

CLOUGHTON PARISH COUNCIL

Mrs J. Marley, Clerk to the Parish Council,
Annan, 41 Scalby Road, Burniston, Scarborough, YO13 0HN
Tel. 01723-870299
Email: clerk@cloughton-pc.gov.uk

PARISH COUNCIL MEETING **St. Mary's Church Hall** **Monday 2nd February 2026 at 7.30pm**

Parishioners welcome to attend

AGENDA

1. To receive apologies for absence given in advance of the meeting.
2. To consider the approval of reasons given for absence.
3. To receive member's declarations of interest in items of business on this agenda.
4. Minutes of Council meeting of 5th January 2026 *[enclosed]* to approve and sign.
5. Public Open Forum.
6. To consider & agree action as appropriate on matters raised in the Public Open Forum.
7. Reports/updates to receive (as available) & agree action as appropriate – Police, Unitary, Parish, Clerk - not to exceed 30 minutes in total.
8. Fracking *[Minute 104/25 refers]* – to receive update from Cllr. Fanthorpe and agree action as appropriate.
9. Increasing Council's public profile *[Minute 105 /25 refers]* – (deferred from January meeting) to receive report/mockup from Cllrs. Fanthorpe and Staveley and agree action as appropriate.
10. Speed data analysis & VAS signs *[Minute 106/25 refers]* – to receive update from Cllr. Fanthorpe and agree action as appropriate.
11. Updates on matters raised at previous meetings:-
 - a) S106 Joint Working Group *[Minute 108/25c) refers]* – in the light of new information *[enclosed]* received from the Commuted Sums Office, to agree whether to amend the decision taken at Minute 108/25c) of the January meeting;
 - b) Standing Orders and Financial Regulations *[Minute 73/25 refers]* – to receive amended draft *[emailed to councillors 23/1/26]* and agree action as appropriate.
12. Correspondence:-
 - a) From Duchy – to note the rents for Quiet Area and Playground are being commuted to nil for the reign of King Charles III and to confirm acceptance thereof;
 - b) Police reports – to note the Police have stopped providing the routine month end reports as of 20/1/26.
 - c) NYC consultation on local planning enforcement plan *[emailed to councillors 26/1/26]* – to receive & agree comments as appropriate;
 - d) Correspondence received after 27/1/26 requiring a response before next meeting.
13. Planning Matters:-
 - a) Applications Received- to agree comments on:-
 1. 25/04534/FUL Erect 2 storey rear extension and front porch at 8 Quarry Bank, Burniston;
 - b) Decisions received to note:- none.
 - c) To agree comments/note any planning matters/decisions received after 27/1/26.
14. Finance & Regulatory Matters
 - a) Working From Home Allowance – to receive report *[enclosed]* from Clerk and agree action as appropriate.
 - b) Rural verge cutting *[Minute 94/25b) refers]* – to receive price and agree action as appropriate.
15. Accounts to Certify:- none.

J. Marley

Clerk to the Parish Council
27th January 2026

MINUTES OF ORDINARY MEETING OF CLOUGHTON PARISH COUNCIL HELD IN ST. MARY'S CHURCH HALL ON MONDAY 5th JANUARY 2026 AT 7.30PM

Present: Councillors P Couch (Chairman), K Fanthorpe, S Staveley, A Thompson.

Absent: Cllrs. Baker, Bleasdale, Ford. Mrs J Marley (Clerk to Council).

Informative – in the absence of the Clerk to Council, notes of the meeting were taken by Cllr. Fanthorpe and an audio recording of the meeting was also taken to aid writing of the minutes.

96/25 **APOLOGIES GIVEN IN ADVANCE OF MEETING:-** Received from Cllrs. Baker, Bleasdale and Ford and Mrs Marley (Clerk to Council).

97/25 **APPROVAL OF REASONS FOR ABSENCE:-** Resolved the reasons of 'prior commitment' (Cllrs. Bleasdale and Ford) and 'health' (Cllr. Baker and Mrs Marley, Clerk to Council) be approved & accepted.

98/25 **DECLARATIONS OF INTEREST:** None.

99/25 **MINUTES**

Having been previously circulated, **resolved** the minutes of the meeting of 1st December 2025 be **approved** as an accurate record & authorised for signature by the Chairman of the meeting.

100/25 **PUBLIC OPEN FORUM** No matters raised (the area was affected by a significant snowfall).

101/25 **MATTERS RAISED IN PUBLIC OPEN FORUM** None.

