



PANNETT PARK | WHITBY | YO21 1RE  
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Dear Councillor,

2 November 2023

You are **summoned** to attend the **MEETING** of the **TOWN COUNCIL OF WHITBY** to be conducted at the Pannett Gallery on **TUESDAY 7 NOVEMBER 2023 at 6:00pm**, the agenda for which is set out below.

Michael King  
Town Clerk

To: Councillors Abbott, Barnett, Mrs Brown, Mrs Coughlan, Dalrymple, Goodberry, Harrison, Harston, Hinchliffe, Jones, Nock, Redfern, Riddolls, Smith, Mrs Sumner, Mrs Turner, Mrs Wild and Mrs Wilson

**NOTICE OF MEETING – Public notice of the meeting is given in accordance with schedule 12, paragraph 10(2) of the Local Government Act 1972.**

## AGENDA

- 1. APOLOGIES FOR ABSENCE**  
To receive and resolve upon apologies for inability to attend.
- 2. DECLARATION OF INTERESTS**  
To declare any interests which members have in the following agenda items.
- 3. PUBLIC PARTICIPATION**  
Standing Orders will be suspended for up to 15 minutes to allow for questions or statements submitted by members of the public<sup>1</sup> (limited to 3 mins per person).
- 4. HARBOURSIDE PUBLIC REALM CONSULTATION**  
Area 3 Highways Manager to attend. Members should note that the start of the public consultation has been postponed from 30 October to 9 November. The consultation documents previously circulated on 24 October is subject to change and an update will be provided at the meeting.
- 5. EXTERNAL REPORTS**  
To receive reports on behalf of external bodies if present
  - a. North Yorkshire Police
  - b. North Yorkshire Council

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<sup>1</sup> Anyone who wishes to register to participate under this Item, please contact the Town Clerk (town.clerk@whitbytowncouncil.gov.uk)

<b>6. MINUTES</b>	<b>Page</b>
a. To <b>approve</b> , as an accurate record, minutes of the following meetings:	
i. Council	5 September 2023      5
ii. Extraordinary Council	16 September 2023     13
b. To <b>receive</b> the (draft) minutes of the following committee meetings:	
i. Harbour	19 September 2023     15
ii. Planning & Licensing	26 September 2023    17
iii. Extraordinary Human Resources	3 October 2023        21
iv. Finance Policy & General Purposes	3 October 2023        23
v. Planning & Licensing	10 October 2023       29
vi. Town Development & Improvement	17 October 2023      33
vii. Joint Management	24 October 2023      37
viii. Planning & Licensing	31 October 2023      41
<b>7. COMMITTEE RECOMMENDATIONS &amp; REFERRALS</b>	
a. <b>FP&amp;GP Committee 3 October 2023</b> <b>215/23 APPROVAL OF EXPENDITURE</b>	
<b>RECOMMENDED</b> that the schedule of expenditure up to 31 August in the sum of <b>£64,725.67</b> (as attached) is approved.	<b>24</b>
b. <b>Joint Management Committee 24 October 2023</b> <b>241/23(b) QUOTATION FOR ELECTRICAL WORKS</b>	
<b>RECOMMENDED</b> that it is recommended to Full Council that approval be given for these works to be carried out by NTL Electrical Services at a (net) cost of £13,551.25.	<b>39</b>
c. Any other matters for consideration from the minutes noted above.	
<b>8. COMMITTEE PLACES</b>	<b>43</b>
To consider any outstanding committee and substitute vacancies. Note that there is a new vacancy on the Town Development & Improvement Committee due to the resignation of a councillor from that committee.	
<b>9. OUTCOME OF TOWN POLL</b>	<b>49</b>
To consider the outcome of the town poll and any actions, if required.	
<b>10. CASUAL VACANCY – CO-OPTION TIMETABLE</b>	<b>53</b>
To consider the procedure and timetable for co-option to the casual vacancy in the West Cliff Ward.	
<b>11. BUDGET PREPARATION TIMETABLE 2024-25</b>	<b>55</b>
To consider the timetable for approval of a budget for 2024-25 and set basic budgeting parameters for consideration by committees in the next cycle.	
<b>12. REPORTS FROM REPRESENTATIVES ON EXTERNAL BODIES</b>	
An opportunity for members appointed to represent the town council on named bodies to report on activity since the last meeting.	

**13. MAYOR'S REPORT**

Civic engagements since 6 September 2023 and other activities undertaken to note.

- 28 September 200th Anniversary of the opening of Whitby Museum
- 1 October Blessing of the Boats
- 14 October Dalesmen Singers Gala Concert

**14. CLERK'S REPORT**

**59**

**15. RENEWAL OF ENERGY CONTRACTS**

Quotations for renewal of the energy contracts for the Whitby Museum and Pannett Gallery building have been requested and will be circulated at the meeting. In the current market, fixed price rates are quoted for a 24-hour window. The council's electricity contract runs to 31 March 2024 and its gas contract is fixed to September 2026. Options to renew, extend or otherwise award may be presented.

**16. FLOODING AWARENESS - STANDING ITEM**

Tides above 5.5 metres up until 9 January 2024.

- 14-15 November
- 26-29 November
- 14-16 December



## WHITBY TOWN COUNCIL

Minutes of the meeting of the Town Council of Whitby, duly convened, and conducted in Pannett Art Gallery on Tuesday 5 September 2023 at 6:00pm.

**Present** Councillor R Dalrymple (Town Mayor) and Councillors A Abbott, R Barnett, Mrs H R Coughlan, M Harrison, J Harston, Hinchliffe, A Jones, J Nock, C Riddolls, J Redfern, S Smith, Mrs S Turner, Mrs L Wild and Mrs N Wilson.

**Also** M King, Town Clerk, Mrs A Cowey Deputy Clerk, Councillors P Trumper and N Swannick (North Yorkshire Council), Constables J Senior and A Metcalf (Ryedale and Whitby Division, NY Police) and 8 members of the public.

**NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972.**

### 172/23 APOLOGIES

Apologies were received from Councillors Mrs A Brown, Goodberry and Hinchliffe,

**MOVED** by Councillor Hinchliffe seconded by Councillor Mrs Wilson

<p><b>RESOLVED</b> that the apologies received from Councillors Goodberry, Hinchliffe and Mrs Sumner are accepted.</p>
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### 173/23 DECLARATION OF INTERESTS

There were no declarations of interest.

### 174/23 PUBLIC PARTICIPATION

Four members of the public spoke

The first member of the public raised concerns about the Town Councils relationship with the community and the ill feeling between the Town Council and Whitby Community Network, as well as the need for the Town Council to promote itself by letting the community know what it is doing through social media. By being proactive more members of the public may put themselves forward to join the Council.

The second member of the public supported agenda item 7.2 on Social Housing and raised concerns about National Parks Planning Policy C017, intimating that it is weighted towards wealthier people resulting in young people leaving the area because they are unable to extend smaller affordable properties.

The third member of the public informed members of the death of Penny Marsden

Cllr Riddles spoke as a member of the public to inform members that the recent Town Assembly was nothing to do with Whitby Community Network.

**175/23 EXTERNAL REPORTS**

To receive reports on behalf of external bodies if present

**c. NORTH YORKSHIRE POLICE**

Constables Andrew Metcalf and James Senior attended the meeting. Constable Senior went through the crime figures which were included in the Police report circulated prior to the start of the meeting.

Councillors asked questions/made statements on the following:

- It would be more helpful if the Police reports could be written about Whitby as a whole or broken down into the Town Council Wards – *A new computer system will be in place soon which will be able to incorporate the wards when it produces reports*
- Homelessness – The number of people sleeping rough seem to have increased, what support is out there for them. *The Police work with a rough sleep co-ordinator and meet up every two weeks. The Police pass any information on to them to sort temporary accommodation out.*
- Young people nationwide appear to be carrying more and more weapons is there any increase of this in Whitby – *The Police in attendance were personally not aware of any cases of this.*

**MOVED** by Councillor Jones seconded by Councillor Abbott and

<b>RESOLVED</b> unanimously that the Police report is received.
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**d. NORTH YORKSHIRE COUNCIL**

Councillor Swannick reported on the Following issues

- A number of English councils facing bankruptcy within the next two years. North Yorkshire Council is not in that situation at present and reported on the expenditure and savings.
- North Yorkshire Council underwent Ofsted inspection resulting in the education system classed as outstanding.
- The Swing Bridge will be closed for essential repairs and maintenance for two weeks from 20 November 2023 to avoid Remembrance Services and the Whitby Christmas Festival. Shuttle buses will be running to take people from one side of Whitby to the other by road including ferry boats to take people across the river.
- No schools in Whitby are affected by the RAAC concrete, there is only one school in North Yorkshire know to be affected by this material.
- The next meeting of the Scarborough and Whitby Area Committee will be held in Whitby on 22 September 2023 at the Coliseum.
- There was no mention of Whitby or Scarborough Harbours in the Harbour Strategy regarding economic growth – this has been pointed out and

there will be a visit to both Harbours on 20 September 2023, both Councillor Trumper and Swannick have been invited to attend.

Councillors asked questions on the following;

- Why were residents not consulted along with the businesses regarding the closure of the Swing Bridge – *A lot of consultation has taken place and a compromise has been reached.*
- Under staffing of workforce at North Yorkshire Council – is the council aware of staffing issues or is it due to a budgetary shortfall. *The question will be passed on, but a restructuring process is being undertaken.*

Councillor Trumper reported on the following

- He was happy working with Town Council on various events such as the Christmas Festival and Armed Forces Day. Significant sums of money have been raised over the years for various veterans' charities at Armed Forces Day.
- A legal mechanism has been found to prevent parking on the sea wall and is being processed.
- Cliff Lift - The outcome of the review should be produced soon – Whitby Town Council needs to let NYC know its opinion.

Councillors asked the following questions

- When will the promised parking review take place – *existing car parking spaces are being looked at and getting information across to make people aware where these are.*
- Grass cutting – grass is growing through benches etc on the Westcliff which is not acceptable in a tourist town – Westcliff is as much a key part of the town as the harbour – *This issue will be raised again*
- The poor condition of the whale bones and the need for maintenance
- When is the dredger coming back - *The dredger at present is in Tynemouth and should be back in Whitby soon. Long term strategy is under discussion regarding the dredger following it's Management company going bankrupt*
- Paddling Pool

**MOVED** by Councillor Nock, seconded by Councillor Mrs Coughlan and

**RESOLVED** unanimously that the North Yorkshire Council reports by Cllrs Swannick and Trumper are received.

176/23

## MINUTES

**MOVED** by Councillor Nock, seconded by Councillor Mrs Coughlan and

**RESOLVED** that the minutes of the Full Council held on 4 July 2023 having been circulated be taken as read and confirmed as a correct record.

**MOVED** by Councillor Mrs Coughlan, seconded by Mrs Wilson

**RESOLVED** that the extraordinary meeting of Full Council held on 15 August 2023 having been circulated be taken as read and confirmed as a correct record.

**MOVED** by Councillor Mrs Coughlan, seconded by Councillor Nock and

**RESOLVED** that the minutes of the following committee meetings are taken *en Bloc* and received subject to Cllr Hinchliffe attendance being included in planning the minutes of 15 August 2023

Planning	11 July 2023
Pannett Art Gallery	18 July 2023
Human Resources	25 July 2023
Finance Policy & General Purposes	8 August 2023
Planning	15 August 2023
Town Development & Improvement	22 August 2023
Allotment Sub	29 August 2023
Planning	29 August 2023

177/23

**COMMITTEE RECOMMENDATIONS**

**d. FP&GP Committee 8 August 2023**

**136/23 APPROVAL OF EXPENDITURE**

**RECOMMENDED** that the schedule of expenditure up to 30 June in the sum of **£26,333.11** (as attached) is approved.

**MOVED** by Councillor Mrs Coughlan, seconded by Councillor Jones and

**RESOLVED** that the schedule of expenditure up to 30 June 2023 in the sum of £26,333.11 as recommended by the Finance Policy and General Purposes is approved.

