

**LYTHE PARISH COUNCIL
MEETING, TUESDAY 1 NOVEMBER 2022, COMMENCED AT 19:00, LYTHE VILLAGE HALL**

Recording of meeting: None made.
Public question time: None present.
Present: Councillors D Lancaster, J Morris, L Smith, I Suckling. J A Clark (Clerk)
Absent: Councillor Cornforth

ITEM	SUBJECT	ACTION
1.0	Councillor Issues	
1.1	To receive declaration of interest(s) by members. Non pecuniary declaration of interest was made by Cllr JM in any items related to Mulgrave Estate. A pecuniary interest was declared by Cllr IS in relation to any item related to the Doctors surgery.	Complete
1.2	To receive apologies for absence, including approval by the Council of the reason. Apologies were received from Cllrs SB and TS, RESOLVED to approve the reasons.	Complete
2.0	Minutes of meetings	
2.1	To confirm the minutes of the meetings of 2 August and 4 October 2022 as true and accurate. As there were not enough Cllrs present who had been at the meetings, RESOLVED that the accuracy of the minutes would be confirmed at the next relevant meeting.	Cllrs/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. RESOLVED to circulate when received.	Clerk
3.2	Planning applications to feedback to Authorities.	
3.2.1	NYM/2022/0518 <i>Amended Application</i> , construction of two dwellings with associated parking and amenity spaces, creation of 28 space car park for use by The Stiddy Public House, landscaping works to the rear of Holly Cottage and Meadowfield House, Lythe. Feedback sent to NYMNPA.	Complete
3.2.2	22/01651/HS Erection of single storey rear extension with a veranda and re-roofing of dwelling, 34 Meadowfields Sandsend. Feedback sent to SBC.	Complete
3.3	Parish 'items to address'. Updated spreadsheet circulated. RESOLVED to retain on agenda.	Clerk
3.4	Siting of benches along East Row beck. The Clerk advised that she was meeting a potential sponsor on 28 November to discuss sponsorship of a bench and RESOLVED that she would feedback to the Council the decision. RESOLVED to obtain small plaques for the reverse of sponsored benches with the timeline of when sponsorship ends.	Clerk Clerk
3.5	Matrix signs, data feedback. The Clerk reported that she had met with Cllr SB to manipulate the October data and RESOLVED this would be circulated to Cllrs when complete.	Cllr SB/Clerk
3.6	Village improvement grant. Log rolls purchased and would be installed in November 2022. RESOLVED to approve purchase of top soil/bulbs/plants to a maximum of £35 spend. This would then leave a grant balance of c. £125 that could be used in NYMNPA area.	Clerk
3.7	Overnight parking of motorhomes in the main Sandsend car park & in the layby to Whitby. RESOLVED to retain on the agenda until further information available from NYH.	Clerk
3.8	X4/X4A, request for additional services on Sundays/Bank Holidays during holiday period. The Clerk reported that despite further request no information received, RESOLVED to progress again.	Clerk
3.9	Civility & Respect project – charter, policy*. Policies added to the LPC website. RESOLVED to monitor pledge requirements, including training, and to consider signing up to the pledge at an appropriate time in the future.	Complete Cllrs/Clerk
3.10	Training for new Cllrs. Cllrs JM and IS gave brief feedback/evaluation of the events that they had attended. RESOLVED to identify suitable dates for Cllr SB.	Complete Clerk
3.11	Lack of footpath towards the base of Lythe bank. RESOLVED to retain on the agenda until response received from NYH. Noted that there was already signage in place indicating road narrowing and pedestrians in the road.	Clerk
3.12	The Cinnamon Trust, dog walking for elderly/disabled*. Poster added to LPC website.	Complete

