

LYTHE PARISH COUNCIL

MEETING, MONDAY 2 FEBRUARY 2026, COMMENCED 18:30, LYTHE VILLAGE HALL

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

ITEM	SUBJECT	ACTION
1.0	Councillor Issues	
1.1	To receive declaration of interest(s) by members. None declared.	
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. Apologies received from Cllrs JasB, BH and IS and the reasons approved by the Council.	To note
2.0	Minutes of meetings	
2.1	To consider the accuracy of the minutes of 12 January 2026 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.	
3.2	Planning applications to feedback to Authorities.	
3.2.1	NYM/2025/0800, Curlew Cottage, High Street, 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	Lettering on noticeboards for Goldsborough and Sandsend*. The Clerk reported that the contractor had been unable to add letters due to adverse weather conditions but would complete work as soon as able. RESOLVED to retain on agenda until complete.	Clerk
3.5	Traffic on East Row bridge, an issue raised at the Annual Parish Assembly. Reported that no update received since change of personnel at NYC. RESOLVED to progress again.	Clerk
3.6	Overgrown pavement on Lythe Bank from the Gatehouse down to the bench by the field corner, working party. RESOLVED to wait for weather to improve prior to undertaking work.	Cllr JH
3.7	gov.uk email and website addresses. RESOLVED to retain on agenda until complete.	Clerk
3.8	Replacement bench outside St Oswald's. RESOLVED to order bench, cost agreed at a previous meeting. RESOLVED to accept groundwork quotation, arrange for removal of old bench and installation of new bench.	Clerk Clerk
3.9	Grass cutting. RESOLVED to send the appropriate map to contractor to ensure that the small section outside Lythe Parish was excluded from LPC grass cutting.	Clerk
3.10	'Off to a Flying Start' training event Cllrs BH and JasB. Reported that Cllr BH was considering attendance in person event at Drax on 3 March 2026. Reported that Cllr JasB had attended an event in January and found it beneficial, although many of the participants had been from larger Councils.	Cllr BH Complete
3.11	Condition of the paint on the railings, The Parade, Sandsend, request for inspection by NYC. Reported that NYC had advised that the original request may not have reached the relevant department when received in customer first, a further request for inspection had been made. RESOLVED to progress again.	Clerk
3.12	Implementation of a Business Continuity Plan. The Clerk reported that Cllr JB and herself had set up Council cloud access. RESOLVED that a formal written plan would be drafted.	Complete Cllr LS/ Clerk
3.13	Whole Council Training, implementation plan. Proposed date/time Monday 16 March, 18:00 – 20:30. RESOLVED that as some members were not available, contact YLCA again for alternative dates. RESOLVED to update other Councils who had expressed interest in participating in the event.	Clerk Clerk
3.14	Lythe Defibrillator. Lythe Village Hall had agreed to storage of spare equipment for the Lythe defibrillator.	Complete
3.15	YLCA Scarborough Branch - 24 February 2026: Agenda item invite*. Response sent.	Complete
3.16	Estbek House, request for site visit. Response sent.	Complete