**e. Planning Committee 29 August 2023**

**171/23 LICENSING**

**RECOMMENDED** that the Planning Committee is renamed the Planning and Licencing Committee.

**MOVED** by Councillor Mrs Wilson, seconded by Councillor Nock and

**RESOLVED** unanimously that the Planning Committee is renamed the Planning and Licensing Committee

**f. Any other matters for consideration from the minutes noted above.**

**Town Development and Improvement Committee 22 August 2022**

**154/23 Clerks Update on Matters Raised Previously**

**RECOMMENDED** to full council that community gritting partnerships are a dereliction of the unitary authority's duties and should be denounced as a failure to provide appropriate services for Whitby, considering the health and safety implications and the needs of an aging population.



The above recommendation was discussed, and standing orders were suspended to allow Councillor Trumper to talk on the issue.

**MOVED** by Councillor Jones, seconded by Councillor Nock and

**RESOLVED** unanimously that as recommended by Town Development and Improvement Committee the community gritting partnerships are a dereliction of the unitary authority's duties and should be denounced as a failure to provide appropriate services for Whitby, considering the health and safety implications and the needs of an aging population.

178/23

## NOTICES OF MOTION

### a. Additional Member of Staff

**MOVED** by Cllr Mrs Wild, seconded by Cllr Nock

'That Whitby Town Council employs an additional member of staff for 10 hours per week to answer requests under the Freedom of Information Act 2000 and the data Protection Act 2018, since the council has seen a significant increase in these.'

An amendment was **MOVED** by Councillor Mrs Wilson, seconded by Councillor Mrs Wild

To remove the words 'That Whitby Town Council employs', substitute the words, 'That Whitby Town Council's Human Resources Committee investigates the motion to employ...' and add the words, 'and to include the instigation of a booking in system for councillors and members of the public to see the Town Clerk.'

The amendment was **APPROVED** and the substantive motion put to the vote:

**RESOLVED** That Whitby Town Council's Human Resources Committee investigates the motion to employ an additional member of staff for 10 hours per week to answer requests under the Freedom of Information Act 2000 and the data Protection Act 2018, the council has seen a significant increase in these, and to include the instigation of a booking in system for councillors and members of the public to see the Town Clerk.

### b. Social Housing

**MOVED** by Cllr Harrison, seconded by Cllr Jones

**RESOLVED** In what we believe is in the best interests of the people of Whitby, Whitby Town Council calls for North Yorkshire Council to actively use its planning and economic development powers to prioritise social, cooperative and council housing developments, instead of major private building projects within the Whitby Parish Boundaries, for a period of the next ten years. Also, that Whitby Town Council

promotes this principle in the development of the neighbourhood plan.

### 179/23 COMMITTEE PLACES

**MOVED** by Councillor Harrison, seconded by Councillor Mrs Wilson and

**RESOLVED** unanimously that Cllr Harrison is confirmed as a member of the Planning Committee until the next Annual Meeting of Council.

**MOVED** by Councillor Barnett seconded by Councillor Mrs Wild and

**RESOLVED** unanimously that Councillor Barnett is confirmed as a substitute on the Pannett Art Gallery and Joint Management Committee and Pannett Art Gallery Committee

### 180/23 WHITBY COMMUNITY NETWORK – VISION FOR WHITBY CONSULTATION

**MOVED** by Councillor Mrs Turner, seconded by Councillor Mrs Wilson and

**RESOLVED** unanimously that Councillors Dalrymple, Croft, Redfern, Riddolls and Barnett are appointed to represent Whitby Town Council at Whitby Community Network

### 181/23 REPORTS FROM REPRESENTATIVES ON EXTERNAL BODIES

Councillor Dalrymple informed members that in his capacity as Town Mayor he chaired the recent Parish Meeting Held on 4 September 2023 where a Parish Poll was called by 11 electors.

Councillor Croft reported on a meeting regarding Anglo American 106 monies and the allocation of funding.

**MOVED** by Nock, seconded by Councillor Smith and

**RESOLVED** unanimously that the above report received.

### 182/23 FUTURE MEETING VENUES

**MOVED** by Councillor Mrs Turner, seconded by Councillor Riddolls and

**RESOLVED** that the use of the Normanby Room is investigated further as a venue for future meetings of the Full Council.

### 183/23 MAYOR'S REPORT

The Town Mayor reported on his Civic engagements since 4 July 2023

**MOVED** by Councillor Mrs Wilson, seconded by Councillor Nock and

**RESOLVED** unanimously that the Civic engagements since 4 July 2023 are noted.

184/23 **CLERK'S REPORT**

The Town Clerk went through his report updating answering all questions.

**MOVED** by Councillor Redfern, seconded by Councillor Smith

**RESOLVED** that the Coronation Living Heritage Fund is pursued.

**MOVED** by Councillor Mrs Coughlan, seconded by Councillor Mrs Wilson and

**RESOLVED** that the Clerks report is received.

185/23 **FLOODING AWARENESS - STANDING ITEM**

**MOVED** by Councillor Mrs Coughlan seconded by Councillor Mrs Wilson and

**RESOLVED** unanimously that the following Tides above 5.5 metres up until 7 November 2023 are received.  
15 - 18 September, 28 - 30 September 1- 3 October, 15 -- 17 October, 27 – 31 October and 1 November.

draft



## WHITBY TOWN COUNCIL

Minutes of the Extraordinary meeting of the Town Council of Whitby, duly convened, and conducted in Pannett Art Gallery on Tuesday 26 September 2023 at 6:00pm.

**Present** Councillor R Dalrymple (Town Mayor) and Councillors A Abbott, R Barnett, Mrs A Brown, Mrs H R Coughlan, G Goodberry, M Harrison, J Nock, Mrs H Sumner, C Riddolls, S Smith, Mrs S Turner, Mrs L Wild and Mrs N Wilson.

**Also** M King, Town Clerk, Mrs A Cowey Deputy Clerk, and 28 members of the public.

**NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972.**

### 200/23 APOLOGIES

Apologies were received from Councillors Harston, Hinchliffe, Jones and Redfern.

**MOVED** by Councillor Mrs Wilson, seconded by Councillor Abbott

**RESOLVED** that the apologies received from Councillors, Harston, S Hinchliffe, A Jones and J Redfern are accepted.

### 201/23 DECLARATION OF INTERESTS

There were no declarations of interests.

### 202/23 PUBLIC PARTICIPATION

Four members of the public spoke raising their concerns regarding democracy, freedom of expression and the need to listen to the public including the lack of consultation regarding the Town Deal projects, including the Old Town Hall and Maritime Training Hub, and how local people do not want the proposed plinth, yet it is still included in the plans.

### 203/23 NOTICE OF MOTION

**MOVED** by Cllr Mrs Wilson, seconded by Cllr Mrs Wild

**RESOLVED** that this Council acts in the best interests of the council-tax payers of Whitby. We condemn the actions of any member of this council who seeks to disrupt the ordinary business of the council with pointless and irrelevant motions, or in calling for town assembly meetings and for town polls for trivial reasons. Every pointless meeting or childish request detracts from true engagement and proper decision making. The Members' Code of Conduct requires all councillors to 'lead by example and act in a way that secures public confidence in the role of councillor.' If certain members of this council are not prepared to honour this principle and apply themselves to effective, co-operative working in the best interests of

the people of Whitby, it is they who should resign and clear the way for those who do.

A recorded vote was requested

**FOR THE MOTION**

- Councillor Mrs Wilson
- Councillor Nock
- Councillor Mrs Brown
- Councillor Mrs Coughlan
- Councillor Harrison
- Councillor Mrs Wild
- Councillor Dalrymple

**AGAINST THE MOTION**

- Councillor Mrs Sumner
- Councillor Goodberry
- Councillor Mrs Turner
- Councillor Smith#
- Councillor Barnett
- Councillor Abbott
- Councillor Riddolls

The Town Mayor used his casting vote in favour of the motion.

Signature ..... 7 November 2023

Draft

## WHITBY TOWN COUNCIL

Minutes of the meeting of the **Harbour** Committee held in Pannett Art Gallery, Whitby, on **Tuesday 19 September 2023** at 6pm.

**Present** Councillor Mrs S Turner (Chair) and Councillors Dalrymple, A Jones, G Goodberry and C Riddolls

**Also** Mr King, Town Clerk.

**NOTICE OF MEETING – Public Notice of the Meeting has been given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972.**

**186/23 APOLOGIES FOR ABSENCE**

An apology for inability to attend was received from Cllr L Wild (substitutes were unavailable), and from Mr C Burrows (Harbour Master).

**MOVED** by Councillor Jones, seconded by Councillor Riddolls

**RESOLVED** That Cllr Wild's apologies for absence be accepted.

**187/23 DECLARATION(S) OF INTERESTS & REQUEST FOR DISPENSATION**

None.

**STANDING ORDERS SUSPENDED**

**188/23 PUBLIC PARTICIPATION**

None.

**STANDING ORDERS REINSTATED**

**189/23 MINUTES OF PREVIOUS MEETING.**

**MOVED** by Councillor Goodberry, seconded by Councillor Jones

**RESOLVED** a) that minutes of the Harbour Committee held on the 16 May 2023 are approved as a correct record.

**190/23 HARBOUR ISSUES**

Members welcomed the comprehensive written report forwarded by the Harbour Master. In response, the following issues were raised:

- The status of the dredger, following reports of the demise of its contracted operator. Members were interested to know whether there had been any significant increase in groundings or limitations on the movement of vessels, including the lifeboat. The committee would welcome an update once the future operating model of the dredger was confirmed.
- Whitby Maritime Training Hub. It was hoped that more detail would be forthcoming from North Yorkshire Council as plans likely to be subject to any planning application became available for reference.

- Members noted the development of the Strategic Vision and would welcome more information on how the strategic developments might fit with existing structures, such as the Harbour Users Consultative Group and proposed structures under NYC such as 'Community Partnerships'. Whitby Town Council may become formally involved in these structures.
- It was remarked that, noting the removal of restrictions on Eskdale Wharf, the 12m exclusion zone was still in place. It was anticipated that works to the end-of-life sheet piling will resolve this.
- Members wondered what the spread of location of life belts/rings was, if there are operational issues with these and whether there may be a role for the town council in their provision or maintenance. The initial focus of this was whether there is an accessible belt/ring close to 'kiddies corner'?

**MOVED** by Councillor Jones, seconded by Councillor Dalrymple

**RESOLVED** That the report is accepted and that the Clerk write to the Harbour Master to request an update on the identified issues.

**DRAFT**



## WHITBY TOWN COUNCIL

Minutes of the meeting of the **PLANNING & LICENSING** Committee held in the Pannett Gallery on **Tuesday 26 September 2023** at 5.00pm.

**Present:** Councillor Mrs N Wilson (Chair) with Councillors R Dalrymple, G Goodberry, M Harrison, S Hinchliffe and J Nock.

**Also:** Mrs A Cowey, Deputy Clerk and two members of the public

**NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972.**

### 191/23 APOLOGIES FOR ABSENCE

Apologies were received from Councillors J Harston for inability to attend.

**MOVED** by Councillor Nock, seconded by Councillor Dalrymple an

**RESOLVED** that apologies for absence are received from Councillor J Harston.

### 192/23 MINUTES

**MOVED** by Councillor Nock, seconded by Councillor Dalrymple

**RESOLVED** that the minutes of the Planning Committee held on the 15 and 29 August 2023 having been circulated be taken as read and confirmed as a correct record.

