

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 5th January 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 1st December 2025 *[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. Christmas Lights Competition – to receive results.
9. Fracking *[Minute 88/25 refers]* – to receive update from Cllr. Fanthorpe and agree action as appropriate.
10. Increasing Council's public profile *[Minute 89 /25 refers]* – to receive report from Cllrs. Fanthorpe & Staveley and agree action as appropriate.
11. Speed data analysis & VAS signs *[Minute 90 /25 refers]* – to receive Cllr. Fanthorpe's report thereon and agree action as appropriate.
12. Updates on matters raised at previous meetings:-
 - a) Duckpond at Cober Hill *[Minute 86/25c refers]* – to note the various responses received *[enclosed]* from NYC and the Environment Agency;
 - b) Duchy signpost Saltpans *[Minute 86/25c refers]* – to note Duchy's response of 5/12/25 *[enclosed]*.
13. Correspondence:-
 - a) From N. Yorkshire Fire & Rescue Service re. letter of thanks
 - 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)* - to agree action/comments as appropriate;
 - c) Correspondence received after 28/12/25 requiring a response before next meeting.
14. Planning Matters:-
 - a) Applications Received- to agree comments on:-
 1. NYM/2025/0701 Excavations, earthworks and erect agricultural livestock building (part retrospective) at Hodgsons Moor Farm, Gowland Lane;
 - b) Decisions received to note:-
 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) To agree comments/note any planning matters/decisions received after 28/12/25.
15. Accounts to Certify:- J Marley (reimburse Christmas Lights prize money) £50-00; Duchy of Lancaster (backdated rent for playground 29/9/25-28/9/26) £23-40

J. Marley (Mrs)
Clerk to the Parish Council
29th December 2025

MINUTES OF ORDINARY MEETING OF CLOUGHTON PARISH COUNCIL HELD IN ST. MARY'S CHURCH HALL ON MONDAY 1st DECEMBER 2025 AT 7.30PM

Present: Councillors P Couch (Chairman), D Baker, K Fanthorpe, D Ford, S Staveley.
North Yorkshire Cllr. Bastiman. Cllr. A Thompson (from 7.34pm), one member of public (until 7.34pm).

Absent: Cllr. 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.

78/25 **APOLOGIES GIVEN IN ADVANCE OF MEETING:-** **Received** from Cllr. Bleasdale and Mrs Marley.

79/25 **APPROVAL OF REASONS FOR ABSENCE:-** **Resolved** the reasons of 'prior commitment' (Cllr. Bleasdale) and 'health' (Mrs Marley, Clerk to Council) be approved & accepted.

80/25 **DECLARATIONS OF INTEREST:** None.

81/25 **MINUTES**

Having been previously circulated, **resolved** the minutes of the meeting of 6th October 2025 be **approved** as an accurate record & authorised for signature by the Chairman of the meeting.

82/25 **NOVEMBER MEETING:** **Noted** no meeting held in November due to absence of Clerk on sick leave.

83/25 **PUBLIC OPEN FORUM** No matters raised.

84/25 **MATTERS RAISED IN PUBLIC OPEN FORUM** None.

85/25 **CASUAL VACANCY:** A short resume provided by the applicant had been circulated with the agenda. **Resolved** Anne Thompson be co-opted to the casual vacancy and her Declaration of Acceptance of Office be signed by 6th December 2025.

Procedural note – Cllr. Thompson left the public area and took her place at the Council table.

86/25 **REPORTS**

- a) **Police:** the reports for October incidents (emailed to councillors 23/11/25) and November incidents (emailed to councillors 1/12/25) were **received & noted**.
- b) **Unitary: Resolved** Cllr. Bastiman's reports on the following be received and noted:- Proposal for "Fracking" – it was likely the planning application would be considered in January, with the relevant meeting taking place in Scarborough; the impact of the Fylingdales fire on the local bus service had been raised as an issue; there was to be a North Yorkshire Council Review of the ban on parking of motorhomes on the Marine Drive (Cllr Couch had been in discussion with Burniston Chairman as the parking of vans on scenic land belonging to the Duchy had been an issue. Cllr Bastiman had funding available for local projects through his locality budget (bids would need to be confirmed at the January meeting). Cllr Bastiman has been re-elected as Vice President of the LGA Special Interest Group for the Coast and was involved in the Investigation into Crustacean Die-Off.
- c) **Parish:** Cllr Staveley reported problems with rainfall overflow from the Cober Hill duckpond – as well as excessive water on the road, the smell from the overflow was terrible. It was agreed that an approach to the management at Cober Hill was required, specifically asking them to clear fallen leaves which is thought to be the main cause of the problem. Cllr Couch will attempt to speak to someone at Director level but previous communications haven't been too successful. **Resolved** Clerk to refer to the Environment Agency. Cllr Bastiman encouraged all members to report blocked gullies to Area3Whitby@northyorks.gov.uk

