

Glaisdale Parish Council

Mr D. Palmer

Clerk to the Council

Telephone : 01947 897481

Email : clerk@glaisdalepc.org.uk

Web : www.glaisdalepc.org.uk

Dalegarth

The Green

Glaisdale

Whitby

North Yorkshire

YO21 2PW

MINUTES OF GLAISDALE PARISH COUNCIL MEETING held at The Robinson Institute, Glaisdale, on Thursday 18th September 2025.

PRESENT: Cllrs : CP, NH (Chair), KA

APOLOGIES : Cllrs : CY, TC, MH

Declaration of Interests : None

Period for public comment/participation (Max 15mins in total!)

Members of the public in attendance : Nil

1. **MINUTES OF MEETINGS** Presented, agreed and signed as a true record. Cllrs: Prop KA/ Sec CP
2. **MATTERS ARISING FROM THE MINUTES**
 - 2.1 July/August 2025 Police Reports.
 - **Noted, little activity in the Glaisdale parish areas.**
 3. **PLANNING**

[Details of applications listed here can be viewed via the Glaisdale PC website. - Go to the 'Council Business /Planning' page and click on the relevant application no. – you will be taken to the details on the NYMNPA planning web page.]

 - 3.1 **Applications**
 - 3.1.1 **NYM/2025/0416** - Application for construction of access ramp with handrail at Glaisdale Head Methodist Chapel, Common Lane, Glaisdale has now been withdrawn.
 - **Noted.**
 - 3.1.2 **NYM/2025/0490** - Application for use of land for siting of one shepherds hut for holiday letting purposes with associated parking and amenity space (retrospective) at Bainley Bank Farm, Fryup.
 - **No Objections**
 - 3.1.3 **NYM/2025/0505** - Application for installation of ground mounted solar array at Postgate Farm, Glaisdale.
 - **No Objections**
 - 3.1.4 **NYM/2025/0500** – Notification of proposed works to trees in a conservation area at St James' Church, Lealholm. (Sycamore tree to fell in churchyard)
 - **No Objections although Cllrs would prefer to see the tree replaced with a nother tree rather than a flowerbed.**
 - 3.1.5 **NYM/2025/0483** – Notification of proposed works to trees in a conservation area at Horse House Farm Cottages, Lealholm. (3 x small Leylandii trees to be removed)
 - **Insufficient information on the presented application to come to an informed opinion.**

3.2 Referrals - None

4. FINANCE

- 4.1 Invoice #4363 received from Netwise UK for GPC Website hosting fees for 2025/2026. This payment due before end August 2025 and so payment made by Clerk via BACS prior to member authorisation under GPC financial standing order ref 2.2.
This invoice now requires validation and authorisation by members.
• **Payment approved by Cllr CP, seconded Cllr KA. All members in agreement.**
- 4.2 Invoice #4376 received from Netwise UK for GPC Website Domain charges for 2021/2025. This payment due before end August 2025 and so payment made by Clerk via BACS prior to member authorisation under GPC financial standing order ref 2.2.
This invoice now requires validation and authorisation by members.
• **Payment approved by Cllr CP, seconded Cllr KA. All members in agreement.**
- 4.3 Invoice #0176 received from Harrisons Landscapes for grass cutting work completed in Lealholm during June and July 2025. Payment made by Clerk via BACS prior to member authorisation under GPC financial standing order ref 2.2.
This invoice now requires validation and authorisation by members.
• **Payment approved by Cllr CP, seconded Cllr KA. All members in agreement.**
- 4.4 Request for financial support received from NY Citizens Advice & Law Centre which has pointed out support given to 14 Glaisdale clients over the last year with help for 29 issues.
• **Members received this request for financial support from the Citizens Advice & Law Centre (Whitby Area) and agreed that this organisation is of great benefit to local parishioners and worthy of support. Members agreed to offer a donation of £100.00 Proposed Cllr KA, seconded Cllr CP. All members in agreement. Donation to be made via BACS.**
- 4.5 Notification of Data Protection Fee due on 27/09/2025. This fee will be collected automatically from GPC bank account via previously set up direct debit.
• **Noted**
- 4.6 Notification received from the Pensions Regulator of re-enrollment deadline for all employees of GPC. Clerk to action this requirement on the earliest date allowed. (22/10/2025)
• **Noted, Clerk to action at earliest date.**
- 4.7 NJC Clerks contracted salary increase for April 2025 to March 2026 has now been agreed by HMG and NALC. Clerk requests that salary is brought into line with this new agreement. Detailed calculations are provided for members approval.
• **Members accepted this increase in Clerks salary scale and agreed to the increase according to the calculations provided. Clerk to action asap.**
- 4.8 Invoice #0230 received from Harrison Landscapes for grasscutting services supplied on 14th August 2025
• **Payment proposed Cllr CP, seconded Cllr KA. All members in agreement. Payment to be made via BACS.**
- 4.9 Authority to purchase latest edition (14th) of 'Local Council Administration' handbook 2025 update when published (expected October 2025)
• **Members agreed that this is an essential resource for the council and agreed to this request. Clerk to make purchase as soon as available.**
- 4.10 Clerk requests budget limits and authority to purchase for replacement of Council laptop when Win 10 security updates cease on 10th October 2025.
• **Several quotes presented to members for typically specified laptop and agreement given for Clerk to purchase suitable laptop within budget.**

Glaisdale Parish Council

Mr D. Palmer

Clerk to the Council

Telephone : 01947 897481

Email : clerk@glaisdalepc.org.uk

Web : www.glaisdalepc.org.uk

Dalegarth

The Green

Glaisdale

Whitby

North Yorkshire

YO21 2PW

5. CORRESPONDENCE

5.1 Action / Reply

5.1.1 New requirements for council communications under Assertion 10 of the Governance and Accountability Return for year ended March 2026. This requires all members to use only Council owned email accounts when communicating on council matters with other members or with members of the public.

- Clerk has initiated the creation of individual email accounts for each member and requested each member create these email accounts on their personal devices to enable communication between members and members of the public. Instructions for doing this provided to members.

5.1.2 Council IT Policy requirement for Town & Parish Councils for approval and adoption.

- Policy provided for council approval. Proposal to endorse the policy made by Cllr CP, seconded Cllr KA. All members in agreement.

5.1.3 Woodworks bank footpath. Request from M Hollingworth that the path be included on the council grass cutting and Commons maintenance schedule for future years

- Members agreed that this pathway be included on the works schedule when the next round of tenders are requested from local contractors.

5.2 Minutes & Reports

5.2.1 Northern Area Parish Forum Agenda for Thursday 25th Sept. meeting

- Noted

5.2.2 Scarborough and Whitby Area Committee agenda for 19th September meeting.

- Noted

5.3 For Information

5.3.1 Road closure/restriction notifications for Glaisdale parish in October.

- Noted

5.3.2 OFGEM information for imminent Radio Teleswitch Meter Phase-Out.

- Noted, information posted on council noticeboards.

5.3.3 Information from Houslyke resident regarding increasing activity regarding vehicle parking and nuisance at eastern approach to Houslyke village.

- Noted, no action proposed at this time.

Newsletters received : None

Publications received : Clerks & Councils Direct – September issue

6. REPORTS OF MEETINGS ATTENDED - None

7. MATTERS OF INTEREST RAISED BY MEMBERS - None

DATE OF NEXT MEETING : Thursday 16th October 2025 at the Robinson Institute. The meeting will commence at 7.30pm.