### 193/23 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

No declarations of interest or requests for dispensation

### 194/23 PUBLIC PARTICIPATION

No public present

### 195/23 PLANNING APPLICATIONS.

**RESOLVED** that the Planning Applications, as detailed at Annex A, were considered and the Planning Committees recommendations duly recorded and submitted to the Planning Authority

### 196/23 LISTED BUILDINGS

**MOVED** by Councillor Dalrymple, seconded by Councillor Mrs Wilson

**RESOLVED** unanimously that North Yorkshire Council, Planning Services is contacted raising concerns about the removal of the listed mounting blocks on Upgang Lane during building works without planning permission and to ensure that the mounting blocks are reinstalled in the exact position that they were removed from.

197/23 LICENSING

Cllr Nock raised awareness of a new taxi policy which has uniformed the rules across the County. Concern was raised regarding the possible increased number of UBA taxis which could harm local taxi companies.

198/23 CONSULTATION

Councillors discussed the Permitted development rights for barns – unrestricted housing in National Parks to be allowed with no planning permission needed.

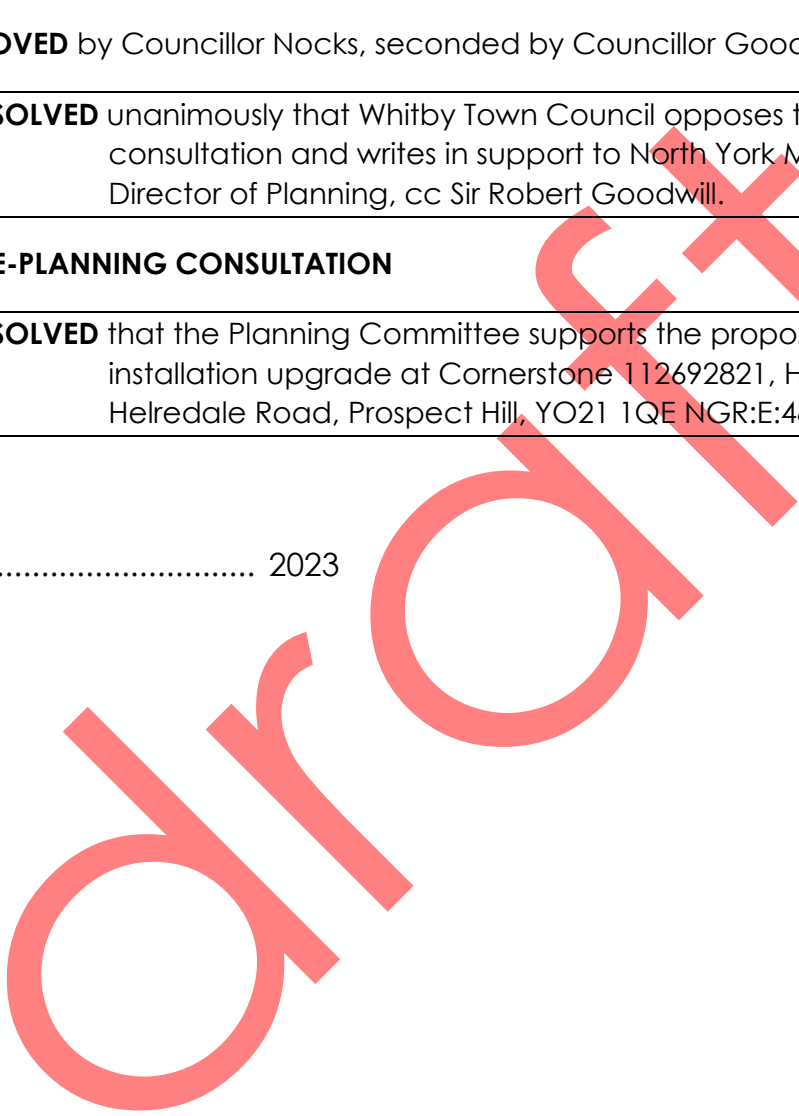
**MOVED** by Councillor Nocks, seconded by Councillor Goodberry

**RESOLVED** unanimously that Whitby Town Council opposes the above consultation and writes in support to North York Moors National Park, Director of Planning, cc Sir Robert Goodwill.

199/23 PRE-PLANNING CONSULTATION

**RESOLVED** that the Planning Committee supports the proposed base station installation upgrade at Cornerstone 112692821, Helredale Road SW, Helredale Road, Prospect Hill, YO21 1QE NGR:E:489435, N:510330

Signature ..... 2023



## Planning Applications Considered on 26 September 2023

<b>1</b>	<i>Plan Number</i> <b>23/111/AMENDED</b>	<i>District Reference</i> ZF23/00760/FL	<i>Road/Street</i>	<i>Date of meeting</i>
	<i>Applicant</i> Mr Justin Waring & Mr David Leadley	<i>House Name</i> Land at Foresters Court	<i>Road</i> Church Street	<i>Locality</i>
	<i>Town</i>	<i>County</i> North Yorkshire	<i>Post Code</i>	<i>Application date</i> 20/09/23

### **23/111 - Amended plan Revised Plans**

*Comment*

**Support the amendment**

<b>2</b>	<i>Plan Number</i> <b>23/118</b>	<i>District Reference</i> ZF23/01361/FL	<i>Road/Street</i> Fairfield Way	<i>Date of meeting</i> 12.09.23
	<i>Applicant</i> Coastal and Country Coaches (Mr Chris Vasey)	<i>House Name</i>	<i>Road</i> Stainsacre Lane Industrial Est	<i>Locality</i> Fairfield Way
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO224PU	<i>Application date</i> 25/08/23

**Erection of commercial units for warehouse, storage and workshop, Coastal and Country Coaches (Mr Chris Vasey), Stainsacre Lane Industrial Estate, Fairfield Way, WHITBY, North Yorkshire, YO224PU**

*Comment*

**Support this application**

<b>3</b>	<i>Plan Number</i> <b>23/119</b>	<i>District Reference</i> ZF23/01413/FLA	<i>Road/Street</i> Station Square	<i>Date of meeting</i> 26.09.23
	<i>Applicant</i> Mr John Ingram	<i>House Name</i> Daisy Baileys	<i>Road</i> Station Square	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO211CX	<i>Application date</i> 19/09/23

**Variation of condition 1 in relation to application 23/00241/fl Mr John Ingram, Daisy Baileys, Station Square, WHITBY, North Yorkshire, YO211CX**

*Comment*

**Support this variation of condition**

<b>4</b>	<i>Plan Number</i> <b>23/120</b>	<i>District Reference</i> ZF23/01437/LB	<i>Road/Street</i> Flowergate	<i>Date of meeting</i> 26.09.23
	<i>Applicant</i> Horton	<i>House Name</i>	<i>Road</i> 33A Flowergate	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO213BB	<i>Application date</i> 20/09/23

**Replacement windows in wood, Horton, 33A Flowergate, WHITBY, North Yorkshire, YO213BB**

*Comment*

**Support this applications**



## WHITBY TOWN COUNCIL

Minutes of the extraordinary meeting of the **HUMAN RESOURCES** Committee held in the Staithes Gallery, Pannett Art Gallery, Whitby on Tuesday 03 October 2023 at 4.00pm.

**Present:** Councillors Mrs Wild (Chair) Mrs Coughlan, Dalrymple, Harston, Mrs Turner and Mrs Wilson.

**Also:** A Cowey, Deputy Town Clerk

**NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972. The meeting was convened in accordance with Schedule 12, paragraph 9(1) of the Act**

**204/23 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Goodberry.

**MOVED** by Councillor Mrs Wilson, seconded by Councillor Mrs Turner and unanimously

**RESOLVED** that apologies for inability to attend from Councillor Goodberry are accepted.

**205/23 DECLARATION OF INTERESTS**

There were no declarations of interest.

**206/23 EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF ITEM 127/23)**

**MOVED** by Councillor Harston seconded by Councillor Mrs Coughlan

**RESOLVED** unanimously that, under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1(2), the press and public be excluded from the meeting during consideration of the matter referred to at item 127/23 below, due to the confidential nature of the business to be transacted.

**207/23 STAFFING**

The committee received a complaint from a member of the public.

**MOVED** by Councillor Mrs Turner, seconded by Councillor Mrs Wilson

**RESOLVED** unanimously that the complaint is received and the committee waits until the auditor's report is received before any further action is taken.

**MOVED** by Councillor Mrs Wilson, seconded by Councillor Harston

**RESOLVED** unanimously that on advice from two different solicitors a cease-and-desist letter is sent to the complainant.



## WHITBY TOWN COUNCIL

Minutes of the meeting of the **Finance Policy & General Purposes** Committee held in Pannett Art Gallery, Whitby, on **Tuesday 8 August 2023** at 6pm.

**Present** Councillor Mrs L Wild (Chair) and Councillors Mrs H Coughlan, R Dalrymple, J Harston, Mrs S Turner and Mrs N Wilson.

**Also** Mr King, Town Clerk, and Councillor Nock.

**NOTICE OF MEETING – Public Notice of the Meeting has been given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972.**

**208/23 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Jones

**MOVED** by Councillor Wilson, seconded by Councillor Turner.

**RESOLVED** that apologies for inability to attend from Cllr Jones are accepted.

**209/23 DECLARATION(S) OF INTERESTS & REQUEST FOR DISPENSATION**

Cllrs Dalrymple, Coughlan, Turner and Wild declared a non-pecuniary interest in respect to item 213/23.

**MOVED** by Councillor Dalrymple, seconded by Councillor Harston.

**RESOLVED** that the information is noted.

**STANDING ORDERS SUSPENDED**

**210/23 PUBLIC PARTICIPATION**

(Cllr) Nock spoke raising concerns about the reallocation of funding from projects not progressing under the Town Deal, as approved by DLUHC and the affordability of equipment in the current financial year (item 214/23).

**STANDING ORDERS REINSTATED**

**211/23 MINUTES OF MEETING HELD ON 8 AUGUST 2023.**

**MOVED** by Councillor Turner, seconded by Councillor Dalrymple.

**RESOLVED** that minutes of the Finance Policy & General Purposes Committee held on the 8 August 2023 are approved as a correct record.

**212/23 ACTION OUTSTANDING FROM PREVIOUS MEETINGS**

The Clerk noted that an interim certificate had been issued by the External Auditor and displayed in line with statutory requirements. It is anticipated that the auditor will next contact the council with an assessment of any objections meeting the acceptance criteria.

It was reported that the date of a meeting with Danfo management had yet to

be settled.

Progress in assessing alternative meeting venues and arrangements was reviewed.

**MOVED** by Councillor Harston, seconded by Councillor Wild.

**RESOLVED** that a portable hearing loop (costing no more than £500) be purchased against budget heading 5001/12, to test its suitability for meetings in the Gallery.

**MOVED** by Councillor Dalrymple, seconded by Councillor Wilson.

**RESOLVED** that the information is noted.

213/23

**PSPO CONSULTATION**

Submitted NYC consultation on reviewing the Public Space Protection Order for control of dogs in Whitby.

**MOVED** by Councillor Wilson, seconded by Councillor Turner

**RESOLVED** that the responses determined by the committee (Appendix A) be submitted on behalf of the town council.

214/23

**PROVISION OF TABLET COMPUTERS CONSIDERATION OF QUOTES**

Submitted: quotations for the provision of tablet computers, software and support services for members of the town council.

**MOVED** by Councillor Dalrymple, seconded by Councillor Coughlan

**RESOLVED** that due to the lack of available budget, no decision is made at this time and that a budget bid of £5,000 for 2024-25 is included in the draft budget to be considered at the December meeting.

215/23

**APPROVAL OF EXPENDITURE**

Submitted: a schedule of invoices dated from 1 July 2023 to 31 August 2023.

**MOVED** by Councillor Wilson, seconded by Councillor Turner

**RESOLVED** that the schedule of expenditure up to 31 August in the sum of **£64,725.67** (as attached) is approved and submitted to Full Council.

216/23

**COST CENTRE EXPENDITURE TO 31 AUGUST 2023**

Submitted: a summary of expenditure to 31 August 2023, by budget heading.