102/25 **REPORTS**

a) **Police:** the report for December incidents (emailed to councillors 5/1/26) was **received & noted**. Councillors commented that, in percentage terms, there had been a significant increase in some types of crime being recorded.

b) **Unitary:** No report to receive.

c) **Parish:** Cllr Staveley reported a meeting has been arranged for 8/1/26 with the representative of Kompan to discuss options for additional equipment in the playground. Cllrs Fanthorpe & Thompson would also attend. This relates to S106 monies discussed at Minute 108/25c). Cllr Staveley also reported 1] a worsening problem with a pothole on the main highway at the junction with Station Lane and 2] the grit box on Littlemoor corner needed refilling (Clerk to action both with Highways). Cllr Fanthorpe requested an update on the repairs to the drains on Newlands Road which occurred after a substantial rainfall in November

d) **Clerk:** no report to receive.

103/25 **CHRISTMAS LIGHTS COMPETITION:-**

The winners of the 2025 Christmas Lights Competition were announced as:- Best Overall (£20 and glass bowl) 13 Church Beck Cottages; Best House 1st (£15) 25 High Street and 2nd (£5) 34 High Street; Best Window (£10) 36 High Street. Cllr. Couch would deliver the prizes. Less houses decorated than in previous years so competition to be publicised more widely.

104/25 **FRACTURING** [Minute 88/25 refers];-

Cllr Fanthorpe reported the planning application has not yet been heard by NY Council. As the original objection was submitted in April 2025, new information continues to become known. A second submission had been made and a third one is now being written. Councillors agreed to receive this report for comment when it is available so that it can be submitted as a formal update to NYC. (Action: Cllr Fanthorpe). Also reported that Burniston Parish Council had requested the venue for the planning application should be large enough to accommodate potentially over a thousand members of the public.

105/25 **INCREASING COUNCIL'S PUBLIC PROFILE** [Minute 89/25 refers];-:-

Cllrs Fanthorpe & Staveley distributed a short document for a future newsletter. The formatting of the document would need to be addressed but councillors were asked to comment on the content being put forward. Immediate ideas included widely promoting the first newsletter (perhaps a mail drop for every house), an option for residents to pick up a paper copy from points in the village and a register of those who need a paper copy as they don't have internet access. Setting up a Council Facebook page was also put forward as that option is known to work well in other Councils and would provide an easy forum for posting the newsletter.

Resolved a digital/online approach to a parish newsletter was the preferred option. This could be combined with drop in events to maximise contact with residents. A mocked-up example is to be shared at the next meeting. (Action: Cllrs Fanthorpe & Staveley)

106/25 SPEED DATA [Minute 90/25 refers]:-

Cllr Fanthorpe confirmed that the data from the four speed surveys has been received but there are some queries about the analysis so further work is being undertaken. At the December meeting, Cllr Bastiman had been supportive of receiving a bid to the locality fund to help with the cost of purchasing VAS equipment (and supporting posts). **Resolved** Cllr Fanthorpe to write to Cllr Bastiman to request a contribution to the cost of the equipment (even though the data was not yet available, the level of concern for residents was significant and this development would be welcomed by local people).

107/25 UPDATES ON MATTERS RAISED AT PREVIOUS MEETINGS:-

- a) Duckpond at Cober Hill [Minute 86/25c) refers] – **noted** the various responses received [circulated with agenda] from NYC and the Environment Agency. Helpful responses from the EA and North Yorkshire Council who were going to see what help they could offer to get the pond cleared because of the flooding risk. Nothing from Cober.
- b) Duchy signpost Saltpans [Minute 86/25c) refers] – **noted** Duchy's response of 5/12/25 [circulated with agenda] confirming they intend, once again, to erect signs prohibiting overnight parking. These new signs will be more robustly fixed to deter people from removing them but future management of the site is also under review. Cllr. Fanthorpe reported that a parishioner had told her that an app, "Search for Sites" exists which alerts campervan owners to unofficial sites for camping. Although the Saltpans Lane site had been removed from the narrative, it still showed on the map of the area so may be a source of information for people looking for overnight camping. **Resolved** Cllr Fanthorpe to contact the Duchy for a definitive statement on the status of people accessing the land so this could be communicated to those who run the app.

