

**LYTHE PARISH COUNCIL
MEETING, TUESDAY 6 SEPTEMBER 2022, COMMENCED AT 19:00, LYTHE VILLAGE HALL**

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

ITEM	SUBJECT	ACTION
1.0	Councillor Issues	
1.1	To receive declaration of interest(s) by members. Non pecuniary declarations of interest were made by Cllrs SB, 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.	NAR
1.2	To receive apologies for absence, including approval by the Council of the reason. Apologies received from Cllr Spark, RESOLVED to approve the reason.	Complete
2.0	Minutes of meetings	
2.1	To confirm the minutes of the meetings of 7 June, 5 July and 2 August 2022 as true and accurate. Following minor amendments to the minutes of 7 June, they were confirmed as true and accurate, RESOLVED to obtain the Chairman's signature. The minutes of the meeting of 5 July were confirmed as true and accurate, RESOLVED to obtain the Chairman's signature. As there were not enough Cllrs present at this meeting who had been at the 2 August meeting, RESOLVED that the accuracy of the minutes would be confirmed at the next relevant meeting.	Clerk Clerk Clerk/Cllrs
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	NYM/2022/0412 Application for installation of an air source heat pump system at Bryher House, High Street, Lythe. Comments sent to NYMNPA.	Complete
3.2.2	1/02955/FL Conversion and extension of existing coach house to form a two-bedroom cottage. Formation of new vehicular and pedestrian access in the boundary wall and associated landscaping. Thordisa House East Row Sandsend. Comments sent to SBC.	Complete
3.3.3	1/02955/FL Amendment to planning application. Conversion and extension of existing coach house to form a two-bedroom cottage. Formation of new vehicular and pedestrian access in the boundary wall and associated landscaping. Thordisa House East Row Sandsend. Comments sent to SBC.	Complete
3.3.4	2/01179/HS Two storey extension to rear and first floor extension over existing single storey side extension. Sea View Cottage The Parade Sandsend. Comments sent to SBC.	Complete
3.3.5	2/01180/LB Two storey extension to rear and first floor extension over existing single storey side extension. Sea View Cottage The Parade Sandsend. Comments sent to SBC.	Complete
3.3.6	NYM/2022/0518 Application for demolition of three garages/outbuildings, construction of two principal residence dwellings with associated parking and amenity spaces together with creation of 28 space car park for use by The Stiddy Public House and landscaping works at land to the rear of Holly Cottage and Meadowfield House, High Street, Lythe. Comments sent to NYMNPA.	Complete
3.3	Parish 'items to address'. Spreadsheet had been circulated with updates. Following a second theft of an antique style light fitting on The Parade in Sandsend, RESOLVED that LPC concurred with SBC's suggestion that a more modern fitting would be installed as it was less likely to be the target of thieves, advise SBC of this	Clerk

ITEM	SUBJECT	ACTION
3.4	Siting of benches along East Row beck. The Clerk reported that inscription signs had been added to the benches and sponsors informed. Following a request for an additional bench, RESOLVED to go back to SBC to see if they could determine the length of sponsorship agreement in place when the double bench on East Row was sponsored originally.	Complete Clerk
3.5	Matrix signs, data feedback. It was confirmed that the Chairman and Clerk had obtained traffic speed data from the Lythe and Sandsend matrix signs. RESOLVED to manipulate the data into appropriate format and circulate to Cllrs and add to the website with help from Cllr SB if required. RESOLVED to retain as an agenda item so enable further debate on how to cascade the information.	Clerk/Cllr SB Clerk/Cllrs
3.6	Village improvement grant. As no quotation had been received to refurbish planters on Lythe Common, RESOLVED to purchase and install 'log rolls' with assistance of Council members and identified parishioners.	Clerk
3.7	Overnight parking of motorhomes in the main Sandsend car park & in the layby to Whitby. The Clerk confirmed the response from Highways was that "NYH had been consulting with our legal team about campervan restrictions all along the east coast and we expect to be in a position to let people know what we can and cannot do in the near future. The matter is complicated as in order to bring in a restriction we need a reason that matches one in the guidance issued by the government". RESOLVED to retain on the agenda.	Clerk
3.8	Signage re unstable cliffs, Sandsend. The Clerk advised that SBC had confirmed that current signage was felt to be fit for purpose and no additional signage would be erected.	Complete
3.9	Potholes, Lythe. The Clerk advised that NYH had advised that the potholes on Lodge Road did not meet intervention levels.	Complete
3.10	NYMNPA, Joint Parish Forum - Thursday, 21 July. Apologies tendered.	Complete
3.11	X4/X4A, request for additional services on Sundays/Bank Holidays during holiday period. The Clerk advised that an initial response from Arriva had confirmed that they would respond to the request during September. RESOLVED to retain on the agenda.	Clerk
3.12	Parking permit, seasonal caretaker. Permit obtained.	Complete
3.13	Re-siting of waste bin back to egress of Witsend car park. Awaiting re-siting, RESOLVED to retain on the agenda.	Clerk
3.14	YLCA/NALC, Consultation on short term holiday lets*. Response submitted to NALC.	Complete
4.0	Planning Issues	
4.1.	To consider the following planning applications	
	None.	NAR
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
4.2.1	NYM/2022/0374, 2 Railway Cottages, Kettleless, alterations to garage to form additional accessible living accommodation. Approved with conditions.	NAR
4.2.2	21/02955/FL Conversion and extension of existing coach house to form a two bedroom cottage. Formation of new vehicular and pedestrian access in the boundary wall and associated landscaping. Thordisa House East Row 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	Civility & Respect project – training, charter, policy*. RESOLVED to recirculate documents to enable Cllrs further time to read them fully prior to the October meeting.	Clerk Cllrs
5.1.2	Meeting with North Yorkshire Police, Fire and Crime Commissioner- Wednesday 2 November at 6:45- 7:45 pm on Zoom*. RESOLVED to note.	Council
5.2	Correspondence for information (excluding financial matters included in 7.0)	
5.2.1	YLCA	
	• White Rose Bulletin 22 July, 5, 19, 26 August 2022*.	NAR
	• Analysis of Parish Precepts*.	NAR
5.2.2	NALC	
	• Chief Executive's bulletin 1, 8, 15, 22, 31 July, 7, 15, 19, 26 August 2022*.	NAR
5.2.3	NYMNPA,	
	• The North York Moors Management Plan*. RESOLVED to add to the website.	Clerk

