

LYTHE PARISH COUNCIL

MEETING, MONDAY 13 APRIL 2026, COMMENCED AFTER THE LYTHE PARISH ANNUAL ASSEMBLY, LYTHE VILLAGE HALL

Recording of meeting: None made.

Public question time: None.

Present: Councillors J Braime (Vice Chairman), J Booth, B Hall, 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.	
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 Cllr IS and the reason approved by the Council. Apologies received post meeting from Cllr PC and the reasons subsequently approved at the May LPC meeting.	To note
2.0	Minutes of meetings	
2.1	To consider the accuracy of the minutes of 2 March 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. Circulated.	Complete
3.2	Planning applications to feedback to Authorities.	
3.2.1	25/04458/FUL Alteration to front boundary wall to create vehicular access, provision of turntable for parked cars, landscaping of courtyard, alterations to steps and railings and alterations to signage and lighting. Estbek House East Row Sandsend*. Response sent.	Complete
3.2.2	25/04460/LB Alteration to boundary wall and gate piers to form vehicular access. Alterations to front steps and railings, replacement of existing signage and removal of external lighting on front of Estbek House East Row Sandsend*. Response sent.	Complete
3.2.3	25/04459/ADV Installation of new signage Estbek House East Row Sandsend*. 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*. Lettering added.	Complete
3.5	Traffic on East Row bridge, an issue raised at the Annual Parish Assembly. Cllr JH and the Clerk reported on the site visit that had taken place with NYH during which possible solutions to mitigate pedestrian/vehicle harm had been discussed. The map that had subsequently been produced highlighting various options. RESOLVED that as these options would need approval and assistance from ME, agreed to contact ME to arrange a discussion with Cllr JH and the Clerk.	Clerk
3.6	Overgrown pavement on Lythe Bank from the Gatehouse down to the bench by the field corner, working party. Cllr JH reported that since the hedges had been cut back, the pavement width had improved, RESOLVED to assess need for clearing as appropriate.	Cllr JH
3.7	gov.uk email and website addresses. RESOLVED to confirm with the Computer Centre the date for using the new email addresses and when emails would transfer from the old addresses to the gov.uk addresses.	Clerk
3.8	Replacement bench outside St Oswald's, sponsorship plaque. RESOLVED that the quotation received was acceptable and to order plaque and installation.	Clerk
3.9	'Off to a Flying Start' training event Cllr BH. No YLCA event available yet, RESOLVED to determine when next in person training was available and check availability to attend.	Clerk/ Cllr BH
3.10	Condition of the paint on the railings, The Parade, Sandsend, request for inspection by NYC. No response to date RESOLVED to progress again retain on the agenda until response received. RESOLVED to move to 'Items to Address' spreadsheet.	Clerk Clerk