**MOVED** by Councillor Dalrymple, seconded by Councillor Turner

**RESOLVED** that cost centre expenditure to 31 August 2023 be noted.



**Appendix A – PSPO QUESTIONS**

Q1 - The council uses fixed penalty notices for dog fouling. The maximum penalty for dog fouling is £100. Do you agree with this penalty amount?

**No – maximum penalty should be higher, to reflect serious breaches.**

Q2 - The current penalty for dogs being exercised off a lead in an area with restrictions is £75. This is lower than the £100 maximum limit to emphasise the seriousness of fouling compared to other offences. Do you agree with this penalty amount?

**No, the penalty is too low and should be increased – again to reflect serious breaches.**

Q3 - The current penalty for dogs being exercised in a banned area is £75. This is lower than the £100 maximum limit to emphasise the seriousness of fouling compared to other offences. Do you agree with this penalty amount?

**No, the penalty is too low and should be increased – again to reflect serious breaches.**

Q4 - The following areas have a year round ban:

- ~ children's play/recreation areas
- ~ tennis courts
- ~ skate park
- ~ multi-sports areas and playing fields
- ~ bowling greens

any other sporting or recreational facility all signed at their entrance(s).

Do you agree with this restriction?

**Yes**

WHITBY / SLEIGHTS / SANDSEND / ROBIN HOODS BAY / RUNSWICK BAY RESTRICTIONS ONLY

Q12 - Parts of Whitby Beach are covered by a seasonal dog ban from 1 May to 30 September. Do you agree with this restriction?

**No, the duration of the restriction is too long – should be 1 June – 31 August**

Q14 - The following areas are designated year-round ban on dogs.

Do you agree with this restriction?

Pannett Park

**Yes**

Whitby (Larpool) Cemetery

**No – should be dogs on leads**

White Leys Playing Fields

**Yes**

Q15 The following areas are designated dogs on lead from 1 May to 30 September each year. Do you agree with this restriction?

Tate Hill Beach

**No (as Q12)**

West Cliff Sports/Recreation Area

**Yes**

Q16 The following areas are designated year-round dogs on lead. Do you agree with this restriction?

Baxtergate

**Yes**

Bridge Street and Whitby Swing Bridge

**Yes**

Chubb Hill

**Yes**

Church Street

**Yes**

Ellerbeck Way Playground

**Yes**

Flowergate

**Yes**

Formal Gardens (land between Khyber Pass and East Crescent)

**Yes**

Haggersgate

**Yes**

Marton Court Amenity Area

**Yes**

**Minutes**

**Item 6b(iv)**

Royal Crescent Gardens	<b>Yes</b>
South Seas Gardens (Little Park)	<b>Yes</b>
The Promenade at Whitby (including the whole of Battery Parade) between Whitby Pavilion (formerly the Spa) and the western end of the beach chalets	<b>Yes</b>

Q17

Do you think there is another area which requires a restriction, which does not have one already? Please describe the location and the type of restriction you think is required:

**The duration of Summer restrictions should more closely match the school holidays (say) 1 June – 31 August.**

draft

## Appendix B. APPROVAL OF EXPENDITURE TO 31 AUGUST 2023

Date	Trans.	Net	Organisation	Details	Heading
05/07/2023	110	£17.61	Barclays Bank	Commission Charges	5000/1/13
06/07/2023	112	£176.73	Grenke Leasing	Photocopier Quarterly Lease Charge	5000/1/2
13/07/2023	68	£1,501.77	Edge It Systems Ltd	Microsoft 365 Annual Fee	5000/1/9
13/07/2023	84	£76.53	Green End Electrical	Dimmer module	5001/12
13/07/2023	115	£174.49	Comgas Heating Limited	Supply and fit new safety valve to	5001/16
13/07/2023	116	£150.00	2 Commune Ltd	Domain renewal	5000/1/10
13/07/2023	117	£809.88	Vistech Security Ltd	May Security	5001/7
13/07/2023	118	£35.00	YLCA	Nimble Training	5000/2/2
13/07/2023	119	£37.00	YLCA	Scarborough Branch Training Session	5000/2/2
13/07/2023	120	£39.86	Rentokil Initial UK Ltd	Service Period 30/06/2023 - 29/07/2	5001/6
13/07/2023	121	£288.00	North East Security Shutters	Call out and repair	5001/17
13/07/2023	122	£15.00	PHS Group	Glass Cleaner	5001/11
13/07/2023	123	£330.50	PHS Group	Toilet Rolls and Antibacterial hand	5001/11
13/07/2023	124	£396.86	UK Safety Management	PAT Testing	5001/17
13/07/2023	125	£200.00	Branching Out Tree Service	Footpath clearance	5002/1/2
13/07/2023	126	£253.00	Medics UK	Medical cover -Armed Forces Day	5002/20/1
13/07/2023	127	£18.14	Sapphire Print Solutions	Photocopier charges June	5000/1/2
13/07/2023	128	£78.00	Comgas Heating Limited	Repair leaking cold water pipe	5001/16
13/07/2023	129	£714.60	Vistech Security Ltd	June Security	5001/7
13/07/2023	131	£39.86	Rentokil Initial UK Ltd	Service Period 30/07/2023 - 29/08/2	5001/6
13/07/2023	133	£113.75	Wilf Noble Construction & Plant Hire Ltd	April invoices	5001/17
13/07/2023	134	£16.67	Youngs Jewellers	Repair chain of office	5000/2/3
13/07/2023	135	£524.31	Business Stream	Pannett Gallery and Whitby Museum -	5001/3
13/07/2023	136	£235.78	Business Stream	Water supply 24 March to 23 June -	5002/1/4
13/07/2023	137	£22.68	Howden Joinery Group	Archive & Sign Cleaning materials	5001/17
13/07/2023	152	£7,976.84	ADT Fire & Security PLC	Rebilled work - credited in August	5001/10
17/07/2023	138	£79.00	SAGE UK Ltd	Payroll Software Subscription - Jul	5000/1/9
21/07/2023	139	£14.99	EE Limited	Mobile phone monthly - July	5000/1/5
21/07/2023	140	£1,093.21	TotalEnergies Gas & Power	Electricity Bill Pannett - July	5001/2
24/07/2023	141	£349.05	ENGIE Gas Limited	Gas Bill Pannett - July	5001/1
24/07/2023	142	£157.70	David Lay (Penzance)	Item at auction - to be recharged t	5002/41
24/07/2023	143	£1.24	Boyes of Whitby	Stationery	5000/1/1
24/07/2023	144	£11.30	Botham's of Whitby	Refreshments (visitors)	5000/2/9
24/07/2023	145	£15.70	Costa Coffee	Refreshments (visitors)	5000/2/9
24/07/2023	146	£9.14	Trade Till Rolls	Till Roll - Pannett - To be recharge	5002/41
24/07/2023	147	£15.37	Amazon Services Europe S.A.R.L	Stationery	5000/1/1

## Minutes

## Item 6b(iv)

Date	Trans.	Net	Organisation	Details	Heading
26/07/2023	148	£3,484.12	Everflow Limited	Water Bill Toilets - June	5002/2/1
27/07/2023	149	£71.49	Cathedral Hygiene	Monthly periodic payment	5001/6
27/07/2023	150	£2.07	Pitney Bowes	July Invoice - Purchase	5000/1/6/4
31/07/2023	151	£155.15	Document Solutions	July Bill	5000/1/5
04/08/2023	111	£14.83	Barclays Bank	Commission Charges	5000/1/13
08/08/2023	132	-£7,526.12	ADT Fire & Security PLC	Additional work to fire system	5001/10
08/08/2023	153	£721.41	Pheonix Fireworks Limited	Christmas Festival display	5002/19
11/08/2023	113	£130.00	Green End Electrical	Callout to test and inspect	5002/2/2
11/08/2023	130	£738.42	Vistech Security Ltd	July Security	5001/7
11/08/2023	154	£259.93	Morris Vermaport Limited	Lift call out and repair	5001/13
11/08/2023	155	£309.90	PHS Group	BULKPACK 2PLY WHT 9000 SHTS	5001/11
11/08/2023	156	£1,140.97	PHS Group	Baby Changer, Hand Drier,	5001/6
11/08/2023	157	£66.00	PHS Group	Orchard Fresh Soap 5 Ltr Soap	5001/11
11/08/2023	158	£26.82	Sapphire Print Solutions	Photocopier charges July	5000/1/2
11/08/2023	159	£118.93	Normans Business Solutions	Copier paper and stationery	5000/1/1
11/08/2023	160	£39.86	Rentokil Initial UK Ltd	Service Period 30/08/2023 -	5001/6
11/08/2023	161	£1,310.00	Edge It Systems Ltd	29/09/2	5000/1/9
11/08/2023	162	£130.60	Wilf Noble Construction & Plant Hire Ltd	Finance, Assets and Allotments	5001/17
11/08/2023	163	£180.00	Brian Oakley	June & July invoices	5001/17
11/08/2023	165	£3.29	AGI DIY Wearhouse Ltd	Window cleaning - Gallery & Museum	5001/11
11/08/2023	166	£22.99	Normans Business Solutions	New Key for New Quay Road	5002/2/2
16/08/2023	167	£79.00	SAGE UK Ltd	A3 Copier Card	5000/1/1
21/08/2023	168	£14.99	EE Limited	Payroll Software Subscription -	5000/1/9
21/08/2023	169	£8.85	North Yorkshire Council	Mobile phone monthly - August	5000/1/5
23/08/2023	170	£295.67	Tennant's Auctioneers	Trade Waste Charge additiona	5001/4
23/08/2023	171	£195.66	Everything Environment	Frank Henry Mason Etching - to	5002/41
23/08/2023	172	£65.36	National Associations of	PAG Merchandise - to be	5002/41
23/08/2023	173	£1.50	Local Councils	recharged	5002/41
23/08/2023	174	£1,042.18	Post Office	Member training - Engaging	5000/2/2
23/08/2023	175	£94.68	TotalEnergies Gas & Power	with Loc	5000/2/2
29/08/2023	176	£71.49	ENGIE Gas Limited	Excess postage charge	5000/1/4
29/08/2023	177	£3,053.01	Cathedral Hygiene	Electricity Bill Pannett - August	5001/2
30/08/2023	178	£1,434.14	Everflow Limited	Gas Bill Pannett - August	5001/1
31/08/2023	179	£156.51	Document Solutions	Monthly periodic payment (Inv	5001/6
				Water Bill Toilets - July	5002/2/1
				Replacement Lights - New Qua	5002/2/2
				August Bill	5000/1/5
		<b>£23,903.26</b>			
		£40,822.41	Confidential Transactions		
		<b>£64,725.67</b>			

## WHITBY TOWN COUNCIL

Minutes of the meeting of the **PLANNING & LICENSING** Committee held in the Pannett Gallery on **Tuesday 10 October 2023** at 6.00pm.

**Present:** Councillor Mrs N Wilson (Chair) with Councillors R Dalrymple, G Goodberry, M Harrison, J Harston and J Nock.

**Also:** Mrs A Cowey, Deputy Clerk and two members of the public

**NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972.**

### 217/23 APOLOGIES FOR ABSENCE

Apologies were received from Councillors S Hinchliffe for inability to attend.

**MOVED** by Councillor Nock, seconded by Councillor Dalrymple an

**RESOLVED** that apologies for absence are received from Councillor S Hinchliffe.

### 218/23 MINUTES

**MOVED** by Councillor Nock, seconded by Councillor Goodberry

**RESOLVED** that the minutes of the Planning Committee held on 1 and 26 September 2023 having been circulated be taken as read and confirmed as a correct record.

### 219/23 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

Councillor Goodberry declared a personal and non-prejudicial interest in Planning application ZF23/01355/FL – Fairmead Way, Whitby.

