

LYTHE PARISH COUNCIL

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

Recording of meeting: None made.
Public question time: Three people present.
Present: Councillors J Braime (Vice Chairman), J Booth, P Cornforth, 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. 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 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 2 February 2026 meeting and approve if appropriate. RESOLVED to approve and obtain the Chairman's signature.	
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	25/04511/LB Proposed replacement windows and doors in timber double glazed Holly Cottage Lythe Bank To Mulgrave Lodge The Valley Sandsend YO21 3TE. 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 she had requested an update. RESOLVED to retain on agenda until complete.	Clerk
3.5	Traffic on East Row bridge, an issue raised at the Annual Parish Assembly. The Clerk advised that NYC had offered several dates to have a further site visit and discussion regarding pedestrian/vehicle safety. RESOLVED to confirm with Cllr JH and NYC.	Clerk/ Cllr JH
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. The Clerk reported that she had requested an update from The Computer Centre. RESOLVED to retain on the agenda until complete.	Clerk
3.8	Replacement bench outside St Oswald's. The Clerk reported that the old bench had been removed, a new one installed, new concrete slabs laid and the area reseeded. RESOLVED to order a sponsorship plaque.	Complete Clerk
3.9	Grass cutting maps. The Clerk confirmed that as the only amendment was to cease at Barnby Becks, she had advised the contractor of this.	Complete
3.10	'Off to a Flying Start' training event Cllr BH. RESOLVED to determine when next in person training was available and check availability to attend.	Clerk/ Cllr BH
3.11	Condition of the paint on the railings, The Parade, Sandsend, request for inspection by NYC. The Clerk reported that she had requested an update from NYC. RESOLVED to retain on the agenda until response received.	Clerk
3.12	Implementation of a Business Continuity Plan. The Clerk reported that a plan had been drafted, however there was still some issues on banking to complete. RESOLVED to retain on agenda.	Clerk
3.13	Whole Council Training, implementation plan. The Clerk reported that she had obtained further dates for possible training. RESOLVED to circulate these to obtain Cllr availability.	Clerk
3.14	Christmas trees, 2026, options and approaches. The Clerk reported that Lord and Lady Normanby had agreed for the installation of three smaller Christmas tree installations in both Lythe and Sandsend. RESOLVED that LPC would purchase and install both sets of trees along with lights. RESOLVED to obtain quote for additional supports for the trees. The Clerk reported that Lythe CofE school were very keen to be involved in making decorations for the Lythe tree and that she would meet with the Headteacher by end of May to discuss further. RESOLVED to discuss further at the July meeting including quote for any additional supports.	To note Clerk Clerk Clerk

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3.15	Draft IT policy*. The Council very much appreciated the assistance by Blaine George in drafting the policy and RESOLVED to adopt it and add it to the website. 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.	Clerk Cllr JB/ JasB
3.16	Drains outside Beach Hotel, Sandsend, serious pedestrian/vehicle safety concerns raised. Request for inspection and/or repair submitted. The Clerk reported that she had requested an update from NYC. RESOLVED retain on the agenda until response received.	Clerk
3.17	Urban Grass Cutting 26/27 Lythe*. The Clerk advised that NYC had been informed that NYC should continue to cut visibility splays in the Parish.	Complete
4.1.	To consider the following planning applications	
4.1.1	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*. Following a lengthy and detailed debate, RESOLVED to send the following response to NYC. C - The Parish Council does not object to or support the application but wishes to make comments or seek safeguards as set out below: The Council appreciated that the applicants attended a Parish Council meeting and put across a compelling case to support their business and sympathetic additions to the listed building. The Parish Council acknowledges the work undertaken to prevent reversing on to the highway as an improvement to the previous application. However, the Council noted that the Local Highway Authority still had concerns regarding road safety and the Council would defer to their knowledge and expertise in this aspect of the application.	Clerk
4.1.2	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*. Following a lengthy and detailed debate, RESOLVED to send the following response to NYC. C - The Parish Council does not object to or support the application but wishes to make comments or seek safeguards as set out below: The Council appreciated that the applicants attended a Parish Council meeting and put across a compelling case to support their business and sympathetic additions to the listed building. The Parish Council acknowledges the work undertaken to prevent reversing on to the highway as an improvement to the previous application. However, the Council noted that the Local Highway Authority still had concerns regarding road safety and the Council would defer to their knowledge and expertise in this aspect of the application.	Clerk
4.1.3	25/04459/ADV Installation of new signage Estbek House East Row Sandsend*. 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.	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 December 2025, 6, 13, 20 February 2026*. 	NAR
	<ul style="list-style-type: none"> Law & Governance, January 2026*. 	NAR
5.1.2	NYC, INCLUDING PARISH LIAISON	
	<ul style="list-style-type: none"> North Yorkshire Landscape Character Assessment, respond by 27/02/26*. 	NAR
	<ul style="list-style-type: none"> Latest council news from North Yorkshire*. 	NAR
5.1.3	NYMNPA	
	<ul style="list-style-type: none"> North York Moors National Park Authority Planning Updates*. 	NAR

