

LYTHE PARISH COUNCIL

MEETING, MONDAY 12 JANUARY 2026, COMMENCED AT 18:30, LYTHE VILLAGE HALL

Recording of meeting: None made.

Public question time: None present.

Present: Councillors J Booth, J Braime (Vice Chairman), P Cornforth, B Hall, P Hogarth, L Smith (Chairman), J A Clark (Clerk).

ITEM	SUBJECT	ACTION
<b>1.0</b>	<b>Councillor Issues</b>	
1.1	To receive declaration of interest(s) by members. None.	To note
1.2	Non-attendance of Councillors <ul style="list-style-type: none"> <li>• To receive and note apologies from councillors who are unable to attend the meeting.</li> <li>• To consider reasons for absence provided by councillors who cannot attend and resolve the council's acceptance of these if felt relevant.</li> </ul> Apologies received from Cllr IS and the reason approved by the Council.	To note
<b>2.0</b>	<b>Minutes of meetings</b>	
2.1	To consider the accuracy of the minutes of 1 December 2025 meeting and approve if appropriate. <b>RESOLVED</b> to approve and obtain the Chairman's signature.	Clerk
<b>3.0</b>	<b>To receive information on the following ongoing issues and resolve further actions</b>	
3.1	Police report. Reports for November and December circulated.	Clerk
3.2	Planning applications to feedback to Authorities.	
3.2.1	ZF25/01225/FL Demolition of existing/erection of Café, Sandside, East Row Sandsend*. Response sent.	Complete
3.2.2	NYM/2025/0707 Application for alterations and subdivision of single dwellinghouse into two dwellinghouses at Kerrs Farm, High Street, Lythe*. Response sent.	Complete
3.2.3	NYM/2025/0708 Application for Listed Building consent for external and internal alterations to facilitate the subdivision of the dwellinghouse at Kerrs Farm, High Street, Lythe*. Response sent.	Complete
3.2.4	NYM/2025/0727 Application for Listed Building consent for installation of slimline double glazed timber windows and timber doors at Wayside Cottage, High Street, Lythe*. Response sent.	Complete
3.3	Parish items to address*. Updated spreadsheet circulated. <b>RESOLVED</b> to continue to progress and retain on the agenda.	Clerk
3.4	Lettering on noticeboards for Goldsborough and Sandsend*. The Clerk reported that lettering was scheduled to be added to boards w/c 19 January 2026.	To note
3.5	To discuss traffic on East Row bridge, an issue raised at the Annual Parish Assembly. Due to a change in personnel at NYH the Clerk had requested an update from new team. <b>RESOLVED</b> to retain on agenda.	Clerk
3.6	Overgrown pavement on Lythe Bank from the Gatehouse down to the bench by the field corner, working party. <b>RESOLVED</b> to wait for weather to improve prior to undertaking work.	Cllr JH
3.7	gov.uk email and website addresses. The Clerk reported that the Computer Centre had confirmed that work was underway on obtaining gov.uk addresses. <b>RESOLVED</b> to retain on agenda until complete.	Clerk
3.8	New LPC computer. Data transferred to new PC and subsequently 'cloud' technology installed.	Complete
3.9	Replacement bench outside St Oswald's and confirmation/approval of costs. <b>RESOLVED</b> to order bench £618 (£515 x VAT) and arrange for concrete plinth and installation with Nobles. Concrete plinth/installation estimated at c£350, <b>RESOLVED</b> that if the cost was considerably more than this, contact Council members with revised costs for approval, or otherwise.	Clerk Clerk
3.10	Grass cutting. Post meeting note; Cllr PC and the Clerk had reviewed the maps immediately after the meeting and identified only one small area outside the LPC area and this map would be circulated to Cllrs.	Clerk
3.11	'Off to a Flying Start' training event Cllr BH. <b>RESOLVED</b> to consider attendance in person event at Drax on 3 March 2026. In addition, <b>RESOLVED</b> to consider attendance on Zoom events on 14 and 20 January 2026 as outlined in a White Rose update.	Cllr BH Cllr JasB