Councillor Nock declared a personal and non-prejudicial interest in Amended Planning application ZF23/00164/LB – Church Street, Whitby

### 220/23 PUBLIC PARTICIPATION

No public present

### 221/23 PLANNING APPLICATIONS.

**RESOLVED** that the Planning Applications, as detailed at Annex A, were considered and the Planning Committees recommendations duly recorded and submitted to the Planning Authority

### 222/23 LISTED BUILDINGS

UPGANG LANE

**MOVED** by Councillor Dalrymple, seconded by Councillor Nock

**RESOLVED** unanimously that the information is received from North Yorkshire Council, Planning Services informing the Planning Committee that its concerns are registered under planning reference 23/002218/COM regarding the removal of the listed mounting blocks on Uppang Lane.

223/23

**CONSULTATION**

**MOVED** by Councillor Dalrymple seconded by Councillor Harston

**RESOLVED** unanimously that a letter from Sir Robert Goodwill MP is received regarding Permitted Development Rights for Barns – Unrestricted housing in National Parks to be allowed with no planning permission is needed.

224/23

**LICENSING**

**MOVED** by Councillor Mrs Wilson, seconded by Councillor Goodberry

**RESOLVED** unanimously that clarification is sought from Licensing Services regarding the use of drinking glasses outside of the premises.

draft

## Planning Applications Considered on 10 October 2023

<b>1</b>	<i>Plan Number</i> <b>23/019/AMENDED</b>	<i>District Reference</i> 22/02472/FL	<i>Road/Street</i>	<i>Date of meeting</i> 10.10.23
	<i>Applicant</i> Mr Kieran Robinson	<i>House Name</i> Custom House	<i>Road</i> 1 Old Market Place	<i>Locality</i>
	<i>Town</i>	<i>County</i> North Yorkshire	<i>Post Code</i> YO213BT	<i>Application date</i> 27/09/23

**23/019 - Amended plan - Amended and additional details received.**

*Comment*

**Support the Amendments**

<b>2</b>	<i>Plan Number</i> <b>23/020/AMENDED</b>	<i>District Reference</i> 22/02473/LB	<i>Road/Street</i>	<i>Date of meeting</i>
	<i>Applicant</i> Mr Kieran Robinson	<i>House Name</i> Custom House	<i>Road</i> 1 Old Market Place	<i>Locality</i>
	<i>Town</i>	<i>County</i> North Yorkshire	<i>Post Code</i> YO213BT	<i>Application date</i> 27/09/23

**23/020 - Amended details received on 1st and 5th June 2023**

*Comment*

**Support the Amendments**

<b>3</b>	<i>Plan Number</i> <b>23/075/AMENDED</b>	<i>District Reference</i> ZF23/00653/HS	<i>Road/Street</i> Sandside	<i>Date of meeting</i> 10.10.23
	<i>Applicant</i> Mr P Noble	<i>House Name</i>	<i>Road</i> 1 Sandside	<i>Locality</i>
	<i>Town</i>	<i>County</i> North Yorkshire	<i>Post Code</i> YO224DN	<i>Application date</i> 03/10/23

**23/075 - Amended plan Amended Drawings**

*Comment*

**OBJECT - out of character - impact on street scene - capacity of infrastructure - possible impact on maritime safety with reflection from glazing**

<b>4</b>	<i>Plan Number</i> <b>23/102/AMENDED</b>	<i>District Reference</i> ZF23/01164/LB	<i>Road/Street</i>	<i>Date of meeting</i> 10.10.23
	<i>Applicant</i> The Trustees of Sandsend Pension Fund (Mr Alan Burke)	<i>House Name</i> The White Horse and Griffin	<i>Road</i> 87A Church Street	<i>Locality</i>
	<i>Town</i>	<i>County</i> North Yorkshire	<i>Post Code</i> YO224BH	<i>Application date</i> 27/09/23

**23/102 - Amended drawings**

*Comment*

**OBJECTIONS - concerns that the design doesn't meet Health and Safety and fire standards**

**In view of the number of objections a site visit should be undertaken by the Planning Committee - Members of Whitby Town Councils Planning Committee would like to attend when this is arranged please let the Town/Deputy Clerk know dates and times.**

<b>5</b>	<i>Plan Number</i> <b>23/106/AMENDED</b>	<i>District Reference</i> ZF23/01291/HS	<i>Road/Street</i> Spring Vale	<i>Date of meeting</i> 10.10.23
	<i>Applicant</i> Mr Ash Waring	<i>House Name</i>	<i>Road</i> 39 Spring Vale	<i>Locality</i>
	<i>Town</i>	<i>County</i> North Yorkshire	<i>Post Code</i> YO211JG	<i>Application date</i> 03/10/23

**23/106 - Amended plan Amended Drawings Received.**

*Comment*

**Support this Planning Application**

<b>6</b>	<i>Plan Number</i> <b>23/121</b>	<i>District Reference</i> ZF23/01446/HS	<i>Road/Street</i> Abbotts Road	<i>Date of meeting</i> 10.10.23
	<i>Applicant</i> Ms Coeurjoli	<i>House Name</i>	<i>Road</i> 33 Abbots Road	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO224EA	<i>Application date</i> 25/09/23

**Erection of single storey front extension and widening of existing driveway, Ms Coeurjoli, 33 Abbots Road, WHITBY, North Yorkshire, YO224EA**

*Comment*

**Support this Planning Application**

<b>7</b>	<i>Plan Number</i> <b>23/122</b>	<i>District Reference</i> ZF23/01464/HS	<i>Road/Street</i> Green Lane	<i>Date of meeting</i> 10.10.23
	<i>Applicant</i> Peter Czajkowskj	<i>House Name</i>	<i>Road</i> 3 Green Lane	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO224EH	<i>Application date</i> 28/09/23

**Formation of a single window in existing dormer and escape window from existing landing, Peter Czajkowskj, 3 Green Lane, WHITBY, North Yorkshire, YO224EH**

*Comment*

**Support this Planning Application**

<b>8</b>	<i>Plan Number</i> <b>23/123</b>	<i>District Reference</i> ZF23/01355/FL	<i>Road/Street</i> Fairmead Way	<i>Date of meeting</i> 10.10.23
	<i>Applicant</i> Mr Arnold Dixon	<i>House Name</i>	<i>Road</i> 2 Fairmead Way	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO224JL	<i>Application date</i> 04/10/23

**Erection of 1 no. dwelling, Mr Arnold Dixon, 2 Fairmead Way, WHITBY, North Yorkshire, YO224JL**

*Comment*

**Support this Planning Application**



## WHITBY TOWN COUNCIL

Minutes of the meeting of the **TOWN DEVELOPMENT AND IMPROVEMENT** Committee held in the Pannett Gallery on Tuesday 17 October 2023 at 6:00pm.

**Present:** Councillors Mrs Coughlan (Chair), Mrs Brown, Harston, Jones and Nock.

**Also:** M King, Town Clerk, and eight members of the public.

### **NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972**

#### **224/23 APOLOGIES**

Apologies were received from Councillors Dalrymple, Mrs Turner and Mrs Wild. Councillor Jones substituted.

**MOVED** by Cllr Jones, seconded by Cllr Harston.

**RESOLVED** that the apologies of Councillors Dalrymple, Mrs Turner and Mrs Wild are accepted.

#### **225/23 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION**

None.

#### **STANDING ORDERS SUSPENDED**

#### **226/23 PUBLIC PARTICIPATION**

Three members of the public spoke to item 229/23. Two felt that not all traders had been consulted. Another reiterated the concerns which had inspired the notice of motion. One member of the public raised the issue previously resolved to investigate a memorial to all those who supported the community through the Covid pandemic and requested progress on the resolution (229/21).

#### **STANDING ORDERS REINSTATED**

#### **227/23 MINUTES OF MEETING HELD ON 22 AUGUST 2023**

**MOVED** by Cllr Mrs Brown, seconded by Cllr Nock.

**RESOLVED** that the minutes of the Town Development & Improvement Committee held on the 22 August 2023 are approved as a correct record.

#### **228/23 CLERK'S UPDATE ON MATTERS RAISED PREVIOUSLY**

The Clerk reported a response from NYC on the Made in Yorkshire markets. It was noted that this item was referred to full council. NYC had reported no work programme in respect to maintenance of the footpath on Murrayfield Gardens. Further enquiries were being made.

**MOVED** by Cllr Jones, seconded by Cllr Mrs Brown

**RESOLVED** That the position be noted.

229/23

**NOTICE OF MOTION**

Members considered the submitted notice of motion and the information shared by members of the public. It was recognised that the issues were the responsibility of North Yorkshire Council, but that it would be appropriate, given the redevelopment of the Old Town Hall and marketplace that there was greater understanding of how existing rules were enforced and what protections were in place. In discussion, the motion was amended by the proposer to include a site visit and to ensure that traders were invited to attend.

**MOVED** by Cllr Jones, seconded by Cllr Harston

**RESOLVED** The Town Development & Improvement Committee notes the concerns of local residents and business owners regarding potential breaches of North Yorkshire Council's 'Whitby market regulations' and damage to listed buildings surrounding the market area. The Committee requests a site visit to include both the Market Superintendent and Regeneration Services Manager to answer questions around the recording and reporting of incidents and the potentially serial breaching of market regulations by traders.

230/23

**REQUEST**

Submitted: a request from a resident for a pedestrian crossing to be put in place on Castle Road YO21 3NJ into the new estate Convent Way YO21 3UF.

**MOVED** by Cllr Jones, Seconded by Cllr Mrs Brown

**RESOLVED** that the request from a resident for a pedestrian crossing to be put in place on Castle Road YO21 3NJ into the new estate Convent Way YO21 3UF is endorsed and referred to North Yorkshire Council Highways.

231/23

**MATTERS OF REPAIR AND MAINTENANCE REQUIRED IN TOWN**

The following areas of concern were identified to be brought to the attention of the appropriate body.

- a) **Street gullies** – It was noted that Beck Yard (34/35 Baxtergate) was unresolved and that there are similar problems in Vipond Yard/Vipond's Lane (13/14 Baxtergate).
- b) **Damage to the Lilly Pond in Pannett Park** members noted the information shared by the Friends of Pannett Park that there had been vandalism in the park, of which NYC and the police were aware. Both organisations were addressing the issue.

**MOVED** by Cllr Nock, seconded by Cllr Mrs Brown

**RESOLVED** That issues be progressed by the Clerk through the NYC portal and with the relevant officers.

draft



## WHITBY TOWN COUNCIL

Minutes of the meeting of the **Pannett Art Gallery and Whitby Museum Joint Management Committee** held on **Tuesday 24 October 2023 at 2:00pm** in the Normanby Room, Whitby Museum.

**Present** Whitby Town Council: Councillors Mrs A Brown, Mrs H R Coughlan, A Jones, J Nock (Chair), C Riddolls, S Smith and Mrs L Wild;  
Whitby Literary & Philosophical Society Mrs S Booth, P Richards (Sub), Mrs A Roberts, R Williams (Sub) and Mrs H Wright (sub).

**Also:** Town Clerk, Deputy Clerk & Civic Officer, PAG Curator

**NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972.**

### 232/23 APOLOGIES

Apologies for inability to attend were received from Councillors R Dalrymple, and Mrs N L Wilson (Whitby Town Council), Mr C Pyrah, D Gildroy, G Pipe and D Rodwell-Cox Whitby Literary & Philosophical Society.

**MOVED** by Councillor Jones seconded by Councillor Mrs Coughlan

**RESOLVED** that the apologies from Councillors R Dalrymple and Mrs N L Wilson, (WTC) C Pyrah, Mrs D Gilroy, G Pipe and D Rodwell-Cox, (WLPS) be accepted.

### 233/23 DECLARATION(S) OF INTEREST & REQUEST FOR DISPENSATION

None.

#### STANDING ORDERS SUSPENDED

### 234/23 PUBLIC PARTICIPATION SESSION

No public present.

#### STANDING ORDERS REINSTATED

### 235/23 MINUTES

**MOVED** by Councillor Mrs Coughlan, seconded by Councillor Mrs Brown

**RESOLVED** that the minutes of the Pannett Art Gallery and Whitby Museum Joint Management Committee Held on 27 June 2023 having been circulated be taken as read and signed by the Chairman as true record.