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3.13	North Yorkshire Council, All Partner Webinar 5th October 2022 17:00 – 18:30*. The Clerk advised that she had been unable to attend.	NAR
3.14	NYCC 'Let's talk' communications*. Information added to website. RESOLVED to amend website once events had taken place.	Complete Clerk
3.15	Notice boards, Lythe. RESOLVED that the more traditional style of noticeboard was the preferred option, this style could be used by both LPC and the community, including ME. RESOLVED to contact ME to see if any financial contribution could be made and if they could also assist with installation. Noted that permission was needed from ME to install any new board.	Clerk Clerk
3.16	Parking, doctor's surgery. RESOLVED to discuss at a meeting when more Cllrs were present.	Cllrs/Clerk
3.17	Resident's parking. Due to the reasons discussed and information from NYH, RESOLVED that it would be inappropriate to progress further.	Complete
3.18	Litter picking, dates/plan. RESOLVED to request Cllr availability. Noted that this event had been suggested to enable the council to get to know each other and parish area/issues. Any future events could involve parishioners as a means of community engagement and facilitating pride in their area.	Cllrs/Clerk
3.19	YLCA, Scarborough branch meeting. Due to unforeseen circumstances, Cllr Suckling and the Clerk had been unable to attend, apologies had been given to YLCA.	NAR
4.0	Planning Issues	
4.1.	To consider the following planning applications	
4.1.1	None.	NAR
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
4.2.1	22/01651/HS 34 Meadowfields Sandsend. 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	YLCA	
	<ul style="list-style-type: none"> Webinars provided by the Local Government Association (LGA) - Parish Sector Councillors invited to attend*. RESOLVED that Council members should advise the Clerk if they wished to attend an event and then a booking would be made for them. 	Cllrs/Clerk
	<ul style="list-style-type: none"> Meeting with Zoe Metcalfe and Asst Chief Constable Mike Walker- new date of 29 November. Questions required at YLCA by 14 November 2022*. RESOLVED that Cllrs would advise the Clerk of any questions by 12 November 2022 to enable them to be forwarded to YLCA. 	Cllrs/Clerk
5.1.2	NYCC	
	<ul style="list-style-type: none"> Prepare.Act.Survive: A week of webinars and workshops 7th-11th November 2022*. RESOLVED that attendance not appropriate as the expertise in this area was outwith the Council. 	NAR
5.2	Correspondence for information (excluding financial matters included in 7.0)	
5.2.1	YLCA	
	<ul style="list-style-type: none"> White Rose bulletins 30 September, 14 October 2022*. 	NAR
	<ul style="list-style-type: none"> Law and Governance October Bulletin*. 	NAR
5.2.2	NALC	
	<ul style="list-style-type: none"> Chief Executive's bulletins 27 September, 7, 14 October 2022*. RESOLVED to discuss methods of backing up data from LPC computer. 	Cllr LS/Clerk
	<ul style="list-style-type: none"> New report on the 2022 local elections*. 	NAR
5.2.3	NYMNPA	
	<ul style="list-style-type: none"> Update for Parish Forums*. 	NAR
5.2.5	Sandsend defibrillator, future reporting requirements*. Noted that future reporting should be direct to 'The Circuit'. RESOLVED to meet with Cllr IS for defib check training.	Cllr IS/Clerk

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5.2.6	20's plenty for North Yorkshire, request for Phase 1 of 20s Plenty roll-out in NYorkshire*. RESOLVED that LPC would advise 20's plenty that they would be included in their campaign branch.	Clerk						
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk							
6.1	Christmas trees, Lythe and Sandsend. RESOLVED that LPC would be responsible for arranging installation of trees/lights and that if other groups wished to organise carol singing/other activities, they should make appropriate arrangements with the groups that they wished to become involved. RESOLVED to advise the person who had raised this.	Clerk						
6.2	Proposed change of date, January 2023 meeting. RESOLVED to change the meeting date to Tuesday 10 January 2023.	Cllrs/Clerk						
7.0	To receive information on financial matters and approve spend							
7.1	Balance of accounts (both credit) @ 31 October 2022							
	<table border="1"> <tr> <td>Current</td> <td>£0.05</td> <td></td> </tr> <tr> <td>Savings</td> <td>£8,283.98</td> <td></td> </tr> </table>	Current	£0.05		Savings	£8,283.98		
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7.2	Money received							
	<table border="1"> <tr> <td></td> <td>£0.00</td> <td></td> </tr> </table>		£0.00					
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7.3	Money paid							
	<table border="1"> <tr> <td></td> <td>£133.60</td> <td>YLCA, 'Off to a flying start', Cllrs Morris & Suckling.</td> </tr> <tr> <td></td> <td>£14.66</td> <td>Lythe Village Hall, hire, September 2022.</td> </tr> </table>		£133.60	YLCA, 'Off to a flying start', Cllrs Morris & Suckling.		£14.66	Lythe Village Hall, hire, September 2022.	
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7.4	Invoices, processed. As above.							
7.5	Invoices for approval (at agenda publication). £133.34, refund to the Clerk for purchase of log rolls for Lythe Common planters. Post agenda publication, Lythe Village Hall - hire for October 2022, £11.00. RESOLVED to approve and arrange payment.	Clerk						
7.6	Approval of six months fees/tax for Clerk £1,354.50. RESOLVED to approve and arrange payment.	Clerk						
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	2023/4 precept financial requirements, needed at SBC by 31 December 2022. RESOLVED that spend vs budget for 2022/3 would be circulated to Cllrs. RESOLVED that the Council would identify any items that involved financial spend and send them to the Clerk prior to the next meeting to enable precept request to be calculated, agreed and sent to SBC by 31 December 2022.	Clerk Council Cllr LS/Clerk						
9.2	Stile in Lythe, RESOLVED to send photograph to the Clerk to discuss its suitability for the location at the next LPC meeting.	Cllr JM Clerk						
9.3	RESOLVED to invite a NYH representative to a future meeting, separate from the monthly LPC meeting, to discuss issues including; speed reduction suggestions/methods, one way traffic system on East Row, Sandsend etc.	Clerk						
10.0	To confirm the details of the next meeting							
	The next meeting was confirmed as 19:00, Tuesday 6 December 2022, Lythe Village Hall.							
 meeting ended at 20:17.							

*Circulated via email.

Judy Clark, Clerk to the Council, Lythe Parish Council.

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	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