

LYTHE PARISH COUNCIL

MEETING, MONDAY 6 OCTOBER 2025, COMMENCED AT 18:30, LYTHE VILLAGE HALL

Recording of meeting: None made.
Public question time: None present.
Present: Councillors J Braime (Chairman for this meeting), P Cornforth, 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 Cllrs JH and LS and the reasons approved by the Council.	To note
2.0	Minutes of meetings	
2.1	To consider the accuracy of the minutes of 2 June and 1 September 2025 and approve if appropriate. RESOLVED to leave approval of the 2 June minutes until the next appropriate meeting. RESOLVED to approve the minutes of 1 September 2025 and obtain the Chairman's signature.	Clerk 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. Circulated.	Complete
3.2	Planning applications to feedback to Authorities.	
3.2.1	NYM/2025/0530 Application for Listed Building consent for installation of replacement timber slim-line double glazed windows at High Leas, Low Lane, Lythe. Response sent.	Complete
3.2.2	NYM/2025/0528 Application for Listed Building consent for installation of replacement timber slim-line double glazed windows at Upton Hall Farm, Lythe. Response sent.	Complete
3.2.3	NYM/2025/0527 Application for Listed Building consent for installation of replacement timber slim-line double glazed windows at Woodbine Cottage, Goldsborough Lane, Goldsborough. Response sent.	Complete
3.2.4	NYM/2025/0526 Application for Listed Building consent for installation of replacement timber slim-line double glazed windows at Middle Farm, Goldsborough. Response sent.	Complete
3.2.5	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. 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*. RESOLVED to retain on the agenda until lettering added to boards.	Clerk
3.5	Revised Standing Orders*. Added to website.	Complete
3.6	To discuss traffic on East Row bridge, an issue raised at the Annual Parish Assembly. The Clerk reported that no further information had been received, RESOLVED to progress again with NYH.	Clerk
3.7	Overgrown pavement on Lythe Bank from the Gatehouse down to the bench by the field corner, working party. RESOLVED to discuss at a meeting when Cllr JH in attendance.	Clerk/ Cllr JH
3.8	Sandsend Trail*. No further update on this had been received. RESOLVED to find further information from NYMNPA. RESOLVED to retain on the agenda.	Cllr PC
3.9	Councillors Register of Interest forms review. Not a lawful requirement as there was a link from the LPC website to NYC website. However, seen as best practice therefore RESOLVED to add to the LPC website once new pc obtained.	Clerk
3.10	Summary feedback on the Charing skills event attended by Cllr Braime. Cllr JB reported key aspects and learnings.	Complete

ITEM	SUBJECT	ACTION
3.11	New assertion 10 in the annual governance and accountability return for year ended 31 March 2026 – digital and data compliance*. The Clerk reported that due to change in audit requirement, gov.uk email and website addresses were required. RESOLVED to progress with the Computer Centre who had previously quoted a price of £85.00 for obtaining new email address.	Clerk
3.12	Public Rights of Way Route prioritisation - Parish input*, respond by 30 November 2025. RESOLVED to obtain appropriate maps to discuss and agree priorities at the next meeting.	Cllr PC
3.13	Parish Forum/Training Event (Helmsley) - Wednesday 22 October 2025*. Participation via video link. The Clerk had requested this and reported that NYMNPA were reviewing the possibility and would advise Cllrs as soon as she had received a response.	Clerk
3.14	The Fire & Rescue Service's, Community Management Plan, closed 7 September 2025*. Added to website and Facebook.	Complete
3.15	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. Cllr JH had investigated requirements of the proposed specification provided by the Computer Centre and had advised the Clerk that it was satisfactory, RESOLVED to place an order. Noted that the quotation of £478.00 for new pc and data cloning, had been received in July 2025 so there may a slight variation in final cost.	Clerk
3.16	Purchase of Lythe/Sandsend Christmas trees, confirmation of costs and delivery date. Cllr PC reported that the cost of trees he had been quoted previously had increased considerably. RESOLVED that he would check cost with an alternative supplier and report back to the next meeting.	Cllr PC
3.17	Repainting of Sandsend bus shelter. The shelter had been re-stained and re-painted by a group of Council members organised by Cllr IS.	Complete
3.18	NYC Seasonal Caretaker. The Clerk had held a discussion with NYH regarding the activity level during the 2025 season.	Complete
3.19	Costs for a replacement bench outside St Oswald's. The Clerk reported that a new bench from TDP, the supplier used previous, would be £576 (inc VAT) + delivery costs. The bench would also need a concrete plinth and installation adding to make an overall cost. RESOLVED to clarify whether bench on ME land, if it was, request permission to remove old bench and install a new one. RESOLVED to identify who owned the current bench.	Clerk Clerk
3.20	Grass cutting – to consider if there was a need for cuts to the current extent and frequency based on current maps. RESOLVED to request a second grass cut. RESOLVED to obtain current grass cut maps to discuss further at a future meeting.	Clerk Clerk
3.21	Councillor Vacancies. To consider applications received for the vacancies to be filled by co-option. RESOLVED to co-opt the current applicant and arrange for completion of necessary documentation. RESOLVED to book a place on 'Off to a Flying Start' on the next planned event, subject to the new Cllr availability.	Clerk Clerk To note
4.1.	To consider the following planning applications	
4.1.1	NYM/2025/0592 Application for change of use of building to office space, community workshop and gallery (no external alterations) at The Studio, High Street, Lythe*. RESOLVED that there were no objections and NYMNPA would be informed.	Clerk
4.1.2	NYM/2025/0577 Application for Listed Building consent for installation of replacement slim-line double glazed timber windows at Fox & Hounds, Goldsborough Lane, Goldsborough*. RESOLVED that there were no objections and NYMNPA would be informed.	Clerk
4.1.3	ZF25/01007/FLA Variation of condition 1 (plans) in relation to 21/02955/FL to allow bathroom in place of external yard Thordisa House East Row Sandsend*. RESOLVED that there were no objections and NYC would be informed.	Clerk
4.2	To receive the following planning decision, full information on relevant websites.	
4.2.1	NYM/2025/0527 Woodbine Cottage, Goldsborough Lane, Goldsborough, installation of replacement timber slim-line double glazed windows. Permission granted.	
4.2.2	NYM/2025/0528 installation of replacement timber slim-line double glazed windows at Upton Hall Farm, Lythe. Permission granted.	

