

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

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

ITEM	SUBJECT	ACTION
1.0	Councillor Issues	
1.1	To receive declaration of interest(s) by members. Non pecuniary interest declared by Cllr TS in any item related to ME.	
1.2	To receive apologies for absence, including approval by the Council of the reason. None, all present.	
2.0	Minutes of meetings	
2.1	To confirm that the minutes of the meeting of 1 February 2022 were true and accurate. Following approval of the reasons for absence that had been received after the meeting, the minutes were confirmed as true and accurate. RESOLVED to obtain the Chairman's signature.	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	None.	
3.3	Items from 'Goldsborough/Kettleiness/Lythe/Sandsend items to address. Updated spreadsheet circulated. RESOLVED to retain on the agenda.	
3.4	Siting of benches along East Row beck. The Clerk reported that: <ul style="list-style-type: none"> • Groundworks, scheduled to commence in early April, once exact date confirmed RESOLVED to add date of works/project details to LPC website. • Bench orders/delivery, three benches had been ordered with a current delivery date of 21 March 2022. • Approval of bench inscriptions. RESOLVED to approve the sponsors bench inscriptions and to advise sponsors. RESOLVED to propose inscription font/size and circulate to Cllrs for approval. • Bench four - availability, advertising, allocation. It had been agreed at the February LPC meeting to advertise the remaining fourth bench as available for sponsorship. However, as a parishioner had expressed interest in sponsorship some time ago, RESOLVED to contact the parishioner to determine whether or not they were still interested. Should the parishioner not wish to progress sponsorship, RESOLVED that an advertisement would be drafted then added to the LPC website and Facebook, RESOLVED to allocate the bench on a 'first come first served' basis. 	Clerk/Cllr HC Clerk Clerk/ Cllr LS Clerk Clerk Clerk
3.5	Matrix signs, including AJ1 Project Road Safety Fund and Welcome back funding*. The Clerk reported that she had had site meetings with NYH who, based on their experience, had confirmed the most appropriate sites for the matrix sign locations in Lythe and Sandsend. Noted that the cost of the matrix posts had increased to £750+ VAT/post, it was RESOLVED to approve this spend. RESOLVED to complete the Installation Agreement, that included the revised spend and return it to NYH. Noted that the matrix signs had been ordered and installation would be planned to be in conjunction with the matrix poles.	Clerk
3.6	New Code of Conduct produced by The Local Government Association*. RESOLVED to adopt the Code. RESOLVED to add a footer to the Code and add it to the LPC website.	Cllr HC/ Clerk
3.7	Additional policies/procedures for LPC. RESOLVED to include additional policies for future review/adoption. In addition, see 3.8 below.	Clerk
3.8	NALC New guide on website accessibility*. Confirmed that this RESOLUTION to adopt the Privacy Notice that had been drafted and the notice to be added to the LPC prior to the next meeting.	Clerk

