

**LYTHE PARISH COUNCIL  
MEETING, MONDAY 6 NOVEMBER 2023, COMMENCED AT 18:30, LYTHE VILLAGE HALL**

**Recording of meeting:** None made.  
**Public question time:** Three present.  
**Present:** Councillors J Braime, P Cornforth (from 18:40), J Morris, L Smith (Chairman).  
 J A Clark (Clerk).

ITEM	SUBJECT	ACTION
<b>1.0</b>	<b>Councillor Issues</b>	
1.1	To receive declaration of interest(s) by members. Non pecuniary declaration of interest were made by Cllr JM in any items related to Mulgrave Estate.	To note
1.2	Non-attendance of Councillors <ul style="list-style-type: none"> <li>To receive and note apologies from councillors who are unable to attend the meeting.</li> <li>To consider reasons for absence provided by councillors who cannot attend and resolve the council's acceptance of these if felt relevant.</li> </ul> Apologies were received from Cllrs SB, IS, TS and the reasons approved by the Council.	To note
<b>2.0</b>	<b>Minutes of meetings</b>	
2.1	<b>RESOLVED</b> to confirm the minutes of the meetings held on 2 and 12 October 2023 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 when received.	Clerk
3.1.2	Action plan to reduce number of speeding vehicles. The Clerk reported that; <ul style="list-style-type: none"> <li>NYC had been informed of the 20mph zones that LPC would like to be included within the Parish should NYC introduce trial non enforceable 20mph zones.</li> <li>NYFRS/NYP had confirmed that data loggers would be installed in the areas requested by 24 November 2023.</li> </ul> <b>RESOLVED</b> to retain on the agenda until data loggers installed, data received and action plan developed/implemented.	Complete Clerk
3.2	Planning applications to feedback to Authorities.	
3.2.1	ZF23/01379/HS . Single storey front extension with roof terrace over and window alterations Seaward Meadowfields Sandsend*. Feedback sent.	Complete
3.2.2	NYM/2023/0476 Application for alterations to building and change of use from light industry (E(g)) to three retail units (Use Class E(a)) at Former Sawmill (Fossil Workshop), East Row, Sandsend. Feedback sent.	Complete
3.3	Parish 'Items to address'. <b>RESOLVED</b> to continue to progress, update and circulate.	Clerk
3.4	Development of new LPC website. <b>RESOLVED</b> to implement as is, any amendments to increase accessibility would be implemented at a later date. <b>RESOLVED</b> to demonstrate the new site after the meeting closed.	Clerk Clerk
3.5	LPC bench painting. Unfortunately, the previous painting contractor had been unable to carry out the work, and a new quotation from a different contractor had been obtained. It was <b>RESOLVED</b> that: <ul style="list-style-type: none"> <li>Due to the poor condition of the two benches on Lythe Common and the cost of refurbishment, it would more appropriate to purchase new benches made of recycled materials with a lifetime guarantee.</li> <li>The Clerk was delegated to obtain a quotation and arrange installation from Nobles if the cost was £100/bench or less. Should the quotation be above that amount, the quotation would be referred to the Council.               <ul style="list-style-type: none"> <li>ME had confirmed that they would be happy with installation of two benches and whilst they did not anticipate any works on The Common that would affect them, they would be moved/repared as required.</li> </ul> </li> <li>The painting contractor would be advised that painting required for the three Sandsend benches only and work should be undertaken in Spring 2024.</li> </ul>	Clerk Clerk Clerk To note Clerk

