

**LYTHE PARISH COUNCIL
MEETING, MONDAY 3 JULY 2023, COMMENCED AT 18:30, LYTHE VILLAGE HALL**

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

| 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 and JM in any items related to Mulgrave Estate. | To note |
| 1.2 | Apologies for absence, including approval by the Council of the reason. Apologies received from Cllr Spark, approval of the reason at the next meeting. | Clerk |
| 2.0 | Minutes of meetings | |
| 2.1 | To confirm the minutes of the meeting on 5 June 2023. RESOLVED to approved and obtain 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. RESOLVED to check the geographical area of the Mulgrave policing. | Clerk |
| 3.1.2 | Action plan to reduce number of speeding vehicles. The Clerk advised that she had been told speed tubes would be deployed by the end of July 2023. | To note |
| 3.2 | Planning applications to feedback to Authorities. None. | |
| 3.3 | Parish 'items to address'. RESOLVED to continue to progress, update and circulate. | Clerk |
| 3.4 | Benches along East Row beck. The Clerk advised that she had been assured that the signs would be added this week. RESOLVED to retain on agenda until complete. | Clerk |
| 3.5 | Development of new LPC website. The Clerk advised that the website developer had confirmed that the new website should be ready by end of July 2023. When new website received, RESOLVED that the Council would have input on future content. | Council |
| 3.6 | Whitby Community Network presentation. RESOLVED to invite Network representatives to give a short, 10-minute, presentation at an appropriate future meeting. | Clerk |
| 3.7 | North Yorkshire Council, New Government Consultation, holiday lets*. Response completed and returned. | Complete |
| 3.8 | Adoption of Model Standing Orders. Added to the LPC website. | Complete |
| 3.9 | Councillor Co-option (to be discussed in conjunction to item 6.1). | |
| 3.9.1 | Policy review. The Clerk advised that she had completed research including discussions with a number of relevant organisations. She tabled a draft policy proposal aimed at making the process less onerous on candidates so individuals were encouraged to want to become Councillors and not put off by an overly difficult process. RESOLVED to slight process amendment to the draft i.e., where individuals were interested in becoming a Councillor, they should express their interest by writing a short paragraph or writing a bullet point list or making a voice note/memo. RESOLVED that when amendments complete to add the revised policy to the website. | Clerk Clerk |
| 3.9.2 | Co-option plan for current vacancy. RESOLVED to contact the three individuals who had responded to co-option discussion invitation and feedback request to advise them of the policy change. This would also include the methods by which they could express their interest should they still interested in becoming a Councillor. | Clerk |
| 3.10 | Scarborough Branch Training Event - Wednesday, 14 June 2023*. Cllr IS reported that he had attend the event, found it very beneficial and had circulated slides used. | Complete |
| 3.11 | NYC, Let's Talk Transport*. Added to the LPC website. | Complete |
| 3.12 | Meeting with Assistant Chief Constable Scott Bisset- Wednesday 12 July at 6:30pm*. Details already circulated and individuals to participate as individuals as appropriate. | Complete |
| 3.13 | NYMNPAs Parish Training Event - 05 October 2023 (items by 30/06/23)*. No items for agenda received. | Complete |