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3.11	Implementation of a Business Continuity Plan. The Clerk reported that there were still banking related issues, RESOLVED to progress again with the bank.	Clerk
3.12	Whole Council Training, implementation plan. The reported that this would not be progressed presently due, in the main, to minimum number required for the event. This would be raised again as appropriate.	Clerk
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3.13	Christmas trees, 2026, further discussion to be held at July 2026 meeting.	Clerk
3.14	IT policy related to LPC email accounts and document deletion. RESOLVED to draft a separate policy to ensure that, in addition to the cancellation of an LPC email account, the process of document deletion would be specified for individuals leaving the Council.	Cllr JB/ JasB
3.15	Drains outside Beach Hotel, Sandsend, serious pedestrian/vehicle safety concerns raised. Request for inspection and/or repair submitted. No response to date RESOLVED to progress again retain on the agenda until response received.	Clerk
3.16	Community Litter Pick, 21 March 2026. Arranged and held. RESOLVED to organise a future pick as/when appropriate.	Complete
3.17	Annual Parish Assembly. Assembly arranged and held.	Complete
4.1.	To consider the following planning applications	
4.1.1	DCPARISH 25/04390/LB Romany Cottage Sandsend Bridge To Sandsend Road The Parade Sandsend. General refurbishment of house and alterations to outbuildings. RESOLVED that there were no comments and NYC would be informed.	Clerk
4.2	To receive the following planning decision, full information on relevant websites.	
	None.	
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 27 February, 6, 13, 20, 27 March, 2 April 2026*. 	NAR
	<ul style="list-style-type: none"> Law & Governance, March 2026*. 	NAR
5.1.2	NYC, INCLUDING PARISH LIAISON	
	<ul style="list-style-type: none"> Crisis & Resilience Fund - Interim Partner Briefing*. 	NAR
	<ul style="list-style-type: none"> Crisis & Resilience Fund - Partner Briefing (Follow Up)*. 	NAR
5.1.3	NYMNPA	
5.1.4	York and North Yorkshire Combine Authority*.	NAR
	<ul style="list-style-type: none"> Mayor's Movement, Activity and Sport Fund supports local projects 	
5.2	Correspondence for information (excluding financial matters included in 7.0)	
5.2.1	NYC, INCLUDING PARISH LIAISON	
	<ul style="list-style-type: none"> Northern Powergrid works at Goldsborough and East Barnby, June 2026*. RESOLVED to clarify which streetlights would be removed and what they would be replaced with. 	Clerk
	<ul style="list-style-type: none"> March 2026 Parish Update*. 	NAR
	<ul style="list-style-type: none"> Welcome to the latest council news from North Yorkshire*. 	NAR
	<ul style="list-style-type: none"> Planned road restriction notification, Goldsborough and Broxa - wc 13th April*. 	NAR
6.0	To agree actions on issues raised by Councillors/Clerk and/or submitted to the Clerk	
6.1	Advertising signage on East Row footbridge pavement and railings. The Clerk reported that a request had been received for the removal of advertising signage on the East Row footbridge railings and pavement due to the potential for harm for vehicular and pedestrian safety. RESOLVED to initially request ME for signage to be removed and relocated to ME land.	Clerk

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7.0	To receive information on financial matters, approve spend and resolve further action on ongoing issues																
7.1	Balance of accounts @ 07/04/26																
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7.4	Invoices, processed. As above.																
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7.5	Invoices for approval:																
7.5.1	<ul style="list-style-type: none"> At agenda publication. <ul style="list-style-type: none"> £169.00, YLCA, Annual Membership fee, due 01/05/26. 																
7.5.2	<ul style="list-style-type: none"> £132.00, The Computer Centre, gov.uk emails and website. £304.00, Zurich Insurance Company Ltd, annual insurance renewal, due by 01/06/26. £84.00, SLCC, Annual membership fee, due 01/04/26. <ul style="list-style-type: none"> Post agenda publication. <ul style="list-style-type: none"> None. <p>RESOLVED to approve and arrange payment.</p>	Clerk															
7.6	Use of Council debit card by the Clerk. The Clerk reported that whilst a card had been received, an associated pin had not, RESOLVED to progress with Virgin Money. RESOLVED to check the financial regulations related to amount under delegated authority.	Clerk Clerk															
7.7	Internal audit of invoices check against bank a/c. This was ongoing, RESOLVED to continue the check.	Cllr JB/ Clerk															
7.8	VAT return. The Clerk advised that a return would be completed.	Clerk															
7.9	Model Agreement expenditure 2025/6, form returned to NYC.	Complete															
7.10	NY0365 Lythe Parish Council – 2025/26 AGAR external auditor instructions. The Clerk reported that instructions received and AGAR would be completed for the May Annual Parish Council meeting.	Clerk															
8.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting																
	Circulate 2026/7 budget details.	Clerk															
9.0	To confirm the details of the next meeting																
	Confirmed as Monday, 11 May 2026, 18:00 for the Annual Parish Council meeting, followed by the May Parish Council meeting, Lythe Village Hall.																
 Meeting closed at 19:42.																

*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	NYMNPAA	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