

LYTHE PARISH COUNCIL

MEETING, MONDAY 3 NOVEMBER 2025, COMMENCED AT 18:30, LYTHE VILLAGE HALL

Recording of meeting: None made.
Public question time: One member of the public present.
Present: Councillors J Braime, (Vice Chairman), P Cornforth, B Hall, P Hogarth, I Suckling, L Smith (Chairman), J A Clark (Clerk).

Prior to the commencement of the formal meeting the Chairman welcomed Cllr Briona Hall to her first meeting.

ITEM	SUBJECT	ACTION
A	Public Question Time A member of the public attended to express concerns about a street light that was in his garden and not on the highway. RESOLVED to include his comments in the debate in item 5.1.3.	Cllrs
1.0	Councillor Issues	
1.1	To receive declaration of interest(s) by members. None declared.	To note
1.2	Non-attendance of Councillors <ul style="list-style-type: none"> 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. All present.	To note
2.0	Minutes of meetings	
2.1	To consider the accuracy of the minutes of 2 June and 6 October 2025 meetings and approve if appropriate. RESOLVED to approve both sets of 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. Circulated.	Complete
3.2	Planning applications to feedback to Authorities.	
3.2.1	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*. Response sent.	Complete
3.2.2	NYM/2025/0577 Application for Listed Building consent for installation of replacement slim-line double glazed timber windows at Fox & Hounds, Goldsborough Lane, Goldsborough*. Response sent.	Complete
3.2.3	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*. Response sent.	Complete
3.3	Parish items to address*. The Clerk reported that there has been little update, RESOLVED to circulate updated spreadsheet, continue to progress and retain on the agenda.	Clerk
3.4	Lettering on noticeboards for Goldsborough and Sandsend*. RESOLVED to retain on the agenda until lettering added to boards.	Clerk
3.5	To discuss traffic on East Row bridge, an issue raised at the Annual Parish Assembly. The Clerk reported that information requested but none had been received, RESOLVED to progress again with NYH.	Clerk
3.6	Overgrown pavement on Lythe Bank from the Gatehouse down to the bench by the field corner, working party. Whilst the issue had improved since the verges and hedgerows had been cut, RESOLVED to review again and organise a working party to cut back if appropriate.	Cllr JH
3.7	Sandsend Trail*. Cllr PC informed the Council that NYMNPA would clear paths and reinstate steps where necessary.	Complete
3.8	Councillors Register of Interest forms to add to LPC website. RESOLVED to add to the LPC website once new pc obtained. RESOLVED that Cllrs would also review their individual register of interest forms to ensure that they were up to date. RESOLVED that the Clerk would circulate forms for completion as appropriate.	Clerk Cllrs Clerk

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3.9	gov.uk email and website addresses. The Clerk reported that she had discussed requirements with the Computer Centre and she was awaiting formal response and quotation. RESOLVED to progress.	Clerk
3.10	Public Rights of Way Route prioritisation - Parish input*. RESOLVED to send information and maps on the agreed two routes to enable the Clerk to send to NYMNPA by 30/11/25.	JB Clerk
3.11	Parish Forum/Training Event (Helmsley) - Wednesday 22 October 2025*. The Clerk reported that she had attended via weblink and, whilst useful, there was nothing major to report to Council.	Complete
3.12	New LPC computer. RESOLVED to place an order this month.	Clerk
3.13	Purchase of Lythe/Sandsend Christmas trees, confirmation of costs and delivery date. Cllr PC reported that he was still awaiting information from two potential suppliers, RESOLVED that he would continue to progress. RESOLVED that the Clerk and Cllr BH would check trees at suppliers in Skelton and Great Broughton that would meet requirements and had authority to purchase trees up to the value of £250/tree.	Cllr PC Cllr BH/ Clerk
3.14	Costs for a replacement bench outside St Oswald's. The Clerk reported cost of £575 (inc VAT) and estimated cost of a concrete plinth as £350 (inc VAT). RESOLVED to obtain formal quote for plinth and bench installation and confirmation of land/current bench ownership for the next meeting.	Clerk
3.15	Grass cutting. The Clerk reported that the second grass of the financial year had been completed. RESOLVED to update grass cutting maps and circulate to Cllrs for debate at the next meeting.	Clerk/ Cllr PC
3.16	Councillor Vacancies.	
3.16.1	Documentation for newly co-opted Cllr. Relevant document completed. RESOLVED to send details of 'Off to a Flying Start' training event to Cllr BH for her to consider attendance.	Clerk/ Cllr BH.
3.16.2	To consider applications for co-option for the remaining vacancy. Decision made on who to co-opt, RESOLVED to confirm with the individual and complete appropriate documentation. RESOLVED to inform the other applicant that their interest would not be progressed for this vacancy and encourage them to apply in the future.	Clerk Clerk
4.1.	To consider the following planning applications	
4.1.1	NYM/2025/0625 Application for Listed Building consent for installation of replacement slimline double glazed timber windows and timber doors at Middle Farm, High Street, Lythe*. RESOLVED that there were no objections and NYMNPA would be informed.	Clerk
4.1.2	NYM/2025/0638 Application for Listed Building consent for installation of replacement slimline double glazed timber windows and timber doors at Rose Cottage, High Street, Lythe*. RESOLVED that there were no objections and NYMNPA would be informed.	Clerk
4.1.3	NYM/2025/0664 Application for Listed Building consent for insulation to the internal face of external walls at Seawood View, High Street, Lythe*. 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	Variation of condition 1 (plans) in relation to 21/02955/FL to allow bathroom in place of external yard. Thordisa House East Row Sandsend. Permitted with conditions.	NAR
4.2.2	NYM/2025/0530 installation of replacement timber slim-line double glazed windows at High Leas, Low Lane, Lythe. Listed building consent granted with conditions.	NAR
4.2.3	NYM/2025/0526 installation of replacement timber slim-line double glazed windows at Middle Farm, Goldsborough. Granted with conditions.	NAR
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 3, 10, 17, 24 October 2025*.	NAR
	• Law and Governance bulletin, 10 October 2025*.	NAR
5.1.2	NYMNPA	
	• Coastal Area Parish Member Elections 2025*.	NAR