Cllr Ford raised concerns about the closure of the shop/Post Office in Burniston – the consequence of which is that neither village now has a general shop. It was recognised that small businesses are vulnerable in the current business model where larger shops/supermarkets are more cost efficient. Village shops not only provide supplies but often act as a contact point for information and picking up concerns of residents. Cllr Bastiman suggested it would be appropriate to raise the general issue with the MP, Alison Hume to suggest that measures should be

considered to protect these vital businesses. **Resolved** Cllr Ford to write to the MP on behalf of the Council.

Cllr Thompson reported on the removal of the Duchy signpost from Saltpans Lane. The disappearance of the sign coincided with one of the worst incidents of litter and waste being left behind after campervans departed. **Resolved** Clerk to contact Duchy to follow up their intentions.

Cllr Fanthorpe reported that she'd had a very productive session with the Clerk to understand the details of the budget and the background to setting precepts each year. She suggested it would be useful if all Councillors attended a joint session so that they have a collective understanding. A request to YLCA to run a training session using Cloughton's budget figures would be helpful. **Resolved** Cllr Fanthorpe to follow up

Cllr Couch had been contacted by a resident complaining about the use of an advertising notice on Mill Lane and overhanging branches on hedges at Cober Hill. Councillors agreed that they would wish to support local businesses to thrive and to help them where it was appropriate. It was also noted that the advertising board was on private land.

- d) **Clerk:** no matters to report.

87/25 ACTION TAKEN UNDER STANDING ORDER 51:-

- a) Parish Member vacancy on NYMNP – **resolved** it be noted details of the three nominees had been circulated to all councillors by email on 4/11/25 and the majority vote for Cllr. Marley had been submitted to the NYMNP as this Council's choice.

88/25 FRACKING [Minute 71/25 refers]:-

Received & noted an update from Cllr Fanthorpe that the planning application had not yet been heard by NY Council. As the original objection was submitted in April 2025, new information had become known in the six months since the response was made. A draft update report was circulated to all members for comment – amendments have been made to the report and **resolved** it be submitted as a formal update to NYC. **Resolved** Cllr Fanthorpe be formally thanked for all the work she has undertaken on behalf of the Council.

89/25 INCREASING COUNCIL'S PUBLIC PROFILE [Minute 72/25c) refers]:-:-

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)

90/25 SPEED DATA [Minute 71/25 refers]:-

Received & noted an update from Cllr Fanthorpe that the data from the four speed surveys had been received but there were some queries about the analysis so further work is being undertaken. Also **noted** that Cllr Bastiman was supportive of receiving a bid to the locality fund to help with the costs of purchasing VAS equipment (and supporting posts) but this would need to be submitted at the January meeting. (Action Cllr. Fanthorpe).

91/25 UPDATES ON MATTERS RAISED AT PREVIOUS MEETINGS:-

- a) Planning matter on Station Lane [Minute 34/25d) refers] – **resolved** it be noted a retrospective planning application had been submitted;
- b) Planning matter on Quarry Bank [Minute 56/25c) refers] – **resolved** it be noted the dormer fell within permitted development and no action was to be taken by the planning authority;

92/25 CORRESPONDENCE

- a) Ballot for the Parish Member vacancy on NYMNP – **noted** the count took place on 25/11/25 and Cllr. Marley had been elected to the vacancy and **noted** the appointment is subject to confirmation by the Secretary of State;
- b) Correspondence received after 25/11/25 & requiring a response before next meeting:- none.

