

held in the Community Hub, 445b Scalby Road,
on Wednesday 9th April 2025 at 10am.

PRESENT:

Councillors R Thompson (Chairman), H Bore, J Buckley, R Holliday, B Marley, J Shepherd, J Smith,
C Thistleton (left 11am), R Towse.

ALSO IN ATTENDANCE

10 members of public (left at various times). Mrs J Marley (Clerk to Council).

ABSENT: Cllrs. D Bastiman, S Foote, G Kendall, N Murphy.

The Chairman welcomed newly elected Cllr. Buckley

19/25 NON-ATTENDANCE OF COUNCILLORS

19/25.1 Apologies **received & noted** from Cllrs. D Bastiman, S Foote and G Kendall.

19/25.2 **Resolved** the reasons for absence given by Cllrs. Bastiman (NYC commitment), Foote (health commitment) Kendall (work commitment) be **accepted**. (Recorded vote requested by Cllr. Towse:- for Cllrs. Bore, Holliday, Marley, Shepherd, Smith, Thistleton and Thompson, against Cllrs. Buckley and Towse).

20/25 DECLARATIONS OF INTEREST: Received from Cllr. Buckley (pecuniary interest agenda item 4.2, other interest agenda item 5.4); Cllr. Towse (pecuniary interest agenda item 5.4).

21/25 MINUTES

21/25.1 Having been previously circulated, the minutes of the Extraordinary Meeting of Council held on 21st February 2025 were **resolved** to be a correct record and **authorised** for signature by Cllr. Thompson.

21/25.2 Having been previously circulated, the minutes of the Review & Staffing Committee held on 24th February 2025 were for approval. A motion the minutes be sent back to the committee (proposed Cllr. Buckley, seconded Cllr. Towse) was not carried (recorded vote requested by Cllr. Towse:- for Cllrs. Cllrs. Buckley and Towse, against Cllrs. Bore, Holliday, Marley, Shepherd, Smith, Thistleton and Thompson). A motion the minutes be authorised for signature (proposed Cllr. Bore, seconded Cllr. Smith) was carried (recorded vote requested by Cllr. Towse:- for Cllrs. Bore, Holliday, Marley, Shepherd, Smith, Thistleton and Thompson, against Cllrs. Buckley and Towse), and it was thus **resolved** the minutes were a correct record and **authorised** for signature by Cllr. Thompson.

22/25 EXTERNAL REPORTS

22/25.1 **Police – resolved** the Scalby report for March incidents be **received and noted**.

22/25.2 **Joint Council Working Group on Fracking – resolved** report (emailed to councillors. 7/4/25 and tabled at meeting) from this Council's representative (Cllr. Bore) be **received**. Further **resolved** the recommendation of the Joint Working Group be accepted, Cllr. Bore to draw up a detailed response for consideration at an Extraordinary meeting of the Town Council to be held on 22nd April 2025 prior to submission to North Yorkshire Council.

23/25 UPDATES ON VARIOUS MATTERS & CLERK'S/COUNCILLOR'S REPORTS/ITEMS

23/25.1 Parking on The Green (request for double yellow lines) (Minute 8/25.6.2] refers) – **resolved** it be **noted** that North Yorkshire Council had written to the parishioner saying it would not agree to introduce 'no waiting' restrictions.

23/25.2 **Resolved & noted** the Clerk's verbal report that three Freedom of Information Requests had been received since 1/1/25 and responded to.

23/25.3 **Resolved & noted** the Clerk's verbal report that one Freedom of Information Request from August 2024 was the subject of an ongoing investigation by the Information Commissioner's Office.

23/25.4 **Resolved & noted** the Clerk's verbal report that objections lodged by two persons against the 2023/24 AGAR were the subject of ongoing investigations by the external auditor PKF Littlejohn.

23/25.5 **Resolved & noted** the Clerk's verbal report that a parishioner had requested the pavement on Scalby Road between Beech Drive and Scalby High Street be sided out – the request had been forwarded to North Yorkshire Council who had carried out the necessary work.

23/25.6 To receive reports from Councillors of any highway & footpath matters requiring attention – a dip on Scalby Road which seemed to be increasing in depth was mentioned by Cllr. Buckley – **noted** Clerk's response that Highways were aware and monitoring.

- 24/25** **CORRESPONDENCE**
- 24/25.1 Persistent traffic offences near Newby & Scalby Primary School – **resolved & noted** email (*redacted & circulated with agenda*) from one of the school's governors. Parking/traffic offences on the streets near the school was a long standing problem of concern to Council. **Resolved** 1) to check with Police as to whether their leaflet 'Parking at School' (ref NYP18-0121) was still current; 2) to refer the matter to Highways with a request for general assistance with ways to reduce the problem (including the feasibility of creating a one way traffic system).
- 24/25.2 **Noted** a NYMNP Coastal Forum meeting would take place at Burniston & Cloughton Village Hall, Monday 28/4/25 at 7pm.
- At this point Cllr. Thistleton left the meeting.
- 24/25.3 Proposed disposal of land at Scalby School and playing field adjacent The Green – **resolved & noted** letter (*circulated with agenda*) from North Yorkshire Council. **Resolved** 1) Council had no objections to disposal of the 2.67 hectares of land at Scalby School main site (drawing no 6624); 2) Council objected to the disposal of the 4.31 hectares of land at Scalby School Playing Field (drawing no. 6625) – Council considered this valuable green space needed to remain and was broadly supportive of nominating the land as an Asset of Community Value since it was regularly used by local sports clubs and children and furthered the social well-being and social interests of the local community.
- 24/25.4 **Resolved & noted** email (*redacted & circulated with agenda*) from parishioner re. alleged problems with Scalby School pupils. The parishioner has also contacted Cllr. Bastiman as North Yorkshire ward councillor. **Resolved** Clerk to write to school and also ask Police if PCSO's could visit the area at the appropriate times.
- 24/25.5 **Resolved & noted** email (*redacted & circulated with agenda*) to Cllr. Towse from parishioner re. speeding problems on Barmoor Lane and Cllr. Towse's request for a VAS sign to be placed nearby. **Resolved** one of Council's VAS signs to be re-located to the VAS equipped lighting column on Barmoor Lane.
- 24/25.6 Correspondence received after 2/4/25 which the Chairman of the meeting deemed it necessary to consider as a matter of urgency - none.