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5.1.3	NYC													
	<ul style="list-style-type: none"> Street light unit no. S1 installed on the road connecting Cliff House Farm to Sunlight Cottage in Kettleness*. RESOLVED that the Council did not feel qualified, nor had the expertise, to comment and NYC would be informed accordingly. 	Clerk												
	Parish Liaison													
	<ul style="list-style-type: none"> Drop-in surgery, 10am and 4pm on Thursday 6th November at Goathland Village Hall*. The Clerk reported that she had confirmed her attendance and the Council RESOLVED that she would feedback relevant information. 	Clerk												
5.2	Correspondence for information (excluding financial matters included in 7.0)													
5.2.1	York and North Yorkshire combined authority													
	<ul style="list-style-type: none"> Deputy Mayor Newsletter, Summer, September 2025*. 	NAR												
5.2.2	NYMNPA													
	<ul style="list-style-type: none"> North York Moors Management Plan Stakeholder Forum - Report and Slides*. 	NAR												
6.0	To agree actions on issues raised by Councillors/Clerk and/or submitted to the Clerk													
6.1	To review the condition of the paint on the railings, The Parade, Sandsend and decide on any action. RESOLVED that as it had been some time since the railings had been painted and that it was felt they needed repainting due to rusting and missing paint, a request for inspection/repainting would be submitted to NYC.	Clerk												
6.2	Discuss the reasons for and possible actions related to traffic calming. Cllr IS had circulated his concerns re speeding traffic prior to the meeting and confirmed these. During debate it was reiterated that data that had been collected previously by data loggers did not indicate any major areas of excessive speeds. LPC had also contacted NYC, and received responses to requests for speed reduction. These, coupled with a new NYC Speed Management Strategy in draft form, would be discussed by NYC on 28 November. RESOLVED to circulate the draft NYC speed strategy and debate the issues raised by Cllr IS at the next meeting.	Clerk/ Council												
6.3	Discuss and resolve the need for a Staffing Committee. RESOLVED that the Committee would comprise of Cllrs JB, JH and LS and would meet as appropriate.	To note												
6.4	Discuss and resolve the need for a Business Continuity Plan. RESOLVED that a plan was needed. A template had already been obtained, RESOLVED that it would be populated and draft circulated to Cllrs for comment.	Cllr LS/ Clerk												
6.5	Consider purchase of spring flowering bulbs for Sandsend and Winter pansies for Lythe. RESOLVED to purchase bulbs/pansies up to £25.00. RESOLVED to discuss with the individual who maintains Sandsend flower beds.	Clerk Clerk												
6.6	Consider adoption of Civility and Respect pledges - Council, and individual. RESOLVED to discuss during Whole Council training, see 6.7.	To note												
6.7	Consider Whole Council training, and if felt relevant, the timing. Following debate, RESOLVED that training, delivered by YLCA, would be relevant and further information would be circulated. Also RESOLVED to contact other local Councils, particularly Newholm cum Dunsley, to participate in training including sharing of costs.	Clerk Clerk												
7.0	To receive information on financial matters, approve spend and resolve further action on ongoing issues													
7.1	Balance of accounts @ 01/11/25													
7.1.1	<table border="1"> <tr> <td>Savings</td><td>£12,993.06</td><td></td></tr> <tr> <td>Current</td><td>£0.05</td><td></td></tr> </table>	Savings	£12,993.06		Current	£0.05								
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7.2	Money received													
	<table border="1"> <tr> <td></td><td>£ 30.02</td><td>Bank interest.</td></tr> </table>		£ 30.02	Bank interest.										
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7.3	Money paid													
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7.4	Invoices, processed. As above.													

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7.5 7.5.1	Invoices for approval: <ul style="list-style-type: none"> At agenda publication. <ul style="list-style-type: none"> Lythe Village Hall Hire, 8 September 2025, £13.75. YLCA, Invoice INV-4678, Chairing Skills webinar, J Braime, £73.00. RESOLVED to approve and arrange payment. <ul style="list-style-type: none"> Post agenda publication. None.	Clerk
7.6	2025/6 Budget, financial spend to date and projection to 31 March 2026, including election costs. RESOLVED to complete and circulate prior to the next meeting.	Clerk
7.7	Parish precept arrangements for 2025/26 and 2026/27*. Precept to be agreed at December 2025 meeting, required by NYC by 31 December 2025.	Council to note
7.8	Replacement signatory for bank account. RESOLVED to progress the necessary documentation with Cllr JH.	Clerk/ Cllr JH
8.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
	None.	
9.0	To confirm the details of the next meeting	
	The next meeting was confirmed as Monday 1 December 2025, commencing at 18:30, Lythe Village Hall.	
 Meeting closed at 19:48.	

*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