

LYTHE PARISH COUNCIL

MEETING, TUESDAY 2 NOVEMBER 2021, COMMENCED AT 18:30, LYTHE VILLAGE HALL

Recording of meeting: None made.
Public question time: None present.
Present: Councillors P Cornforth, D Lancaster (Vice Chairman), J Metcalfe, L Smith (Chairman), B Williams, J A Clark (Clerk).

ITEM	SUBJECT	ACTION
1.0	Councillor Issues	
1.1	To receive declaration of interest(s) by members. Cllr Lancaster in 4.1.1.	Complete
1.2	To receive apologies for absence, including approval by the Council of the reason. Apologies received from Cllr Cornforth post October meeting and the reason approved by the Council. Apologies already received from Cllrs Casson and Spark for this meeting, the reasons were approved by the Council.	Complete
2.0	Minutes of meetings	
2.1	Following a minor amendment regarding apology for absence, RESOLVED that the minutes of the meeting held on 5 October 2021 were confirmed as true and accurate and that the Chairman's signature would be obtained.	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
3.2	Planning applications to feedback to Authorities.	
3.2.1	NYM/2021/0705/LB Listed Building consent at Raw Pastures Farmhouse, Goldsborough. Comments sent to NYMNPA.	Complete
3.3	Items from 'Goldsborough/Kettleness/Lythe/Sandsend items to address. Updated spreadsheet circulated including the ongoing issue of standing water on Goldsborough Lane, RESOLVED to retain on the agenda.	Clerk
3.4	Siting of benches along East Row beck, including additional groundworks. The Clerk reported that the; <ul style="list-style-type: none"> • additional contractor had confirmed that, after receiving the specification, they did not wish to quote for the work. • current costs had been received from the original contractor. • Mulgrave Estate required information on access/egress before considering permission to site additional benches on South side of the beck. RESOLVED to progress with ME. 	Complete Complete Clerk
3.5	Christmas trees, Lythe & Sandsend, including carols (carol events requested via the PCC). The Clerk reported that the <ul style="list-style-type: none"> • LPCC were planning an event in Lythe on 22 December. • Identified contractor had been requested to install the new socket by 3rd week in November. RESOLVED to ensure installation date met. • LPCC would organise the carol singing event with limited support from LPC. • RESOLVED to check with ME when Christmas trees would be available for collection, ideally last week in November/first week in December. 	Complete Clerk Clerk Clerk
3.6	AJ1 Project Road Safety Fund and Welcome back funding*, inc. potential funding sources for additional matrix sign and feedback to police on work to date. The Clerk advised that photographs of the proposed sign location had been sent to NYH who had confirmed that the location was acceptable to Highways. Subsequently ME had been contacted who had concerns about the proposed location and the detrimental effect on Mulgrave properties. A discussion between the Chairman, Clerk and ME had been arranged for 12 November to discuss these concerns. RESOLVED to feedback at the December meeting. As feedback was still awaited from NYH on a number of highways calming measures, the Clerk would progress again with NYH.	Cllr LS/ Clerk Clerk
3.7	Replacement sign for the Roman Signal Station Goldsborough. RESOLVED to retain on agenda for feedback from Cllr Casson at the next meeting.	Clerk Cllr HC
3.8	New Code of Conduct produced by The Local Government Association*. The Clerk advised that, post COVID, recording of training sessions would not be available from YLCA RESOLVED that the Clerk would attend a November training session and feedback to LPC	Complete Clerk

