

LYTHE PARISH COUNCIL

MEETING, MONDAY 11 MAY 2026, COMMENCED AT 18:30, LYTHE VILLAGE HALL

Recording of meeting: None made.

Public question time: None.

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.	To note
1.2	Non-attendance of Councillors - 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 Booth, Hall and Suckling and the reasons approved.	To note
2.0	Minutes of meetings	
2.1	To consider the accuracy of the minutes of 13 April 2026 meeting and approve if appropriate. Following amendment to 1.2, RESOLVED to approve the 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 report. Circulated.	Complete
3.2	Planning applications to feedback to Authorities.	
3.2.1	DCPARISH 25/04390/LB Romany Cottage Sandsend Bridge To Sandsend Road The Parade Sandsend. General refurbishment of house and alterations to outbuildings. 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	Traffic on East Row bridge, an issue raised at the Annual Parish Assembly. The Clerk reported that she had requested a meeting with Cllr JH, herself and ME and was awaiting a response. RESOLVED to retain on the agenda.	Clerk
3.5	Overgrown pavement on Lythe Bank from the Gatehouse down to the bench by the field corner, working party. RESOLVED that, since hedge cutting, the overgrown pavement was not now a major issue, and this item would not be progressed.	Complete
3.6	gov.uk email and website addresses. RESOLVED to request The Computer Centre to transfer data to the new email addresses. RESOLVED that Cllrs would change their passwords after data transfer.	Clerk Cllrs
3.7	Replacement bench outside St Oswald's, sponsorship plaque. The Clerk reported that the plaque had been ordered. RESOLVED to retain on the agenda until installed.	Clerk
3.8	'Off to a Flying Start' training event Cllr BH. The Clerk reported that there were currently no face-to-face events planned by the end of September. RESOLVED that Cllr BH to reconsider whether or not she would be able to attend training via Zoom.	Cllr BH
3.9	Condition of the paint on the railings, The Parade, Sandsend, request for inspection by NYC. A response had been received from NYC and added to the 'Items to Address' spreadsheet.	To note
3.10	Implementation of a Business Continuity Plan. The Clerk reported that the bank had confirmed that two people could now be included for internet/telephone banking. RESOLVED that in addition to the Clerk, Cllr JH as the other individual who could authorise payments. RESOLVED to arrange documentation completion with Cllr JH.	To note Clerk
3.11	Whole Council Training, implementation plan. It had been RESOLVED at the April LPC meeting that this would not be progressed further at present.	Complete
3.12	Christmas trees, 2026, further discussion to be held at July 2026 meeting.	Clerk
3.13	IT policy related to LPC email accounts and document deletion. A policy had been drafted and circulated, RESOLVED to approve and add to the website.	Clerk