93/25 PLANNING MATTERS

a) Applications Received & Appeals Notified:-

- 1) NYM/2025/0702 Vary condition 3 of NYM/2023/0493 to allow commercial use of manège (retrospective) at Westfield Farm, Station Lane. 4 members objected, 2 abstained and **resolved** to object on the grounds the original reasoning for the decision not to grant commercial use had not changed;
- 2) ZF25/01294/HAS Vary conditions 1 (amended plans), 4 (holiday use) and 5 (28 day occupation) in relation to ZF25/00036/HS at 17 Station Lane. **Resolved** varying the application in response to previous comments did not appear to include altering the exterior view which was the main concern, previous objection therefore still stands.

b) Decisions received: -

- 1) NYM/2025/0447 Enlarged replacement dormer at Shearwater, Hood Lane - granted with conditions.
- 2) ZF25/00753/HS Retrospective application for raised timber decking with pergola on raised decking area at 12 Littlemoor Close - withdrawn.

c) Planning matters received after 25/11/25:- None.

94/25 FINANCE & REGULATORY MATTERS

- a) Replacement of Internal auditor - details circulated with agenda were **noted** and **resolved** to appoint Asquith's at a cost of £250-£300+VAT per audit;
- b) Rural verge cutting - **resolved** Clerk to get estimates for 26/27 onwards;
- c) 26/27 Model Agreement (*circulated with agenda*) - **noted** this had been amended and monies only to be paid for parks, playing fields and open spaces (£3,472.21) and churchyards (£278.10). This will result in a decrease in income of £2,549.70 on the current financial year. This reduction is a consequence of unification and while a saving to North Yorkshire Council it creates an additional cost to the parish council. There is also a potential for further reductions by NYC in the future.
- d) 26/27 budget and precept - **received & noted** RFO's draft budget and precept recommendations (*circulated with agenda*). **Resolved** budget as submitted be agreed. Noted that significant work would need to be done for 27/28 in terms of reducing costs and/or increasing the precept. **Resolved** the precept remain unchanged at £7,464 and **noted** this effectively was a decrease of 0.94% on the current year.
- e) Standing Order to N Barnes - **noted** 1] a change of bank details was received 20/10/25, 2] the existing standing order was cancelled 23/11/25. **Resolved** a replacement standing order in the sum of £455/month payable 15th December and 15th January be authorised (Cllrs. Baker and Staveley to do online authorisation).
- f) Availability of Section 106 monies - details emailed to councillors 15/10/25 were **received & noted**. **Resolved** three potential developments 1] further equipment for the playground to complete the work done previously; 2] Replacement benches for the quiet area; 3] new equipment which might be needed by the cricket team. Cllr. Staveley to liaise with Clerk to specify funding requirements.

95/25 ACCOUNTS TO CERTIFY - The following were approved for payment via online banking (Cllrs. Baker & Staveley to do the online authorisation within 24 hours):-

North Yorkshire Council	(4 speed surveys)	£440-00
Playsafety	(Playground inspection)	£120-00
HMRC	(Tax/NI Oct-Dec)	£39-00

There being no further business, the Chairman declared the meeting closed at 9.43pm.

Subject: RE: 251209/JB01 RE: Pond at Cober Hill, Cloughton

From: M [REDACTED]@northyorks.gov.uk

Date: 10/12/2025, 16:40

To: A [REDACTED]@northyorks.gov.uk

CC: Cllr.Derek Bastiman <Cllr.Derek.Bastiman@northyorks.gov.uk>, Cloughton <clerk@cloughton-pc.gov.uk>

Gmail (4)

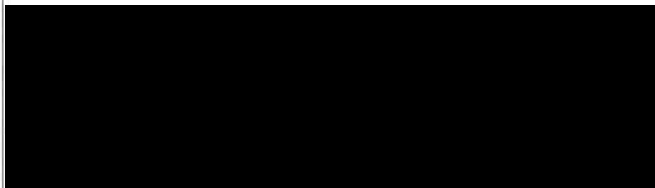
Hi A [REDACTED]

Nice to see you this morning and thanks for sending this through. I will ask Heather in my team to pick this up and discuss with Highways and revert to the Parish Council and Cllr Bastiman to see if there is anything we can do to get the pond cleared out to reduce the risk of flooding – noting however the pond is on private land.

If there is a pollution issue, I think that still sits with the EA.

Thanks

M [REDACTED]



OFFICIAL - SENSITIVE

From: A [REDACTED]@northyorks.gov.uk

Sent: 10 December 2025 08:49

To: M [REDACTED]@northyorks.gov.uk

Cc: Cllr.Derek Bastiman <Cllr.Derek.Bastiman@northyorks.gov.uk>; Cloughton <clerk@cloughton-pc.gov.uk>

Subject: FW: 251209/JB01 RE: Pond at Cober Hill, Cloughton

Hi M [REDACTED]

Please see below from Cloughton PC.