It was noted that the Town Clerk and Museum Manager will be looking at the cleaning schedule.

Following concerns raised regarding the locking of the park gates in the evening – it was reported that this action is scheduled within the duties of the security Patrols.

**MOVED** by Mrs Booth, seconded by Councillor Mrs Wild

'That the Park gates are locked on the first patrol at 9pm'

An amendment was

**MOVED** by Councillor Mrs Brown, seconded by Councillor Jones

**RESOLVED** that '11pm' is substituted for '9pm' and 'second' for 'first'.

A vote on the substantive motion was then taken and unanimously

**RESOLVED** that the Park gates are locked on the second patrol at 11pm

236/23

**BUILDING MAINTENANCE EXPENDITURE 2020/23**

The Committee considered and discussed the expenditure for 20/23 circulated prior to the start of the meeting.

**MOVED** by Councillor Mrs Coughlan, seconded by Smith and

**RESOLVED** unanimously that the Building Maintenance Expenditure as circulated is received.

237/23

**BUILDING MAINTENANCE EXPENDITURE 2023/24**

The Joint Management Committee went through the figures circulated prior to the meeting.

**MOVED** by Councillor Mrs Brown seconded by Mrs Coughlan

**RESOLVED** unanimously that the information circulated is received.

238/23

**REPORT ON PROPERTY MATTERS**

Literary and Philosophical Society reported on the work carried out to improve the rear entrance to the building.

The Town Clerk is attending an in-house training course to enable him to carryout Legionella testing which will include supplying official logbooks for the monitoring of hot and cold water within the building.

Further issues with the lift were reported which could be either the wiring loom or control panel printed control board. It was agreed that prices be obtained for both the wiring loom and control panel printed control board.

Once the use of a mobile has been tested in the lift - a note is displayed in the lift with a contact number in case the lift gets stuck.

The Curator of the Pannett Art Gallery reported on grants that had been applied for to assist with the electrical works. MEND funding will be open next year for applications.

The replacement of an elbow joint and valves on the heating system has reduced pressure.

**MOVED** by Councillor Mrs Coughlan, seconded by Councillor Jones and

**RESOLVED** that the report on property matters is received and all matters raised are included in future items.

It was unanimously agreed that agenda item 8 would be discussed following the agenda item 10

**239/23 AGREED ACTION POINTS**

- Contact Security Company regarding the locking of the Park Gates, and ensure the car park lights are on for evening meetings
- Obtain prices for the lift elements as discussed and take to the appropriate committee
- Legionella testing
- Emergency Plan
- Dates of electricity work pencilled in for 2 weeks in December.

**240/23 EXCLUSION OF PRESS AND PUBLIC**

**MOVED** by Councillor Nock, seconded by Councillor Jones

**RESOLVED** That, under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1 (2), the press and public be excluded from the meeting during consideration of the matter referred to at item 240/23, due to the confidential nature of the business to be transacted

**241/23 QUOTATION FOR ELECTRICAL WORKS**

**MOVED** by Councillor Nock, seconded by Councillor Mrs Brown

**RESOLVED** a) that the Joint Management Committee seeks a payment from the Whitby Literary and Philosophical Society on account of a portion of the total annual payment from Museum entrance fees to facilitate necessary expenditure on building maintenance; and  
b) that it is recommended to Full Council that approval be given for these works to be carried out by NTL Electrical Services at a (net) cost of £13,551.25

(Councillor Mrs Wild left the meeting following the above agenda item 3.20pm)





## WHITBY TOWN COUNCIL

Minutes of the meeting of the **PLANNING & LICENSING** Committee held in the Pannett Gallery on **Tuesday 31 October 2023** at 6.00pm.

**Present:** Councillor G Goodberry (Chair) with Councillors R Dalrymple, M Harrison, J Harston, S Hinchliffe and J Nock.

**Also:** Mrs A Cowey, Deputy Clerk

**NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972.**

**242/23 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Mrs Wilson for inability to attend.

**MOVED** by Councillor Harston, seconded by Councillor Hinchliffe and

**RESOLVED** that apologies for absence are received from Councillor Mrs N Wilson.

**243/23 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION**

No declaration of interests

**244/23 PUBLIC PARTICIPATION**

No public present

**245/23 PLANNING APPLICATIONS.**

**RESOLVED** that the Planning Applications, as detailed at Annex A, were considered and the Planning Committees recommendations duly recorded and submitted to the Planning Authority

**246/23 LISTED BUILDINGS  
UPGANG LANE**

Councillor Hinchliffe reported that he has contacted Councillor Trumper regarding the removal of the Listed mounting blocks on Upgang Lane.

**247/23 LICENSING**

**RESOLVED** unanimously Licensing Services is contacted regarding the Town Council's notification of all local licensing applications.

Signature ..... 2023

## Planning Applications Considered on 31 October 2023

<b>1</b>	<i>Plan Number</i> <b>23/124</b>	<i>District Reference</i> ZF23/01336/FL	<i>Road/Street</i> A169	<i>Date of meeting</i> 24.10.23
	<i>Applicant</i> Whitby Projects Group Ltd (Mrs R Archibal)	<i>House Name</i>	<i>Road</i> Land East of the A169 Bannial Flat Farm	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i>	<i>Application date</i> 05/10/23

**Use of land for the stationing of up to 12 shepherd huts, with means of access, laying of hard surface and formation of car parking and landscaping, Whitby Projects Group Ltd (Mrs R Archibal), Land East of the A169, Bannial Flat Farm, WHITBY, North Yorkshire**

*Comment*

**Support this application subject to highway approval**

<b>2</b>	<i>Plan Number</i> <b>23/125</b>	<i>District Reference</i> ZF23/01528/FL	<i>Road/Street</i> Argyle Road	<i>Date of meeting</i> 31.10.23
	<i>Applicant</i> Hung Hing	<i>House Name</i> The Metropole Hotel	<i>Road</i> Argyle Road	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO213HU	<i>Application date</i> 24/10/23

**Retrospective erection of extraction flue to roof of kitchen area of restaurant/takeaway, Hung Hing, The Metropole Hotel, Argyle Road, WHITBY, North Yorkshire, YO213HU**

*Comment*

**Object - A site visit is required by the Planning Committee and Environmental Health - negative effect on neighbouring properties - noise from the extractor unit.**

<b>3</b>	<i>Plan Number</i> <b>23/126</b>	<i>District Reference</i> ZF23/01587/HS	<i>Road/Street</i> Mulgrave Road	<i>Date of meeting</i> 31.10.23
	<i>Applicant</i> Geoff Ellis	<i>House Name</i>	<i>Road</i> 8 Mulgrave Road	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO213JS	<i>Application date</i> 25/10/23

**Erection of single storey rear extension incorporating conversion of existing garage. Formation of balcony to front and associated alterations, Geoff Ellis, 8 Mulgrave Road, WHITBY, North Yorkshire, YO213JS**

*Comment*

**Object - Effect on the character and appearance of the neighbourhood - over development.**

**WHITBY TOWN COUNCIL  
COUNCIL MEETING – 7 NOVEMBER 2023**

**COMMITTEE PLACES**

**1. Introduction**

- 1.1. Following the decisions of previous meetings, the current composition of committees is set out at Appendix A.

**2. Filling of Vacancies**

- 2.1. A vacancy has arisen on the Town Development & Improvement Committee.

**Recommendation** – That nominations be taken to fill any vacancies.

**Michael King**  
Town Clerk & RFO

<b>PLANNING COMMITTEE 7 MEMBERS (quorum 4) (Subs 2 training required)</b>
Cllr R Dalrymple
Cllr G Goodberry
Cllr J Harston
Cllr S Hinchliffe
Cllr J Nock
Cllr Mrs N Wilson
Vacant
Sub. vacant
Sub. vacant

<b>PANNETT ART GALLERY &amp; WHITBY MUSEUM JOINT MANAGEMENT COMM. 9 MEMBERS (quorum 6) (Subs 2)</b>
Cllr Mrs A Brown
Cllr Mrs H Coughlan
Cllr R Dalrymple
Cllr A Jones
Cllr J Nock
Cllr C Riddolls
Cllr S Smith
Cllr Mrs L Wild
Cllr Mrs N Wilson
Sub. Cllr Mrs S Turner
Sub. vacant

<b>HUMAN RESOURCES 7 MEMBERS (quorum 4)</b>
Cllr Mrs H Coughlan
Cllr R Dalrymple
Cllr G Goodberry
Cllr J Harston
Cllr Mrs S Turner
Cllr Mrs L Wild
Cllr Mrs N Wilson

<b>PANNETT ART GALLERY COMMITTEE 7 MEMBERS 7 OF 9 FOR JOINT MANAGEMENT (quorum 4) (Subs 2)</b>
Cllr Mrs A Brown
Cllr Mrs H Coughlan
Cllr R Dalrymple (Ex Officio)
Cllr A Jones
Cllr J Nock
Cllr C Riddolls
Cllr Mrs L Wild
Cllr Mrs N Wilson
Sub. Cllr Mrs S Turner
Sub. vacant

<b>FINANCE POLICY &amp; GENERAL PURPOSES COMMITTEE 7 MEMBERS (quorum 4) (Subs 3)</b>
Cllr Mrs H Coughlan
Cllr R Dalrymple
Cllr J Harston
Cllr A Jones
Cllr Mrs S Turner
Cllr Mrs L Wild
Cllr Mrs N Wilson
Sub. Cllr A Abbott
Sub. Cllr G Goodberry

<b>TWINNING SUBCOMMITTEE (Finance &amp; General Purposes) 6 MEMBERS</b>
Cllr A Abbott
Cllr Mrs H Coughlan
Cllr R Dalrymple
Cllr A Jones
Cllr Mrs L Wild
Cllr Mrs N Wilson
Sub. Cllr J Harston
Sub. Cllr J Redfern

<b>EVENTS SUBCOMMITTEE (Finance &amp; General Purposes) 6 MEMBERS</b>
Cllr R Dalrymple
Cllr Mrs Coughlan
Cllr P Croft
Cllr Mrs H Sumner
Cllr Mr L Wild
Cllr Mrs N Wilson
Sub. Cllr J Harston
Sub. Cllr S Hinchliffe

**Report – Committee Places**

**Item 8**

<b>TOWN DEVELOPMENT &amp; IMPROVEMENT COMMITTEE 7 MEMBERS (quorum 4)(Subs 3)</b>
Cllr Mrs A Brown
Cllr Mrs H Coughlan
Cllr R Dalrymple
Cllr J Harston
Cllr J Nock
Cllr Mrs L Wild
Vacancy
Sub. Cllr A Jones
(Sub. Vacancy)

<b>CHRISTMAS LIGHTS SUBCOMMITTEE (Town Development &amp; Improvement) 6 MEMBERS</b>
Cllr Mrs A Brown,
Cllr Mrs H Coughlan
Cllr P Croft
Cllr S Smith
Cllr Mrs L Wild
Cllr Mrs N Wilson

<b>ALLOTMENTS SUBCOMMITTEE (Town Development &amp; Improvement) 6 MEMBERS</b>
Cllr Mrs A Brown
Cllr R Dalrymple
Cllr A Jones
Cllr C Riddolls
Cllr M Harrison
Sub. Cllr J Harston
Sub. Cllr Mrs S Turner

<b>HARBOUR COMMITTEE 7 MEMBERS (quorum 4) (Subs 2)</b>
Cllr R Dalrymple
Cllr G Goodberry
Cllr A Jones
Cllr J Redfern
Cllr C Riddolls
Cllr Mrs S Turner
Cllr Mrs L Wild
Sub. Cllr A Abbott
Sub. Cllr P Croft





# Whitby parish poll - notice of result

Parish: Whitby Town

Date of poll: Friday 6 October 2023 (Notice of Poll at Appendix)

## Results of the parish poll questions

This table shows the results of the Whitby parish poll questions.