108/25 CORRESPONDENCE

- a) A letter of thanks had been received from NY Fire & Rescue Service in response to the letter of appreciation sent by the Council about the management of the Fylingdales fire. The response, from the Chief Fire Officer, confirmed that our grateful thanks would be passed on to those who had been involved in tackling the fires.
- b) Consultation by NYC on PSPO to address "Control of unauthorised camping (wild / fly-camping) and the lighting of fires and BBQs" (emailed to councillors 27/12/25). **Noted** the Clerk had already been in communication with NYC to express our disbelief that this consultation was not formally shared with parish councillors for their response (it was only because Cllr Ford had seen a general online post that it came to our attention). The timing of the consultation (which is mostly over the festive period) is also unhelpful. The 9 localities listed as being potentially covered by a PSPO do not include the site in our parish and this fact must be relayed via the consultation. **Resolved** that all Councillors would individually complete the online consultation as residents in their own right and (because the closing date for comments fell before the next PC meeting) a submission be made by Cllr. Fanthorpe on behalf of the Council.

On a related note, North Yorkshire Council was reviewing the Experimental Traffic Regulation Order (ETRO) to stop motorhomes parking overnight on Scarborough's Marine Drive which was introduced in November 2024 for an 18 month period. Councillors discussed the fact that the displacement of motorhomes arising from the ETRO has coincided with a significant increase of overnight parking at the viewpoint at Salt Pans Lane. Along with increased usage have come problems with litter being left behind, barbecues being used irresponsibly and nuisance behaviours such as loud music. All completely inappropriate in a rural and tranquil setting. Councillors agreed that the lack of facilities for waste disposal and the fact that the Salt Pans location is out of view means that this is a wholly unacceptable place for overnight camping. In addition, this is a small area to accommodate

relatively large vehicles. **Resolved** that all councillors would individually complete the consultation and a formal response would be made by Cllr. Fanthorpe on behalf of the Council as a whole.

- c) Correspondence received after 28/12/25 & requiring a response before next meeting:- an invitation had been received from Burniston Parish Council inviting representation from our Council on a working group to prepare applications for the S106 monies. **Resolved** to decline this invitation as Cloughton Parish Councillors was clear about the bids it wished Council to make [*Minute 94/25f* referred].

109/25 PLANNING MATTERS

a) Applications Received & Appeals Notified:-

- 1) NYM/2025/0701 Excavations, earthworks and erect agricultural livestock building (part retrospective) at Hodgsons Moor Farm, Gowland Lane - **resolved** no objections;

b) Decisions received: -

- 1) ZF25/00619/FL Retrospective application for storage building on land at Field 2972, Station Lane - granted with conditions;
2) NYM/2025/0702 Vary condition 3 of NYM/2023/0493 to allow commercial use of manège (retrospective) at Westfield Farm, Station Lane - granted with conditions;
3) ZF25/01294/HSA Vary conditions 1 (amended plans), 4 (holiday use) and 5 (28 day occupation) in relation to ZF25/00036/HS at 17 Station Lane - granted with conditions

c) Planning matters received after 28/12/25:- None.

110/25 ACCOUNTS TO CERTIFY - The following were approved for payment via online banking (Cllrs. Baker & Staveley to do the online authorisation within 24 hours):-

J Marley	(reimburse Xmas lights prize money)	£50-00
Duchy of Lancaster	(backdated rent for playground 29/9/25-28/9/26)	£23-40

There being no further business, the Chairman declared the meeting closed at 9.05pm.

Subject: RE: s106 Commuted Sums for Open Space Improvements*min 102/250 of us.***From:** CommutedSums [REDACTED]**Date:** 09/01/2026, 12:50**To:** Cloughton <clerk@cloughton-pc.gov.uk>, [REDACTED]**CC:** [REDACTED]

Hello Jools,

Thank you for your email [REDACTED]

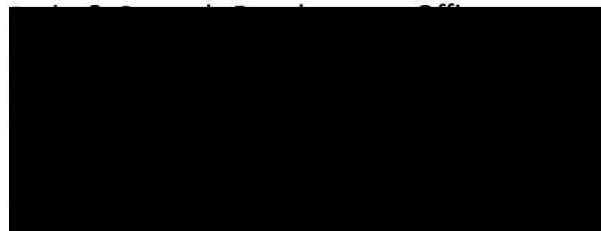
Each parish council is responsible for applying for funds or approving applications by third parties (e.g. village halls or sports clubs) within their own parish. This allows the parishes to monitor and coordinate how s106 funds are spent within those parishes. In this instance however, as the s106 Agreement provides for the use of the funding 'within the parishes of Burniston and Cloughton' the most effective and equitable use of the available funds will require cooperation and coordination between both your parishes.