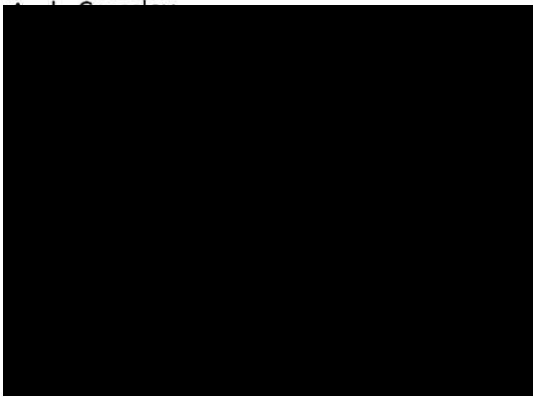
Apologies for forwarding this direct to you but I have had no contact with the officer who covers this area since Mark Henderson moved to York.

Please could you ask someone to have a look into this as the flooding from the pond does cut off the access to a number of villages and properties.

I would be interested in any findings regarding the smell from the outfall as we are currently investigating sources of pollution which eventually end up in Scalby Beck which this outfall finally connects to although some distance away, from a bathing water point of view.

Kind Regards

Ap 



OFFICIAL - SENSITIVE

From: Mrs J. Marley, Clerk to Cloughton Parish Council <clerk@cloughton-pc.gov.uk>
Sent: 09 December 2025 16:47
To:  <[\[redacted\]@northyorks.gov.uk](mailto:[redacted]@northyorks.gov.uk)>; coberhill.charitabletrust@gmail.com;
receptiondesk@coberhill.co.uk
Cc: Cllr.Derek Bastiman <Cllr.Derek.Bastiman@northyorks.gov.uk>
Subject: Fwd: 251209/JB01 RE: Pond at Cober Hill, Cloughton

Please see below an exchange of emails between the Parish Council and the Environment Agency. I believe that Cober Hill Ltd is a wholly-owned subsidiary of The Cober Hill Charitable Trust and both are included in this email in the hope that they take responsibility for the problem. I have also cc'd the North Yorkshire ward councillor and bcc'd all parish councillors so they are aware.

J Marley (Mrs) CILCA
Clerk to Cloughton Parish Council
Annan,
41 Scalby Road,
Burniston,
Scarborough
YO13 0HN

01723-870299 (NOTE - due to the high number of nuisance calls we've been receiving you may be asked to leave a message or give your name before your call is accepted.)

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Subject: Fwd: 251209/JB01 RE: Pond at Cober Hill, Cloughton

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

Date: 09/12/2025, 16:47

To: A [REDACTED]@northyorks.gov.uk>, coberhill.charitabletrust@gmail.com, receptiondesk@coberhill.co.uk

CC: "NYU Cllr. Bastiman" <cllr.derek.bastiman@northyorks.gov.uk>

BCC: [REDACTED]

pc.gov.uk

<cllr.p

(CPC)

Gmail (3)

} no reply Rx 226/12/

Please see below an exchange of emails between the Parish Council and the Environment Agency. I believe that Cober Hill Ltd is a wholly-owned subsidiary of The Cober Hill Charitable Trust and both are included in this email in the hope that they take responsibility for the problem. I have also cc'd the North Yorkshire ward councillor and bcc'd all parish councillors so they are aware.

J Marley (Mrs) CILCA

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

Subject: 251209/JB01 RE: Pond at Cober Hill, Cloughton

Date: Tue, 9 Dec 2025 12:57:39 +0000

From: Enquiries, [REDACTED]@environment-agency.gov.uk>

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

Hi J Marley

I have passed this on to our incident team because I can see that the watercourse that goes from the pond feeds into a statutory main river (Cloughton Beck), because it is a blockage that could lead to flooding.

Subject: 251209/JB01 RE: Pond at Cober Hill, Cloughton
From: "Enquiries [REDACTED]@environment-agency.gov.uk">
Date: 09/12/2025, 12:57
To: "Mrs J. Marley, Clerk to Cloughton Parish Council" <clerk@cloughton-pc.gov.uk>

Gmail (2)

Hi J Marley

I have passed this on to our incident team because I can see that the watercourse that goes from the pond feeds into a statutory main river (Cloughton Beck), because it is a blockage that could lead to flooding.