Question	Yes votes	No votes
Should the present members of Whitby Town Council resign en masse to facilitate the democratic election, by ballot, of a fully mandated representative town council for Whitby?	225	73
Should Whitby Town Council petition the Department for Levelling Up, Homes and Communities to halt and re-examine the Whitby Town Deal Board project to regenerate the Market Place and to restrict the project to the renovation of the Old Town Hall?	262	42
Should Whitby Town Council petition the Department for Levelling Up, Homes and Communities to halt and re-examine, in consultation with Whitby residents, the Whitby Town Deal Board project to build a maritime training hub on Endeavour Wharf?	247	56
Electorate:	10,103	
Papers verified:	310	
Turnout:	3.07%	

## Statement as to rejected ballot papers

Whole ballot papers rejected.

This table shows the number of whole ballot papers rejected and the reasons they were rejected.

Reasons for rejecting whole ballot papers	Ballot papers	Votes rejected
Want of an official mark	0	0
Voting for and against the same questions - on all questions	1	3
Writing or mark by which the voter could be identified	0	0
Unmarked or wholly void for uncertainty	1	3
<b>Total</b>	<b>2</b>	<b>6</b>

Ballot papers rejected in part

This table shows how many ballot papers were rejected in part, the reasons for rejecting them, and which poll questions lead to the rejections.

<b>Poll question</b>	<b>Ballot paper rejected in part due to voting for and against the same question</b>	<b>Ballot paper rejected in part due to being unmarked or void for uncertainty</b>	<b>Ballot papers rejected</b>	<b>Votes rejected</b>
Should the present members of Whitby Town Council resign en masse to facilitate the democratic election, by ballot, of a fully mandated representative town council for Whitby?	0	0	0	0
Should Whitby Town Council petition the Department for Levelling Up, Homes and Communities to halt and re-examine the Whitby Town Deal Board project to regenerate the Market Place and to restrict the project to the renovation of the Old Town Hall?	0	0	0	0
Should Whitby Town Council petition the Department for Levelling Up, Homes and Communities to halt and re-examine, in consultation with Whitby residents, the Whitby Town Deal Board project to build a maritime training hub on Endeavour Wharf?	0	0	0	0

**Rejected votes**

The number of total rejected votes for the parish poll is six.

Dated: 6 October 2023

Kerry Russett, Returning Officer

Published by the Returning Officer, North Yorkshire Council, Civic Centre, Stone Cross, Rotary Way, Northallerton DL6 2UU

# NOTICE OF POLL

North Yorkshire Council

## Parish Poll for Whitby Town Council

Notice is hereby given that:

1. At two parish meetings of Whitby Town Council electors, a Parish Poll was demanded by electors under The Local Government Act 1972, and the following questions were proposed and agreed:

Date of Meeting	Question	Proposer
4 September 2023	Should the present members of Whitby Town Council resign en masse to facilitate the democratic election, by ballot, of a fully mandated representative town council for Whitby?	Alfred Abbott, 11 St Andrews Road, Whitby, YO21 1JH
18 September 2023	Should Whitby Town Council petition the Department for Levelling Up, Homes & Communities (DLUHC) to halt and re-examine, the Whitby Town Deal Board project to regenerate the Market Place and to restrict the project to the renovation of the Old Town Hall?	Val Appleton, 8 Trinity Grove, Whitby, YO21 3UP
18 September 2023	Should Whitby Town Council petition the Department for Levelling Up, Homes & Communities (DLUHC) to halt and re-examine, in consultation with Whitby residents, the Whitby Town Deal Board project to build a Maritime Training Hub on Endeavour Wharf?	Nigel Ward, 7 Arguments Yard, Church Street, Whitby, YO22 4DJ

2. The parish poll is arranged in accordance with The Parish and Community Meetings (Polls) Rules 1987. Those Rules do not provide for Poll Cards, Postal voting, or Proxy voting, and specify different polling hours to other elections. **Voting is in person only, and you will not receive a poll card, postal vote, or proxy vote.**
3. Notice is hereby given that a poll on the said questions will be held on Friday 6 October 2023, **between the hours of 4.00pm and 9.00pm.**
4. **Ballot papers cannot be issued after 9pm and voting is in person only at your polling station as listed below.**
5. The situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Dated Tuesday 26 September 2023

Jennifer Norton  
The Returning Officer

Printed and published by the Returning Officer, North Yorkshire Council, Civic Centre, Stone Cross, Rotary Way,  
Northallerton, DL6 2UU

OFFICIAL



**Vacancy To Be Filled by Co-option**

It has been confirmed by North Yorkshire Council that, following the resignation of the previous member for the West Cliff Ward, no poll had been claimed in the advertised period and that, consequently, the town council should proceed to fill the vacancy by co-option.

Previously, the town council has invited expressions of interest in vacancies using its existing co-option procedure. Details of the criteria used appear overleaf (Appendix 1).

Members are asked to consider whether to follow this procedure or to modify it in this round. Members may also wish to consider over what timescale these vacancies should be advertised and at which future meeting co-option should be considered.

An outline timetable could be:

Advertise the vacancy	8 November – 29 November
Extraordinary Council	5 December (to follow FP&GP)

**Procedure**

Applicants are asked to submit a written summary (500 words) covering:

- Their reasons for wishing to be a councillor;
- Previous voluntary/community/council work;
- Any other skills they can bring to the Council;
- Their interests and recent career history.

Applications submitted without a supporting statement will not be considered.

The criteria are:

“In order to be eligible for co-option as a Whitby Town Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and be 18 years of age or over on the day on which you are nominated.

You must additionally be able to meet one of the following qualifications:

- Be registered as a local government elector for the parish of Whitby, **or**
- Have, during the whole of the twelve months preceding the date of the co-option, occupied as owner or tenant, land or other premises in the parish of Whitby, **or**
- Had as the principal or only place of work during those twelve months one in the parish of Whitby, **or**
- Have during the whole of twelve months resided within 3 miles of the parish of Whitby.

Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

- a) holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented, or
- b) is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors\* (but see below), **or**
- c) has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine, **or**
- d) is otherwise disqualified under Part III of the Representation of the People Act 1983 for corrupt or illegal practices.

Each application must also carry a nomination proposed and seconded by a voter registered in the relevant ward.

**WHITBY TOWN COUNCIL  
COUNCIL MEETING – 7 NOVEMBER 2023**

**BUDGET PREPARATION TIMETABLE 2024-25**

**1. Introduction**

- 1.1. This report sets out a preparation timetable for the 2024-25 budget, the major pressures to be considered in preparing the budget and seeks Members' views and direction on the principles to be adopted for 2024-25.

**2. Budget Preparation Timetable**

- 2.1. Preparation of the budget will follow a structured review of all current income, expenditure and investment and consider options put forward to meet current and future requirements.
- 2.2. At this meeting, Members will consider the overall budgetary position and identify growth factors to be taken into account. Individual budget headings will be examined in detail at the committee meetings scheduled up to the next meeting of the Finance Policy and General Purposes Committee on 5 December 2023, alongside proposals for additional expenditure and new projects.
- 2.3. The FP&GP Committee meeting will examine submissions for growth or reduction in the context of known national controls and predicted funding levels. The recommendations formulated will then be considered alongside the Medium Term Financial Plan to enable FP&GP to recommend a draft budget to the Full Council meeting scheduled for 9 January 2024.

**3. Inflationary/Other Factors to Be Taken Into Consideration**

- 3.1. We have not received indication of the likely effect of changes in the local tax base on the town council's funding next year. The tax base is a reflection of the number of 'Band D equivalent' properties. It is increased by new build properties but will be reduced if greater numbers of council-tax payers are in receipt of universal credit. Figures are anticipated from North Yorkshire Council as the billing authority.
- 3.2. The national pay award for 2023-24 is yet to be agreed between the Joint National Committee. Once agreed this will be back-dated to 1 April. The employers' current offer is £1,925 per annum at all grades (which equates to £1 per hour). This has been made as a 'full and final offer'. The outturn effect of this is within the budgeted figure for 2023-24 and represents a saving of £8,400. It is unknown whether the local government employers will continue to favour a flat-rate increase for next year or whether a percentage rise will be pursued. The flat-rate of £1,925, rolled forward, produces a year-on year effect of 5.9% (Appendix A) with incremental progression for those staff not on the top of their scale. A planning assumption of 5% is recommended.
- 3.3. The rates of the National Living Wage and the National Minimum Wage now change every April. In October, the Chancellor of the Exchequer announced that he would accept the Low Pay Commission's recommendations - which will be announced in

November. Based on the Low Pay Commission's latest forecasts, this would see the National Living Wage increase to over £11 an hour from April 2024.

- 3.4. Non-pay inflation in the wider economy is currently running at 6.7% and has risen to higher levels over this year, though much of this is fuelled by items which are not purchased by the town council. Members may wish to consider applying a 5% inflation factor to goods and services headings during the current budget preparation. Any specific inflationary demands in charges and subscriptions will be identified against individual budget headings.
- 3.5. The Department for Levelling Up, Housing and Communities (DLUHC) has continued to indicate that capping is unlikely to be applied to local councils for 2024-25. It is expected that this will be confirmed prior to the December local government financial settlement.

#### **4. Unrealised Commitments and Known Underspends**

- 4.1. All known variations occurring in the 2023-24 budget will be taken into account when considering the recommended figure to be put forward for 2024-25.

#### **5. Projects and Growth**

- 5.1. All Members will be contacted to indicate any changes they wish to put forward for consideration within the 2024-25 budget. Any project put forward should be 'more than just an idea' and must include some background detail in order for an informed decision to be made as to whether the project should be progressed for consideration as part of the budget; members should contact the clerk for additional information to scope or cost a particular proposal. Proposed projects will be considered by Finance, Policy & General Purposes in December.

#### **6. Conclusion**

- 6.1. The following recommendations are made to assist the processes and issues to be considered at the Committee meeting scheduled for 15 December when careful consideration will need to be given to any new items or projects for onward transmission to Council.

**Recommendation** – That the detail within sections 2 to 5 (above) be agreed:

- (a) That the budget timetable is as detailed in Section 2;
- (b) That the position on tax base be noted;
- (c) That pay inflation of 5% be assumed (subject to the outcome of JNC negotiations);
- (d) That non-pay inflation of 5% be assumed; and
- (e) That any proposals for new budget items be submitted to FP&GP in December.

**Michael King**  
**Town Clerk & RFO**



## Report – Budget Preparation Timetable 2024-25

Item 11

Appendix A

### Staffing Costs 2023-24 & 2024-25

	<b>2023-24 (Original Estimate)</b>	<b>2023-24 (Revised Estimate)</b>	<b>2024-25 (Estimate)</b>
<b>Payroll</b>	£189,230	£183,375	£193,853
<b>On-costs (Employer's Contributions)</b>	£56,770	£54,225	£57,704
<b>Total</b>	£246,000	£237,600	£251,557
<b>Variance</b>		-3.4%	5.9%



**a) Remembrance**

The community Act of Remembrance at the war memorial, Dock End will take place on Sunday 12 November. Councillors are asked to assemble in good time and certainly before 10:30am. The event will commence at 10:45 with the parade of Air cadets and Veterans onto Dock End. The two minutes' silence will be at 11:00, followed by the formal wreath laying. At the end of the ceremony, the Veterans and Air Cadets will march onto Endeavour Wharf.

The religious Service of Remembrance will take place at St Mary's Church at 14.30.

**b) Christmas Lighting**

The council's contractor has installed Christmas lighting prior to the official switch-on on 17 November. Discussions with North Yorkshire's Street Lighting service have not been able to resolve some of the underlying issues with inoperative streetlights on New Quay Road. In addition, the lights usually hung from the Old town Hall have not been installed as scaffolding is due to go up in preparation for the renovations to that building.