- 25/25** **FINANCE, REGULATORY & GENERAL MATTERS**
(Tabled at the meeting unless otherwise indicated)
- 25/25.1 **Resolved** the Schedules of Accounts Payable for March 2025 (Schedule 12 £2,476-17 and Schedule 12a £6,306-92) which were authorised for payment by Cllrs. Smith and Thompson be **ratified**. (Recorded vote requested by Cllr. Towse:- for Cllrs. Bore, Holliday, Shepherd, Smith and Thompson, against Cllrs. Buckley and Towse, abstain Cllr. Marley [*Minute 37/24.3 refers*]).
- 25/25.2 **Resolved** the Schedule of Accounts Payable for April 2025 (Schedule 1, £4,552-56) be **authorised** for payment, online authorisations to be done by Cllrs. Smith and Thompson. (Recorded vote requested by Cllr. Towse:- for Cllrs. Bore, Holliday, Shepherd, Smith and Thompson, against Cllrs. Buckley and Towse, abstain Cllr. Marley [*Minute 37/24.3 refers*]).
- 25/25.3 Risk Assessment (document updated 20/3/2025) (*circulated with agenda*) – Cllr. Bore proposed and it was **resolved** that the Control section of 2A be amended to read "All banking to be carried out no later than the next working day after cash/cheques received". Clerk reported the document would be better titled "Financial Risk Assessment". **Resolved** the amended document be approved. (Recorded vote requested by Cllr. Towse:- for Cllrs. Bore, Holliday, Marley, Shepherd, Smith and Thompson, against Cllrs. Buckley and Towse).
- 25/25.4 **Resolved** the Internal Audit report for Nov 24 to Jan 25 (*circulated with agenda*) be **received & noted**.
- 25/25.5 **Resolved** the date of the Annual Meeting of Council be moved 21st May 2025.

26/25 **PLANNING APPLICATIONS & APPEALS NOTIFIED:-**

- 26/25.1 **To agree if comments on NY/2025/0030/ENV should be agreed at an extraordinary meeting of Council and if so, to agree the date of that meeting:-**
NY/2025/0030/ENV Construction of a temporary wellsite for the appraisal of gas, including drilling operation, proppant squeeze and flow testing operation and site restoration at land east of The Mill Yard, Burniston Mill, Coastal Road, Burniston. **Resolved** to follow the agreed action at Minute 22/25.2 - Cllr. Bore to draw up a detailed response for consideration at an Extraordinary meeting of the Town Council to be held on 22nd April 2025 prior to submission to North Yorkshire Council.

26/25.2

To agree comments on the following:-

1. ZF24/01990/FL Change of use, garage to dog grooming salon (sui generis), 28 The Uplands, Newby. **Agreed** no objections.
2. ZF25/00029/HS Retrospective application for new boundary wall to front elevation, 5 East Park Road, Scalby. **Agreed** support comments of Tree & Woodland officer.
3. ZF25/00217/HS Rear dormer with Juliet balcony, side dormer (gable) and 2no skylights on the front elevation roof, 18 Coldyhill Lane, Newby. **Agreed** no objections.
4. ZF25/00221/HS Erect single storey rear extension and porch to front, 41 Moor Lane, Newby. **Agreed** no objections and approve of the Environmental Health Officer's recommendations in respect of construction noise etc.
5. ZF25/00266/HS Erect single storey rear extension, 324 Scalby Road, Newby. **Agreed** no objections.
6. ZF25/00280/HS Erect single storey rear extension, 8 Lancaster Close, Scalby. **Agreed** no objections.

27/25**PLANNING DECISIONS/APEALS/WITHDRAWALS****Resolved** the following decisions be **received and noted**.

1. ZF24/01892/HS Erect single storey rear extension and form pitched roof to existing two storey rear projection, Ivy Cottage, Church Becks, Scalby. **Granted with conditions**.
2. ZF24/01914/HS Hip to gable roof extension, raise roof height, rear dormer and rear extension to accommodate staircase, 2 The Close, Newby. **Granted with conditions**.
3. ZF24/01917/FL Erect two storey swelling, 40 Scalby Mills Road. **Granted with conditions**.
4. ZF24/01941/HS Demolish existing conservatory, erect rear extension, 23 Ridge Green, Scalby. **Granted with conditions**.
5. ZF24/01950/NMA Non-material amendment to Condition 18 of 19/01248/OL so as to allow timeframe change for delivery of footpath and cycle route over Scalby Beck, land off Mill Way, High Mill, Scalby. **Granted with conditions**.

28/25**PLANNING MATTERS RECEIVED AFTER 2/4/25** (as notified after distribution of agenda to members on email) - none.29/25**EXCLUSION OF PRESS AND PUBLIC**

At 11.34am it was **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 on the grounds the next items relate to legal, personnel or contract matters.

30/25**CONFIDENTIAL ITEMS***(Tabled at the meeting unless otherwise indicated)*

30/25.1

Resolved it be **noted** that judgement on the ongoing employment matter was due on 15th May 2025.

30/25.2

Resolved the Clerk be authorised to take annual leave for the month of June.

There being no further business to be transacted, the Chairman declared the meeting closed at 11.39am.

Cllr. Richard Thompson, Chairman**Dated:**

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MINUTES OF EXTRAORDINARY MEETING OF NEWBY AND SCALBY TOWN COUNCIL 688

held in the Community Hub, 445b Scalby Road,
on Tuesday 22nd April 2025 at 7pm.

PRESENT:

Councillors R Thompson (Chairman), H Bore, J Buckley, R Holliday, G Kendall, B Marley, N Murphy, J Shepherd, J Smith, R Towse.

ALSO IN ATTENDANCE

25 members of public (left at various times). Mrs J Marley (Clerk to Council).

ABSENT: Cllrs. D Bastiman, S Foote, C Thistleton.

31/25 **NON-ATTENDANCE OF COUNCILLORS**

31/25.1 Apologies **received & noted** from Cllrs. D Bastiman, S Foote and C Thistleton.

31/25.2 **Resolved** the reasons for absence given by Cllrs. Bastiman (Declaration of Interest in planning), Foote (family commitment) Thistleton (work commitment) be **accepted** (8 for, 2 against).

32/25 **DECLARATIONS OF INTEREST:** Received from Cllr. Bastiman (other interest, agenda item 4 as a member of NYC Planning Committee). Cllr. Buckley (other interest agenda item 4 as a member of FFCC Steering Group).

33/25 **PUBLIC PARTICIPATION:** Items raised in respect of the planning application on the agenda were concerns in respect of:- 1] need for specialist training of emergency services in respect of industrial accidents, explosions etc; 2] impact on underground water aquifer and removal of waste water from site; 3] impact on area due to increase in HGV and transport; 4] potential disruption of existing infrastructure/utilities (including by subsidence/slippage); 5] would residents be indemnified by the company if subsidence/slippage resulted; 6] worry that should the application be successful there would be increased civil unrest and vigilante groups; 7] remediation – no guarantee this would take place.

34/25 **PLANNING APPLICATION:-**

34/25.1 NY/2025/0030/ENV Construction of a temporary wellsite for the appraisal of gas, including drilling operation, proppant squeeze and flow testing operation and site restoration at land east of The Mill Yard, Burniston Mill, Coastal Road, Burniston.

The Town Council's proposed detailed response to the application had been drawn up by Cllr. Bore and circulated with the agenda. Many (but not all) of the concerns raised by the public had already been included in that report. Cllr. Buckley mentioned that some 20 walk to school routes would be impacted by the application and he would provide details of those to Cllr. Bore.

Resolved unanimously 1] the proposed detailed response circulated with the agenda would be updated by Cllr. Bore to include the comments of the public and Cllr. Buckley; 2] Council strenuously objected to the application and strongly urged the planning authority to refuse the application; 3] the updated response to be submitted by the Clerk to the planning authority as this Council's objection.