If it is not possible for the PCs to agree how the funds are to be applied across the entire area, we could look at a 50:50 split in the funds between your two parishes, but it would be better to see if agreement can be reached first, as this may result in the funds being used more effectively.

I hope that this makes sense in the circumstances. Similar advice is being given to Burniston PC.

Best regards,
Matthew

Matthew Smartt



OFFICIAL

From: Mrs J. Marley, Clerk to Cloughton Parish Council <clerk@cloughton-pc.gov.uk>**Sent:** 08 January 2026 09:02**To:** CommutedSums [REDACTED]**Cc:** [REDACTED]**Subject:** Fwd: s106 Commuted Sums for Open Space Improvements

Morning - please would you confirm whether applications against 21/02412/FL have to be made jointly by Burniston Parish Council and Cloughton Parish Council regardless of which parish the work is situated in or being organised by?

It has always been my understanding that each Council applied for funds in its own right (so Cloughton PC would apply for a project in Cloughton and Burniston PC would apply for a project in Burniston) but it has recently been suggested that any application has to be a joint

application regardless of the parish in which the work is to take place.

Regards, Jools

----- Forwarded Message -----

Subject:s106 Commuted Sums for Open Space Improvements

Date:Wed, 15 Oct 2025 20:51:00 +0000

From:Matthew Smartt [REDACTED]

To:[REDACTED] Cloughton <clerk@cloughton-pc.gov.uk>

CC:[REDACTED]

Good Morning

Please see attached the available S106 Commuted Sums for Open Spaces as of September 2025. Please share this with the relevant groups which may have a use for commuted sums funding.

This information is *not* related to Community Infrastructure Levy (CIL) funds, Parish Councils are notified about CILs Neighbourhood Funds separately.

Commuted sums are often allocated for the improvement of specific sites according to their typology in line with legal agreements. For instance, funds designated for a children's playground cannot be repurposed for an adjacent cemetery. However, in some former districts, agreements are non-specific.

The process to apply to use Commuted Sums is as follows:

1. Contact the Commuted Sums team via email at CommutedSums@northyorks.gov.uk to confirm the funds are available and to check the project's validity.
1. Submit a Project Initiation Document (attached) and provide 3 quotes and photos of the site to request the allocation of funds.
1. Await approval before commencing work, this will be confirmed via email.

When the work has been completed:

1. Send a copy of the paid invoice, and photos of the finished works and request for payment form (attached) to CommutedSums@northyorks.gov.uk to enable reimbursement.

This process ensures complete transparency in the use of Commuted Sums. Unfortunately, funding cannot be granted if this process is not followed.

If you have any questions or require any further information, please do not hesitate to contact us.

Best regards,
Matthew

Matthew Smartt
[REDACTED]



DUCHY *of* LANCASTER

1 Lancaster Place, Strand, London WC2E 7ED

Ref: 3C029B

Cloughton Parish Council
F.A.O. Mrs J Marley
41 Scalby Road
Burniston
Scarborough
North Yorkshire
YO13 OHN

17th December 2025

Dear Mrs Marley,

**Duchy of Lancaster – Charity and Community Association Rent Concession Policy
Lease dated 17/09/1980 ("Lease")**

Cloughton Quiet Area

The Duchy has recently reviewed its policy in relation to the rent charged to its charity and community association tenants and has decided that with effect from 25 November 2025, those organisations with financial need and limited financial resources which provide community benefits and/or contribute to community wellbeing should have their rents commuted to nil during the reign of His Majesty King Charles III.

The concession is also dependent on the continuation of charitable activities as described above.

The concession is recorded in the following paragraph and if you are content, I should be grateful if you would sign the enclosed copy of this letter and return it to me in the enclosed stamped, addressed envelope.

Rent Concession

Notwithstanding the rent specified in the Lease and as a concession which is personal to Cloughton Parish Council and not assignable by it, the rent from 25 November 2025 shall be one peppercorn if asked and not as specified in the Lease.

This concession will automatically determine (a) on the date specified in a written notice from the Landlord following the Demise of the Crown (such date to be not less than three months after the date of the said notice) and (b) on the date on which the Tenant ceases to provide community benefit/wellbeing and in either such event the rent specified in the Lease shall again be payable, in the case of (a) from the date specified in the Landlord's notice and in the case of (b) from the date the provision of community benefit ceases.