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"> Third Public Release of 'Call for Sites' Submissions (sites submitted up to and including 30th November 2025)*. 		NAR
	<ul style="list-style-type: none"> Scarborough & Whitby Area Committee 02/03/2026, including report on TRO re overnight Motorhome parking*. The Clerk reported that she had attended the Committee and reported on key aspects of the discussion. Final recommendations for decision on whether to make the Order permanent due by end of March. 		Complete
5.2.2	Police, Fire and Crime Newsletter February 2026*.		NAR
5.1.3	NYMNPA		
	<ul style="list-style-type: none"> North York Moors National Park Authority Planning Updates*. 		NAR
6.0	To agree actions on issues raised by Councillors/Clerk and/or submitted to the Clerk		
6.1	Seasonal Caretaker, update for 2026. The Clerk reported that there would not be a dedicated seasonal caretaker this year, although there would be a daily presence for several hours each day. Should any issues arise, advise the Clerk who would arrange for NYC to address as appropriate.		To note
6.2	Consider organisation of a community litter pick on Sandsend beach. RESOLVED as Saturday 21 March, 10:30 on the beach by Tides and the Clerk would take litter pickers/gloves/refuse bags. RESOLVED to add to website, relevant Facebook pages and on notice boards.		Clerk Cllr JB/ Clerk
6.3	NYC outsourcing of public convenience cleansing. The Clerk reported that cleansing would be carried out by contractors rather than NYC personnel. RESOLVED to clarify if there were any issues, to whom these should be reported.		To note Clerk
6.4	Annual Parish Assembly, discuss and agree format, speakers, timing. RESOLVED that the Assembly would commence at 18:00, with written and/or verbal reports by LPC Chairman and Mr Ben Garstang, Mulgrave Estate Director, who had both confirmed attendance. RESOLVED to invite Cllr David Chance. RESOLVED to confirm details with speakers.		To note Clerk Clerk
7.0	To receive information on financial matters, approve spend and resolve further action on ongoing issues		
7.1	Balance of accounts @ 23/02/26		
7.1.1	Savings	£10,362.42	
	Current	£0.05	
7.2	Money received		
		£0.00	
7.3	Money paid		
	£11.00	Lythe Village Hall, January 2026 hire.	
	£39.00	J A Clark, Reimbursement for purchase of voucher for lady who maintains Sandsend flower beds.	
	£204.00	The Conversion Company, Domain hosting/renewal, SSL security certificate.	
	£73.00	YLCA, Off to a Flying Start, Cllr JasB, January 2026.	
	£18.80	P Cornforth, contribution to fuel for tree collection.	
	£00.90	Lythe Village Hall, balance for Nov 2025 invoice.	
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"> £618.00, TDP Ltd, bench for Lythe. 		
7.5.2	<ul style="list-style-type: none"> Post agenda publication. <ul style="list-style-type: none"> £480.00, John Noble Ltd, Removal of old bench, installation of new bench, flags, and reseeding of surrounding area. RESOLVED to approve and arrange payment.		Clerk
7.6	Use of Council debit card by the Clerk. As Cllr JH now confirmed as a signatory, RESOLVED that paperwork would be resubmitted to Yorkshire bank.		Clerk
7.7	Replacement signatory for bank account. Cllr JH confirmed as an additional signatory by Yorkshire Bank.		Complete

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7.8	Internal audit of invoices check against bank a/c. This was ongoing, RESOLVED to continue the check.	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, 13 April 2026, 18:00 for the Annual Parish Assembly, followed by the April Parish Council meeting, Lythe Village Hall.	
 Meeting closed at 20:07.	

*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

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