

**Mrs J. Marley, Clerk to the Parish Council,
Annan, 41 Scalby Road, Burniston, Scarborough, YO13 0HN
Tel. 01723-870299**

Page 1 of 1

MINUTES OF ORDINARY MEETING OF CLOUGHTON PARISH COUNCIL HELD IN ST. MARY'S CHURCH HALL ON MONDAY 2nd FEBRUARY 2026 AT 7.30PM

Present: Councillors P Couch (Chairman), D Ford, K Fanthorpe, S Staveley, A Thompson. North Yorkshire Councillor D Bastiman.

Absent: Cllrs. Baker, Bleasdale. 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.

111/25 APOLOGIES GIVEN IN ADVANCE OF MEETING:- Received from Cllrs. Baker and Bleasdale and Mrs Marley (Clerk to Council).

112/25 APPROVAL OF REASONS FOR ABSENCE:- Resolved the reasons of 'prior commitment' (Cllr. Bleasdale) and 'health' (Cllr. Baker and Mrs Marley, Clerk to Council) be approved & accepted.

113/25 DECLARATIONS OF INTEREST: None.

114/25 MINUTES

Having been previously circulated, **resolved** the minutes of the meeting of 5th January 2026 be **approved** as an accurate record & authorised for signature by the Chairman of the meeting.

115/25 PUBLIC OPEN FORUM No public present.

116/25 MATTERS RAISED IN PUBLIC OPEN FORUM None.

117/25 REPORTS

a) **Unitary:** Cllr Bastiman reported significant activity had taken place in readiness for the planned NY Strategic Planning Committee meeting scheduled for 30th January to hear the Europa application for a well site in Burniston. This included accompanying 3 members of the Committee on a site visit and preparation of presentations to ensure the time allocated to local councils was used to maximum effect. Cllr Bastiman believes that the extensive efforts made through local democracy has had a significant impact on the NY Councillors and wished to place on record the input from Cllr Fanthorpe to represent the views of Cloughton PC. He also confirmed that he had received a bid for funding the Vehicle Activated Signs (VAS) from Cllrs Fanthorpe & Staveley which had gone forward to be considered. Cllr Bastiman reminded members that the green waste collections would begin again on 11th March and continue until December. The cost of this service had increased to £52 per annum.

b) **Parish:** Cllr Ford reported he'd received concerns from a resident of Ravenscar. Following changes to the bus routes, it now requires two separate bus journeys to reach the GPs and supermarket in Newby which is particularly problematic for older residents. Action – Cllr Ford to follow up the suggestion that the changes may be revised and revert to the previous route which would resolve the problem. Cllr Staveley reported more potholes appearing on the highway – the one at the junction with Station Lane had been filled in but this is an ongoing issue in general. Cllr Fanthorpe reported that actions had been taken since the last meeting regarding the overnight parking of camper vehicles at Salt Pans Lane. This included contact with the Duchy about replacement signs, completing NYC's online consultation about the unexpected consequences arising from the trial ETRO on Marine Drive, advising (unsuccessfully) the national app site provider for campervan owners that this is private land and feedback from a local farming family about their concerns. Cllr Fanthorpe had booked a slot with the MP at her surgery on 13th February to seek her support and ideas for further action. Action – Cllr Fanthorpe to feedback at next meeting. Cllr Fanthorpe also reported that the mirror on the Blacksmith's Inn (which helps drivers at the Beck Lane/High Street junction) was displaced in the recent high winds. Cllr Couch was aware that someone has already tried to sort this but the angle was not correct. A local resident has offered to help with the correct placing – details passed to Cllr Couch to follow up. Action – Cllr Couch

c) **Clerk:** no issues raised due to Clerk's absence.