There being no further business to be transacted, the Chairman declared the meeting closed at 7.39pm.

Cllr. Richard Thompson, Chairman

Dated:

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**Scalby, Hackness Group and Staintondale Parish Councils
Report
May 2025 meetings**

All crime figures below are for the same period from each year. This gives a comparison as to the same point in this year, when compared to the previous 3 years. For example, the figures below on this month's report are from 1st January to 30th April for the years 2022 through to 2025.

Total crime figures for Scalby, Hackness Group and Staintondale PC's from January to December every year for the previous three years and for 2025.

Scalby etc...	2022	2023	2024	2025	Grand Total
Arson & Criminal Damage	2	1	5	1	9
Burglary	0	1	2	1	4
Drug Offences	1	2	1	1	5
Fraud	2	5	3	2	12
Misc Crimes Against Society	0	1	0	0	1
Possession Of Weapons	0	0	0	2	2
Public Order Offences	0	0	1	1	2
Robbery	0	1	0	0	1
Sexual Offences	0	3	1	2	6
Theft	3	2	4	2	11
Vehicle Offences	0	2	6	1	9
Violence Against The Person	19	18	16	12	65
Grand Total	27	36	39	25	127

Total crime figures for 2025 for the whole area covered by Filey NPT (Filey & Eastfield Police Stations) for the previous three years from January to December every year. See below map for area.

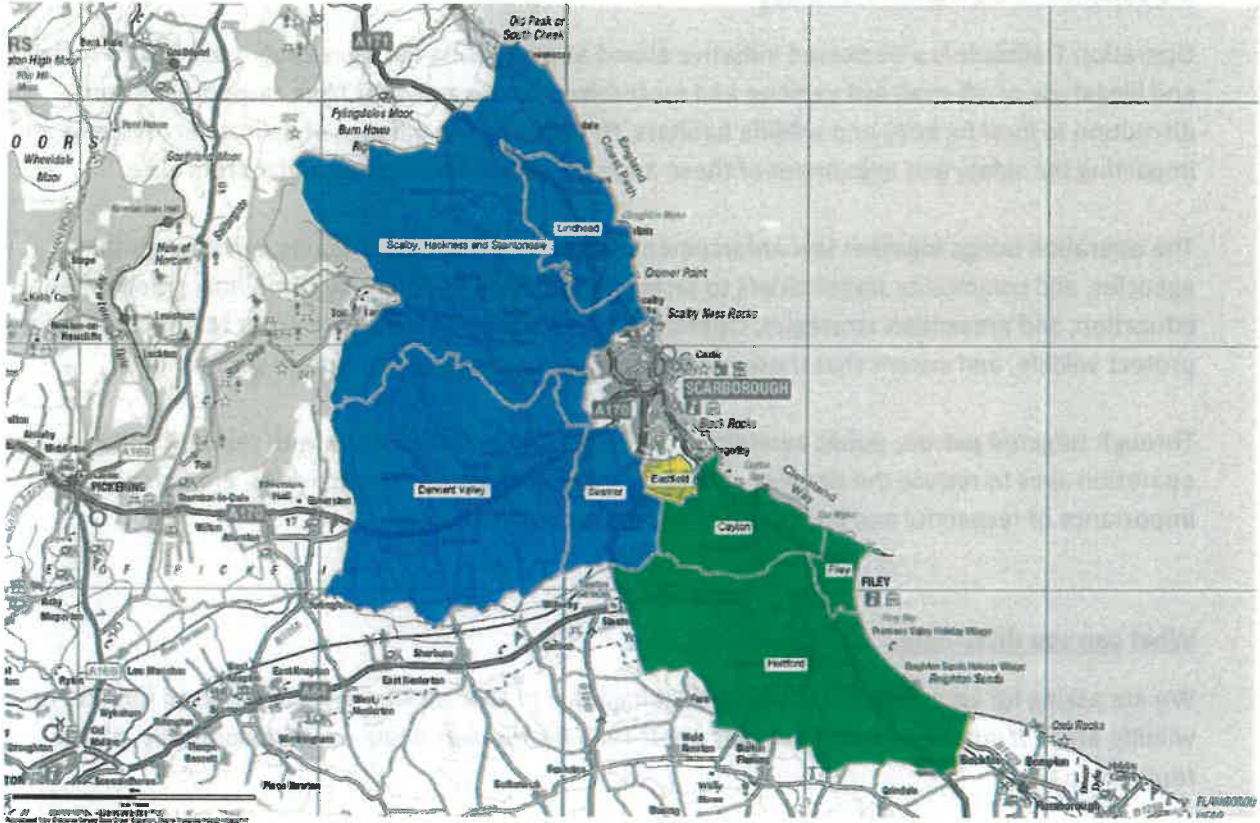
	2022	2023	2024	2025	Grand Total
Arson & Criminal Damage	57	78	50	44	229
Burglary	8	7	16	13	44
Drug Offences	14	13	22	17	66
Fraud	42	32	27	8	109
Misc Crimes Against Society	4	10	13	17	44
Possession Of Weapons	1	5	5	7	18
Public Order Offences	41	41	24	27	133
Robbery	0	2	1	0	3
Sexual Offences	28	29	20	26	103
Theft	57	58	67	50	232
Vehicle Offences	4	12	16	10	42
Violence Against The Person	250	235	254	182	921
Grand Total	506	522	515	401	1944

If you wish to look at further details relating to the crime figures, please visit

[Home | Police.uk \(www.police.uk\)](https://www.police.uk) and search for your relevant area.

Which areas are covered from Filey and Eastfield Police Stations?

The areas in blue and yellow – covered from Eastfield Police station. Areas in green – covered from Filey Police Station.



There were 76 incidents reported in your area during April. Incidents of note are as follows: -

Reported speeding on Barmoor Lane. PCSOs have carried out speed checks on Barmoor Lane in Scalby (where you drop down the hill into the village) on 16th and 19th April with no recorded speeding offences. A Police Officer carried out checks on 23rd between 1645hrs and 1800hrs, 35 vehicles passed the Officer with none of them being over the speed limit.

Local Officers were very busy in Eastfield for the last two weeks of April. There were three serious but unrelated incidents which required scene guards overnight for several hours, a total of 14 people arrested for offences which carry up to life imprisonment.

09/04/2025 13:05 – Officers were contacted by another force about a missing person they were dealing with who was reported to be on the cliff top near to Scalby. NYP Officers attended and located the male, he was taken to Scarborough Hospital.

11/04/2025 13:48 – A pedestrian accidentally stepped into the road and was struck by a vehicle on Scalby Road near to the junction with Station Road. Thankfully, there were no serious injuries reported.

22/04/2025 11:38 – A burglary was reported from Ox Pasture Hall. The incident is under investigation. Please report any information and quote 12250070843.

Introducing OP TRAILBLAZE: A New Initiative to Tackle Off-Road Vehicle Disruption in Forestry Areas

Introduction to Operation Trailblaze

Operation Trailblaze is a dedicated initiative aimed at addressing the increasing issue of anti-social and illegal use of off-road 4x4 vehicles and motorbikes. These activities have caused significant disruption to local forestry and wildlife habitats, threatening the balance of delicate ecosystems and impacting the safety and enjoyment of these areas for local communities and visitors alike.

