

LYTHE PARISH COUNCIL

MEETING, MONDAY 5 JUNE 2023, COMMENCED AT 18:30, LYTHE VILLAGE HALL

Recording of meeting: None made.
Public question time: None present.
Present: Councillors P Cornforth, J Morris, T Spark (Vice Chairman), 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 JM and TS 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 and non-pecuniary interest as a representative in Cycling UK.	To note
1.2	Apologies for absence, including approval by the Council of the reason. Apologies received from Cllr Blackwell, RESOLVED to approve the reason.	Complete
2.0	Minutes of meetings	
2.1	To confirm the minutes of the meetings of 2 May 2023. RESOLVED to approve the minutes 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. Circulated. Request to include surrounding areas sent to NYP, awaiting response.	Clerk
3.1.2	Action plan to reduce number of speeding vehicles. Reported that an update request on dates of speed tube deployment had been made to NYP and PCC neither of whom were able to provide information. RESOLVED 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	23/00435/HS Creation of new vehicular access and 2 parking spaces, Ness View, East Row, Sandsend. Response sent.	Complete
3.3	Parish 'items to address'. RESOLVED to continue to progress, update and circulate.	Clerk
3.4	Benches along East Row beck. RESOLVED to check whether final plaques added to benches.	Clerk
3.5	Development of new LPC website. RESOLVED to approve new website via The Computer Centre. RESOLVED to arrange development.	Clerk
3.6	NYMNPA, Coastal Area Parish Forum - Wednesday, 3 May at 7pm at Loftus Town Hall*. Cllr IS had attended and had nothing significant to report but would like Parish Councils to be consulted on cycling routes currently under debate.	Complete
3.7	Whitby Community Network presentation. RESOLVED to invite Network representatives to give a short, 10-minute, presentation at an appropriate future meeting.	Clerk
3.8	North Yorkshire Council, New Government Consultation, holiday lets*. RESOLVED to confirm the response drafted and submit by 7 June. Noted that the response included the proposal for a new planning category for short term lets.	Clerk
3.9	Adoption of Model Standing Orders. RESOLVED to add to LPC website. Adoption of Councillor co-option policy/procedure. Added to LPC website.	Clerk Complete
3.10	Councillor Co-option. As there had been a number of people interested in co-option, RESOLVED to invite them to an informal discussion with a small number of Cllrs	Clerk

ITEM	SUBJECT	ACTION
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, full information on relevant websites.	
4.2.1	NYM/2023/0145 Chapel Cottage, High Street, Lythe, 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. Listed Building Consent Granted with Conditions	NAR
4.2.2	NYM/2023/0145 Chapel Cottage, High Street, Lythe, 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 and the installation of a dropped kerb. Approved 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	Scarborough Branch Training Event - Wednesday, 14 June 2023*. RESOLVED to approve attendance of Cllr IS, and Clerk to book a place.	Clerk
5.1.2	NYC, Let's Talk Transport*. RESOLVED to add to LPC website. RESOLVED to complete the questionnaire as individuals as appropriate.	Clerk Council
5.1.3	Meeting with Assistant Chief Constable Scott Bisset- Wednesday 12 July at 6:30pm*. RESOLVED that people would participate as individuals as appropriate.	Council
5.1.4	NYMNPA Parish Training Event - 05 October 2023 (items by 30/06/23)*. RESOLVED to send items to the Clerk to forward to NYMNPA.	Council/ 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 5, 22 May 2023*. 	NAR
	<ul style="list-style-type: none"> Law and Governance Bulletin May 2023*. 	NAR
	<ul style="list-style-type: none"> Training Programme July to September 2023*. 	NAR
	<ul style="list-style-type: none"> Information Bulletins & Training 15 May 2023*. 	NAR
5.2.2	NALC	
	<ul style="list-style-type: none"> Chief Executive's bulletins 5, 12, 18, 25 May 2023*. 	NAR
5.2.3	Commissioner Zoë, "Your Police Force, your say" - online road safety meeting*. The Clerk had attended and advised that focus for implementation of speed prevention methods appeared to be where accidents had occurred.	NAR
5.2.4	Lythe and Sandsend Road Safety for Life project, evidence of expenditure. RESOLVED to submit evidence requested.	Clerk
6.0	To agree actions – issues raised by Councillors and/or submitted to the Clerk	
6.1	Grass cutting. The Clerk advised that the Contractor had been given notice that cut would be required urgently. RESOLVED to contact Contractor to confirm cut and request that Lythe Bank be cut first.	Clerk
6.2	LPC bench painting. RESOLVED to confirm quote received from Contractor and request work to commence to paint/stain five benches, two in Lythe, including one slat replacement, and three in Sandsend.	Clerk
6.3	Recognition/thanks for Sandsend flower beds maintenance. The Clerk advised that positive emails had been received relating to Sandsend flower beds. RESOLVED to purchase a £50 'one for all' Post Office voucher as recognition and thanks to the lady who maintained the beds.	Clerk
6.4	Lythe flower tubs, thanks and planting out. The Clerk advised that positive emails had been received relating to Lythe flower tubs. RESOLVED to plant the tubs with bedding plants for the Summer and then add more perennials in the Autumn.	Clerk
6.5	Clearing pathway from Lythe Village to St Oswald's. RESOLVED for LPC to clear the path of overgrown grass. RESOLVED to ask ME if sods removed could be put on the edge of the field behind the footpath. RESOLVED to request that the hedge is cut back as it was overhanging the path.	Council Clerk Clerk