Mark Coombs
Head of Rural Investment





DUCHY *of* LANCASTER

1 Lancaster Place, Strand, London WC2E 7ED

My colleagues will be in touch shortly with a rent adjustment statement/credit note and applicable rebate.

Yours sincerely,

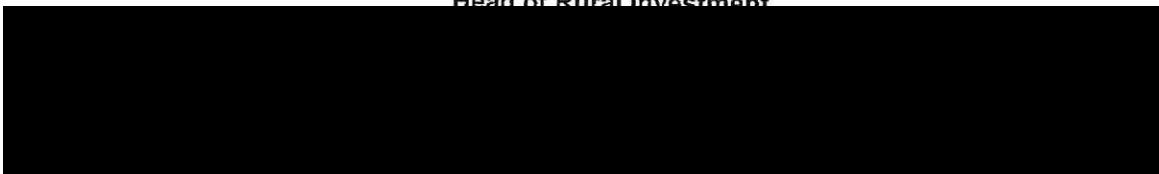
Date:

We Cloughton Parish Council acknowledge receipt of this letter and confirm our agreement to its terms.

Signed.....

Authorised signatory for and on behalf of Cloughton Parish Council

Mark Coombs
Head of Rural Investment





DUCHY of LANCASTER

1 Lancaster Place, Strand, London WC2E 7ED

Ref: 3C029

Cloughton Parish Council
F.A.O. Mrs J Marley
41 Scalby Road
Burniston
Scarborough
North Yorkshire
YO13 OHN

17th December 2025

Dear Mrs Marley,

**Duchy of Lancaster – Charity and Community Association Rent Concession Policy
Lease dated 17/09/2020 ("Lease")**

Playground, Cloughton

The Duchy has recently reviewed its policy in relation to the rent charged to its charity and community association tenants and has decided that with effect from 25 November 2025, those organisations with financial need and limited financial resources which provide community benefits and/or contribute to community wellbeing should have their rents commuted to nil during the reign of His Majesty King Charles III.

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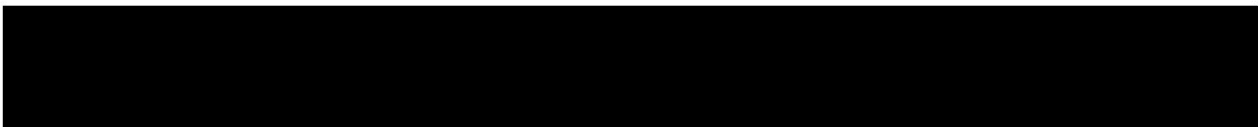
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Mark Coombs
Head of Rural Investment





DUCHY *of* LANCASTER

1 Lancaster Place, Strand, London WC2E 7ED

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Authorised signatory for and on behalf of Cloughton Parish Council

