

**LYTHE PARISH COUNCIL
MEETING, MONDAY 4 SEPTEMBER 2023, COMMENCED 18:30, LYTHE VILLAGE HALL**

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

To note: prior to the meeting commencement, the Chairman, on behalf of the Council, welcomed Cllr Joly Braime to his first meeting as a Councillor.

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 and TS in any items related to Mulgrave Estate.	To note
1.2	Apologies for absence, including approval by the Council of the reason. None.	
2.0	Minutes of meetings	
2.1	To confirm the minutes of the meeting held on 3 July 2023 and 7 August 2023. RESOLVED to approve 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.	Complete
3.1.2	Action plan to reduce number of speeding vehicles. The Clerk reported that, despite being advised at the beginning of August, date logger deployment was imminent, no update had been received. RESOLVED to progress again to obtain deployment dates. The Clerk reported that NYC may introduce pilot 20mph zones that would not be subject to enforcement but as a notice to drivers to reduce their speed. RESOLVED to identify areas within the Parish where such zones could be introduced, consideration to be given to areas of high pedestrian footfall.	Clerk Cllrs
3.2	Planning applications to feedback to Authorities.	
3.2.1	ZF23/00644/HS AMENDMENT , Single storey ground floor extension with roof terrace and window alterations to dwelling, Seaward Meadowfields Sandsend. Response sent.	Complete
3.3	Parish 'Items to address'. RESOLVED to continue to progress, update and circulate. The Clerk advised the Council that NYC were currently in discussions with a quarry for stone/dressing and scaffolding company re structure during repair of Sandsend bridge.	Clerk To note
3.4	Development of new LPC website. As no update received, RESOLVED to progress.	Clerk
3.5	LPC bench painting. As no update received, RESOLVED to progress.	Clerk
3.6	Councillor Co-option, including Policy review and plan for current vacancy. Co-option offered and accepted.	Complete
3.7	Clearing pathway from Lythe Village to St Oswald's. The Clerk reported that she had spoken to the Seasonal Caretaker about this just after he commenced his role. RESOLVED to discuss with him further and arrange for him to complete the task.	Clerk
3.8	Motorhome/campervan parking, A174 Sandsend to Whitby layby, Sandsend, Sandsend (behind Sandsend South toilets) and Wits End car park. The Clerk advised that NYC had informed her that the consultation would now not commence until late 2023/Spring 2024. This was due to changes made to the initial draft and the need to consult motorhome organisations nationally. RESOLVED to retain on agenda until consultation live.	Clerk
3.9	New Local Transport Plan engagement - for stakeholders. Response sent.	Complete
3.10	NYC, Parish Charter. RESOLVED to add to the LPC website.	Clerk
3.11	Overgrown sign/worn wide lines, Goldsborough. RESOLVED to send photographs to the Clerk to request necessary work to be carried out.	Cllr PC/ Clerk
3.12	East Row car park, safe access/egress. The Clerk reported that she had contacted ME, <ul style="list-style-type: none"> to clarify when the new pedestrian footpath would be installed and was advised that installation would take place in September 2023. who had confirmed that a section of the fence would be removed to enable safe access/egress from the road into the woods. RESOLVED to contact ME for an update and to retain on agenda until the above two items were complete.	Clerk

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3.13	Register of Interest, new forms. RESOLVED to resend the forms to Cllrs SB/PC/JM for their completion prior to the next meeting following which they would be sent to NYC.	Clerk/Cllrs SB/PC/JM Clerk						
4.0	Planning Issues							
4.1.	To consider the following planning applications							
4.1.1	ZF23/01251/FL Change of use of part of ground floor and Lean-to building from commercial/storage use to 2no. shop units, with associated external works. RESOLVED no objections, inform NYC.	Clerk						
4.1.2	ZF23/01252/LB Internal and external works to allow for change of use to 2no. shop units. RESOLVED no objections, inform NYC.	Clerk						
4.2	To receive the following planning decision, full information on relevant websites.							
4.2.1	ZF23/00644/HS AMENDMENT , Single storey ground floor extension with roof terrace and window alterations to existing dwelling, Seaward Meadowfields Sandsend. Withdrawn.	To note						
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	Notice of Making of Public Footpath Orders*. RESOLVED as comments already submitted, no further action required.	NAR						
5.1.2	Consultation of Draft Destination Development Plan*. RESOLVED to draft a response and circulate to Cllrs for comments to enable submission by end of September.	Clerk/ Cllrs						
5.1.3	National Network: Coastal Communities*. RESOLVED that individuals should book themselves/attend this event on 26 September if they felt it would be relevant.	Council						
5.1.4	NALC events 22 August 2023*. RESOLVED that the Clerk would book onto and attend this event on 27 September and feedback learnings to the Council.	Clerk						
5.1.5	National Association of Local Councils (NALC) Make a Change Campaign- free event* RESOLVED that it was unnecessary to attend this event on 14 November as the resources available from NALC would be used in communicating Parish Council activity. Council members could however book and attend if they wished.	Complete Council						
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 11 August 2023*. 	NAR						
	<ul style="list-style-type: none"> White Rose Information Bulletins & Training 25 August 2023*. RESOLVED to book Cllr JB on to the October training event 'Off to a Flying Start'. 	Clerk						
5.2.2	NALC							
	<ul style="list-style-type: none"> Chief Executive's bulletins 3, 10, 17, 24 August 2023*. 	NAR						
6.0	To agree actions – issues raised by Councillors and/or submitted to the Clerk							
6.1	Training event, digital engagement. See 5.1.4							
6.2	Lythe Show, parishioner engagement. RESOLVED that as the Clerk was unavailable during most of the Show, Council attendance would be considered for 2024 show.	Complete						
7.0	To receive information on financial matters and approve spend							
7.1	Balance of accounts @ 4 September 2023							
	<table border="1"> <tr> <td>Savings</td> <td>£9,147.52</td> </tr> <tr> <td>Current</td> <td>£0.05</td> </tr> </table>	Savings	£9,147.52	Current	£0.05			
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7.2	Money received							
	<table border="1"> <tr> <td></td> <td>£0.00</td> </tr> </table>		£0.00					
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7.3	Money paid							
	<table border="1"> <tr> <td></td> <td>£40.00</td> <td>Data Protection fee, ICO</td> </tr> <tr> <td></td> <td>£11.00</td> <td>Lythe Village Hall, hire for July 2023.</td> </tr> </table>		£40.00	Data Protection fee, ICO		£11.00	Lythe Village Hall, hire for July 2023.	
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7.4	Invoices, processed. As above.							
7.5	Invoices for approval (at agenda publication) – None. Invoices for approval post agenda publication. RESOLVED to arranged payment to Lythe Village Hall, £5.50, for hall hire 08/08/23.	Clerk						

ITEM	SUBJECT	ACTION
8.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
8.1	Financial spend vs budget 2023/4.	
8.2	Clerk's salary, 6 months (April – September 2023).	
8.3	Grass cutting, 2 nd cut.	
8.4	Christmas trees.	
9.0	To confirm the details of the next meeting	
	The next meeting was confirmed as Monday 2 October 2023, 18:30, Lythe Village Hall.	
 Meeting closed at 19:15	

*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	NYMNP	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

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