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3.14	Drains outside Beach Hotel, Sandsend, serious pedestrian/vehicle safety concerns raised. Request for inspection and/or repair submitted. A response had been received from NYC and added to the 'Items to Address' spreadsheet.	To note												
3.15	Northern PowerGrid works at Goldsborough and East Barnby, June 2026*. The Clerk reported that she had requested clarification as to which streetlights would be removed and what they would be replaced with and was awaiting a response. RESOLVED to retain on the agenda.	Clerk												
3.16	Advertising signage on East Row footbridge pavement and railings. The Clerk reported that a request had been submitted to ME for signage to be removed and relocated to ME land and that she was awaiting a response. RESOLVED to retain on the agenda.	Clerk												
4.0	To consider the following planning applications													
4.1	None.													
4.2	To receive the following planning decision, full information on relevant websites.													
4.2.1	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													
	• White Rose Bulletin 10, 17, 24 April, 1 May 2026*.	NAR												
	• Law & Governance, April 2026*.	NAR												
	• Topics for YLCA Branch meetings*.	NAR												
5.1.2	NYC, INCLUDING PARISH LIAISON													
	• Draft Service Agreement - Cemeteries and closed churchyards*. RESOLVED to complete and return the agreement to NYC to enable funding previous received via the Model Agreement to be obtained.	Clerk												
5.1.3	BT launches "Don't Put Off the Switch" campaign to support customers through the move to Digital Voice as deadline approaches*. RESOLVED to add to LPC Facebook.	Cllr JB												
5.1.4	Abandonment of copper lines by BT August 2026*. Following request for LPC support to ensure parishioners are not left without telephone capability RESOLVED to contact local MP for support. RESOLVED to advise the person who raised the issue of this.	Clerk Clerk												
5.2	Correspondence for information (excluding financial matters included in 7.0)													
5.2.1	NYC, INCLUDING PARISH LIAISON													
	• Welcome to the latest council news from North Yorkshire*.	NAR												
	• The Updated Parish Charter*.	NAR												
	• North Yorkshire Council Parish Liaison: Monthly Update April 2026*.	NAR												
	• Household Waste Recycling Centre Registration Scheme*.	NAR												
6.0	To agree actions on issues raised by Councillors/Clerk and/or submitted to the Clerk													
6.1	Planters, Lythe. RESOLVED to weed and tidy up planters on The Common.	Cllrs JB/ JH/Clerk												
7.0	To receive information on financial matters, approve spend and resolve further action on ongoing issues													
7.1	Balance of accounts @ 05/05/26													
7.1.1	<table border="1"> <tr> <td>Savings</td><td>£11,593.73</td><td></td></tr> <tr> <td>Current</td><td>£0.05</td><td></td></tr> </table>	Savings	£11,593.73		Current	£0.05								
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7.2	Money received													
	<table border="1"> <tr> <td></td><td>£4785.50</td><td>Precept</td></tr> </table>		£4785.50	Precept										
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7.3	Money paid													
	<table border="1"> <tr> <td></td><td>£169.00</td><td>YLCA, Annual Membership fee.</td></tr> <tr> <td></td><td>£132.00</td><td>The Computer Centre, gov.uk emails and website.</td></tr> <tr> <td></td><td>£304.00</td><td>Zurich Insurance Company Ltd, annual insurance renewal.</td></tr> <tr> <td></td><td>£84.00</td><td>SLCC, Annual membership fee.</td></tr> </table>		£169.00	YLCA, Annual Membership fee.		£132.00	The Computer Centre, gov.uk emails and website.		£304.00	Zurich Insurance Company Ltd, annual insurance renewal.		£84.00	SLCC, Annual membership fee.	
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7.4	Invoices, processed. As above.													

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7.5	Invoices for approval:	
7.5.1	- At agenda publication. £18.75, Lythe Village Hall, meetings on 13 April 2026. £30.49, J A Clark, reimbursement for colour ink cartridge. £27.49, J A Clark, reimbursement for black ink cartridge. £7.16, J A Clark, reimbursement for 4 x litter pickers. - Noted that reimbursement for lap top sleeve not now required.	
7.5.2	- Post agenda publication. - None. RESOLVED to approve and arrange payment.	Clerk
7.6	Use of Council debit card by the Clerk, including PIN number and financial amount of delegated authority. The Clerk reported that; a PIN number had been received and that in the LPC Standing Orders the Clerk/RFO, under delegated authority, could purchase items for LPC below £100 (excluding VAT).	To note
ITEM	SUBJECT	ACTION
7.7	Internal audit of invoices checks against bank a/c. The Clerk reported that this item had been overtaken by the end of financial year audit. RESOLVED that Cllr JB and the Clerk would undertake a quarterly check and report to the Council.	To note
7.8	VAT return. The Clerk reported that the return had been completed. She also reported that whilst some items had been purchased by her and reimbursed by LPC, and may therefore be ineligible to claim. This should not be the case in the future if Council debit card used.	To note
7.9	NY0365 Lythe Parish Council – 2025/26 AGAR external auditor instructions. Noted that the AGAR had been completed and presented to the Annual LPC meeting.	To note
7.10	2026/7 budget details. Budget noted. Noted that a number of items listed as reimbursement to individuals, this would be overcome by use of Council debit card. RESOLVED that Council members should contact the Clerk to add any additional items. As part of the budget, the Clerk reported that the benches outside the Pyman Institute needed either repainting on an annual basis or replacing with more robust benches and these options had been included. In her view, the three benches outside the Pyman Institute were fit for purpose, however it was RESOLVED to check whether or not this was the case.	Council Cllrs
8.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
	Grass cut. As some areas could cause a safety hazard, RESOLVED to arrange a Parish cut.	Clerk
9.0	To confirm the details of the next meeting	
	Confirmed as Monday, 1 June 2026, 18:30, Lythe Village Hall.	
	Meeting closed at 18:56.	

*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