

**LYTHE PARISH COUNCIL  
MEETING, TUESDAY 4 APRIL 2023, COMMENCED AFTER THE ANNUAL PARISH ASSEMBLY,  
LYTHE VILLAGE HALL**

**Recording of meeting:** None made.  
**Public question time:** None present.  
**Present:** Councillors D Lancaster, J Morris, L Smith, I Suckling (from item 3.7 onwards). Clerk J A Clark.

ITEM	SUBJECT	ACTION
<b>1.0</b>	<b>Councillor Issues</b>	
1.1	To receive declaration of interest(s) by members. Non pecuniary declarations of interest made by Cllr Morris in any item related to Mulgrave Estate.	To note
1.2	Apologies for absence, including approval by the Council of the reason. Apologies were received from Cllrs Blackwell, Cornforth and Spark, <b>RESOLVED</b> to approve the reasons.	Complete
<b>2.0</b>	<b>Minutes of meetings</b>	
2.1	To confirm the minutes of the meeting of 6 March 2023. <b>RESOLVED</b> to approve the minutes and obtain Chairman's signature.	Clerk
<b>3.0</b>	<b>To receive information on the following ongoing issues and resolve further actions</b>	
3.1	Police and speeding related activities.	
3.1.1	Police Report. <b>RESOLVED</b> to circulate the report that had just been received.	Clerk
3.1.2	Action plan to reduce number of speeding vehicles. The Clerk reported that she was still awaiting deployment date of data loggers by the Fire Service and confirmed that the police would take no action until data from these had been received. <b>RESOLVED</b> to retain on the agenda until data received by the Police and appropriate action discussed, agreed and implemented.	Clerk
3.2	Planning applications to feedback to Authorities.	
3.2.1	22/01751/FL Change of use from Restaurant/Hotel (Class E) to residential dwelling (Class C3). Estbek House East Row Sandsend. Response sent.	Complete
3.2.2	22/02494/LB Change of use from Restaurant/Hotel (Class E) to residential dwelling (Class C3). Estbek House East Row Sandsend. Response sent.	Complete
3.3	Parish 'items to address'. <b>RESOLVED</b> to update and circulate.	Clerk
3.4	Benches along East Row beck, including sponsorship, additional plaques, groundworks. The Clerk advised that it was hoped that the groundworks and bench installation would be completed by the end of April 2023, subject to contractor availability. <b>RESOLVED</b> to retain on the agenda until complete.	Clerk
3.5	Cllr Training. Cllr IS had attended Road Safety and Speeding Concerns Webinar in March. <b>RESOLVED</b> that training for Cllr SB would be undertaken in the future subject to her and webinar availability.	To note
3.6	Flooding on Low Lane, Goldsborough. <b>RESOLVED</b> that as no photograph had been received, concluded that no longer an issue.	Complete
3.7	Additional small refuse bin in Lythe between Wayside Cottage and the matrix sign. New bin installed.	Complete
3.8	Development of new LPC website. <b>RESOLVED</b> to discuss with H Casson, the Computer Centre and Cllr SB if available and circulate proposal for discussion at the next meeting.	Clerk/ Cllr SB
<b>4.0</b>	<b>Planning Issues</b>	
<b>4.1.</b>	<b>To consider the following planning applications</b>	
4.1.1	NYM/2023/0144 Application for installation of replacement front door to dwelling, siting of oil tank within fenced enclosure and erection of replacement fence to front and side (retrospective) together with resurfacing of parking area at Chapel Cottage, High Street, Lythe. <b>RESOLVED</b> that there were no objections, advise NYMNPA.	Clerk
4.1.2	NYM/2023/0145 Application for Listed Building consent for alterations to fenestration and doors, installation of ventilation duct, replacement rooflight, replacement roof to two storey rear extension, proposed lead flashings to two chimneys and alterations to internal layout together with repair and maintenance works to outhouse, erection of fenced enclosure to oil tank and replacement fence to front and side at Chapel Cottage, High Street, Lythe. <b>RESOLVED</b> that there were no objections, advise NYMNPA.	Clerk