The operation brings together law enforcement, forestry management teams, environmental agencies, and community stakeholders to tackle the problem head-on. By combining enforcement, education, and prevention strategies, Operation Trailblaze seeks to restore order to affected areas, protect wildlife, and ensure that these natural spaces are preserved for future generations.

Through targeted patrols, public awareness campaigns, and collaboration with residents, the operation aims to reduce the damage caused by irresponsible off-road activities, emphasizing the importance of respectful and lawful use of shared natural resources.

What can you do to help?

We are asking for your help to tackle the ongoing issue of anti-social driving in our local forestry and wildlife areas. If you see any 4x4 vehicles or off-road motorbikes being used irresponsibly, please report it to us.

Your information is vital in helping us identify and address this behaviour, which is causing significant harm to the environment, wildlife, and the safety of others.

To report sightings, please provide as much detail as possible, including:

- The location of the incident
- The time and date
- A description of the vehicles or individuals involved

You can report anonymously if you prefer. Together, we can protect our natural spaces and ensure they remain safe and enjoyable for everyone.

Call 101 for non-emergency enquiries.

If you have a hearing or speech impairment, use our textphone service on 18001 101.

Call 999 in emergency situations like these:

- there is an immediate danger to life.
- someone is using violence or is threatening to be violent.
- a road traffic collision where life is at risk, or the road is blocked.
- a crime is happening right now, like a house burglary or a theft.

If you accidentally dial 999, please stay on the line and tell the operator you're safe and that no crime has occurred.

Hearing or speech impairments

- If you have a hearing or speech impairment and you've pre-registered with the [emergencySMS service](#), you can use our textphone service 18000 or text us on 999.
- If you're a British Sign Language (BSL) user, you can call [999 BSL](#) to use a remote BSL interpreter.

Silent 999 calls

- If you're in danger but you can't talk on the phone, you should still call 999, then [follow these instructions](#).

Community messenger

We are committed to keeping the public informed about the progress of Operation Trailblaze. To do this, we will be using Community Messenger to share regular updates on our activities, including enforcement actions, patrols, and successes in tackling anti-social driving.

These updates will help ensure transparency, build community confidence, and highlight the important role you play in protecting our local forestry and wildlife habitats. Stay tuned to Community Messenger for the latest news and ways you can continue to support this initiative. Together, we can make a positive difference.

Sign up for updates here - [Home Page - North Yorkshire Community Messaging](#)

Property marking DNA kits for farms and rural locations.

[Farms across North Yorkshire and York are being protected by advanced forensic marking technology | North Yorkshire Police](#)

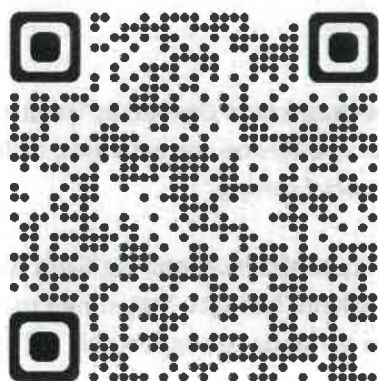
The rural team are now trained in the property marking DNA kits and will be visiting farms to assist with these. If you wish to have property marked, please contact Jamie.Manson@northyorkshire.police.uk

When and how to call us

Contact NYP Information

Please scan this QR code to access information about how and when to contact North Yorkshire Police. When to phone 999 or 101 etc...

Or click this link - [Contact us | North Yorkshire Police](#)



How to contact your local team

PC 672 Manson
Jamie.Manson@northyorkshire.police.uk
07741175623

PCSO 5208 Ria Lockey –07741174576 -
ria.lockey@northyorkshire.police.uk

PCSO 6780 Anna Wilkinson – 07741174524 -
anna.wilkinson@northyorkshire.police.uk

Useful Contact Numbers

North Yorkshire Council Services can be reported online at www.northyorks.gov.uk

NYC Highways	0300 131 2 131
NYC Dog Warden	0300 131 2 131
NYC Noise Complaint	0300 131 2 131
NYC Food Safety Report	0300 131 2 131
NYC Community Safety	0300 131 2 131
NHS	111
Action Fraud	0300 123 2040

North Yorkshire Community Messenger

This is a free email alert service from North Yorkshire Police. Our local teams use the system to let you know what's happening in your area.

- You can sign up to receive alerts about events, crime appeals, safety advice and much more.
- The alerts can be tailored to where you live and work.
- You can unsubscribe at any time.

When you sign up, you'll be able to select the type of alerts you'd like to receive, including:

- various watch schemes for business owners
- a monthly fraud round-up newsletter.

Sign up here -

<https://www.northyorkshirecommunitymessaging.co.uk/#signup-section>

Would you like a member of Police staff or volunteer to attend your event?

Filey SNT & or Police Volunteers would like to attend some of the local events in your area to provide information on topics such as Fraud, Crime Prevention, rural safety etc. This would not be a formal presentation and we can tailor the information to each particular event.

If you are aware of any meetings taking place which you think suitable, please let us know Dates and Place and Times and we will endeavour to get to some of them. Please email matthew.hazelwood@northyorkshire.police.uk if you would like more information or to book the volunteers.

Subject: FW: Parking in vicinity of Newby Primary School.

From: Richard Marr <Richard.Marr@northyorks.gov.uk>

Date: 10/04/2025, 14:05

To: Newby & Scalby <clerk@newbyandscalby-tc.gov.uk>

CC: Area3 Whitby <Area3.Whitby@northyorks.gov.uk>

Hi Jools

I am afraid that the problems being experienced at the Newby and Scalby Primary School are no different to a large number of schools across the County. I appreciate it is all too easy to generalise, but in my view the problems being experienced are due to bad/lazy driving behaviour by the parents.

Looking at the accident data for the current reporting period (2019/2023) there has only been one "slight" injury in 2020. Therefore this location will not attract any funding from the Accident Investigation and Prevention Team. Without any funding, any alterations to the highway are not possible.

Very sorry that this will not be the answer you are looking for, but as intimated above, I believe the school can play a huge part here in educating the parents through the children.

Yours

Richard Marr CEng MCE

Area Manager

Highway Areas 3 (Whitby) and 4 (Kirby Misperton)

RE: Parking in vicinity of Newby Primary School.

Subject: RE: Parking in vicinity of Newby Primary School.

From: "Matthew Wood" <matthew.wood@northyorkshire.police.uk>

Date: 14/04/2025, 06:18

To: "Jools Marley, Clerk to Council" <clerk@newbyandscalby-tc.gov.uk>

Hi Jools

We don't cover Newby school so il forward it to the team who do. The leaflet did look to be current but il send it to the Scarborough north team who cover that area to check.

Ta

mat

Copy



Scalby School

being the best we can be

Mrs J Marley
445b Scalby Road
Scarborough
YO12 6UA

Thursday 1st May 2025

Dear Mrs Marley,

Re: Letter of Concern from Parishioner

Thank you for your email dated 10th April 2025 and attached letter of concern raised by a parishioner.