118/25 FRACKING [Minute 104/25 refers]:-

Cllr Fanthorpe reported that the third report reinforcing the Council's objection to the planning application had been submitted on 19th January following comments

gratefully received from Councillors. Cloughton Parish Council had been offered a 5 minute presentation slot to speak against the proposal (along with the other two neighbouring councils, NY Councillors who object and the local protest group, Frack Free Coastal Communities). The meeting of NYC's Strategic Planning Committee had been postponed on 29th January by North Yorkshire Council at the request of the Planning Inspectorate who was to consider a request made to the Secretary of State by interested parties to call in the application. A decision is now awaited as to whether this application will be "called in" (which means it will then be heard at a national level) or returned to NYC to decide. Councillors agreed we should lend our support to this action by writing to the Secretary of State to make the same request for it to be called in. Action – Cllr Fanthorpe.

119/25 INCREASING COUNCIL'S PUBLIC PROFILE *[Minute 105/25 refers]:--*

Cllrs Fanthorpe & Staveley had distributed a short document at the January meeting outlining the possible content of a future newsletter. The formatting of the document will need to be addressed but councillors were asked to comment on the content being put forward. **Resolved** defer to March meeting as it was felt the input of the Clerk would be particularly welcome.

120/25 SPEED DATA *[Minute 106/25 refers]:-*

Cllr Staveley has offered to help with the analysis of the data from the survey sites. Action – Cllrs Staveley and Fanthorpe. Cllrs Fanthorpe & Staveley have also prepared a bid for funding from Cllr. Bastiman's locality fund – see Minute 117/25a) above.

121/25 UPDATES ON MATTERS RAISED AT PREVIOUS MEETINGS:-

- a) S106 Joint Working Group *[Minute 108/25c) refers]* – in the light of new information *[circulated with agenda]* received from the Commuted Sums Office, **resolved** to amend the decision taken at Minute 108/25c) of the January meeting – Cloughton PC to join with Burniston PC on a Joint Working Group for S106 money. Cllrs. Fanthorpe and Staveley to attend the first meeting on 4th February. Formal draft papers had been circulated to members of the Working Group. The 3 bids from Cloughton were expected to be:
 - Additional playground equipment more suitable for toddler age – a quotation had been received from the company, Kompan, which supplied the existing equipment.
 - Replacement benches and picnic tables for the Quiet Area
 - Improvements at the cricket club, including possibly new practice nets.
- b) Standing Orders and Financial Regulations *[Minute 107/25b) refers]* – **received** amended draft *[emailed to councillors 23/1/26]*. It was not clear from the audio recording whether councillors had understood the interpretation of Standing Orders 3f and 3g, so clarification is to be sought at the March meeting.

122/25 CORRESPONDENCE

- a) From Duchy - **noted** the rents for Quiet Area and Playground are being commuted to nil for the reign of King Charles III. **Resolved** to confirm acceptance thereof and Clerk authorised to sign the necessary acceptance paperwork;
- b) Police reports - **noted** the Police have stopped providing the routine month end reports as of 20/1/26. Councillors regretted this decision as the information has been actively discussed at each meeting and trends noted. **Resolved** Clerk to request a six monthly report to ensure Council retains oversight of this important matter.
- c) NYC consultation on local planning enforcement plan *[emailed to councillors 26/1/26]* - Councillors agreed that the overall dilution of enforcement was regrettable as dealing with problems arising from the planning process was often ineffective. **Noted** that some of the previous good practice associated with a smaller principal authority had been lost. **Resolved** defer to March meeting for more thorough discussion.
- d) Correspondence received after 27/1/26 requiring a response before next meeting – none.

123/25 PLANNING MATTERS

a) Applications Received & Appeals Notified:-

1) 25/04534/FUL Erect 2 storey rear extension and front porch at 8 Quarry Bank, Burniston - **resolved** no objections;

b) Decisions received: – none.

c) Planning matters received after 27/1/26:- None.