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3.9	Additional policies/procedures for LPC. Following review by the Clerk of the Media Policy and Publication Scheme and minor amendments, RESOLVED to adopt the revised documents, add appropriate footnotes and send to Cllr Casson for publication on the LPC website.	Clerk Cllr HC
3.10	YLCA, The Queen's Platinum Jubilee Beacons 2 June 2022*. The Clerk advised that Mickley Parish Council had been contacted to determine whether or not an open gardens event in Mulgrave Castle grounds would be suitable to them for the jubilee celebration. Noted that the Mickley Parish Council meeting was scheduled for 11 November 2021 and that LPC would be advised of the resolution. If RESOLVED that an open gardens event was suitable, LPC would contact ME to determine if such an event was possible. Item to be added to the December agenda for discussion, including establishment of a working group.	Clerk Clerk
3.11	North Yorkshire Police, new PCSO*. The Clerk had contacted the PCSO but had not yet received a response to the invitation to attend an LPC meeting. RESOLVED to progress again.	Clerk
3.12	Sandsend Seasonal Caretaker. The Clerk confirmed that a gift card had been purchased for Neil, the Caretaker, but she had been unable to contact him as he had left the Sandsend role earlier than she had been advised. RESOLVED to contact Neil as matter of urgency to pass the card to him.	Clerk
3.13	Coastal Area Parish Forum - Monday, 25 October 2021 at 19.00. Apologies sent.	Complete
3.14	NYMNP Parish Planning Training - Thursday, 21 October 2021 at 17.15. The Clerk apologised and advised that she had inadvertently missed the Zoom training session. A further training event was planned next year.	Complete
3.15	Scarborough Branch Meeting - Thursday, 7 October 2021*. Apologies sent.	Complete
4.0	Planning Issues	
4.1.	To consider the following planning applications	
4.1.1	21/02230/HS Erection of single storey rear extension 21 Meadowfields Sandsend. RESOLVED that there were no objections and to advise SBC.	Clerk
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
4.2.1	None at agenda publication.	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	SBC	
	<ul style="list-style-type: none"> Interim Polling District Review 2021, respond by 5 November 2021*. RESOLVED to send response to SBC objecting to the removal of a polling station in Sandsend. Consultations at Scarborough Borough Council (various response dates)*. 	Cllr LS/Clerk NAR
5.2	Correspondence for information (excluding financial matters included in 7.0)	
5.2.1	YLCA	
	<ul style="list-style-type: none"> Bilsdale Mast and lack of TV services – information to pass to residents*. RESOLVED to add to notice boards. Bilsdale TV transmitter - Launch of voucher scheme*. RESOLVED to add to notice boards. 	Clerk Clerk
5.2.2	Cllr David Chance, Team North Yorkshire Weekly Bulletin, 29 September 14 October 2021*.	NAR
5.2.3	NALC	
	<ul style="list-style-type: none"> Chief Executives Bulletins 1, 8, 15, 22 October 2021*. RESOLVED to complete and return survey on remote meetings. New guide on website accessibility*. RESOLVED that the Clerk and Cllr HC review the guide and feedback findings at the December meeting. 	Clerk Clerk/ Cllr HC
5.2.4	Police, Fire & Crime Commissioner By-Election*.	NAR

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5.2.5	NYCC, Parish & Town Council briefings on the new Council for North Yorkshire*. RESOLVED that, subject to their availability, members would attend one of the following briefings on the new unitary authority, details already circulated; <ul style="list-style-type: none"> Wednesday 1 December 2021, 19:00 to 20:30 or Friday 3 December 2021, 14:00 to 15:30. 	Cllrs/Clerk															
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the ...Clerk																
6.1	Future of LPC following devolution. See 5.2.5.																
6.2	Community engagement. The Clerk suggested that LPC may want to consider more ways of encouraging methods of the community participating with the parish council. RESOLVED to discuss at the December meeting.	Cllrs/ Clerk															
6.3	Sandsend toilets refurbishment. The Clerk advised that SBC had confirmed that refurbishment would commence on 6 December 2021 on Sandsend South toilets and North toilets in early January 2022. SBC had advised a scheme of work would be provided and the clerk would forward to councillors when received.	Clerk															
7.0	To receive information on financial matters and approve spend as appropriate																
7.1	Balance of accounts (both credit)																
	<table border="1"> <tr> <td>Current</td> <td>£0.05</td> </tr> <tr> <td>Savings</td> <td>£9762.47</td> </tr> </table>	Current	£0.05	Savings	£9762.47												
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7.3	Invoices, processed (including Clerk's fees payment/tax and reimbursement of CiLCA fees). As above.																
7.4	Invoices for approval (at agenda publication). None.																
8.0	To receive information on actions, routine and/or urgent, carried out by Council members on behalf of LPC outside formal meeting (including where known prior to meeting).																
8.1	Excavation works at the entrance to The Valley, Sandsend. As a result of resident's concerns, the Clerk had requested clarification from SBC as to whether or not planning permission was required for the work undertaken. RESOLVED to progress again with SBC.	Clerk															
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting																
9.1	Title of Chairman, Lythe Parish Council.																
10.0	To confirm the details of the next meeting																
	The next meeting was confirmed as Tuesday 7 December 2021, 18:30, Lythe Village Hall.																
 Meeting closed at 19:30.																

*circulated via email.

Judy Clark, Clerk to the Council, Lythe Parish Council, c/o Cliff View, East Row, Sandsend, North Yorkshire YO21 3SU.
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
LPCC	Lythe 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