ITEM	SUBJECT	ACTION
3.6	Clearing pathway from Lythe Village to St Oswald's. <b>RESOLVED</b> that the Clerk would arrange for LPC to clear the pathway once strimming was complete.	Clerk
3.7	Motorhome/campervan parking, A174 Sandsend to Whitby layby, Sandsend, Sandsend (behind Sandsend South toilets) and Wits End car park. <b>RESOLVED</b> to retain on agenda until consultation live.	Clerk
3.8	Overgrown sign/worn wide lines, Goldsborough. Now included in 'Items to Address'.	NAR
3.9	East Row car park, safe access/egress. The Clerk reported that ME had confirmed that the additional footbridge would be installed now that the 2023 Summer season was over. <b>RESOLVED</b> to retain on agenda until work complete.	Clerk
3.10	Register of Interest, new forms*. <b>RESOLVED</b> that Clerk would contact the relevant Cllrs individually for form completion.	Clerk
3.11	Training event, digital engagement*. Slides circulated.	Complete
3.12	'Off to a Flying Start' training event, feedback from the October event. Cllr JB gave feedback on part II of the event. <b>RESOLVED</b> to book Cllr JB on to part I.	Clerk
3.13	Parish Planning Training Event*. Apologies sent.	Complete
3.14	Species Survival fund*. Email of support sent.	Complete
3.15	NYC, Dogs related restrictions consultation, respond by 15/10/23*. Response sent.	Complete
3.16	NYC, BT Payphone, and telephone box removal consultation, respond by 20/10/23*. Response sent.	Complete
3.17	Grass cutting, 2 <sup>nd</sup> cut. Cut undertaken, Cllr PC reported that remaining strimming would be carried out .	
3.18	Christmas trees, including donation of trees by ME, installation, lighting/carol event, school involvement. The Clerk reported that; <ul style="list-style-type: none"> <li>• Lord Normanby/ME had agreed to donate two trees for Lythe and Sandsend.</li> <li>• Initial discussion held with Tommy Milburn, Head Forester at ME, regarding trees. <b>RESOLVED</b> to finalise arrangements for tree collection.</li> <li>• Broadwood Planos and Tides would pay for the electricity for tree lights.</li> <li>• Retained firefighters had agreed to collect the trees from ME on 29 November (subject to confirmation of this date by ME) and install both trees. The firefighters would add lights either on the same day or on 30 November.</li> <li>• <b>RESOLVED</b> to buy two additional sets of 3000 lights, one for each tree, to add to those already used previously, maximum spend of £70/set.</li> <li>• Discussions had taken place with a FOLS representative who said the school were keen to become involved in the lighting 'switch on'/carol event. FOLS would provide carol sheets and notify children/parents of the event. Provisional date/time was agreed as Friday 1 December 2023 at 16:30. <b>RESOLVED</b> to continue with FOLS representative discussions. <b>RESOLVED</b> that Council members would attend the event if available. <b>RESOLVED</b> to invite Lord and Lady Normanby/family and ME representative(s) to the event.</li> </ul>	Clerk  Clerk  Clerk Clerk Clerk
<b>4.0</b>	<b>Planning Issues</b>	
<b>4.1.</b>	<b>To consider the following planning applications</b>	
4.1.1	NYM/2023/0677 Construction of porch canopy at Speedwell House, Red Lion Square, Lythe. <b>RESOLVED</b> that there were no objections and inform NYMNPA.	Clerk
<b>4.2</b>	<b>To receive the following planning decision, full information on relevant websites.</b>	
	None.	
<b>5.0</b>	<b>Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)</b>	
<b>5.1</b>	<b>Correspondence requiring decisions</b>	
5.1.1	NYC,	
	<ul style="list-style-type: none"> <li>• Housing Strategy consultation, respond by 11 December 2023*. <b>RESOLVED</b> to draft response and circulate to Cllrs for comment prior to submission.</li> </ul>	Clerk
	<ul style="list-style-type: none"> <li>• Polling District Review consultation, respond by 13 November 2023*. No change to Lythe Parish District, <b>RESOLVED</b> to complete consultation on that basis.</li> </ul>	Clerk
	<ul style="list-style-type: none"> <li>• North Yorkshire Council, Let's Talk Money, respond by 18 December 2023*. <b>RESOLVED</b> to draft a response and circulate to Cllrs for comments prior to submission.</li> </ul>	Clerk/Cllrs