It is always disappointing to read that some students behaviour outside of school is not what we expect from our young people. Furthermore, it is disturbing to read how this behaviour effects residents in our local community.

We regularly remind our students of the importance of decent, responsible behaviour which we expect them all to follow, in and out of school. There is currently just short of a thousand students at Scalby, and it seems a small percentage have chosen to ignore our guidance on this occasion.

Without any footage of who this involved, it is extremely hard for me to address with those individuals concerned however, I plan on speaking to the whole school to reinforce what our expectations are of them within the local community and discuss appropriate behaviour.

Please will you thank the parishioner for bringing this to my attention. Could you also pass on that if this sort of behaviour happens again, then they need to report it to the police like any other anti-social behaviour concern.

Yours sincerely,

Mr C Robertson
Headteacher

Subject: RE: Speeding- Barmoor Lane

From: "Matthew Hetherington" <matnewhetherington@northyorkshire.police.uk>

Date: 25/04/2025, 05:22

To: "clerk@newbyandscalby-tc.gov.uk" <clerk@newbyandscalby-tc.gov.uk>

Hi Jools

I passed the below on to the local team and they have been out on three occasions in April with no speeding drivers detected. Unfortunately that's always the case as soon as drivers see Police and other motorists start flashing their lights to warn them of our presence. I put the below on the parish report in May.

Reported speeding on Barmoor Lane. PCSOs have carried out speed checks on Barmoor Lane in Scalby (where you drop down the hill into the village) on 16th and 19th April with no recorded speeding offences. A Police Officer carried out checks on 23rd between 1645hrs and 1800hrs, 35 vehicles passed the Officer with none of them being over the speed limit.

Ta

Mat

Copy



DUCHY *of* LANCASTER

1 Lancaster Place, Strand, London WC2E 7ED

Ref: 3C078

Mrs J Marley
Newby & Scalby Parish Council
445b Scalby Road
Scalby
Scarborough
YO12 6UA

2nd April 2025

Dear Mrs Marley,

Cloughton Estate – Hackness Road Allotments Rent Review

I am writing regarding the rent review due on 25th March 2025 for the lease of Hackness Road Allotments. The rent was last reviewed on 25th March 2022 in which the rent increased to £875.

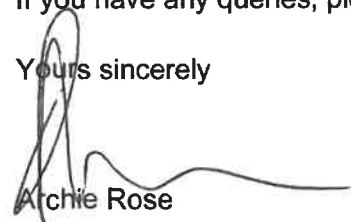
I therefore propose that the existing rent of £875 per annum is increased to **£1,015** per annum (plus VAT if applicable) with effect from the 25th March 2025. This is based on the increase in Consumer Price Index inflation over the period which is 16%.

The agreement states that the licence fee is to be paid half yearly in arrears on 28th September and 24th March each year.

If you are happy to proceed on this basis, I would be grateful if you could please sign both enclosed memoranda returning them to this office to be completed on behalf of the Landlord, we will return one for your records. The next rent review will be due in three years' time on the 25th March 2028.

If you have any queries, please do not hesitate to contact me.

Yours sincerely



Archie Rose



Annual Report & Accounts

Year Ended 31 March 2025

NEWBY AND SCALBY TOWN COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDED 31 MARCH 2025

RECEIPTS

(Previous) Year Ended 31 Mar 2024		(Current) Year Ended 31 Mar 2025	NOTES
£		£	
3,125.37	Allotment rents	3,080.51	1
0.00	Allotment deposits	260.00	2
1,391.57	General interest received	1,265.63	3
0.00	Interest taken into revenue	0.00	4
5,989.56	Model agreement	6,366.90	5
113,078.00	Parish precept	137,513.00	6
1,934.45	Grants & donations (Council)	2,500.00	7
2,000.00	Grants & donations (Hub)	0.00	8
1,000.00	Loan repayments	1,000.00	9
6,116.11	Hub income (room hire etc)	4,855.52	10
140.84	Toilets on Scalby High Street	1,398.59	11
4,710.38	Other Council income inc. refunds	3,059.65	12
839.37	VAT charged	194.98	13
4,245.49	VAT reclaimed	8,543.72	14
13,750.00	Rent from property (gross)	14,500.00	15
<u>158,321.14</u>	TOTAL	<u>£184,538.50</u>	

¹ In line with expectations.

² Deposit scheme for new tenants commenced November 2024.

³ In line with expectations.

⁴ Account closed

⁵ In line with expectations.

⁶ Increase to assist with funding projected increased costs.

⁷ Grant towards fencing at Foulsyke.

⁸ In line with expectations.

⁹ Loan repayment by Scalby Sports Association.

¹⁰ In line with expectations - hub room hire in 23/24 was £4,076.13), (no refreshments, donations or entry fees in 24/25).

¹¹ Income from toilets commenced 23/2/2024.

¹² £2,928.17 copier trade-in, £56.70 photocopying, £74.78 misc. income.

¹³ In line with expectations (de-registered for VAT 31/5/24).

¹⁴ In line with expectations.

¹⁵ Rent for 445 Scalby Road in line with expectations

PAYMENTS

(Previous) Year Ended 31 Mar 2024		(Current) Year Ended 31 Mar 2025	NOTES
£		£	
2,734.06	Allotments	3,018.38	1
550.00	Audit fees	130.00	2
1,371.06	Licences & subscriptions	1,450.56	3
0.00	Contingency	1,184.45	4
349.92	General expenditure, training & elections	3,987.18	5
3,009.57	Insurance	3,642.70	6
5,205.60	Model agreement	8,981.99	7
3,430.65	Office, newsletter & software support	6,100.88	8
31.95	Councillor's expenses	7.65	9
199.99	Website	200.00	10
74,455.94	Staffing	31,043.67	11
5,665.70	Legal & professional fees	22,012.05	12
29,179.22	PWLB loan repayments	29,179.22	13
0.00	Discretionary grants	0.00	
597.42	Premises, hall hire & equipment	2,989.18	14
2,039.08	Parish caretaker/civic pride/seating/lights	3,534.13	15
200.00	Twinning	0.00	16
508.48	Toilets, Scalby High Street	4,787.22	17
600.00	Special payments – section 96 (verges)	825.00	18
8,694.13	445 costs	3,642.83	19
8,144.98	445b costs	12,142.82	20
34,500.91	Community engagement/hub specific costs	420.17	21
100.00	Charitable donations	100.00	22
-142.47	Remove prior year adjustment	0.00	
5,669.73	VAT	9,883.39	23
<u>187,095.92</u>	TOTAL	<u>£149,263.47</u>	

¹ In line with expectations.

² In line with expectations.

³ In line with expectations.

⁴ VAS sign work.

⁵ Training £638-70; bank charges £156.45; Community Bloom group £641.19; parish poll £2,550.84.

⁶ In line with expectations.

⁷ In line with expectations.

⁸ In line with expectations.

⁹ In line with expectations.

¹⁰ In line with expectations.

¹¹ In line with expectations.