You would need to also report it to the Lead Local Flood Authority (LLFA) which is North Yorkshire Council. The LLFA deal with managing local flood risk from surface water and oversee road closure notices and providing sandbags.

Flooding | North Yorkshire Council

When it comes to managing a watercourse, the Environment Agency have statutory powers to maintain Main Rivers for reduction of flood risk (sections 169 to 172) of the Water Resources Act 1991, irrespective of channel ownership. These powers are discretionary and are exercised according to resources available and the flood risk pertaining in any locality.

The legal duty to maintain a watercourse rests with the Riparian Owner (normally the owner of the land adjacent to the watercourse) irrespective of whether the Environment Agency chooses to undertake works.

They are responsible for maintenance of the watercourse up to half way across and the owner of the opposite bank is responsible for the other half.

If the land on both sides of the watercourse has the same owner, they are responsible for its entire width.

You can find out details of landowners from the Land Registry below.

HM Land Registry - GOV.UK

You can find more on managing a watercourse on the link below

Owning a watercourse - GOV.UK

We do have a river and coastal maintenance programme which you can find using the interactive map I have provided here

Asset Information and Maintenance Programme

Examples of scheduled maintenance activities include:

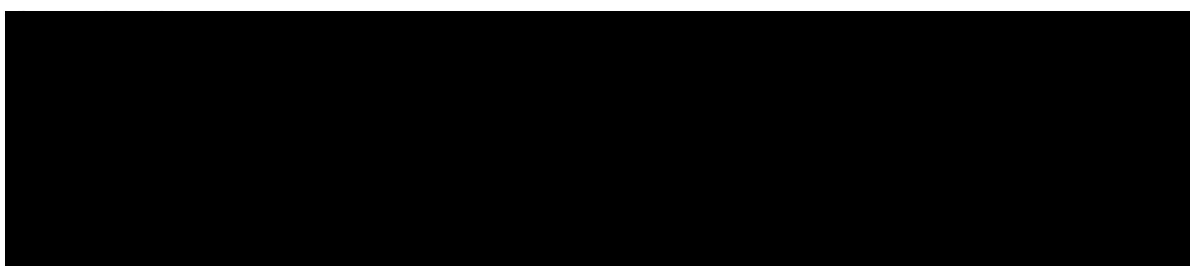
- essential riverbank and flood defence repairs

- waterway access improvements
- managing grass, trees and bushes on flood embankments
- desilting (dredging) of riverbeds

The responsibility of the pond needs to be dealt with by whoever owns the land that the pond is on and they need to make sure it is maintain properly. There is some guidance on the Freshwater Habit Trust's page about pond maintenance.

Pond Management Hub - Freshwater Habitats Trust

Many thanks



Environment Agency Quadrant 2, 99 Parkway Ave, Parkway Business Park, Sheffield, S9 4WF

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<https://www.smartsurvey.co.uk/s/EnvironmentAgencyCustomerSatisfactionSurvey-EmailEnquiries/>