ITEM	SUBJECT	ACTION
6.6	Motorhome/campervan parking, A174 Sandsend to Whitby layby, Sandsend, Sandsend (behind Sandsend South toilets) and Witsend car park. The Clerk reported that: <ul style="list-style-type: none"> Newholm cum Dunsley Parish Council were very supportive of the request to ban overnight parking and offered to meet with LPC if required. The Clerk had been in a significant amount of email correspondence with the head of NYH expressing concern that, despite confirmation last year, the areas would not be included in the draft TRO. She had requested that all the areas be included for the reasons outlined by concerned Cllrs, parishioners, visitors and subsequently in the correspondence. a consultation on the draft TRO would be issued by NYH, RESOLVED to ensure that LPC receives, and can comment on, the draft. noted that 49 motorhomes/campervans/caravans had recently parked overnight in the layby, RESOLVED to send photographs of the vehicles to NYH. 	Clerk Clerk
6.8	Meeting location. Following a Cllr question regarding rotating meeting venues around the Parish, RESOLVED to retain the meeting venue as Lythe Village Hall as it was the geographical centre of the Parish.	Complete
7.0	To receive information on financial matters and approve spend	
7.1	Balance of accounts (both credit) @ 31/05/23	
	Savings £10,863.84	
	Current £0.05	
7.2	Money received	
	£3067.500 Precept	
	£883.52 Model Agreement	
7.3	Money paid	
	£41.39 Reimbursement to Clerk, Ink cartridges.	
	£39.99 Reimbursement to Clerk, Printer.	
	£16.50 Lythe Village Hall, Hire, April 2023.	
	£481.10 BHIB, Insurance, Annual fee.	
7.4	Invoices, processed. See above.	
7.5	Invoices for approval (at agenda publication). <ul style="list-style-type: none"> YLCA, Annual membership fee, £134.00. Lythe Village Hall, Hire for 02/05/23, £11.00. John Noble Ltd, Groundworks for East row bench, £438.00. RESOLVED to approve and arrange payments.	Clerk
7.6	NY0365 LPC – 2022/23 AGAR external auditor instruction and communication. Audit completed and relevant documents sent to auditor. RESOLVED to add relevant documents to LPC website and/or notice boards.	Complete Clerk
8.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
8.1	Overgrown sign/worn wide lines, Goldsborough.	
8.2	Village Hall, overgrown car park and adjoining garden.	
9.0	To confirm the details of the next meeting	
	The next meeting confirmed as Monday 3 July 2023, at 18:30, Lythe Village Hall.	
 Meeting closed at 19:26	

*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	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