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3.9	Collection of bins from properties alongside Lythe Community Shop. Cllr Spark confirmed that the new collection point, initially for a trial period, was in place and operating well.	Complete
3.10	Village improvement grant, possible purchase of two Gateway signs*. The Clerk reported that she had discussed the purchase/installation of two Gateway signs with NYMNP via their grant scheme. She had also received photographs of possible Gateway signs that could be installed which she shared with Cllrs at the meeting. RESOLVED that as the signs did not fit aesthetically in Lythe, the grant application for the signs would not be progressed further at present and NYMNP would be advised of this.	Clerk
3.11	YLCA, Scarborough Branch Meeting – 3 February 2022*. Apologies tendered.	Complete
3.12	YLCA, Training Programme January/February and March 2022. Following the resolution at the February meeting it had been suggested to Cllr Spark by the Clerk and agreed that attendance on the second part of Councillor training would be more appropriate after the May elections. RESOLVED to identify this training post-election.	Clerk
3.13	The Queen's Platinum Jubilee 2022 Updates*. The Clerk reported that she had attended a meeting at Lythe Village Hall regarding the Jubilee and had subsequently circulated notes on the discussions. She confirmed that the next meeting was scheduled for Tuesday 22 March 17:30, Lythe Village Hall and it was RESOLVED that Council members would attend if available.	Council members
3.14	Better illumination of footpath on the corner of Meadowfields and Sandsend Road. As no response had been received from NYH, RESOLVED to progress again and retain on the agenda.	Clerk
4.0	Planning Issues	
4.1.	To consider the following planning applications	
4.1.1	21/02707/HS, Heron The Parade Sandsend, Extension to balcony, erection of new front flood wall and flood gates. RESOLVED that the following response would be sent to SBC; currently vehicle(s) tend to be parked lengthwise in front of this property and there was concern that this may not be possible in the proposed plans. This could then result in vehicle(s) encroaching on to the highway (i.e., pavement).	Clerk
4.1.2	21/02706/HS, Goldfinch The Parade Sandsend, Extension to balcony, erection of new front flood wall, flood gates and erection of new linked study pod to side. RESOLVED that the following response would be sent to SBC; currently vehicle(s) tend to be parked lengthwise in front of this property and there was concern that this may not be possible in the proposed plans. This could then result in vehicle(s) encroaching on to the highway (i.e., pavement).	Clerk
4.1.3	21/02708/HS, Plover The Parade Sandsend, Extension to balcony, erection of new front flood wall and flood gates. RESOLVED that the following response would be sent to SBC; currently vehicle(s) tend to be parked lengthwise in front of this property and there was concern that this may not be possible in the proposed plans. This could then result in vehicle(s) encroaching on to the highway (i.e., pavement).	Clerk
4.1.4	21/02954/HS, Thordisa House East Row Sandsend, Erection of single storey rear extension, enlargement and alteration of rooves, installation of replacement windows and formation of new vehicular access. RESOLVED that there were no objections and that SBC would be advised of this.	Clerk
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
4.2.1	21/01384/HS, Craigmere East Row Sandsend, Erection single storey side extension with balcony and one and two storey rear extension. Permitted with Conditions.	NAR
4.2.2	21/02230/HS, 21 Meadowfields Sandsend, Erection of single storey rear extension. Permitted with Conditions.	NAR
4.2.3	21/02356/HS, Spindrift The Old Steps The Parade Sandsend, Demolition of existing annexe and erection of new annexe. Permitted with Conditions.	NAR
4.2.4	21/02577/HS, Annexe At South Villa East Row Sandsend, Partial demolition of existing garage, extension of terrace and reduction in width of steps to the side. Permitted with Conditions.	NAR