¹² Legal & professional fees & related costs inc HR/personnel advice – increase due to unforeseen changes in staffing which resulted in additional expense.

¹³ In line with expectations.

¹⁴ Fire extinguishers £204.50; room hire £60-00; general maintenance £1,306.68; security locks, cctv & wifi £588.00, ground maintenance £830-00.

¹⁵ Seats 609.39; caretaker £1,139.74; QE2 seating area£1,110.00; grit bins £675-00.

¹⁶ Council twinning involvement ceased 11/10/2023.

¹⁷ Cleaning contractors £2,964; hygiene contracts £223.41; cleaning products £317.36; blockages £480; rep/maint. £410.79; water £391.66.

¹⁸ In line with expectations.

¹⁹ Letting management charges £1,740; repair&maint. £813.07; window cleaning £165; rates £525.50, utilities £399.26.

²⁰ Utilities £4,788.31; services £855.18; replace kitchen roof £5,900; other rep/maint. of 445b £599.33.

²¹ TV licence £159.00; relief caretaking £134.29; general £126.88.

²² British Legion £100.00.

²³ In line with expectations.

BANK RECONCILIATION

(Previous) Year Ended <u>31 Mar 2024</u>	SUMMARY	(Current) Year Ended <u>31 Mar 2025</u>
£51,851.93	Balance brought forward 1 April	£22,799.15
<u>£158,321.14</u>	ADD total receipts	<u>£184,538.50</u>
£210,173.07		£207,337.65
<u>£187,095.92</u>	LESS total payments	<u>£149,263.47</u>
£23,077.15		£58,074.18
<u>-£278.00</u>	(23/24 re-stated) Internal transfers	<u>£0.00</u>
<u>£22,799.15</u>	Balance carried forward	<u>£58,074.18</u>

These cumulative funds are represented by:

£13,772.75	Unity Reserve (IA)	£54,695.14
£4,792.30	Unity Current (T1)	£2,409.04
£108.19	Unity Hub Grants/Burchell (IA)	£710.00
£4,125.91	Unity Hub Income (IA)closed 23/6/24	£0.00
£0.00	Skipton Building Society (opened 13/1/25)	£260.00
<u>£0.00</u>	LESS unrepresented cheques at year end	<u>£0.00</u>
<u>£22,799.15</u>		<u>£58,074.18</u>
£0.00	ADD Fixed term reserves	£0.00
£0.00	ADD Instant access reserves	£0.00
<u>£0.00</u>	Adjustments	<u>£0.00</u>
<u>£22,799.15</u>	TOTAL	<u>£58,074.18</u>

The above statement represents fairly the financial position of the authority as at 31 March 2025 and reflects its receipts and payments during the year.

Approved by Council: _____

Signed _____

Chairman

Signed _____

J Marley (CiLCA)
Responsible Financial Officer

NOTES TO THE STATEMENT OF ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2025

1

ASSETS

At 31st March 2025 the assets held include play equipment at Linden Road playground, allotment items, Christmas lights, civic items, office equipment & furniture, white goods, catering equipment, plaswood seats, fixtures and fittings. Full details are contained in the Asset Register. In accordance with the conventions of Town and Parish Council accounting, assets (excluding 445/445b Scalby Road) are valued at purchase cost and there is no depreciation element. The property 445/445b is valued on an insurance rebuild ex VAT basis. The total value of the assets held at the end of this financial year amounted to £851,400.

2

LOANS MADE AND LOANS RECEIVED

The Town Council has one outstanding loan made [Minutes 126/18.2 and 11/19.3 refer]. By an agreement dated 18th February 2019 the sum of £10,000 was lent to Scalby Sports Association for a term of 10 years. Funds were transferred to the Association's bank account on 27/3/19. Scheduled repayments are twice yearly on 1st January and 1st July. At 31st March 2025 the amount outstanding on this loan is £4,000.

One loan received (to purchase 445 and 445b Scalby Road) exists [Minute 79/20.4 refers]. On 7th December 2020 the sum of £600,000 was borrowed via the Public Works Loan Board (PWLb) for a term of 24 years and 11 months (maturity date 1st November 2045) at a fixed interest rate of 1.59%. Repayments are made twice yearly on the 1st May and 1st November. In the year of account repayments of £29,179-22 were made and the outstanding balance as at 31/3/25 was £519,222-17.

3

LEASES

At the end of the year the Town Council had the benefit of the following leases: -

Lessor	Purpose	Annual Payment	Year of Expiry
Grenke	Print/Scan/Copy	£1,423+VAT	2029

4

DEBTS OUTSTANDING

At the year end there were no outstanding invoices due to the Council.

5**TENANCIES**

During the year the following tenancies were held:

Council as Tenant			
Landlord	Property	Rent P.A.	Repairing/Non repairing
Duchy of Lancaster	Land for Allotments	£875+VAT	Maintain hedges, cut grass and maintain good soil quality.

Council as Landlord			
Tenant	Property	Rent P.A.	Repairing/Non repairing
Taylor	445 Scalby Road	£15,000 gross	Non-repairing on part of tenant.

6**GENERAL POWER OF COMPETENCE/SPECIAL PAYMENTS**

During the year of account Newby & Scalby Town Council met the two criteria for eligibility to use the General Power of Competence (GPC) as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 which came into force in April 2012. The GPC is a power of first resort and gives an eligible council the power to do anything an individual may do as long as the action is not proscribed by any other laws.

A council which has resolved to adopt the GPC can no longer use s137 of the 1972 Local Government Act as a power for taking action for the benefit of the area or its community.

At its meeting on 11th May 2022 Council resolved that from 11th May 2022 until the next relevant Annual Meeting of the Council, and having met the conditions of eligibility as defined in the Localism Act 2011 and The Parish Councils (General Power of Competence) (Prescribed Conditions) Order, Newby & Scalby Town Council adopted the General Power of Competence. [Minute 31/22.5 refers]

Payments which would have previously been made under S137 and are now made under the GPC are shown below.

Item	Nature of payment	Power	Amount
Royal British Legion	Donation	GPC	£100.00
Total			£100.00

7**AGENCY WORK**

During the year the Town Council undertook the following agency work on behalf of other Authorities:

Principal Authority	Nature of Work	£ Amount
North Yorkshire Unitary Council	Upkeep & maintenance of parks, playing fields, open spaces & shelters	£5,359.25
North Yorkshire Unitary Council	Contribution to closed churchyard upkeep costs	£3,622.74
Total		£8,981.99

8**RESERVES**

Reserves are held as follows:-

Year Ending 31 March 2024		Year Ending 31 March 2025
0.00	Allotment Deposits (Skipton Building Society)	260.00
£2,500.00	Community & Infrastructure Reserve (held within Unity Res. a/c)	£15,000.00
£1,000.00	Allotments (held within Unity Res. a/c)	£1,500.00
£647.57	Burchell Bequest (Unity a/c 20446123)	£710.00
£0.00	Decorative Lighting (held within Unity Res. a/c)	£1,000.00
£0.00	Election Fees (held within Unity Res. a/c)	£6,000.00
0.00	Contingent Liability Reserve (held within Unity Res. a/c)	£20,000.00
£2,500.00	Premises/Buildings (held within Unity IA a/c)	£4,000.00
£11,917.48	General Reserve (held within Unity Res. a/c)	£7,195.14
£18,565.05		£55,665.14

A scheme to take deposits from new tenants of allotments commenced in Autumn 2024 and these funds (£260.00) are held in a dedicated interest bearing account at the Skipton Building Society.

