policing, Fire and Crime Directorate*.	To note															
6.0	To agree actions on issues raised by Councillors/Clerk and/or submitted to the Clerk																
6.1	To consider the suppliers for the purchase of a new Parish Council computer due to Windows 11 and inability of current PC to be updated. The Clerk reported on costs from one potential supplier. RESOLVED that Cllr JH would circulate details of other suppliers prior to the next meeting. RESOLVED to retain on the agenda.	Cllr JH Clerk															
6.2	To consider plan and associated costs for the purchase of Lythe/Sandsend Christmas trees. RESOLVED to approve spend up to a maximum cost £150/tree. RESOLVED to discuss further and place order.	Cllr PC/ Clerk															
6.3	To consider plan and associated costs for the repainting of Sandsend bus shelter. RESOLVED that Council members would complete this. RESOLVED that Cllr IS would organise appropriate paint suppliers, dates etc.	Cllr IS															
6.4	To confirm use of LPC email accounts. The Clerk confirmed that accounts should be used for LPC business only. This had been highlighted by another council and was in no way a reflection on LPC members.	To note															
6.5	To review service level of the NYC Seasonal Caretaker. Reported that the Clerk was scheduling a discussion with NYH regarding the activity level during the 2025 season on Lythe bank and in Sandsend. RESOLVED to retain on the agenda.	Clerk															
7.0	To receive information on financial matters, approve spend and resolve further action on ongoing issues																
7.1	Balance of accounts @ 27/08/25																
7.1.1	<table border="1"> <tr> <td>Savings</td><td>£9422.76</td><td></td></tr> <tr> <td>Current</td><td>£0.05</td><td></td></tr> </table>	Savings	£9422.76		Current	£0.05											
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7.4	Invoices, processed. As above.																
7.5	Invoices for approval:																
7.5.1	- At agenda publication. - St Mary's, Sandsend, £23.00, Hall Hire 9 July 2025. RESOLVED to approve and arrange payment. - After agenda publication. - None.	Clerk															

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7.6	2025/6 budget, to consider on an ongoing basis, additional spend to the agreed budget. RESOLVED to identify costs for a replacement bench outside St Oswald's as the current one is in poor condition.	Clerk
7.7	Financial Regulations, invoices vs expenditure. Reported that an audit had been completed by Cllr JB when invoices were checked against bank statements and found to be in order.	Complete
7.8	Parish precept arrangements for 2025/26 and 2026/27*. Reported that the Model Agreement money paid to LPC may change for the 2026/7 financial year that could impact on the amount of precept that to be requested. RESOLVED to report in to the Council when further information received.	Clerk
7.9	To approved increase to Clerk's salary in line with NJC T&C. RESOLVED to increase salary and arrange any back pay at next appropriate salary payment.	Council
8.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
8.1	Replacement signatory for bank account due to Jackie Morris resignation.	
8.2	Grass cutting – to consider if there was a need for cuts at the current extent and frequency based on current maps.	
9.0	To confirm the details of the next meeting	
	The meeting was confirmed as Monday 6 October 2025, commencing at 18:30, Lythe Village Hall.	
	 Meeting closed at 19:45.	

*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