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4.2.5	21/02788/HS, 16 Meadowfields Sandsend, Erection of single storey rear extension. Permitted with Conditions.	NAR
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	North Yorks Police, Fire and Crime Commissioner meeting 26 May 2022 18:30 – 19:45*. RESOLVED that no one would attend this meeting.	Complete
5.1.2	Boundary Commission England, A further update confirming the 2023 Boundary Review: BCE Second Consultation is now live*. RESOLVED that an individual response rather than an LPC response appropriate.	Council members
5.1.3	Keep Britain Tidy, Great British Spring Clean 2022: Will You Take Part?* RESOLVED that LPC would not participate in part due to Seasonal Caretaker and also willingness of Council members to assist in some cleansing activities if required/available.	Complete
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 28 January, 4, 11, 18 February 2022*. 	NAR
	<ul style="list-style-type: none"> Law and Governance monthly, February 2022*. 	NAR
	<ul style="list-style-type: none"> Training Programmes February - April 2022, YLCA Branch Meetings and remote conference*. 	NAR
	<ul style="list-style-type: none"> New financial advice bulletins from The Parkinson Partnership*. 	NAR
	<ul style="list-style-type: none"> Advice Note 25: Local Council Elections, various timings and the election timetable as published by the Electoral Commission*. 	NAR
	<ul style="list-style-type: none"> Civility and Respect Project*. 	NAR
	<ul style="list-style-type: none"> Scarborough Branch - Wild flower verges information*. 	NAR
	<ul style="list-style-type: none"> Breakthrough Communications – Facebook*. 	NAR
5.2.2	NALC	
	<ul style="list-style-type: none"> Chief Executive's bulletin 29 January, 4, 11, 18 February 2022*. 	NAR
5.2.3	20s Plenty National Training and News 4 February 2022*.	NAR
5.2.4	Cllr David Chance, County Councillor News*.	NAR
5.2.5	NYP Parking at School - Information for local councils in Scarborough area*.	NAR
5.2.6	NYMNP Parish Member Appointments to the National Park Authority*.	NAR
5.2.7	NYCC	
	<ul style="list-style-type: none"> Second all partner update on LGR in North Yorkshire*. 	NAR
	<ul style="list-style-type: none"> Adoption of Minerals and Waste Joint Plan by North Yorkshire County Council*. 	NAR
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	Elections, 5 May 2022*. The Clerk reported, briefly, on the elections but confirmed that a deal of information had not yet been received. RESOLVED to circulate once further updates had been obtained.	Clerk
6.2	Need for a grass cut in March 2022. RESOLVED that a grass cut was not required.	Complete
6.3	To confirm details of the Annual Parish Council and Annual Parish meetings. RESOLVED to confirm the meetings as: <ul style="list-style-type: none"> Annual Parish Council meeting, Tuesday 10 May commencing at 18:30, following which there would be a monthly LPC meeting. Annual Parish meeting, Tuesday 5 April at 18:00, following which there would be a monthly LPC meeting. RESOLVED to invite the following groups to participate in the Annual Parish Meeting: <ul style="list-style-type: none"> Mulgrave Estate. Lythe Community Shop. Cllr Chance, North Yorkshire reorganisation, local impact. Police Community Support Officer. RESOLVED to hold the meetings in Lythe Village Hall and following confirmation of the bookings with the Village Hall, details would be added to the LPC website. Following a request from a Council member, RESOLVED to commence all future meetings at 19:00, at least in the foreseeable future, amend details on the LPC website.	Clerk Clerk Cllr HC Cllr HC

ITEM	SUBJECT	
7.0	To receive information on financial matters and approve spend	
7.1	Balance of accounts (both credit)	
	Current	£0.05
	Savings	£13,294.30
7.2	Money received	
		£1,400.00 Bench sponsorship.
	Money paid	
		£33.75 YLCA, Clerk, Code of Conduct Briefing.
		£55.00 Lythe Village Hall hire, Nov/Dec/Jan/Feb.
		£42.00 LPC computer repair.
7.3	Invoices, processed. As above.	
7.4	Invoices for approval (at agenda publication). SLCC Clerk membership renewal due 31/03/22, £70.00. RESOLVED to approve the membership renewal and arrange payment.	Clerk
7.5	2022/3 budget. RESOLVED that the following would be taken in to account when developing the budget; <ul style="list-style-type: none"> repainting/revarnishing benches on Lythe Common. repainting/revarnishing benches outside the Pyman Institute. adding wood (or similar) to concrete planters on Lythe Common 	Clerk/ Cllr LS
7.6	VAT claim. The VAT claim had been submitted but was c 1/3 of what had been budgeted for due, in the main, to delays in matrix sign and bench projects.	To note
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 for recording.	
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
9.1	Bin outside Sandsend South public conveniences.	
9.2	Tasks for Seasonal Caretaker, including beginning of Sandsend Trail and near East Row bridge.	
10.0	To confirm the details of the next meeting	
	The next meeting was confirmed as Tuesday 5 April 2022, it would follow the Annual Parish Meeting that had been confirmed to commence at 18:00, Lythe Village Hall.	
 Meeting closed at 19:37.	

*Circulated via email.

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