At Unity Trust Bank, Council has the following accounts:-

current account (£2,409.04) which is not included within the above reserves;
dedicated interest bearing Burchell account (£710.00);
dedicated interest bearing reserve account (£54,695.14).

9**ADVERTISING AND PUBLICITY**

There were no costs for advertising or publicity incurred in the year of account.

10**CONTINGENT LIABILITIES**

At 31 March 2025, the Authority has a contingent liability relating to an employment tribunal case.

11**PENSIONS**

Pursuant to pension auto-enrolment legislation, a pension scheme was set up in April 2016. The provider is the People's Pension and all staff are enrolled in this scheme. Contributions are 5% by the employee and 4% by the council. In the year of account, employee's contributions totalled £1,177-49 and employer's contributions totalled £941-36.

12**MANAGED TRUSTS**

The Town Council is the Trustee for the J J Burchell Bequest in connection with the upkeep & maintenance of the playing field at Carr Lane, Scalby. The Trust is registered with the Charity Commissioners. Its sole source of income is from funds invested in 4¼% 2046 Treasury Gilts. In the year of account, the balance of the accrued dividends and interest held amounted to £710.00.

INTERNAL AUDIT REPORT

2024/25 FINANCIAL YEAR

February 2025-March 2025 ACCOUNTS, CASH BOOK & BANK STATEMENT FOR SCHEDULES 11-12A

AUDIT CARRIED OUT ON 16th April 2025

1 PETTY CASH (Schedule 12 of 2024/25 financial year, and Schedule 1 of 25/26 financial year to provide physical count as on day of audit).

- ☒ Petty Cash was accurately recorded.
- ☐ Petty Cash was inaccurate. See section 7 overleaf.

2 CASH BOOK & BANK STATEMENTS

- ☒ I am satisfied that the records are complete and accurate.
- ☐ I am not satisfied that the records are complete and accurate. See section 7 overleaf.
- ☒ The records are balanced and reconciled.
- ☐ The records are not balanced and reconciled. See section 6 overleaf.

3 INCOME RECORD ON P.C.

- ☒ The record is accurate and reconciled.
- ☐ The record is not accurate and reconciled. See section 7 overleaf.

4 EXPENDITURE ON P.C.

- ☒ The record is accurate and reconciled.
- ☐ The record is not accurate and reconciled. See section 7 overleaf.

5 VAT RECORD ON PC AND I & E FILES

- ☒ The record is accurate and refund claims have been made on a timely basis.
- ☐ The record is not accurate and/or refund claims have not been made on a timely basis. See section 7 overleaf.

6 PAYE RECORDS

- ☒ The Inland Revenue electronic record has been completed correctly and the figures accord with the schedule of payments.
- ☐ The Inland Revenue electronic record has not been completed correctly and the figures do not accord with the schedule of payments. See Comments Section 7.

7 COMMENTS/EXPLANATIONS:

Signed R. A. C.
Internal Auditor

Date: 16/4/2025

8 FINANCIAL YEAR END ONLY

- ☒ I have examined the year end records and I am satisfied that the annual report & accounts comply with Governance & Accountability.
- ☐ I have examined the year end records and I am not satisfied that the annual report & accounts comply with Governance & Accountability and make the following comments:

- ☒ I have examined the Annual Return to the External Auditor and confirm that I am satisfied with the completeness of the data.
- ☐ I have examined the Annual Return to the External Auditor and confirm that I am not satisfied with the completeness of the data and make the following comments:

Signed R.A. G.
Internal Auditor

Date: 16/4/2025

FROM: Jools Marley, Clerk to the Town Council & Responsible Financial Officer.

TO: All Councillors

DATE: 28th April 2025

SUBJECT: **Recommendations of Review & Staffing Committee In Respect of Policies and Procedures.**

Background

It is within the Terms of Reference of the Review and Staffing Committee to review all Council policies on an annual basis and make recommendations to Council

Additional information

The Review & Staffing Committee met on 28th April 2025 to carry out a review of Council's policies & procedures, consider the drafts of any new policies and agree its recommendations to Council.

In accordance with new guidance, there is an additional new policy – the Email and IT Policy. The Smaller Authorities Proper Practices Panel annually publishes a Practitioner's Guide in respect of guidance and accountability for smaller authorities in England. The version published in March 2025 covers what we are expected to do for financial year 2025/26 and onwards. In respect of digital and data compliance, the guide says that all authorities should have an IT policy that mandates the use of authority-owned email accounts for official business, ensures protection of data and prevents misunderstandings.

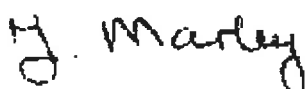
Financial Regulations and Standing Orders will be reviewed by the Review & Staffing Committee at a future date in 2025.

Cost implications

None to the Town Council in respect of amendments to the policies or adoption of the Email & IT Policy.

Recommendations

1. Council receives and notes this report.
2. Council notes the recommendation of the Review & Staffing Committee to adopt the amended policies as listed below and resolves to adopt those amended policies with immediate effect:-
 - a) Model Publication Scheme (last updated 1/5/22) – minor changes to be made to reflect the current ICO's template & costs.
 - b) Disciplinary Procedure (revised version adopted 12/4/2023) – minor changes to be made to ensure policy accords with the NALC template of 9/8/2024.
 - c) Grievance Policy (revised version adopted 12/4/2023)) – minor changes to be made to ensure policy accords with the NALC template of 9/8/2024.
 - d) Lone Working Policy (adopted 11/1/2023) – minor amendments to reflect point of contact change.
 - e) Code of Conduct (adopted 12/4/2023) – amendment on page 18 to ensure policy accords with LGA Model Code of Conduct May 2021 on YLCA website.
3. Council notes the recommendation of the Review & Staffing Committee to adopt the attached Email & IT Policy and resolves to adopt the policy with immediate effect so as to comply with the requirements of the Practitioner's Guide published in March 2025 by the Smaller Authorities Proper Practices Panel.



Jools Marley (CILCA)
Clerk to the Town Council and RFO



Newby & Scalby Town Council

Email & IT Policy

For Adoption consideration by Full Council 8/5/2025

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Email & IT Policy

1. Introduction

- 1.1 All councillors, employees and any other person who is directly connected with the council will use the adopted official email addresses for all Town Council email communications.
- 1.2 No councillors, employees, or any other person who is directly connected with the council will use any other email address (including any personal email address) for any Town Council email communications.
- 1.3 Any e-mails about Council business should be via the council's domain name newbyandscalby-tc.gov.uk thereby ensuring these records are available to the public, should Freedom of Information requests or Subject Access Requests be made.
- 1.4 This Council acknowledges the Information Commissioner's Office guidance on use of emails and personal emails in "Bring Your Own Devices" and has opted to exceed the standards suggest by adopting a unified email address system.
- 1.5 This has been agreed as under the Freedom of Information Act, the Data Protection Acts and the General Data Protection Regulations **ALL** email accounts that contain council emails may be inspected by a competent authority. This will ensure full compliance without the need to compromise personal information.