| ITEM | SUBJECT | ACTION |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 3.14 | Lythe and Sandsend Road Safety for Life project, evidence of expenditure. Documentation sent to NYP. | Complete |
| 3.15 | Grass cutting. Cut had been completed. Noted that the work had started on the day that NYC had commenced their first grass cut of the season i.e., 12 June (visibility spray cuts had been carried out earlier). | Complete |
| 3.16 | LPC bench painting. Noted that work was due to commence shortly. RESOLVED to retain on the agenda until complete | Clerk |
| 3.17 | Recognition/thanks for Sandsend flower beds maintenance. The Clerk had given the Post Office Voucher and 'thank you' card to Elizabeth, the lady who carried out the work on the flower beds to keep them looking so lovely. She read out a thank you email to the Parish Council from Elizabeth that showed her appreciation for the voucher. | Complete |
| 3.18 | Lythe flower tubs, planting out. Planting had been completed. | Complete |
| 3.19 | Clearing pathway from Lythe Village to St Oswald's. RESOLVED that cutting away grass from the path was not a priority since the grass/hedge had been cut, however sweeping detritus from hedge would be undertaken. | Council |
| 3.20 | Motorhome/campervan parking, A174 Sandsend to Whitby layby, Sandsend, Sandsend (behind Sandsend South toilets) and Witsend car park. The Clerk reported that the consultation on the draft TRO had still not been received. RESOLVED to ensure that LPC receives, and can comment on, the draft. | Clerk |
| 4.0 | Planning Issues | |
| 4.1. | To consider the following planning applications | |
| 4.1.1 | ZF23/00644/HS Single storey ground floor extension with roof terrace and window alterations to existing dwelling, Seaward Meadowfields Sandsend. RESOLVED no objections, inform NYC. | Clerk |
| 4.1.2 | NYM/2023/0341 Application for Listed Building consent for removal of mortar and repoint all joints with a breathable lime mortar at Oakdene, High Street, Lythe. RESOLVED no objections, inform NYMNPA. | Clerk |
| 4.2 | To receive the following planning decision, full information on relevant websites. | |
| | 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 | NYMNPA, Joint Parish Forum, change of date to 10 October 2023*. | NAR |
| 5.1.2 | YLCA, Photo request for YLCA Annual Review*. RESOLVED no suitable photographs. | Complete |
| 5.1.3 | NYMNPA Dark Skies – Advice Page & Draft Supplementary Planning Document*. RESOLVED to complete the consultation requesting that street lights in small rural villages remain illuminated at night. | Clerk |
| 5.1.4 | NYMNPA Joint Parish Forum - 6 July 2023*. No Council member available to attend, RESOLVED to send apologies to NYMNPA. | Clerk |
| 5.2 | Correspondence for information (excluding financial matters included in 7.0) | |
| 5.2.1 | YLCA | |
| | <ul style="list-style-type: none"> White Rose Bulletin 2, 16, 22 June 2023.*. | NAR |
| | <ul style="list-style-type: none"> Information Bulletins & Training 16 June 2023*. | NAR |
| 5.2.2 | NALC | |
| | <ul style="list-style-type: none"> Chief Executive's bulletins 8, 15, 22 June 2023*. | NAR |
| 6.0 | To agree actions – issues raised by Councillors and/or submitted to the Clerk | |
| 6.1 | Review of Standing Orders (Standing Order 8). Following debate RESOLVED to adopt the proposed revision and add to the LPC website. | Clerk |
| 6.2 | Overgrown sign/worn wide lines, Goldsborough. RESOLVED to send photographs to the Clerk to enable request necessary work to be carried out. | Cllr PC/ Clerk |
| 6.3 | Village Hall, overgrown car park and adjoining garden. Noted that work to address this had been carried out. | Complete |

| ITEM | SUBJECT | ACTION |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 6.4 | East Row car park, safe access/egress. Following opening of the car park, concerns had been expressed to the Clerk re safety access/egress for pedestrians to/from the wood and car park. The Clerk had contact ME however had not received a response to date. RESOLVED to contact ME again on this and also to check when the footbridge mentioned in the approved planning application would be installed. | Clerk |
| 6.5 | Register of Interest, new forms. The Clerk advised that new forms were required by NYC. RESOLVED to circulate to Cllrs, along with guidance, for completion. | Clerk |
| 6.6 | Seasonal Caretaker. The Clerk advised that the Caretaker would commence towards the end of July 2023. RESOLVED to inform the Clerk of any required tasks. | Council |
| 7.0 | To receive information on financial matters and approve spend | |
| 7.1 | Balance of accounts (both credit) @ 28/06/23 | |
| | Savings £10,280.84 | |
| | Current £0.05 | |
| 7.2 | Money received | |
| | £0.00 | |
| 7.3 | Money paid | |
| | £134.00 YLCA, Annual membership fee. | |
| | £11.00 Lythe Village Hall, Hire for 02/05/23, £11.00. | |
| | £438.00 John Noble Ltd, Groundworks for East row bench. | |
| 7.4 | Invoices, processed. See above. | |
| 7.5 | Invoices for approval (at agenda publication). £50 reimbursement to the Clerk for purchase of recognition voucher. £11 Lythe Village Hall, hire for June 2023. RESOLVED to arrange payment. | Clerk |
| 7.6 | NY0365 LPC – 2022/23 AGAR external auditor instruction and communication. Documentation sent to auditors, added to website and/or noticeboards as appropriate. | Complete |
| 8.0 | To notify the Clerk of matters for inclusion on the agenda of the next meeting | |
| | None. | |
| 9.0 | To confirm the details of the next meeting | |
| | The next meeting was confirmed as Monday 7 August 2023, at 18:30, Lythe Village Hall. Note: will only be held if planning application responses required and/or other urgent business. | Council |
| | Meeting closed at 19:32. | |

*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 & Sandstead Parochial Church Council | SLCC | Society of Local Council Clerks |
| NAR | No action required | TRO | Traffic Regulation Order |
| ME | Mulgrave Estate | YAS | Yorkshire Ambulance Service |
| NYC | North Yorkshire Council | YLCA | Yorkshire Local Councils Association |