

**LYTHE PARISH COUNCIL  
MEETING, TUESDAY 4 JANUARY 2022, COMMENCED AT 18:30, LYTHE VILLAGE HALL**

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

ITEM	SUBJECT	ACTION
<b>1.0</b>	<b>Councillor Issues</b>	
1.1	To receive declaration of interest(s) by members. None.	
1.2	To receive apologies for absence, including approval by the Council of the reason. Apologies received from Cllrs Lancaster, Spark and Williams, the reasons were approved by the Council. Absent, Cllr Cornforth, apologies received post meeting.	Complete
<b>2.0</b>	<b>Minutes of meetings</b>	
2.1	<b>RESOLVED</b> that the minutes of the meeting held on 7 December 2021 were true and accurate and the Chairman's signature would be obtained.	Clerk
<b>3.0</b>	<b>To receive information on the following ongoing issues and resolve further actions</b>	
<b>3.1</b>	<b>Police and speeding related activities.</b>	
3.1.1	Police Report. <b>RESOLVED</b> to circulate when received. PCSO attendance. <b>RESOLVED</b> to invite to a future meeting as appropriate.	Clerk Clerk
<b>3.2</b>	<b>Planning applications to feedback to Authorities.</b>	
3.2.1	NYM/2021/0870/FL Application for construction of single storey garden room extension at Seatoller, Kettleless. Comments sent to SBC.	Complete
3.2.2	21/02356/HS Demolition of existing annexe and erection of new annexe, Spindrift The Old Steps The Parade Sandsend. Comments sent to SBC.	Complete
3.3	Items from 'Goldsborough/Kettleless/Lythe/Sandsend items to address. Updated spreadsheet circulated. <b>RESOLVED</b> to check whether or not further work required on Kettleless benches.	Cllr LS
3.4	Siting of benches along East Row beck, including additional groundworks. The Clerk confirmed that four sponsors had confirmed their interest in sponsoring benches at the revised cost. This would enable bench installation on the North side of the beck. <b>RESOLVED</b> that: <ul style="list-style-type: none"> <li>• A sponsorship agreement would be drafted.</li> <li>• Sponsors would be contacted to confirm that their application had been approved, provided with an agreement and payment requested. Details of what sponsors would like on the bench plaque would be requested and be approved by LPC.</li> <li>• Benches would be allocated, where possible, by sponsor preference and based in order of payment receipt.</li> <li>• Noble Groundworks would be contacted to confirm the work and request a commencement/completion date.</li> <li>• Benches would be ordered once payment had been received from the sponsors.</li> <li>• A date would be identified when all works had been completed and the sponsors could then see the installation of their bench plaque.</li> </ul>	Clerk
3.5	Christmas trees, Lythe & Sandsend, including carols (carol events requested via the PCC). <b>RESOLVED</b> to thank owners of Broadwood Pianos and Tides would be thanked for enabling illumination of tree lights. <b>RESOLVED</b> to arrange for dismantling of trees/lights.	Clerk Clerk
3.6	AJ1 Project Road Safety Fund and Welcome back funding*, inc. potential funding sources for additional matrix sign. After an email to ME on 4 October 2021 requesting permission to erect a pole and a matrix sign on a ME grass verge in Lythe, follow up emails and a meeting with a ME representative, <b>RESOLVED</b> that it was reasonable to request a decision from ME by 14 January 2022.	Clerk

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3.7	Replacement sign for the Roman Signal Station Goldsborough. <b>RESOLVED</b> that as no further updates had been received, the item would be removed from the agenda and added to the 'Items to address' spreadsheet.	Clerk
3.8	New Code of Conduct produced by The Local Government Association*. <b>RESOLVED</b> to circulate slides in preparation for discussion at the February Meeting.	Clerk
3.9	Additional policies/procedures for LPC. <b>RESOLVED</b> to review a number of policies for discussion at the February meeting.	Clerk/Cllrs
3.10	NALC New guide on website accessibility*. <b>RESOLVED</b> to review website against guide to submit proposal at the February meeting.	Cllr HC/ Clerk
3.11	NYC, The new Council for North Yorkshire. Q&A document circulated.	Complete
3.12	Community engagement. The Clerk had raised this and felt it not the right time to progress this now. <b>RESOLVED</b> to progress this issue at a relevant future meeting.	NAR
<b>4.0</b>	<b>Planning Issues</b>	
<b>4.1.</b>	<b>To consider the following planning applications</b>	
4.1.1	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*. <b>RESOLVED</b> that the were no objections and SBC would be advised of this.	Clerk
4.1.2	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. <b>RESOLVED</b> that the were no objections from the Parish Council. However, as the steps provided access to a neighbouring property, 'Renton', SBC would be requested to consult with these property owners.	Clerk
4.2	<b>To receive the following planning decision/information (full information on websites) as at agenda publication date</b>	
4.2.1	NYM/2021/0870/FL Application for construction of single storey garden room extension at Seatoller, Kettleless. Approved with conditions.	NAR
<b>5.0</b>	<b>Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)</b>	
<b>5.1</b>	<b>Correspondence requiring decisions</b>	
5.1.1	SBC	
	<ul style="list-style-type: none"> <li>• Consultation: Gambling Act 2005 Statement of Policy*.</li> </ul>	NAR
5.1.2	NYMNPA	
	<ul style="list-style-type: none"> <li>• Village improvement grant*. Following a discussion with Bernie McLinden, NYMNPA Senior Ranger (Coast), he had confirmed that he would review Sandsend Trail signage to determine if replacement required as some signage was out of date due to businesses no longer operating and/or no longer stocking booklets. Concern was expressed regarding the future viability of the important Sandsend Trail. <b>RESOLVED</b> to request an update prior to the February meeting.</li> <li>• <b>RESOLVED</b> to investigate costs of Lythe village gateway signage to be considered in conjunction with 3.6.</li> </ul>	Clerk Clerk
5.1.3	YLCA	
	<ul style="list-style-type: none"> <li>• Training programme information.</li> </ul>	NAR
5.1.4	Police and Crime Commissioner, precept consultation (ends 13/01/22)*. <b>RESOLVED</b> that people should respond individually as appropriate and not on behalf of the Council.	NAR
<b>5.2</b>	<b>Correspondence for information (excluding financial matters included in 7.0)</b>	
5.2.1	YLCA	
	<ul style="list-style-type: none"> <li>• White Rose Weekly Bulletin 3, 10, 17 December 2021*.</li> </ul>	NAR
	<ul style="list-style-type: none"> <li>• Council meetings and face coverings - Covid-19*.</li> </ul>	NAR
5.2.2	NALC	
	<ul style="list-style-type: none"> <li>• Chief Executive's bulletin 3, 10, 17, December 2021*.</li> </ul>	NAR
5.2.3	20s Plenty December Action update and Invitation to County ZOOM (held on 16/12/21)*.	NAR
5.2.4	Northern Powergrid Storm Arwen Compensation Update*.	NAR