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

Sent: 05 December 2025 10:00

To: Enquiries, [REDACTED]@environment-agency.gov.uk>

Subject: Pond at Cober Hill, Cloughton

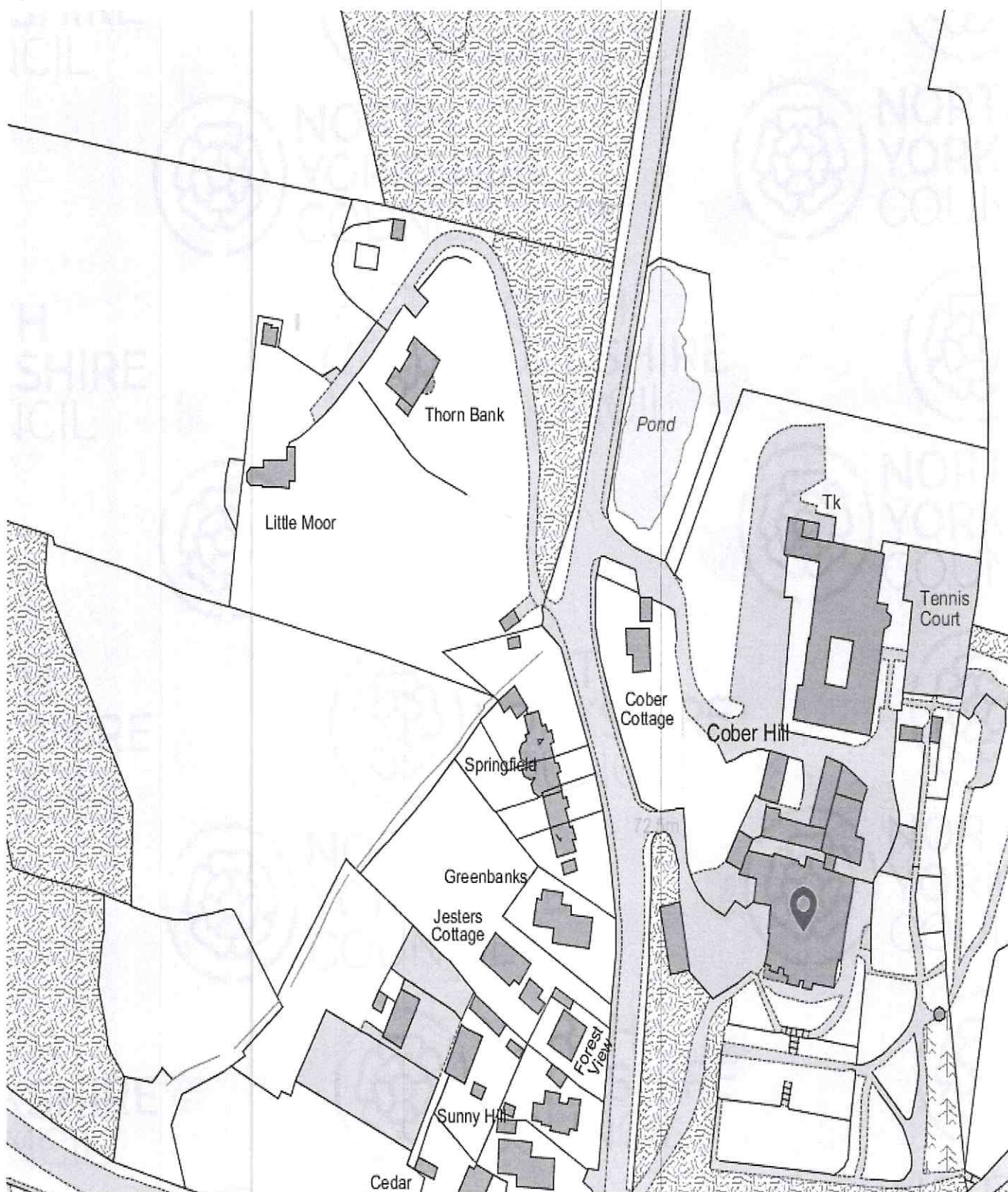
Email ①

You don't often get email from clerk@cloughton-pc.gov.uk. [Learn why this is important](#)

At the December meeting of Cloughton Parish Council complaints were again received about the state of the pond at Cober Hill. It is choked with weed, rushes and trees and as well as causing excessive water on the road, the smell from

the overflow is terrible. A previous unofficial approach to Cober Hill has been unsuccessful.

I have therefore been asked to refer the matter to yourselves in the hope some action can be taken. Thank you, Jools Marley



J Marley (Mrs) CiLCA
Clerk to Cloughton Parish Council
Annan,
41 Scalby Road,
Burniston,
Scarborough

Subject: Saltpans Parking Area, Cloughton

From: James [REDACTED]@duchyoflancaster.co.uk>

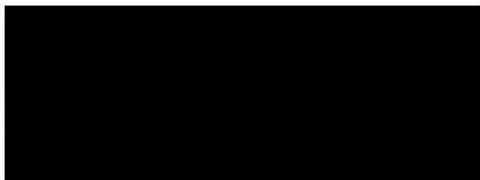
Date: 05/12/2025, 16:20

To: "clerk@cloughton-pc.gov.uk" <clerk@cloughton-pc.gov.uk>

Dear Mrs Marley,

Thank you for the e-mail regarding the parking area at Saltpans, Cloughton. It has been noted that the parking signs have yet again been removed from the site. New signs have been ordered and more robust methods of fixing the signs are being considered. Future management of the site is under review, within the constraints of the public road access to the site and the site and the broader SSSI designation.

Yours Faithfully



Lancaster Castle



DUCHY OF LANCASTER

Burleigh House, 355-359 Strand, London WC2R 0HS

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