124/25 FINANCE & REGULATORY MATTERS

a) Working From Home Allowance – **received** report [*circulated with agenda*] from Clerk requesting additional payment to offset the tax relief she will not be able to claim from 6/4/26. Councillors wished to record that Mrs Marley is known to consistently work in excess of her contracted hours and her work as the clerk is highly valued. Councillors would not wish her to be out of pocket for the work she is doing but didn't properly understand the issue. **Resolved** defer to March meeting when it was hoped the Clerk would be present to provide further information.

b) Rural verge cutting [*Minute 94/25b) refers*] – one bid has been received for verge cutting in May/June and Aug/September. A second contractor was approached but had confirmed they did not wish to be considered. **Resolved** quotation from T Harland, Agricultural Contractor of £700+VAT for first cut and £750+VAT for second cut be accepted.

125/25 ACCOUNTS TO CERTIFY – The following was approved for payment via online banking (Cllrs. Ford & Staveley to do the online authorisation within 24 hours):-

YLCA

(Flying Start training, Cllr. Thompson)

£73-00

There being no further business, the Chairman declared the meeting closed at 9.17pm.



Ministry of Housing,
Communities &
Local Government

Jools Marley
Cloughton Parish Council

Please ask for: Declan Lau

By email
clerk@cloughton-pc.gov.uk

Email: [REDACTED]

Your ref: NY/2025/0030/ENV

Our ref: PCU/RTI/U2750/3377621

Date: 05 February 2026

Dear Jools Marley

Application by Europa Oil and Gas Limited for Construction of a temporary wellsite for the appraisal of gas, including drilling operation, proppant squeeze and flow testing operation and site restoration at Land East of the Mill Yard, Burniston Mill, Coastal Road, Burniston, Scarborough, YO13 0DB (application no: NY/2025/0030/ENV)

Thank you for your email of 05 February to Planning Casework Unit, asking the Secretary of State to call in the above planning application.

In this instance, you will wish to know that an Article 31 Direction under the Town and Country Planning (General Development Procedure) (England) Order 2015 was issued by the Planning Casework Unit on 29 January 2026, the effect of which prevents the Council from granting planning permission without special authorisation.]

Please note that as you have made representations about a planning application which is before the Secretary of State, it may be necessary to make your letter available to a third party should that party make a request for information on representations made to the Secretary of State on the application. Any personal or identifying information will be removed before release.

Yours sincerely

[REDACTED]

Declan Lau
Senior Casework Manager
Planning Casework Unit

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

The Secretary of State for Housing,
Communities and Local Government.
4th Floor
23 Stephenson Street
Birmingham
B2 4BH

BY EMAIL TO: pcu@communities.gov.uk

Date: 4th February, 2026

Subject: Formal Request for the Secretary of State to consider a "Call In" for Planning Application NY/2025/0030/ENV — Construction of a Temporary Well Site for Gas Appraisal at Burniston, North Yorkshire under Section 77 of the Town and Country Planning Act 1990

Planning Application Reference: NY/2025/0030/ENV

Site Location: Land East of the Mill Yard, Burniston Mill, Coastal Road, Burniston, Scarborough, YO13 0DB

Description: Construction of a temporary wellsite for the appraisal of gas, including drilling operation, proppant squeeze, flow testing, and site restoration.

Dear Secretary of State,

I am writing to formally ask you to consider exercising your powers under **Section 77 of the Town and Country Planning Act 1990** to "call in" the above application for your own determination.

This application by Europa Oil & Gas has significant implications that go far beyond local and regional interest, involving matters of national energy policy, environmental protection, and legal precedent regarding fossil fuel extraction. The application raises many issues particularly in relation to national energy policy, the United Kingdom's climate change obligations, and the protection of environmentally sensitive landscapes.

I believe it requires the level of scrutiny only possible from a Planning Inspector.

This request is based on the grounds that the ramifications of this application apply to the country as a whole and therefore require a national assessment. There are four main areas that support this request.

