

LYTHE PARISH COUNCIL

MEETING, MONDAY 1 DECEMBER 2025, 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, I Suckling, L Smith (Chairman), J A Clark (Clerk).

Prior to the commencement of the formal meeting the Chairman welcomed Cllr Jasmin Booth to her first meeting.

ITEM	SUBJECT	ACTION
1.0	Councillor Issues	
1.1	To receive declaration of interest(s) by members. Cllr JB declared interests in items 4.1.2 and 7.9.	
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. None, all present.	
2.0	Minutes of meetings	
2.1	To consider the accuracy of the minutes of 3 November 2025 meeting and approve if appropriate. RESOLVED to approve and obtain the Chairman's signature.	Clerk
3.0	To receive information on the following ongoing issues and resolve further actions	
3.1	Police report. RESOLVED to circulate when received.	Clerk
3.2	Planning applications to feedback to Authorities.	
3.2.1	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*. Response sent.	Complete
3.2.2	NYM/2025/0638 Application for Listed Building consent for installation of replacement slimline double glazed timber windows/ timber doors, Rose Cottage, High Street, Lythe*. Response sent.	Complete
3.2.3	NYM/2025/0664 Application for Listed Building consent for insulation to the internal face of external walls at Seawood View, High Street, Lythe*. Response sent.	Complete
3.3	Parish items to address*. Updated spreadsheet circulated. RESOLVED to circulate continue to progress and retain on the agenda.	Complete 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. 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. RESOLVED to review again and organise a working party to cut back if appropriate.	Cllr JH
3.7	Councillors Register of Interest forms to add to LPC website and review of individual Register of Interest forms. The Clerk advised that where revised forms had been received, they had been sent to NYC for inclusion on the website.	Complete
3.8	gov.uk email and website addresses. The Clerk reported that the Computer Centre had quoted c.£100 for the work. RESOLVED to progress the quotation and associated work.	Clerk
3.9	Public Rights of Way Route prioritisation - Parish input*. Information and maps on the agreed two routes sent to NYMNPA.	Complete
3.10	New LPC computer. The Clerk reported that she was taking the current PC into the Computer Centre this week for data transfer to new PC. Noted that costs approved at a previous LPC meeting.	Clerk To note
3.11	Lythe and Sandsend Christmas trees. Both trees installed and lights added with many thanks to Cllr PC for collecting the trees, arranging installation with the retained firefighters who had carried out the work in inclement weather, again. See also 8.2	To note

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3.12	Replacement bench outside St Oswald's. The Clerk was waiting for confirmation from ME that the replacement bench could be installed. RESOLVED to retain on agenda until response received.	Clerk
3.13	Grass cutting. RESOLVED to update grass cutting maps and circulate to Cllrs for debate at the next meeting.	Clerk/ Cllr PC
3.14	Councillor Vacancies, co-option vacancy. The Clerk advised that Cllr JasB had completed the necessary documentation and then the other person had been advised that their interest was not progressed on this occasion.	Complete
3.15	'Off to a Flying Start' training event Cllr BH. Details sent to Cllr BH, however as it was on an online event and in person attendance was preferred, RESOLVED to identify appropriate event in the future.	Clerk
3.16	Street light unit no. S1 installed on the road connecting Cliff House Farm to Sunlight Cottage in Kettleness*. NYC advised that LPC did not feel qualified, nor had the expertise, to comment.	Complete
3.17	Parish Liaison, drop-in surgery*. The Clerk advised that she had attended the surgery and that there was nothing major to report.	Complete
3.18	Condition of the paint on the railings, The Parade, Sandsend, request for inspection by NYC. Request for inspection sent to NYC. RESOLVED to retain on the agenda.	Clerk
3.19	Discuss the reasons for and possible actions related to traffic calming*. RESOLVED to contact NYC to confirm interest in supporting the strategy and would welcome that the Parish was treated as a priority. RESOLVED to send strategy to Cllr JasB.	Clerk Clerk
3.20	Implementation of a Business Continuity Plan (BCP). Cllr LS reported that Cllr JB, the Clerk, and herself had discussed a BCP for LPC and agreed that the main areas of vulnerability were banking related and documents that were not backed up. Following discussion with the Council, RESOLVED to discuss possible solutions.	Clerk/ Cllrs JB/LS
3.21	Purchase of spring flowering bulbs for Sandsend and Winter pansies for Lythe. Bulbs purchased and planted by volunteer. RESOLVED to purchase pansies for Lythe.	Clerk
3.22	Whole Council Training, implementation plan. Further information had also been circulated to Cllrs. The Clerk reported that she had circulated information to several other local Councils, including Newholm cum Dunsley, for consideration for inclusion. RESOLVED to retain on agenda until responses received.	Complete Clerk
4.1.	To consider the following planning applications	
4.1.1	ZF25/01225/FL Demolition of existing/erection of Café, Sandside, East Row Sandsend*. RESOLVED that there were no comments and NYC would be informed.	Clerk
4.1.2	NYM/2025/0707 Application for alterations and subdivision of single dwellinghouse into two dwellinghouses at Kerrs Farm, High Street, Lythe*. RESOLVED that there were no comments and NYMNPA would be informed.	Clerk
4.1.3	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*. RESOLVED that there were no comments and NYMNPA would be informed.	Clerk
4.1.4	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*. RESOLVED that there were no objections and NYMNPA could be informed.	Clerk
4.2	To receive the following planning decision, full information on relevant websites.	
4.2.1	NYM/2025/0638 Installation of replacement slimline double glazed timber windows and timber doors at Rose Cottage, High Street, Lythe. Permitted with conditions.	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	
	• White Rose Bulletin 31 October, 7, 14, 21 November 2025*. RESOLVED to develop an IT strategy.	NAR Clerk
5.1.2	NYMNPA	
	• Community Forums*.	To note