ITEM	SUBJECT	ACTION
6.0	<b>To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk</b>	
6.1	Title of Chairman of Lythe Parish Council. <b>RESOLVED</b> to discuss when the Cllr who had raised this issue was present.	Clerk
6.2	Defibrillator checking dates 2022. <b>RESOLVED</b> that the dates were confirmed for those checking the equipment.	Complete
6.3	Meeting dates 2022/3. <b>RESOLVED</b> to confirm the dates with the exception of January 2023 meeting which would be scheduled for 10 January. <b>RESOLVED</b> to add to the LPC website.	Cllr HC
6.4	Sandsend matrix sign. <b>RESOLVED</b> to discuss in conjunction with the 2022/3 precept requirements as LPC will need to contribute financially towards it.	Clerk
6.5	Slipway Sandsend, rebar sticking out of concrete causing safety concerns, raise with SBC. Due to the H & S concerns this had been reported immediately to SBC who had confirmed they would inspect the slipway and take appropriate action. <b>RESOLVED</b> to request an update from SBC.	Clerk
6.6	Collection of bins from properties alongside Lythe Community Shop. <b>RESOLVED</b> to contact SBC that, due to bins blowing over, to request that they are collected from the bin store rather than from properties.	Clerk
6.7	Monks Trod path in Lythe, confirm the possibility of reinstatement. As this path was on ME land <b>RESOLVED</b> to clarify the precise location from Cllr TS and then pass the request to ME for their consideration – noted that this was not a public right of way.	Clerk
6.8	Insurance for individuals and grass cutting. <b>RESOLVED</b> to check with LPC insurance.	Clerk
7.0	<b>To receive information on financial matters and approve spend as appropriate</b>	
7.1	<b>Balance of accounts (both credit)</b>	
	Current £0.05	
	Savings £9,229.09	
7.2	<b>Money received</b>	
	£0.00	
	<b>Money paid</b>	
	£250.00	Contribution to St Oswald's churchyard
	£75.00	Maintenance fee, Lythe Gardening Club
	£38.49	Reimbursement to the Clerk, ink cartridges, LPC printer
	£2.69	Reimbursement to the Clerk for 1 <sup>st</sup> class signed for letter
	£100.00	Reimbursement to the Clerk for LPC computer repair.
7.3	Invoices, processed. As above.	
7.4	Invoices for approval (at agenda publication), None. <b>RESOLVED</b> that the Clerk would be reimbursed £9.07 – expenditure made to purchase of extension lead for Sandsend Christmas tree.	Clerk
7.5	Maintenance fee for Lythe Gardening Club. See 7.2.	
7.6	Contribution to LSPCC towards churchyard maintenance. See 7.2.	
7.7	SBC Model Agreement Estimates 2022/23 (required by 31 December 2021), estimate sent. Parish Council Precept 2022/23 (required by 31 January 2022)*, As there had been a query on the Band D equivalent properties in the parish, <b>RESOLVED</b> that an additional meeting would be held on 18 January to discuss and agree the precept. <b>RESOLVED</b> that a document providing spend vs budget to date and projected estimate for the financial year end would be prepared and circulated.	Complete Cllrs/Clerk Clerk
8.0	<b>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).</b>	
	Tidied up area around the Blacksmith's wheel on Lythe common.	
9.0	<b>To notify the Clerk of matters for inclusion on the agenda of the next meeting</b>	
	None.	

ITEM	SUBJECT	ACTION
10.0	<b>To confirm the details of the next meeting</b>	
	<b>RESOLVED</b> that an additional meeting would be held on Tuesday 18 January 2022 at 18:30, Lythe Village Hall. The February meeting was confirmed as Tuesday 1 February 2022, 18:30, venue - Lythe Village Hall.	
	..... Meeting closed at 19:45	

\*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