1. Conflict with National Net Zero Commitments

The proposal involves the appraisal and potential future extraction of fossil fuels. The compatibility issues are not just local concerns; they represent a "test case" for how the

CLOUGHTON PARISH COUNCIL

government's **Net Zero 2050** and **Clean Power 2030** goals will be applied to onshore fossil fuel infrastructure.

This application raises fundamental questions about the compatibility of new onshore gas appraisal with the UK's legally binding **Net Zero** targets and the **National Planning Policy Framework (NPPF)**.

2. Impact on Nationally Protected Landscapes

The site is located immediately adjacent to the **North York Moors National Park** and the **Heritage Coast**. The industrial nature of the 38m drilling rig and the associated heavy goods vehicle (HGV) traffic will have a substantial detrimental impact on the setting of these nationally significant assets, potentially breaching NPPF policies regarding the protection of "valued landscapes."

In 2012 the Planning Inspector dismissed an appeal for a planning application that was refused by the Council Planning Committee in 2011, on this exact site. The application was for a windfarm with a maximum height of 34.2m, ground to blade tip, almost 4 metres shorter than the proposed rig in this case.

The Planning Inspector's reasons for dismissal concluded:

'Notwithstanding my favourable findings for the appellant on the second and third main issues, **I consider that the harm I have identified to the character and appearance of the area represents a compelling objection to the proposal.** I note that the Framework provides that renewable energy development should be permitted if its impacts are, or can be made, acceptable. **However, in this case the proposal would not maintain the character of the undeveloped coast, or protect and enhance its distinctive landscape.** Having regard to the Framework as a whole, I find that the proposal does not represent sustainable development to which the presumption in favour set out in the Framework would apply. For the reasons given above and having regard to all other matters raised, I conclude that the appeal should be dismissed.'

A development such as the current proposal provides a risk that a precedent will be set for hydrocarbon operations within the immediate vicinity or adjacent to protected coastal landscapes. This would have implications far beyond the immediate locality and is, therefore, of national concern.

3. Significant Environmental Risks to Groundwater

The Environment Agency has previously indicated that this proposal may pose an **"unacceptable risk to groundwater quality"** due to the potential for vertical migration of pollutants. Given that the site is close to residential areas and sensitive ecological receptors, the technical complexity and risk profile of this "proppant squeeze" operation require national level oversight.

If a project requires such extensive conditioning just to remain "acceptable," it raises a national policy question: Should high-risk sub-surface activities be permitted at all in areas where geological "faulting" (like the Peak Fault near Burniston) could create pathways for water contamination?

4. Inconsistency with Emerging Policy and Legislation.

There are three key proposed changes to legislation which are relevant to this proposal. Two of these have been published recently by the Government and the other is the stated intention of the Government.

CLOUGHTON PARISH COUNCIL

a) Changes to the National Planning Policy Framework for 2026.

In December 2025 the Ministry of Housing, Communities and Local Government published a proposed reforms document for the National Planning Policy Framework (NPPF). The proposal makes it clear that there are ramifications for onshore oil and gas extraction as it states: 'This represents a policy change for oil and gas (i.e. the policy no longer provides that "great weight" should be given to the benefits of oil and gas extraction).'

The application NY/2025/0030/ENV relies heavily on the 'Great weight' position. The proposed changes to the NPPF fundamentally alters the planning balance for such proposals and this national policy change would be significant for this application.

b) The Water Security 2026 White Paper.

Under the 2026 Water White Paper ("A New Vision for Water"), groundwater is to be classified as a critical national strategic resource.

Groundwater provides approximately 30% of the UK's public water supply (and up to 70% in some regions).

National policy under this white paper prioritises "water resilience" due to projected climate-driven shortages. Any risk to aquifers—however small—conflicts with the government's mandate to protect "clean and plentiful water" as a matter of national security.

The process of hydraulic fracturing which involves the injection under pressure of water, sand (proppant) and chemicals risks a strategic national resource.

c) Government stated positions.

