

**LYTHE PARISH COUNCIL
MEETING, TUESDAY 1 FEBRUARY 2022, COMMENCED AT 18:30, LYTHE VILLAGE HALL**

Recording of meeting: None made.
Public question time: None present.
Present: Councillors H Casson, D Lancaster(Vice Chairman), J Metcalfe, L Smith (Chairman), T Spark. J A Clark (Clerk).

ITEM	SUBJECT	ACTION
1.0	Councillor Issues	
1.1	To receive declaration of interest(s) by members. Non-pecuniary interests were declared by Cllr Casson in item 6.2 and by Cllr Spark in any item relating to ME.	Complete
1.2	To receive apologies for absence, including approval by the Council of the reason. None. Absent: Cllrs Cornforth and Williams.	
2.0	Minutes of meetings	
2.1	RESOLVED that the minutes of the meeting held on 18 January 2022 were true and accurate and that the Chairman's signature would be obtained.	Clerk
3.0	To receive information on the following ongoing issues and resolve further actions	
3.1	Police and speeding related activities.	
3.1.1	Police Report. Circulated.	Complete
3.2	Planning applications to feedback to Authorities.	
3.2.1	21/02493/FLA Variation of condition 1 on decision 21/00940/FLA to allow alterations to rear extension and external materials, South Villa East Row Sandsend*. Comments sent to SBC.	Complete
3.2.2	21/02577/HS Partial demolition of existing garage, extension of terrace and reduction in width of steps to the side. Site Address Annexe At South Villa East Row Sandsend. Comments sent to SBC.	Complete
3.2.3	21/02788/HS Erection of single storey rear extension, 16 Meadowfields Sandsend. Comments sent to SBC.	Complete
3.3	Items from 'Goldsborough/Kettleiness/Lythe/Sandsend items to address. Further updates would be added to the spreadsheet and circulated.	Clerk
3.4	Siting of benches along East Row beck, including additional groundworks. The Clerk reported that the sponsorship agreement had been drafted and sent to potential sponsors and that two completed agreements and their sponsorship monies had been received. A reminder had been sent to the remaining two potential sponsors, one of whom had subsequently confirmed that they would not be progressing their application. RESOLVED that once the response date had passed, an advert advertising bench sponsorship availability would be added to the LPC website and Facebook.	Clerk/ Cllr TS
3.5	Christmas trees, Lythe & Sandsend, including carols (carol events requested via the PCC). The Clerk reported that trees dismantled/removed, thanks had been given to Broadwood Pianos and Tides for use of their electricity for lights.	Complete
3.6	AJ1 Project Road Safety Fund and Welcome back funding*, inc. potential funding sources for additional matrix sign in Sandsend. The Clerk reported that two matrix signs, for Lythe and Sandsend, had been ordered and that she had meeting scheduled for 10 February with NYH to agree matrix locations. RESOLVED to report back at the next meeting.	Clerk
3.7	Replacement sign for the Roman Signal Station Goldsborough. The Clerk reported that this item had been added to the 'Items to address spreadsheet'.	Complete
3.8	New Code of Conduct produced by The Local Government Association*. RESOLVED to recirculate new code and slides to enable a decision at the next meeting.	Clerk
3.9	Additional policies/procedures for LPC. RESOLVED to include additional policies for future review/adoption. In addition, see 3.10 below.	Clerk
3.10	NALC New guide on website accessibility*. The Clerk reported that the LPC website had been reviewed by Cllr HC/Clerk and that it met the recommendations within the Guide provided that a Privacy Notice was in place. RESOLVED to adopt the Privacy Notice that had been drafted and add to the LPC website.	Clerk