ITEM	SUBJECT	ACTION						
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 29 August, 5, 12, 19 September 2025*.							
	National Association of Local Councils - Coastal Parishes Forum*. RESOLVED that Cllr IS would attend future forums and report back to the Council on items of interest.	Cllr IS						
5.1.2	NYMNP							
	Coastal Parish Member Election - mid-term vacancy, nominations by 16/10/25*.	NAR						
	Coastal Area Parish Forum - Monday, 3 November at 7pm at Hinderwell Village Hub*.	NAR						
5.1.3	NYC							
	Parish Liaison							
	The North Yorkshire Police, Fire and Crime Panel. Respond by 09/10/25*.	NAR						
	Radio Teleswitch Meter Phase-Out*.	NAR						
	Parish Updates September 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, Summer, September 2025*.	NAR						
	YLCA							
	Scarborough Branch Meeting - Monday, 22 September*. Apologies submitted.	NAR						
	NYC							
	Council Briefing: Approved Policy on Election Recharges*. RESOLVED to include in future budget planning.	Clerk/ Council						
6.0	To agree actions on issues raised by Councillors/Clerk and/or submitted to the Clerk							
7.0	To receive information on financial matters, approve spend and resolve further action on ongoing issues							
7.1	Balance of accounts @ 01/10/25							
7.1.1	<table border="1"> <tr> <td>Savings</td><td>£14,865.88</td><td></td></tr> <tr> <td>Current</td><td>£0.05</td><td></td></tr> </table>	Savings	£14,865.88		Current	£0.05		
Savings	£14,865.88							
Current	£0.05							
7.2	Money received							
	<table border="1"> <tr> <td></td><td>£ 963.60</td><td>Model Agreement.</td></tr> </table>		£ 963.60	Model Agreement.				
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7.3	<table border="1"> <tr> <td></td><td>£4,472.50</td><td>Parish Precept.</td></tr> </table>		£4,472.50	Parish Precept.				
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	Money paid							
	<table border="1"> <tr> <td></td><td>£23.00</td><td>St Mary's Sandsend, hall hire.</td></tr> </table>		£23.00	St Mary's Sandsend, hall hire.				
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7.4	Invoices, processed. As above.							
7.5	Invoices for approval:							
7.5.1	- At agenda publication. - Reimbursement to Cllr IS for stain £47.34 and paint £16.99 (total £64.33) for Sandsend bus shelter. - Reimbursement of £35.99 for stain purchase for Sandsend bus shelter. RESOLVED to approve and arrange payments. - None.	Clerk						
7.6	Approval of 6 months salary/tax for the six months April – September 2025. RESOLVED to approve and arrange payment of £1772.50.	Clerk						
7.7	Parish precept arrangements for 2025/26 and 2026/27*. RESOLVED to retain on the agenda until further information received from NYC.	Clerk						
7.8	Replacement signatory for bank account due to Jackie Morris resignation. RESOLVED that Cllr JH had agreed to be the replacement signatory. RESOLVED to progress the necessary documentation.	Cllr JH Clerk						

ITEM	SUBJECT	ACTION
8.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
8.1	2025/6 Budget, financial spend to date and projection to 31 March 2026.	
8.2	To review the condition of the paint on the railings, The Parade, Sandsend and decide on any action.	
8.3	Traffic calming.	
8.4	Discuss and resolve the need for a Staffing Committee.	
8.5	Discuss and resolve the need for a Business Continuity Plan.	
8.6	Consider purchase of spring flowering bulbs for Sandsend and Winter pansies for Lythe.	
8.7	To consider adoption of Civility and Respect pledges - Council, and individual.	
9.0	To confirm the details of the next meeting	
	The next meeting was confirmed as Monday 3 November 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