The Secretary of State for Energy Security and Net Zero, Ed Miliband, has stated that the government intends to pass a new law amounting to a permanent legislative ban on fracking. Arguing on behalf of the Government, the premise is that fracking will have little or no effect on energy prices, will not lower bills, is dangerous and would threaten the UK's climate commitments.

The Member of Parliament for Scarborough and Whitby, Alison Hume MP, has identified a legal loophole that allows for smaller volume fracking techniques. This includes what is described by the Oil and Gas Industry as "proppant squeeze", a form of Hydraulic Fracturing that falls outside the legal definition of "high-volume hydraulic fracturing".

On 28 October 2025 replying to a written parliamentary question, the Energy Minister, Michael Shanks, said any future decision on national planning policy for fracking would "take into account all volumes of hydraulic fracturing".

On 15 January 2026 in its response to a parliamentary petition, the Government confirmed that it "recognises concerns from local communities regarding low volume fracturing and the fact that it is currently treated differently, and is therefore currently reviewing the position with regard to low volume hydraulic fracturing".

To consider this planning application whilst significant and relevant legislation is being considered cannot be correct.

Conclusion

This application has generated unprecedented local opposition, with over **1,600 formal objections** and unanimous rejection by multiple local parish and town councils.

The substantial public interest and concern surrounding this proposal is based on the issues of climate change, local environmental impact, the NPPF, Water Security White Paper, the Net Zero targets and the precedents it may establish.

Given the national policy conflicts and widespread implications, a public inquiry under the supervision of the Planning Inspectorate would ensure the matter is considered transparently and comprehensively.

CLOUGHTON PARISH COUNCIL

Request.

Given the combination of environmental sensitivity, the controversial nature of the extraction method, and the clear conflict with national climate objectives, I urge you and respectfully request, to direct North Yorkshire Council to refer the application to you for a public enquiry, under the supervision of the Planning Inspectorate, to ensure the matter is considered transparently and comprehensively.

I look forward to your response.

Dictated by Cllr. P. Couch, Chairman of Cloughton Parish Council, [REDACTED] Cloughton, YO13 0AE, cllr.paul.couch@cloughton-pc.gov.uk

And signed in his absence by Mrs J Marley, Clerk to Council

[REDACTED]

J Marley (CiLCA)
Clerk to Cloughton Parish Council

Report to: Cloughton Parish Council
Report from: Cllr Karen Fanthorpe
Subject: Speed Concerns – update on progress

Council Meeting Date: 2nd March, 2026

Purpose

This report is being presented to the Parish Council for two reasons:

1. To provide an update on progress on the various actions being taken to address the concern of speeding motorists through the village;
2. To provide a briefing document for the MP, Alison Hume, who has asked for information as part of her enquiries into problems of speeding across her constituency.

Update on Actions

1. **Analysis of Data** – a 7 day survey of traffic entering & leaving the village at four sites was undertaken in October 2025. Although there is more information which can be drawn from the data, the high level results are:
 - a. Mill Lane (what 3 words location ///shares.drove.causes):
 - i. Southbound = 44%
 - ii. Northbound = 47%
 - b. Mill Lane (at junction with Station Lane):
 - i. Southbound = 43%
 - ii. Northbound = 37%
 - c. West Lane
 - i. Northbound = 26%
 - ii. Southbound = 84%

The data for Newlands Lane shows a very small percentage of speeding which is consistent with the layout of the road and the habitual presence of parked cars.

It is worth noting that the data for Mill Lane recorded an average of 8561 vehicles travelling on this section of the road over a 24 hour period.

Of particular note is that, on the Tuesday, there was a combined total of 9990 vehicles, travelling north and south bound. Bearing in mind the survey took place in October (ie not a peak season time), these numbers will be lower than at other times of the year. Does this matter? Yes, because even a small percentage of speeding motorists then equates to a sizeable number of vehicles and every one that is speeding presents a risk to local pedestrians and residents trying to join the highway.