2. Town Council e-mail addresses

- 2.1 The council believes this is the most efficient and effective way of working together and keeping in touch with the community but before you can make use of this facility, please read this policy.
- 2.2 You have been provided with an email account in the form of @newbyandscalby-tc.gov.uk specifically for your work with the Town Council.
- 2.3 Councillors must set up their e-mail address within six weeks of being notified of the e-mail address and password by the Clerk.
- 2.4 IT support may be available, at the Council's expense, for setting up the e-mail account, from the Council's e-mail provider.

3. Protocol

- 3.1 The law does not allow councillors to act independently and you should make sure that you do not imply that the content of your email represents the opinion or policy of the council as a whole. As an individual, you can think, say and write what you like, but as a councillor, your view can only be the view of the whole council.
- 3.2 When you use the council account to send an email, the recipient can be excused for thinking it is an 'official' communication sent on behalf of the council. You should be particularly careful if you are agreeing to do something as it may be seen as a commitment by the Town Council.

- 3.3 Your Town Council emails are not confidential; every email is stored in the archive and is available to the public through a freedom of information request. Although the emails will be cleared of any personal data before they are released, it is better to avoid disclosing anything personal or confidential in the first place; email is not a secure medium.
- 3.4 No disclaimer will help if you send an email that contains illegal, offensive, obscene, racist, abusive material or libellous, defamatory, or discriminative material which may bring the council into disrepute.
- 3.5 The only person who can send an official email from the Council is the Clerk who writes on your behalf to give the Council's views. Sometimes there will be good practical reasons why these official emails should be sent or forwarded from a Councillor's account. Normally it will be because you have been asked to do so, but if there is any doubt about your authority to write or send such an email, please check with the Clerk first.
- 3.6 Please refer to this policy for the terms and conditions of use for the newbyandscalby-tc.gov domain. By using the Town Council's email address, you are agreeing to abide by them so please make sure you understand the rules.

4. Terms and conditions of use

- 4.1 Whereas Newby & Scalby Town Council (the Council) is the licensee of the domain newbyandscalby-tc.gov.uk (the Domain) it authorises its members, officers and employees to hold and use email accounts within the Domain.
- 4.2 The account holders agree that the Council is a legal entity in its own right and separate from any of its members.
- 4.3 Account holders within the Domain consent to receive Summons, Notices of Meetings and Agenda/Supporting Papers by electronic means.
- 4.4 The number of email accounts may be amended from time to time as the Council sees fit.
- 4.5 The names of any email accounts including any aliases shall have no meaning or context beyond that of being a device to identify and differentiate the account holders within the Council's Domain.
- 4.6 The council shall be held harmless from any claims made or views expressed or any other content within an email distributed from the domain by its members through the inclusion of a footnote Disclaimer, the wording of which shall be determined by the Clerk and included here. The Disclaimer should be appended to all outgoing emails (if email clients allow).
- 4.7 Any email from a councillor to the Clerk or a member of public must be sent from the councillor's Town Council email address and signed using the title Cllr. followed by his/her name.
- 4.8 Any email from the Council must be sent from the Clerk's account clerk@newbyandscalby-tc.gov.uk and authored by the Clerk or by a member acting under the Clerk's instruction.

- 4.9 An email may be signed by the Clerk by using his/her name, title and the words "Newby & Scalby Town Council". An email authored by the Clerk shall be the same as if it had been authored by the Council itself.
- 4.10 All outgoing emails from the domain regardless of the author shall observe relevant data protection legislation and, where there are multiple private addressees who have no association, such emails shall be distributed by blind copy only.
- 4.11 Members may use the Council's email accounts for council business only.
- 4.12 Members will review their e-mails and delete any e-mails which are no longer required.
- 4.13 Members should be aware that any or all emails received or sent may be retained in an overall system archive, even if they have been deleted from your own email account. This is to ensure that we comply with Data Protection laws and in accordance with the Newby & Scalby Town Council's Document Retention Policy.

5. Good practices

- 5.1 Before sending an email message, consider if it may be more effective to communicate face to face or by telephone.
- 5.2 Users should not send or forward any chain emails (e.g. jokes and virus warnings) from their Council email account as both of these can contain malware. In addition, almost all virus warnings and police warnings circulating via email are actually hoaxes designed to clog up email systems by scaring people into forwarding them across the internet.
- 5.3 Remember that the authenticity of any email received cannot be guaranteed, especially with the prevalence of email "spoofing" (emails pretending to come from a source gathered through dubious means). In particular, users should always avoid opening any attachments to emails that are unexpected.
- 5.4 When sending an email, users should only "cc" and "bcc" people who really need to be informed.
- 5.5 Users should take care when using the "Reply to All" function as this may be inappropriate, especially when you have been the blind recipient.
- 5.6 Email etiquette construes capitalisation as SHOUTING, so it's best to avoid inappropriate use of upper case in messages.

6. Setting up and Closing an Email Account

- 6.1 The Clerk (or other designated person) will set up a new email account as required.
- 6.2 For new councillors, this will normally be within 48 hours of becoming a councillor. For any other position it will normally be within 7 days.
- 6.3 When councillors, employees, and any other person who is directly connected with the council ceases to be part of the Town Council, their email account will be closed down and all emails (sent or received) will be archived in accordance with the law

7. Restriction of Email Service

- 7.1 If it becomes clear that any councillor, employee, volunteer or any other person who is directly connected with the council is misusing the email system, and using it in a way that a competent person would deem as being inappropriate, the Clerk (after consultation with the Chairman of the Council or in their absence the Vice Chairman) may restrict or suspend the account.
- 7.2 This will only normally occur if:
- i. A person is sending inappropriate emails.
 - ii. A person is sending emails that are deemed to be harassing.
 - iii. A person is sending emails that are in breach of equality law.
 - iv. A person is sending political emails.
 - v. A person is sending deliberately damaging emails.
 - vi. A Person is sending emails that do not represent Council doctrine.
 - vii. A person is sending emails containing confidential information to third parties, without express permission.
 - viii. A person is sending emails that deliberately breach Data Protection Laws or General Data Protection Regulations.
 - ix. A person is found to be forwarding council business via personal emails that have been sent to them via the council email system

8. Disclaimer wording

- 8.1 For and on behalf of Newby & Scalby Town Council
The content of this email is confidential and intended for the recipient(s) specified in message only. It is strictly forbidden to share any part of this message with any third party, without the written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

9. Legal References

- 9.1 This policy has been drawn up to comply with:
- The Data Protection Act 2018,
 - The General Data Protection Regulations 2016,
 - The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations,
 - Freedom of Information Act 2000,
 - Cabinet Office Guidance (2010 – 2020).

Document History		
Status	Date	Version
Draft recommended by R&S for adoption by Council	28/4/25	