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3.12	Condition of the paint on the railings, The Parade, Sandsend, request for inspection by NYC. <b>RESOLVED</b> to retain on the agenda until response received.	Clerk
3.13	Discuss the reasons for and possible actions related to traffic calming*. The Clerk reported that she had contacted NYC to confirm interest in supporting the strategy and would welcome that the Parish was treated as a priority. NYC had subsequently sent the following response "Thank you for getting in touch and for your support for the speed management strategy. The intention is to establish a timetable with a focus first on those areas where the combination of frequency of collisions over the previous five years and the population and extent of road network in the area is highest. I note your interest though and will pass your comments onto the team for information". <b>RESOLVED</b> to send strategy to Cllr JasB. Strategy sent.	Complete Complete
3.14	Implementation of a Business Continuity Plan. The Clerk reported that LPC documents were now backed up on cloud. <b>RESOLVED</b> that Cllr JB would meet with the Clerk to set up Council cloud access.	Cllr JB/ Clerk
3.15	Purchase of spring flowering bulbs for Sandsend and Winter pansies for Lythe. The Clerk reported that the bulbs had been planted by the volunteer at Sandsend. <b>RESOLVED</b> that plants at Lythe would be planted when weather improves.	To note
3.16	Whole Council Training, implementation plan. The Clerk reported that following details of the training, she had received interest from two Councils to date (c. 8 people). <b>RESOLVED</b> to progress and report updates at the next meeting.	Clerk
3.17	Sandsend Defibrillator. Following minor amendment to draft check sheet, final version confirmed, <b>RESOLVED</b> to put copy in the cabinet. Cllr JasB had been briefed on the guardian role, process, and location of spare pads etc. and successfully undertaken first checks/reporting.	Clerk Complete
3.18	Lythe Defibrillator. Cllr JB reported that the defibrillator had been added to 'The Circuit' and that he had obtained the spare battery/pads equipment from The Stiddy's outgoing tenants. Cllr BH and himself had arranged to carry out weekly checks between them. LVH had confirmed that spare equipment could be stored in Lythe Village Hall and <b>RESOLVED</b> to inform LVH of preferred location.	Complete Clerk
<b>4.1.</b>	<b>To consider the following planning applications</b>	
4.1.1	NYM/2025/0800, Curlew Cottage, High Street, Lythe*. <b>RESOLVED</b> that there were no comments and NYC would be informed.	Clerk
<b>4.2</b>	<b>To receive the following planning decision, full information on relevant websites.</b>	
4.2.1	NYM/2025/0625 Middle Farm, High Street, Lythe. Listed Building Consent granted with conditions.	To note
4.2.2	NYM/2025/063 Rose Cottage, High Street Lythe. Listed Building Consent granted with conditions.	To note
4.2.3	NYM/2025/0664 Seawood View, High Street, Lythe. Listed Building Consent granted with conditions.	To note
<b>5.0</b>	<b>Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)</b>	
<b>5.1</b>	<b>Correspondence requiring decisions</b>	
5.1.1	YLCA <ul style="list-style-type: none"> <li>White Rose Bulletin 5, 12, 19 December 2025*. <b>RESOLVED</b> that the only action had been covered in 3.11.</li> <li>Rescheduled YLCA Joint Annual Meeting 2025 - Saturday, 17 January 2026, The Bridge Hotel, Walshford, Wetherby*. <b>RESOLVED</b> that no one would attend, advise YLCA.</li> <li>YLCA Scarborough Branch - 24 February 2026: Agenda item invite*. <b>RESOLVED</b> that no items had been identified, advise YLCA.</li> </ul>	To note Clerk Clerk
5.1.2	NYMNPA <ul style="list-style-type: none"> <li>Community Forums*.</li> <li>Grants available from North York Moors NPA*.</li> </ul>	NAR NAR