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4.2	To receive the following planning decision, full information on relevant websites.																						
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	North Yorkshire UK Shared Prosperity Fund webpage*. <b>RESOLVED</b> that currently not relevant to LPC.	NAR																					
5.1.2	NYMNP, Coastal Area Parish Forum - Wednesday, 3 May at 7pm at Loftus Town Hall*. <b>RESOLVED</b> that Cllr IS would attend and that the Clerk would inform NYMNP of this.	Clerk/Cllr IS																					
5.1.3	North Yorkshire Council Climate Parish and Town Communications Pack – Update*.	NAR																					
5.2	Correspondence for information (excluding financial matters included in 7.0)																						
5.2.1	YLCA																						
	<ul style="list-style-type: none"> <li>White Rose Bulletins 3, 17 March 2023.*.</li> </ul>	NAR																					
	<ul style="list-style-type: none"> <li>Law and Governance Bulletin 13 February 2023*.</li> </ul>	NAR																					
	<ul style="list-style-type: none"> <li>YLCA Bulletin 10 March and Training &amp; Discussion Forum Bulletin*.</li> </ul>	NAR																					
5.2.2	NALC																						
	<ul style="list-style-type: none"> <li>Chief Executive's bulletins 4, 10, 17, 24 March 2023*.</li> </ul>	NAR																					
5.2.3	NYCC																						
	<ul style="list-style-type: none"> <li>Scarborough &amp; Whitby Area Constituency Committee 24/03/23*.</li> </ul>	NAR																					
5.2.4	Commissioner Zoë																						
	<ul style="list-style-type: none"> <li>Responds to N Yorks Police inspection: 'Police Force needs to do significantly better'*.</li> <li>Scarborough visit to meet local residents and business owners*. Clerk attended.</li> </ul>	NAR To note																					
5.2.5	NYMNP New Ranger Areas for the North York Moors*.	NAR																					
5.2.6	NYH Slides from LPC briefing*.	NAR																					
5.2.7	NYH Slides from YLCA training*.	NAR																					
5.2.8	NY Council, All partner LGR update*.	NAR																					
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk																						
6.1	Litter picking, including purchase of bin liner frames. The Clerk advised that bin liner frames had not been purchased due to cost. <b>RESOLVED</b> that Cllr IS would arrange a litter pick at an appropriate time.	NAR																					
6.2	Whitby Community Network presentation. <b>RESOLVED</b> to invite Network representatives to give a short, 10 minute, presentation at a future meeting.	Clerk																					
6.3	Arriva X4 buses on Sundays. The Chairman advised that buses would run ½ hourly during summer months.	To note																					
6.4	Seasonal Caretaker. The Clerk advised that a caretaker would be in post for Sandsend/Lythe Bank during the holiday season.	To note																					
7.0	To receive information on financial matters and approve spend																						
7.1	Balance of accounts (both credit) @ 04/04/23																						
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7.4	Invoices, processed. See above and noted that all spend had been approved by LPC, however invoices approved by signatories due to financial year end.	To note																					
7.5	Invoices for approval (at agenda publication). J A Clark (Clerk), purchase of litter pickers x 4, £7.16. <b>RESOLVED</b> to approve and arrange payment.	Clerk																					

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7.6	SBC, Model Agreement Expenditure 2022/23, required by 13/04/23*. <b>RESOLVED</b> to complete and return.	Clerk
7.7	NY0365 LPC – 2022/23 AGAR external auditor instructions, returns no later than 03/07/23*. <b>RESOLVED</b> to complete for approval at the Annual Parish Council meeting.	Clerk
<b>8.0</b>	<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>	
	None.	
<b>9.0</b>	<b>To notify the Clerk of matters for inclusion on the agenda of the next meeting</b>	
<b>10.0</b>	<b>To confirm the details of the next meeting and the Annual Parish Council meeting.</b>	
	The next meeting was confirmed as Tuesday 2 May 2023 after the Annual Parish Council meeting that was due to commence at 18:00.	
	..... Meeting closed at 19:30	

\*Circulated via email.

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

Email: [clerk@lytheparishcouncil.org](mailto: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 & Sandstead 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