ITEM	SUBJECT	ACTION
	• Notes and Presentations from the Joint Parish Forum*.	NAR
5.2.4	NYCC	
	• Renewal of Local Bus Service contacts Selby & Scarborough Areas April 2023*.	NAR
	• Be Aware - Safeguarding Children in North Yorkshire*. RESOLVED to add to notice boards and website.	Clerk
	• Proposed devolution deal announcement - stakeholder pack*. RESOLVED to add to website.	Clerk
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	Training for new Cllrs. RESOLVED to book places for Cllrs Morris and Suckling on the early October event. RESOLVED to identify suitable dates for Cllr Blackwell.	Clerk Clerk
6.2	Lack of footpath towards the base of Lythe bank. RESOLVED to arrange a site visit between Cllr Chance and Cllrs to discuss this and a number of other parish matters.	Clerk
6.3	New bin alongside the bench outside St Oswald's, Lythe. RESOLVED to progress with SBC.	Clerk
6.4	Signatory for bank payments, volunteer councillor required. RESOLVED that Cllr Blackwell would be an additional signatory.	Complete
6.5	Monitoring of invoices, authorisations and bank accounts, volunteer councillor required. RESOLVED that Cllr Suckling would take on this role.	Complete
6.6	Old Steps, Sandsend, bin store. RESOLVED to advise the property owner(s) that bins must not be left on the highway (footpath), and that they should identify the relevant landowner and appropriate Planning Authority should they wish to erect a bin store.	Clerk
6.7	Seasonal Caretaker. RESOLVED that no gratuity would be paid to the Caretaker who had left at the end of August.	Complete
7.0	To receive information on financial matters and approve spend	
7.1	Balance of accounts (both credit)	
	Current £0.05	
	Savings £6,892.92	
7.2	Money received	
	04/07/22 £7.31 Gross Interest.	
7.3	Money paid	
	19/07/22 £384.00 Defib Warehouse, battery and pads.	
	26/07/22 £102.00 Vinyl Signs, signs for East Row benches.	
	August 2022 £7999.20 Swarco, 2 x matrix signs.	
7.4	Invoices, processed. As above.	
7.5	Invoices for approval (at agenda publication).	
	• Reimbursement of £40 to Clerk for payment of annual fee to ICO. RESOLVED to approve and arrange payment.	Clerk
	• Lythe Village Hall, £14.66, Hire for 5 July, 2, 19 August 2022. + £17.50 for 19 August. RESOLVED to approve and arrange payment.	Clerk
7.6	Purchase of defibrillator battery/pads. Purchased and placed in Pyman Institute.	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).	
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
9.1	Litter picking.	
9.2	Residential parking.	
9.3	Social media policy.	
9.4	Spend vs 2022/3 Budget.	
9.5	Bench, Lythe Common, costs and plan for re refurbishment.	
9.6	NYCC Local cycling and walking infrastructure plan.	
10.0	To confirm the details of the next meeting	
	The next meeting was confirmed as 19:00, Tuesday 4 October 2022, Lythe Village Hall.	
 Meeting closed at 20:20.	

*Circulated via email.

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

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