2. **Signage** – the road marking showing “30” on Mill Lane is virtually obliterated. A request to repaint the road was made by the Clerk some months ago. This has been followed up recently and I have been advised that an update has been requested by the Customer Services Team at NY Council. The Case reference number is 101011401662.

3. **Signage on entry to village** – Mill Lane is a continuation of a 30mph zone which starts on entry to Burniston. Highway regulations do not allow for the placing of 30mph repeater signs when a road is lit. “The presence of carriageway lighting means that a road automatically has a speed limit of 30mph with the lamps taking the place of repeater signs”. This is a regulation which drivers should be aware of, making repeater signs unnecessary.

The data shows that drivers routinely ignore this “rule of the road” so a prominent reminder might have been helpful. On this basis, a request was made to NYC to erect a single, large “30mph” sign, along with “Welcome to Cloughton”. No formal response to this request had been received so this has also been followed up – the response confirms that such a sign falls under the regulation of “repeater signs” and so is not permissible.

Perhaps it is worth remembering that as more cars are fitted with satnav technology, in car management systems will be alerting drivers to their excess speeds. So, perhaps it is not so much that drivers need to be re-educated – more that they need to be reminded why a slower speed through a residential area is important.

Local residents have a significant part to play in this – it is noticeable that a stream of vehicles will typically travel at the speed set by the first car. It is likely that many of the vehicles which travel through the village are regular users of this road – if they can be persuaded of the importance of abiding by the speed limit, their actions will have a very beneficial effect.

4. **Enforcement** – in December 2024, the Support Officer for Speed Concerns at NY Police’s Traffic Bureau confirmed that the Police had already taken the decision to enforce the 30mph speed limit on the Mill Lane section of the A171 with Safety Camera Vehicles. The officer noted that “with over 800 sites across North Yorkshire requiring enforcement and limited camera vehicles available, our officers are unable to be present at any location as often as we would like”.

A link to a data site recording the allocation of the camera vehicle was provided. This showed that the vehicles were present on Mill Lane on two occasions in 2023. On the first occasion (June), 35 offences were recorded. On the second occasion (October), 23 offences were recorded.

The Speed Camera Vehicles did not visit at any point during 2024 (although they were present on 8 occasions at Cloughton Woods during the same period).

A recent check of this data site shows that the Camera Vans were deployed on more than 14,000 occasions throughout the county in 2025 but not once did they visit the A171 at Cloughton. This is very disappointing since the presence of a vehicle will provide a very visible deterrent for motorists.

A request asking for the criteria that underpins the decision- making process as to where to site the vehicles has not yielded any response.

5. **Vehicle Activated Sign (VAS)** – this visible technology alerts motorists when they are driving above the 30mph limit. As a Council, we have decided that we should look to buy one VAS unit which we would then move around the village on a quarterly basis. The unit would include a software package which provides a data download to monitor the ongoing pattern of traffic movements.

North Yorkshire Street Lighting Team officers have confirmed that the lamp posts are not suitable to carry the weight of the VAS and so separate supporting posts will be required which, in turn, will increase the cost to us. The posts will be connected to the lamp posts to provide mains connection.

The plan would be to have one post on West Lane and a second one on Mill Lane. As the units are dual facing, we will be able to switch the sign to record vehicles travelling in both directions.

The costs for the equipment are £3,725 for the VAS Unit; £3,000 for two supporting posts. Total cost £6,725 +VAT (Council is able to recoup the VAT).

A bid has been made to the Locality Fund to contribute to this cost but the rest will need to come from within Council resources and/or crowd funding.

6. **Community Speed Watch** – this remains an option for Council to consider. It would require a group of volunteers to be trained, a coordinator and the purchase of equipment.