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3.17	ME, Parish Council property on Estate land*. A list of appropriate items from the Asset Register had been sent to ME for them to consider which, if any, were on ME land.	Complete
3.18	Christmas trees, 2026, consider different options and approaches. The Council was extremely grateful to the retained firefighters for installing trees/lights over the last few years. However, this had had to be completed within a short window at night and often during adverse weather and the Council felt that this goodwill was not sustainable. RESOLVED that rather than having one large tree in Lythe and one large tree in Sandsend, three smaller trees would be installed in Lythe by Council members and a scaffolding tree installed in Sandsend. RESOLVED to request permission from ME for the revised installations. RESOLVED to approach the local school to gauge interest in pupils making/adding decorations to the Lythe trees. It was hoped that by their involvement could engender more community ownership and involvement. RESOLVED to approach a scaffolding company to determine feasibility and costs for a Sandsend scaffolding tree.	Clerk Clerk Clerk Clerk
3.19	Consider draft IT policy*. Reported that the Clerk had discussed the current draft and requirements with the local IT specialist, he had agreed to review the draft and discuss further with the Clerk. RESOLVED to circulate updated draft prior to the next meeting.	Clerk
3.20	Drains outside Beach Hotel, Sandsend, serious pedestrian/vehicle safety concerns raised. Request for inspection and/or repair submitted. Noted that the flooding appeared to occur after high tides not just during/after heavy rainfall. RESOLVED to retain on agenda until response from NYC received.	Clerk
4.1.	To consider the following planning applications	
4.1.1	25/04511/LB Proposed replacement windows and doors in timber double glazed Holly Cottage Lythe Bank To Mulgrave Lodge The Valley Sandsend YO21 3TE. RESOLVED that there were no comments and NYMNPA would be informed.	Clerk
4.1.2	25/04374/HEDGE Removal of 40m of hedgerow, The Valley, Sandsend. To obtain access to stabilise the road above the bank and hedge. For information only , no consultation.	To note
4.2	To receive the following planning decision, full information on relevant websites.	
4.2.1	NYM/2025/0727 installation of slimline double glazed timber windows and timber doors at Wayside Cottage, High Street, Lythe. Permission granted 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	
	<ul style="list-style-type: none"> White Rose Bulletin 9, 16, 23 January 2026*. 	NAR
	<ul style="list-style-type: none"> Scarborough Branch of YLCA, to be held remotely on Zoom at 19:00 on Tuesday 24 February 2026*. As the date had been changed to 2 March, YLCA had been advised that LPC could not participate due to the clash with the March LPC meeting. 	To note
5.1.2	NYC, INCLUDING PARISH LIAISON	
	<ul style="list-style-type: none"> Future Ready Fuel Campaign*. 	NAR
	<ul style="list-style-type: none"> Garden Waste Collection 2026*. 	NAR
	<ul style="list-style-type: none"> Urban Grass Cutting 26/27 Lythe*. RESOLVED to advise NYC that LPC did not wish to take on responsibility for cutting visibility splays within the Parish. 	Clerk
	<ul style="list-style-type: none"> Age-friendly Town and Parish Guide*. 	NAR
	<ul style="list-style-type: none"> Proposed Consultation on the Council's draft Local Planning Enforcement Plan (closes 09/03/26)*. 	NAR
	<ul style="list-style-type: none"> Planned road restrictions, Whitby Newholm and Lythe - wc 2nd February*. 	To note
	<ul style="list-style-type: none"> Parish Liaison, monthly update January 2026*. 	NAR
5.2	Correspondence for information (excluding financial matters included in 7.0)	
5.2.1	North Yorkshire Boundary Review - Final Recommendations*.	To note
6.0	To agree actions on issues raised by Councillors/Clerk and/or submitted to the Clerk	
	Covered elsewhere.	

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 @ 30/01/26										
7.1.1	<table border="1"> <tr> <td>Savings</td> <td>£10,700.42</td> <td></td> </tr> <tr> <td>Current</td> <td>£0.05</td> <td></td> </tr> </table>	Savings	£10,700.42		Current	£0.05					
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7.2	Money received										
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7.3	Money paid										
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7.4	Invoices, processed. As above.										
7.5	Invoices for approval:										
7.5.1	<ul style="list-style-type: none"> • At agenda publication. <ul style="list-style-type: none"> - £204.00, The Conversion Company, Domain hosting/renewal, SSL security certificate. • Post agenda publication. <ul style="list-style-type: none"> - £73.00, YLCA, Inv5141, Off to a Flying Start, Cllr JasB, January 2026. - £50.00, reimbursement to Clerk, purchase of voucher for lady who maintains Sandsend Flowerbeds. The Clerk read out the thank you email received. - £11.00, Lythe Village Hall, Hire for January 2026. <p>RESOLVED to approve and arrange payment.</p>	Clerk									
7.6	Use of Council debit card by the Clerk. Reported that appropriate documentation sent to bank for processing. RESOLVED to retain on agenda.	Clerk									
7.7	Replacement signatory for bank account. Reported that appropriate documentation sent to bank for processing. RESOLVED to retain on agenda.	Clerk									
7.8	Internal audit of invoices check against bank a/c. Reported that this was partially complete RESOLVED to complete prior to the next meeting.	Cllr JB/ Clerk									
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										
	Confirmed as Monday, 2 March 2026, commencing at 18:30, Lythe Village Hall.										
 Meeting closed at 19:11.										

*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	NYMNP	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