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5.1.3	NYC, INCLUDING PARISH LIAISON <ul style="list-style-type: none"> <li>• Scarborough &amp; Whitby Area Committee 28.11.25*.</li> <li>• NYC Electric Vehicle Charging Infrastructure Programmes*.</li> <li>• Let's Talk Money*.</li> <li>• Cost of Living Campaign*.</li> </ul>	NAR
5.1.4	Estbek House, request for site visit. The Clerk reported that the owners had contacted LPC to request a site visit in respect of a planning application submitted to NYC. She advised that whilst parish councils could not be involved in businesses, she had checked with YLCA if this also applied to planning applications. YLCA had confirmed that as NYC was the planning authority for the area, they should arrange any site visit. <b>RESOLVED</b> that Estbek would be advised of this, and confirm that they were welcome to attend an LPC meeting to expand/clarify any aspect of the planning application.	Clerk
5.1.5	Installation of cabinet on High Street, Lythe*. The cabinet location had been approved by NYC planning and would be installed to aid the roll out of full fibre broadband.	To note
5.1.6	ME, Parish Council property on Estate land*. The Clerk reported that ME had requested a list of LPC property on their land. <b>RESOLVED</b> that ME would be provided with a list of relevant LPC assets so that they could determine if they were on ME land.	Clerk
<b>5.2</b>	<b>Correspondence for information (excluding financial matters included in 7.0)</b>	
5.2.1	NYC, INLCUDING PARISH LIAISON <ul style="list-style-type: none"> <li>• The Scarborough Model Agreement: Lythe*. The Clerk confirmed that the only finances to be paid were towards churchyard maintenance at St Oswald's, Lythe.</li> <li>• Welcome to the latest council news from North Yorkshire*.</li> </ul>	To note
5.2.2	NYMNPA <ul style="list-style-type: none"> <li>Public Rights of Way prioritisation 2025*. The Authority had confirmed that the Sandsend Trail had been accepted has a high priority to maintain.</li> </ul>	NAR
5.2.3	York and North Yorkshire Combined Authority <ul style="list-style-type: none"> <li>• "Start Safe, Stay Safe" New Street Harassment app to improve street safety in York and North Yorkshire.</li> </ul>	To note
<b>6.0</b>	<b>To agree actions on issues raised by Councillors/Clerk and/or submitted to the Clerk</b>	
6.1	To consider use of Council debit card by the Clerk. <b>RESOLVED</b> to progress obtaining a debit card so that purchase of services/goods approved by the Council could be made rather than reimbursing purchases to the Clerk. Noted that whilst any financial spend was approved by the Council, <b>RESOLVED</b> to check the amount that the Clerk can spend under delegated authority within the Council's financial regulations.	Clerk
6.2	Christmas trees, 2026, consider different options and approaches. The Clerk reported that, in her opinion, LPC should not have to rely on the goodwill and support of the retained firefighters for collecting and installing trees/lights in the future. Several scenarios had been suggested informally including a group of smaller trees/site, a modern scaffolding tree installation particularly at Sandsend where weather conditions were an issue. <b>RESOLVED</b> to consider different approaches for discussion at the next meeting.	Council
6.3	Consider purchase of voucher for the person who maintains Sandsend flower beds. <b>RESOLVED</b> to purchase a voucher £50 in recognition of the work carried out.	Clerk
6.4	Photograph of Councillors for website. <b>RESOLVED</b> to include on the April agenda when all Cllrs should be present.	Clerk
6.5	Reimbursement towards fuel costs to Cllr PC for Christmas trees collection/delivery. <b>RESOLVED</b> to reimburse based on the NYC expenses policy, see 7.5.1.	To note
6.6	Consider introduction of an IT policy. The Clerk reported that she had undertaken work so that the NALC template was relevant to LPC but needed more specialist assistance on the IT aspects. A local IT specialist had kindly offered his assistance, <b>RESOLVED</b> to contact the individual to discuss further.	Clerk

ITEM	SUBJECT			ACTION
7.0	To receive information on financial matters, approve spend and resolve further action on ongoing issues			
7.1	Balance of accounts @ 07/01/2026			
7.1.1	Savings	£ 10,770.12		
	Current	£0.05		
7.2	Money received			
		£39.72	Gross bank interest.	
7.3	Money paid			
		£478.00	Reimbursement to Clerk for new LPC laptop.	
		£360.00	Reimbursement to Clerk for 2 x Christmas trees.	
		£279.07	Payment to Lythe PCC towards churchyard maint.	
		£159.96	Reimbursement to Clerk for 2 x Christmas tree lights.	
		£870.00	AR, KL & AC Clay, grass cut (2 <sup>nd</sup> cut).	
		£48.88	Reimbursement to Clerk for 2 x ink cartridges.	
		£35.75	Lythe Village Hall hire, October 2025.	
		£13.75	Lythe Village Hall hire, November 2025.	
		£7.98	Reimbursement to Clerk for bulbs at Sandsend.	
		£2.50	Reimbursement to Clerk for postage (Christ t lights).	
7.4	Invoices, processed. As above.			
7.5	Invoices for approval:			
7.5.1	<ul style="list-style-type: none"> <li>At agenda publication. £11.00, Lythe Village Hall, Hire December 2025.</li> <li>Post agenda publication. £39.00, reimbursement to Clerk for PC cloud sync and folder issues. £18.80, mileage, reimbursement to Cllr PC for collecting/delivering Christmas trees.</li> </ul> <b>RESOLVED</b> to approve and arrange payment.			Clerk
7.6	2025/6 Budget, financial spend to date and projection to 31 March 2026, inc election costs*. Copy sent to Cllr JasB.			Complete
7.7	Parish precept arrangements for 2025/26 and 2026/27*. The Clerk reported that a precept of £9571 had been requested from NYC.			Complete
7.8	Replacement signatory for bank account. Documentation received from bank, <b>RESOLVED</b> to progress the necessary documentation with Cllr JH.			Cllr JH/ Clerk
8.0	<b>To notify the Clerk of matters for inclusion on the agenda of the next meeting</b>			
8.1	Drains outside Beach Hotel, Sandsend, serious pedestrian and vehicle safety concerns raised. As this was a safety issue, <b>RESOLVED</b> to progress with NYC urgently.			Clerk
1.2	Invoices check against bank a/c. As part of the ongoing internal financial audit, <b>RESOLVED</b> to check invoices against bank statements.			Cllr JB/ Clerk
9.0	<b>To confirm the details of the next meeting</b>			
	Meeting confirmed as Monday, 2 February 2026, commencing at 18:30, Lythe Village Hall.			To note
	..... Meeting closed at 19:27.			

\*Circulated via email.

Judy Clark, Clerk to the Council, Lythe Parish Council. Email: clerk@lytheparishcouncil.org			
<b>Glossary</b>			
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