Recommendations

1. Councillors to consider the content of this report for sharing with the MP, Alison Hume. To highlight the aspects we wish to draw to her attention and agree on any requests for assistance.
2. Councillors to discuss the opportunity to hold a drop in for residents to inform them of the actions of the Parish Council on this matter. This would include sharing with them the outcome of the survey data and seeking their engagement in tackling this situation across the village. This may include taking soundings for crowd funding for the costs of the VAS.
3. Agree any other actions which Councillors consider would support this workstream.

Cllr Karen Fanthorpe

22nd February, 2026

Subject: RE: s106 Commuted Sums for Open Space Improvements *min 103/252) reqs.*
From: CommutedSums <CommutedSums@northyorks.gov.uk>
Date: 09/01/2026, 12:50
To: Cloughton <clerk@cloughton-pc.gov.uk>, CommutedSums <CommutedSums@northyorks.gov.uk>
CC: "Karen Fanthorpe (CPC)" <cllr.karen.fanthorpe@cloughton-pc.gov.uk>

Hello Jools,

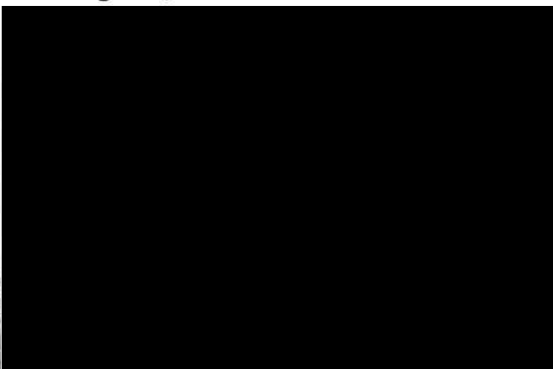
Thank you for your email and I hope you are now recovering well from your operation.

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,



OFFICIAL

From: Mrs J. Marley, Clerk to Cloughton Parish Council <clerk@cloughton-pc.gov.uk>
Sent: 08 January 2026 09:02
To: CommutedSums <CommutedSums@northyorks.gov.uk>
Cc: Karen Fanthorpe (CPC) <cllr.karen.fanthorpe@cloughton-pc.gov.uk>
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

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.

12/25 12/25 12/25

2/3/26 8F

Subject: RE: Parish Council Reports**From:** "Collins, Emma" [REDACTED]**Date:** 04/02/2026, 13:05**To:** "Mrs J. Marley, Clerk to Cloughton Parish Council" <clerk@cloughton-pc.gov.uk>

Hello Jools,

Thank you for your email and for letting me know the Council's thoughts from last night's meeting. I appreciate how closely you monitor local policing matters and the value the previous reports provided. While we're no longer producing routine Parish Council reports, crime figures and neighbourhood updates remain available on the North Yorkshire Police website links provided below. We also share regular updates through Community Messenger — this is a tool the team use to put out timely updates within their communities.

Are you aware whether the councillors are signed up to Community Messenger? It's a useful way for them to stay informed.

If the Council has specific concerns or needs information ahead of a meeting, please feel free to contact the Filey SNA mailbox. The team can provide tailored updates where appropriate to ensure you have relevant information when needed.

I hope this approach supports the Council's oversight while allowing us to balance operational priorities effectively. Do get in touch whenever you need anything specific.

snafiley@northyorkshire.pnn.police.uk

[Home](#) | [North Yorkshire Police](#)

Kind regards,

Emma

A/Insp 1634 Emma Collins

Eastfield & Filey NPT

From: Mrs J. Marley, Clerk to Cloughton Parish Council <clerk@cloughton-pc.gov.uk>

Sent: 03 February 2026 15:35

To: Collins, Emma [REDACTED]

Subject: Re: Parish Council Reports

CAUTION: This email originated from outside of North Yorkshire Police. Please DO NOT click on links or open attachments unless you were expecting the email, recognise the sender, and know the content is safe.