ITEM	SUBJECT	ACTION
3.11	Meeting dates 2022/3. Added to the LPC website.	Complete
3.12	Slipway Sandsend, rebar sticking out of concrete. The Clerk reported that after reporting the rebar that was deemed dangerous by LPC, SBC had promptly arranged for its removal.	Complete
3.13	Collection of bins from properties alongside Lythe Community Shop. The Clerk reported that a request for change in collection point had recently been submitted to SBC. RESOLVED to report back their response at the next meeting.	Clerk
3.14	Monks Trod path in Lythe, confirm the possibility of reinstatement. The Clerk reported that ME had advised that this could not be reinstated due to a potential increase in public access on private land.	Complete
3.15	Insurance for individuals and grass cutting. The Clerk reported that the LPC insurance covered Council members carrying out grass cutting and other minor works providing that appropriate risk assessments were in place. RESOLVED that should any Council member wish to carry out work, the Clerk must be advised to ensure completion of risk assessments.	Council
3.16	Village improvement grant*. RESOLVED to discuss purchase of two Gateway signs with NYMNPA via the grant scheme and to report back their response at the next meeting..	Clerk
4.0	Planning Issues	
4.1.	To consider the following planning applications	
4.1.1	None.	
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
4.2.1	None.	
5.0	Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)	
5.1	Correspondence requiring decisions	
5.1.1	SBC	
	<ul style="list-style-type: none"> Budget Consultation 2022/23 respond by 15/02/22*. RESOLVED that an individual response rather than an LPC response appropriate. 	Council members
5.1.3	YLCA	
	<ul style="list-style-type: none"> Sign the Change.org petition for councils in England to have the choice to meet remotely*. RESOLVED that an individual response rather than an LPC response appropriate. 	Council members
	<ul style="list-style-type: none"> Scarborough Branch Meeting – 3 February 2022*. RESOLVED that no one would attend the meeting, send apologies to YLCA. 	Clerk
5.1.4	NYCC North Yorkshire County Council - Enhanced Partnership Consultation, respond by 7 February*. RESOLVED that an individual response rather than an LPC response appropriate.	Council members
5.2	Correspondence for information (excluding financial matters included in 7.0)	
5.2.1	YLCA	
	<ul style="list-style-type: none"> White Rose Weekly Bulletin 7,14,21 January 2022*. 	NAR
	<ul style="list-style-type: none"> Scarborough Branch Meeting dates for 2022 	NAR
	<ul style="list-style-type: none"> Training Programme January/February and March 2022. RESOLVED to identify dates for the second part of Councillor training and advise Cllr TS to enable him to attend additional training. 	Clerk/ Cllr TS
	<ul style="list-style-type: none"> The Queen's Platinum Jubilee 2022 Updates*. The Clerk reported that format/arrangements for a joint celebration between local Parish Councils and Lythe Village Hall was being led by Mickleby Parish Council. RESOLVED to report on their suggestions at the next meeting. 	Clerk
5.2.2	NALC	
	<ul style="list-style-type: none"> Chief Executive's bulletin 14, 21 January 2022*. 	NAR
5.2.3	20s Plenty National Training and News January 2022*.	NAR
5.2.4	Bilsdale TV transmitter*.	NAR

ITEM	SUBJECT	ACTION
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	Title of Chairman of Lythe Parish Council. RESOLVED that as this had not been raised since the November 2021 meeting, this would be removed from the future agenda.	Complete
6.2	Better illumination of footpath on the corner of Meadowfields and Sandsend Road. RESOLVED to contact NYH for solutions to resolve this issue.	Clerk
7.0	To receive information on financial matters and approve spend	
7.1	Balance of accounts (both credit)	
	Current £0.05	
	Savings £12,025.05	
7.2	Money received	
	£5.03 Bank interest	
	£2,800.00 Bench payments,	
	Money paid	
	£9.07 Clerk, reimburse for ext lead (Xmas Tree).	
7.3	Invoices, processed. As above.	
7.4	Invoices for approval (at agenda publication), RESOLVED that re-imburement of £42.00 to Clerk would be made for repair to LPC email account and £22.00 to Lythe Village Hall for November and December 2021 meetings.	Clerk
7.5	Parish Council Precept 2022/23. LPC requirements sent to SBC.	Complete
8.0	To receive information on actions, routine and/or urgent, carried out by Council members on behalf of LPC outside meeting (include where known prior to meeting).	
	None.	
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
	2022/3 budget, 5 May elections.	
10.0	To confirm the details of the next meeting	
	The next meeting was confirmed as Tuesday 1 March 2022, 18:30, Lythe Village Hall.	
 Meeting closed at 19:18.	

*Circulated via email.

Judy Clark, Clerk to the Council, Lythe Parish Council, c/o Cliff View, East Row, Sandsend, North Yorkshire YO21 3SU.

Email: clerk@lytheparishcouncil.org

Glossary			
AGAR	Annual Governance and Accountability Return	NYFRS	North Yorkshire Fire and Rescue Service
CCG	Clinical Commissioning Group	NYH	North Yorkshire Highways
CiLCA	Certificate in Local Council Administration	NYMNP	North Yorkshire Moors National Park Authority
LPC	Lythe Parish Council	PCC	Police and Crime Commissioner
LSPCC	Lythe & Sandsend Parochial Church Council	SBC	Scarborough Borough Council
NAR	No action required	SLCC	Society of Local Council Clerks
ME	Mulgrave Estate	YAS	Yorkshire Ambulance Service
NYCC	North Yorkshire County Council	YLCA	Yorkshire Local Councils Association