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5.1.2	NYMNPA, North York Moors Dark Skies Supplementary Planning Document, respond by 4 December 2023*. <b>RESOLVED</b> that as there were no significant changes since LPC had submitted comments, advise NYMNPA that LPC had no comments.	Clerk									
<b>5.2</b>	<b>Correspondence for information (excluding financial matters included in 7.0)</b>										
5.2.1	YLCA										
	<ul style="list-style-type: none"> <li>White Rose Bulletin 6, 20 October 2023*.</li> </ul>	NAR									
	<ul style="list-style-type: none"> <li>White Rose Information Bulletins &amp; Training 13, 27 October 2023*.</li> </ul>	NAR									
	<ul style="list-style-type: none"> <li>Law and Governance bulletins, September, and October 2023*. The Clerk advised Cllrs to read the October bulletin, if they had not already done so as it contained useful information and advice. The Chairman confirmed that the section on the Code of Conduct was particularly useful.</li> </ul>	Cllrs									
	<ul style="list-style-type: none"> <li>Slower Speeds Reduce Traffic Harm - Zoom webinar held Tuesday 17 October*.</li> </ul>	NAR									
5.2.2	NALC										
	<ul style="list-style-type: none"> <li>Chief Executive's bulletins 5, 12, 19, 26 October 2023*.</li> </ul>	NAR									
5.2.3	NYC										
	<ul style="list-style-type: none"> <li>Recharging For Parish By-Elections from April 2024*. <b>RESOLVED</b> to calculate costs for inclusion in draft budget that would be discussion and the next meeting.</li> </ul>	Cllr ES/ Clerk									
	<ul style="list-style-type: none"> <li>Notice of Confirming of Public Footpath Orders - FP8 and FP203 Lythe*.</li> </ul>	NAR									
	<ul style="list-style-type: none"> <li>A new local plan for North Yorkshire*.</li> </ul>	NAR									
5.2.4	Commissioner Zoë										
	<ul style="list-style-type: none"> <li>Newsletter - 'Just a Kiss' Stalking Film to release 12 October*.</li> </ul>	NAR									
	<ul style="list-style-type: none"> <li>Quarterly Engagement Blog Post*.</li> </ul>	NAR									
<b>6.0</b>	<b>To agree actions – issues raised by Councillors and/or submitted to the Clerk</b>										
6.1	Volunteer Firefighters. <b>RESOLVED</b> to include on the next agenda.	Clerk									
6.2	LPC Facebook page. <b>RESOLVED</b> to include on the next agenda	Clerk									
6.3	'Witsend' car park, entrance/exit. The Clerk reported that the photographs of Grosmont bollards had been sent to NYC, they had responded confirming that the Council was looking at options to protect the structure's width and height. As the structure was grade II listed, they would need advice and to discuss different options with Historic England.	Complete									
6.4	Lythe bus shelter. A request had been received to dismantle the bus shelter and rebuild it using the same stone to enable people sitting in the shelter to see the bus arriving. Following debate, <b>RESOLVED</b> that the current configuration of the shelter was deemed as fit for purpose and the suggested work would be costly and provide little benefit. <b>RESOLVED</b> that as the shelter did not belong to LPC, the individual should contact the owner, ME, if they wished to progress further.	Clerk									
<b>7.0</b>	<b>To receive information on financial matters and approve spend</b>										
7.1	Balance of accounts @ 31/10/23										
	<table border="1"> <tr> <td>Savings</td> <td>£11,938.71</td> </tr> <tr> <td>Current</td> <td>£0.05</td> </tr> </table>	Savings	£11,938.71	Current	£0.05						
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7.4	Invoices, processed. As above.										
7.5	<p>Invoices for approval (at agenda publication).</p> <ul style="list-style-type: none"> <li>Reimbursement of £50 to the Clerk for purchase of a gift voucher for the Seasonal Caretaker.</li> <li>YLCA, £66.80, attendance of Cllr JB on 'Off to a Flying Start'.</li> <li>Lythe Village Hall hire, £5.50 21/09/23, £14.60 02/10/23 and £2.20 12/10/23.</li> </ul> <p>Invoices for approval (post agenda publication).</p> <ul style="list-style-type: none"> <li>Reimbursement of £25.29 to the Clerk for purchase of ink cartridges for LPC computer.</li> </ul> <p><b>RESOLVED</b> to approve the invoices and arrange payment.</p>	Clerk									

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7.6	<ul style="list-style-type: none"> <li>Requirements for financial spend across the Parish, including initial discussion on budget/precept for the 2025 financial year. For the members of the public present and to refresh Cllrs knowledge, Cllr ES explained how the precept was calculated.</li> <li><b>RESOLVED</b> that a range of precept increases would be calculated.</li> <li><b>RESOLVED</b> to prepare projected financial position to end of March 2024, for the next meeting.</li> <li><b>RESOLVED</b> that Cllrs should consider what LPC may need/want to do across the Parish in 2024/5 and any financial implications.</li> </ul>	Cllr ES/ Clerk Clerk  Cllrs
<b>8.0</b>	<b>To notify the Clerk of matters for inclusion on the agenda of the next meeting</b>	
8.1	Budget/precept requirements, 2024/5, required by NYC by 31 December 2023*. <b>RESOLVED</b> to draft options for precept and circulate for discussion at the next meeting.	Cllr ES/ Clerk
8.2	Model Agreement 2024/5 and 2025/6. The Clerk reported that whilst NYC would pay Model Agreement money in 2024/5, they would review any payments beyond that.	To note
8.3	Digital/parishioner engagement. <b>RESOLVED</b> to add to the agenda to discuss at the next LPC meeting when Cllr IS present.	Clerk
8.4	Donation towards maintenance of St Oswald's churchyard.	
8.5	2024 meeting dates/times.	
8.6	2024 Sandsend defib checks, dates/people.	
<b>9.0</b>	<b>To confirm the details of the next meeting</b>	
	The next meeting was confirmed as Monday 4 December 2023, 18:30, Lythe Village Hall.	
	..... Meeting closed at 19:25.	

\*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
FOLS	Friends of Lythe School	PCC	Police and Crime Commissioner
LPC	Lythe Parish Council	SLCC	Society of Local Council Clerks
LSPCC	Lythe & Sandsend Parochial Church Council	TRO	Traffic Regulation Order
NAR	No action required	YAS	Yorkshire Ambulance Service
ME	Mulgrave Estate	YLCA	Yorkshire Local Councils Association
NYC	North Yorkshire Council		