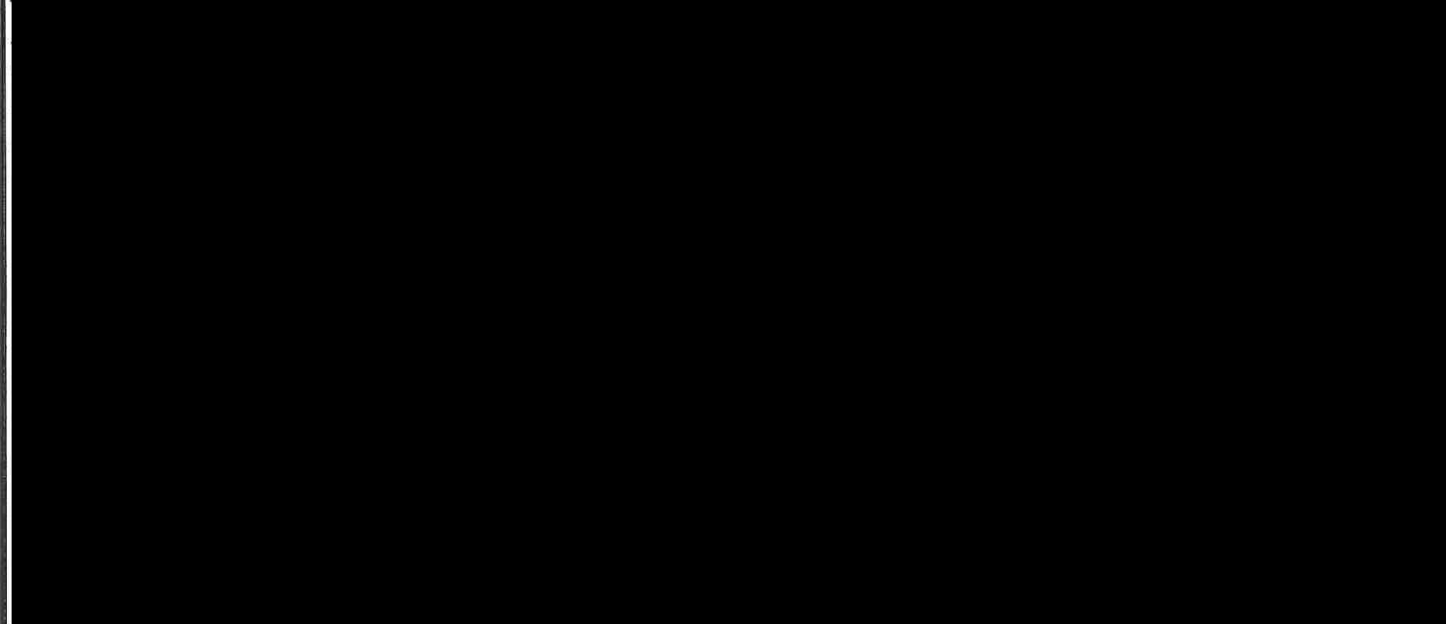
Mark Coombs
Head of Rural Investment



Subject: Parish Council Reports

Date: 20/01/2026, 10:29

"clerk@cloughton-pc.gov.uk" <clerk@cloughton-pc.gov.uk> <clerk@burnastonparishcouncil.gov.uk> "clerk@cloughton-pc.gov.uk"



Dear Parish Council Members,

I hope you are well.

I am writing to inform you that North Yorkshire Police will no longer be producing routine Parish Council reports. This change allows us to streamline our processes and ensure our staff can focus on operational priorities and direct engagement with our communities.

Crime figures and a wide range of local policing information remain available on the North Yorkshire Police website, where general enquiries can also be submitted via the online contact options. We will continue to provide regular updates on local policing priorities within your area through our established communication channels.

For councils that require specific information or have particular concerns, your local Beat Manager or PCSO can provide tailored updates as needed. If you have any questions or wish to request information going forward, please contact us via the Filey SNA mailbox: snafiley@northyorkshire.pnn.police.uk
[Home | North Yorkshire Police](#) this is the link to the North Yorkshire police UK you can find your specific areas by either entering Postcode or address and see regular updates.

Thank you for your understanding as we continue to adapt the way we share information to best support our communities.

Kind regards

Emma

A/Insp 1634 Emma Collins
Easfield & Filey NPT

Internet email is not to be treated as a secure means of communication.

North Yorkshire Police monitors all internet email activity and content.

This communication is intended for the addressee(s) only.

Please notify the sender if received in error. Unauthorised use or

disclosure of the content may be unlawful. Opinions

expressed in this document may not be official policy.

Thank you for your co-operation.

Change to staff entitlements from 1/4/2026

HOME WORKING TAX CHANGE

Where a parish or town council does not pay staff a home working allowance, employees can currently claim tax relief (worth up to £62 a year for basic rate taxpayers) on their extra household costs. This tax relief will cease to be available for the 2026/27 tax year onwards. There are no tax changes where parish and town councils pay staff a tax-free home working allowance of up to £26 a month.

I currently claim this home working tax relief but from 1/4/26 won't be able to. Therefore I am asking if Council will pay me an additional £26/month to cover the change.



T. HARLAND
AGRICULTURAL CONTRACTOR

Sledgate Farm, Fylingthorpe,
Whitby, North Yorkshire, YO22 4QB

To: Mrs J. Harland CLOUGH TOWN PARISH COUNCIL ANNAN, 41 SCALBY ROAD BURNISTON.	Invoice No:	
	Invoice Date:	17/12/28

Items	£
Velge Cutting 2026	
MAY JUNE	700.00
AUG SEPT.	750.00
to Feb 26 meeting	
NET	1,450.00 £0.00
V.A.T	290.00 £0.00
TOTAL	1740.00 £0.00

V.A.T Reg. No: 167 2784 32

Payment Terms: Strictly 30 days

Bank Transfer Details: Name: Trevor Harland - Sort Code: 05-09-79 - A/c No: 28025223