**c) Christmas Festival**

The annual Christmas Festival will take place on the Marina Front Car Park from the evening of Friday 17 November, including the Christmas Lights switch on, over the weekend. The market traders will be in attendance throughout. There will be a firework display on the Saturday evening and entertainment across all three days of the festival.

**a) Swing Bridge**

North Yorkshire Council has revised the dates for the Swing Bridge closure to run from 20 November to 1 December.

**b) Community Ownership Fund opens again for applications**

On 1 September, DLUHC announced that the Community Ownership Fund is open again for applications.

The funding will help community groups take ownership of local institutions that have fallen into disrepair or are under threat of closure and give them a new lease of life.

Recent changes to the fund have made it easier for voluntary and community groups to apply for funding to acquire assets and run them for the benefit of the local community.

DLUHC has published an overview of these changes in Community Ownership Fund round 3: webinar slides and recording.

The government is providing funding over four years to support community groups in England, Scotland, Wales and Northern Ireland to take ownership of assets and amenities at risk of being lost such as community centres, parks, pubs and post office buildings.

For further information and guidance on how to apply, the Community Ownership Fund: prospectus can be found online.

**c) Local Resilience Forum Innovation Fund 2023 to 2024: application forms and scoring criteria**

On Wednesday 6 September, DLUHC updated a prospectus that sets out how Local Resilience Forums (LRFs) can bid for a portion of the 2023 to 2024 Innovation Fund. The update includes a new section on application forms, scoring criteria and monitoring and evaluation information.

The LRF Innovation Fund is a £1.35 million fund (£450,000 per annum over the period 2022-23 to 2024-25) designed to allow LRFs in England to develop and test new and innovative ways of working which partners would not have been able to progress otherwise.

**d) Disabled Facilities Grant funding update**

On 7 September, the government allocated £50 million to support councils to help older people and those with disabilities live safely and independently in their own homes.

Delivered jointly by the Department of Health and Social Care and DLUHC, eligible disabled people of all ages will be able to apply to their (unitary) council for a grant to adapt their home to better meet their needs.

DLUHC wrote to council chief executives yesterday outlining the conditions of the grant and details of each council's allocation. The funding is available to homeowners, private renters and those in social housing, and will be delivered through the Disabled Facilities Grant. This funding is in addition to the £573 million of government funding already provided to councils for home improvement services

**e) Licensing regulations that allow takeaway pints extended**

On Wednesday 13 September, the government announced that licensing regulations that allow pubs, restaurants and bars to sell takeaway pints have been extended. Al fresco drinking, first introduced widely during COVID-19, has allowed the public to have the choice to take away their drinks.

Under the regulations, which were due to expire in September and have been extended in Parliament this week, any site permitted to sell alcohol on their premises can sell for off-site consumption too, without applying for a new licence. Premises will also be able to continue to serve alcohol in the area covered by any pavement licence that they have.

The extension, which will run for a further 18 months, is part of the government's commitment to supporting the hospitality sector.

**f) 'McCloud' remedy in the LGPS – supplementary issues and scheme regulations**

On 8 September, DLUHC published the outcome to the consultation on changes to the Local Government Pension Scheme in England and Wales.

Following consideration of the responses, the government has confirmed the steps it will be taking to resolve the McCloud age discrimination in respect of the Local Government Pension Scheme (England and Wales). This will include making regulations which are expected to come into force on 1 October 2023.

This follows the response to a previous consultation in April 2023.

These changes will be taken into account by the North Yorkshire Local Government Pension Scheme, which is administered by North Yorkshire Council. Any change in the funding profile and employer's contribution rates will be recalculated at the next revaluation in two years' time.

**g) New levelling up minister appointed**

It was announced on Monday 18 September that Jacob Young, the Conservative MP for Redcar, has been appointed as a parliamentary under-secretary of state in the Department for Levelling Up, Housing and Communities (DLUHC).

He replaces Dehenna Davison, who stood down from the ministerial role today, saying chronic migraines had made it "difficult, if not impossible" to do the job. Ms Davison, the MP for Bishop Auckland, became levelling up minister last September and has been responsible for progressing devolution deals and overseeing the levelling up fund.

Mr Young became Redcar's first ever Conservative MP in the 2019 general election. According to his website, he previously worked in the chemical industry on Teesside as a process operator for a major petrochemical company. Mr Young was a councillor at Middlesbrough Council between 2017 and 2019. He sits on the board of the South Tees Development Corporation, which is involved in the controversial Teesworks project that is currently under investigation.

The Minister's responsibilities include:

- local growth funding design and simplification
- local growth funding delivery – UK Shared Prosperity Fund, Levelling Up Fund, Community Ownership Fund etc.
- high streets, towns, commercial property and regeneration (brownfield land)
- devolution/county deals – plus mayoral combined authorities and pan-regional Growth Bodies
- Investment Zones
- Anti-Social Behaviour Action Plan
- planning casework
- legislation: Levelling Up and Regeneration Bill, social housing

**h) Coastal Communities Fund: round five progress report**

On Monday, DLUHC published a report which outlines the progress of the 47 projects supported by Round five of the Coastal Communities Fund in England only, which began in 2018 with projects delivering up to 2022 and beyond.

The report highlights the projects supported during that time, reflecting on their achievements so far and how they have contributed to the rejuvenation of coastal communities in England.

**i) NYC Housing Strategy Consultation**

We have been contacted to advise that North Yorkshire Council has commenced consultation on its Draft Housing Strategy: 2024-2029.

The strategy is based around three key themes:

- Our People
- Our Homes
- Our Places

Consultation on the draft strategy is until 11 December and responses to the strategy can be completed via the NYC on-line survey, which can be accessed via the following link: <https://www.northyorks.gov.uk/your-council/consultations-and-engagement/current-consultations/draft-housing-strategy-consultation>

**j) Friends of Pannett Park**

Some time ago the park management committee purchased a stone, from the HLF publicity budget, for the Whitby Lions path of celebration at the flag pole on the West Cliff.

"Robert Elliott Pannett, Local benefactor"

The stones were laid last week.

**k) Levelling-Up and Regeneration Bill becomes law**

Yesterday new laws came into force on the planning system, holding developers to account, and encouraging plans to enable the building of new homes.

These measures have become law after the Levelling-Up and Regeneration Bill received Royal Assent.

Measures in the Levelling-Up and Regeneration Act will:

- Make it easier to put local plans in place and require design codes that set out where homes will be built and how they will look.
- Require developers to deliver vital infrastructure. Further details on these measures will be set out shortly.
- Rebalance the housing and land markets – giving councils the power to increase council tax on empty homes and reforming compensation for compulsory purchase orders.

- Encourage developers to build – giving communities updates on the progress of development and councils the chance to consider slow build-out rates when approving planning.
- Give councils the powers to work directly with landlords to bring empty buildings back in to use by local businesses and community groups through high street rental auctions. Measures will also make it faster for councils to give hospitality businesses permission to use outdoor seating.

The government will also publish its response to last December's National Planning Policy Framework consultation in due course. This will set out how planning policies in England are expected to be applied to help deliver the right homes in the right places.

### **l) Government £150 million funding for local bus services**

On Monday 23 October the government announced that £150 million in redirected HS2 funding would be available to improve bus services across the North and Midlands.

Councils could use the additional funding to reintroduce evening services to support the night-time economy, increase service frequency, introduce new routes to ensure areas previously unconnected are now connected or introduce a Demand Responsive Transport service to improve connectivity in rural areas.

The Get Around For £2 bus fare cap scheme has also been extended. The cap had been due to rise to £2.50 but will instead remain at £2 and continue until 31 December 2024.

### **m) Councils encouraged to raise awareness of cheaper reliable broadband and mobile deals**

On 10 October, the Department for Science, Innovation and Technology (DSIT) encouraged councils to raise awareness of cut-price reliable broadband and mobile deals available to people claiming Universal Credit, Pension Credit and some other benefits. Ofcom has more details on its website of those eligible for the social tariffs.

DSIT has produced a revised stakeholder toolkit based on feedback. This includes social media materials, posters and leaflets to help councils share this information across their communications channels. DSIT are encouraging councils to use these materials from 16 October to coincide with the latest Help for Households campaign, or to align with the next cost-of-living payment window of 31 October to 19 November 2023.

The Help for Households campaign homepage brings together over 40 support schemes that the public may be able to access depending on eligibility. There are also online tools for the public to check the support they might be eligible for and how to access it.

### **n) Government guidance opposing four-day working week arrangements in local authorities**

On 26 October, DLUHC published guidance for councils in England that are considering adopting a 4-day working week, where staff have their working hours reduced by 20% but retain 100% of their pay (or equivalent/similar).

The non-statutory guidance states:

- The government does not support a 4-day working week in councils, as it does not believe that it delivers local taxpayers' value for money.
- The government does not expect councils to adopt this arrangement.
- Should councils disregard this advice and there is evidence of service decline or failure, DLUHC or another government department may raise concerns directly with the authority, monitor performance more closely and consider options to correct declining performance.

The government has stated that it supports an individual's right to request flexible working, which allows employees to apply for changes to the hours, timing, or location of work.

The full guidance is available here: <https://www.gov.uk/guidance/four-day-working-week-arrangements-in-local-authorities>

**o) Information sent separately**

- 106 Advisory Board Minutes – amended
- Breakthrough Communications Training Courses
- Commissioner announces NEW funding to help prevent and tackle serious violence in York and North Yorkshire
- Commissioner Zoë makes the work of her office more available to the public stating her team of employees provide 'huge value'
- Council Finances and Budget Monitoring Webinar - Tuesday, 12 September
- Council Meeting – Crime Report
- Councillors Discussion Forum - Thursday, 2 November
- D Day 80 - 6 June 2024
- Duties, Powers and Policies Webinar - Tuesday, 24 October
- Finance and Budgeting Webinar - Tuesday, 7 November
- Friends of Pannett Park AGM
- Link for 20s plenty Meeting this Thursday 21 September 7.30
- Minutes of Pannett Park Management Committee meeting
- NALC Chief Executive's Bulletin
- NALC Events
- NALC Newsletter
- New Destination Development Plan Workshops – September
- North Yorkshire UKSPF Update - Webinars on 12 & 14 September
- Notice under the Localism Act 2011 - Nomination for Asset of Community Value - 3G Football Pitch at Eskdale School, Whitby
- Overview of Data Protection for Local Councils Webinar - Monday, 6 November
- Pannett Park Lily Pool
- PLANNED ROAD CLOSURE NOTIFICATION - 41596 Back Street from Crescent Avenue Whitby
- PLANNED ROAD CLOSURE NOTIFICATION - 41773 Upgang Lane
- PLANNED ROAD CLOSURE NOTIFICATION - 42360 Waterstead Lane Whitby



## Clerk's Report

## Item 14

- PLANNED ROAD CLOSURE NOTIFICATION - 42361 Victoria Farm to Westbourne Avenue Whitby
- PLANNED ROAD CLOSURE NOTIFICATION - 42364 Flowergate Whitby
- Police Report – Mayfield Ward
- POST OFFICE LIMITED - Castle Road Drop & Collect - YO21 3LG
- Request for Parish Poll
- Scarborough & Whitby Area Constituency Committee - 10:00 Friday 22 September
- Self-build and Custom Housebuilding Register - consultation (PCs)
- Slower Speeds Reduce Traffic Harm- Zoom webinar Tuesday 17 October at 7:00pm
- Talking Tables Training Day - 10 November
- Welcome to the latest council news from North Yorkshire
- Welcome to your October issue of Rural News
- Whitby Cliff lift
- Whitby Community MAPS
- Whitby harbourside public realm - consultation materials (see above)
- WHITE RIBBON DAY
- White Rose Bulletin
- YLCA Councillor's Discussion Forum - Thursday, 21 September
- YLCA Information/Vacancies and Training Bulletins
- YLCA Law and Governance Bulletin October 2023
- YLCA Training Day - Friday, 10 November
- Yorkshire Society October 2023 Newsletter and Announcements