Emma - your email was received at last night's meeting of Cloughton Parish Council. Councillors regretted this decision as the information provided was actively discussed at each meeting and trends noted.

Council instructed me to request a six monthly report to ensure Council retains oversight of this important matter. Would it be possible to provide this?

Regards, Jools

Change to staff entitlements from 1/4/2026

NA

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.

Refer to March agenda.

*Full details in YLCA Law & Governance Bulletin
emailed earlier 2/2/26*

REPORT TO CLOUGHTON PARISH COUNCIL

From J. Marley, Clerk to Council

For Consideration at the Council meeting of 2nd March 2026

SUBJECT: Assertion 10 of 2025/26 AGAR

Purpose of the Report

The purpose of this report is to inform Members about the introduction of Assertion 10 within the 2025/26 Annual Governance and Accountability Return (AGAR), to outline its implications for the Council, and to seek approval for the adoption of an Information Technology (IT) Policy to ensure compliance.

Background

Each year, the Council is required to complete the Annual Governance and Accountability Return (AGAR), which provides assurance that the Council is operating effectively, managing its finances appropriately, and complying with legal and governance requirements.

The AGAR requirements are reviewed annually by the Smaller Authorities Proper Practices Panel (SAPPP). The SAPPP publishes guidance in the form of The Practitioners' Guide, which sets out the proper practices that town and parish councils must follow in relation to governance and accounting procedures. The current edition of the Guide is approximately 75 pages long.

For the 2025/26 reporting year, a new requirement has been introduced through Assertion 10, which places formal emphasis on how councils manage digital communications, information security, and data responsibilities.

Assertion 10 Requirements

Assertion 10 focuses on ensuring that councils have appropriate arrangements in place for digital governance and information management. While this represents a new reporting requirement within the AGAR, many of the responsibilities referenced already exist under:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Freedom of Information and publication scheme requirements
- General best practice relating to secure use of IT systems

The assertion requires councils to confirm that appropriate policies, procedures, and safeguards are in place to manage digital data and communication securely and responsibly.

Current Position

An initial review of the Council's current governance arrangements indicates that the Council is compliant with most elements of Assertion 10. However, the Council is presently unable to confirm full compliance due to the absence of a formally adopted IT Policy.

The Practitioners' Guide provides a template IT Policy designed specifically for local councils. This template has been adapted for Cloughton Parish Council and is attached to this report for consideration.

Adoption of this policy would enable the Council to demonstrate full compliance with Assertion 10 in the 2025/26 AGAR.

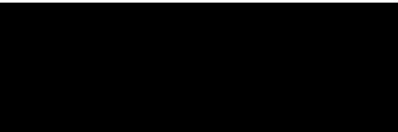
Implications

- **Governance**
Adopting the IT Policy will strengthen the Council's governance framework and provide clarity regarding the management of digital communications and data handling.
- **Legal and Regulatory**
The policy will assist the Council in demonstrating compliance with data protection legislation and proper practices guidance.
- **Financial**
There are no direct financial implications associated with adopting the policy.
- **Risk Management**
Failure to adopt appropriate policies will lead to non-compliance with AGAR requirements and increased risk relating to data security and governance standards.

Recommendations

Members are recommended to:

1. Receive and note this report; and
2. Adopt the draft IT Policy template with immediate effect.



J Marley (Mrs), CiLCA
Clerk to Council and RFO
Enc. IT Policy

Cloughton Parish Council IT Policy

1. Introduction

Cloughton Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Cloughton Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Cloughton Parish Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Cloughton Parish Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Cloughton Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Cloughton Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Cloughton Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Cloughton Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by Cloughton Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Cloughton Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13 Training and awareness

Cloughton Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact the Clerk to Council.

All staff and councillors are responsible for the safety and security of Cloughton Parish Council's IT and email systems. By adhering to this IT and Email Policy, Cloughton Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

Document History		
Status	Date	Version
Draft to Council	March 2026	V1.0