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5.1.3	NYC <ul style="list-style-type: none"> • Scarborough & Whitby Area Committee 28.11.25*. Parish Liaison • NYC Electric Vehicle Charging Infrastructure Programmes*. • Let's Talk Money*. • Cost of Living Campaign*. 	NAR
5.2	Correspondence for information (excluding financial matters included in 7.0)	
5.2.1	NYC Parish Liaison <ul style="list-style-type: none"> • End of Garden Waste Collection Service for 2025*. • The Scarborough Model Agreement: Lythe*. 	NAR
6.0	To agree actions on issues raised by Councillors/Clerk and/or submitted to the Clerk	
6.1	Defibrillators	
6.1.1	Sandsend, draft calendar of dates/responsibility for weekly checks. RESOLVED to discuss some minor change with Cllr JasB, amend the draft, and confirm the final version. A 2026 check sheet would be placed inside the defibrillator cabinet and Cllr JasB briefed on the guardian role, process, and location of spare pads etc.	Clerk/ Cllr LS
6.1.2	Lythe, to consider taking over responsibility for the defibrillator. RESOLVED to take over responsibility, including guardian weekly checks, adding to 'The Circuit' and associated maintenance costs. RESOLVED that the Clerk would add the defibrillator on to 'The Circuit'. RESOLVED that Cllr JB would obtain any spare equipment from The Stiddy tenants. RESOLVED that Cllrs JB and BH would arrange weekly checks between them and advise the Clerk of any operational issues or equipment needs so that 'The Circuit' could be updated. RESOLVED to check if spare equipment could be stored in Lythe Village Hall.	To note Clerk Cllr JB Cllrs JB/BH Clerk
6.2	To confirm dates/times for 2026 meetings. RESOLVED to confirm the following, subject to Village Hall availability: <ul style="list-style-type: none"> • 12 January. • 2 February. • 2 March. • 13 April*. • 11 May**. • 1 June. • 6 July. • 3 August+. • 7 September. • 5 October. • 2 November. • 7 December. * Time for the Annual Parish Assembly - 18:00. ** Time for the Annual Parish Council meeting - 18:00. + will only be held if urgent decisions required. RESOLVED to book Lythe Village Hall.	To note Clerk
7.0	To receive information on financial matters, approve spend and resolve further action on ongoing issues	
7.1	Balance of accounts @ 24/11/25	
7.1.1	Savings £12,986.29	
7.1.1	Current £0.05	
7.2	Money received	
7.3		£79.98 Christmas tree lights x 2 sets, refund for 12/24 purchase, faulty in 12/25.
	Money paid	
		£73.00 YLCA, Cllr JB attendance on Chairman's event.
		£13.75 Lythe Village Hall, September hire.
7.4	Invoices, processed. As above.	

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7.5 7.5.1	<p>Invoices for approval:</p> <ul style="list-style-type: none"> At agenda publication. <ul style="list-style-type: none"> £870.00, AR, KL & AC Clay, grass cut (2nd cut). £13.75, Lythe Village Hall, hire on 06/10/25. £22.00, Lythe Village Hall, hire on 28/10/25. £23.89, reimbursement to Clerk for colour ink cartridges. £24.99, reimbursement to Clerk for black ink cartridges. £360.00, reimbursement to Clerk for Christmas trees x 2. £159.96, reimbursement to Clerk for Christmas tree lights x 4. £2.50, reimbursement to Clerk for postage to return Christmas tree lights x 1. £7.98, reimbursement to Clerk for spring flowering bulbs, Sandsend. <p>Post agenda publication.</p> <ul style="list-style-type: none"> £13.75, Lythe Village Hall, hire on 03/11/25. <p>RESOLVED to approve and arrange payments.</p>	Clerk
7.6	2025/6 Budget, financial spend to date and projection to 31 March 2026, including election costs*. Document circulated. RESOLVED to send copy to Cllr JasB.	Clerk
7.7	Parish precept arrangements for 2025/26 and 2026/27*. Precept to be agreed at meeting as required by NYC by 31 December 2025. RESOLVED to confirm a precept of £9571 and send the request to NYC.	Clerk
7.8	Replacement signatory for bank account. RESOLVED to progress the necessary documentation with Cllr JH.	Clerk/ Cllr JH
7.9	£279.07 Model Agreement contribution, churchyard maintenance at St Oswald's, Lythe. RESOLVED to confirm and arrange payment.	Clerk
8.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
8.1	To consider use of Council debit card by the Clerk.	
8.2	Christmas trees, 2026, consider different options and approaches.	
8.3	Consider purchase of voucher for the person who maintains Sandsend flower beds.	
8.4	Photograph of Councillors for website.	
8.5	Reimbursement towards fuel costs to Cllr PC for Christmas trees collection/delivery.	
8.6	Consider introduction of an IT policy.	
9.0	To confirm the details of the next meeting	
	The next meeting was confirmed as Monday 12 January 2026, commencing at 18:30, Lythe Village Hall.	
 Meeting ended at 19:34.	

*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