

**LYTHE PARISH COUNCIL  
MEETING, TUESDAY 5 APRIL 2022, COMMENCED AFTER THE ANNUAL PARISH ASSEMBLY,  
LYTHE VILLAGE HALL**

**Recording of meeting:** None made.  
**Public question time:** None present.  
**Present:** Councillors H Casson, L Smith (Chairman), J Metcalfe, 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 interest declared by Cllr HC in item 3.11.	
1.2	To receive apologies for absence, including approval by the Council of the reason. Apologies received from Cllrs Lancaster and Spark, the reasons were approved by the Council. Apologies received from Cllr Cornforth post meeting. Absent Cllr Williams.	
<b>2.0</b>	<b>Minutes of meetings</b>	
2.1	To confirm that the minutes of the meeting of 1 March 2022 were true and accurate. <b>RESOLVED</b> that the minutes were true and accurate and that the Chairman's signature would be obtained.	Clerk
<b>3.0</b>	<b>To receive information on the following ongoing issues and resolve further actions</b>	
<b>3.1</b>	<b>Police and speeding related activities.</b>	
3.1.1	Police Report. Circulated.	Complete
<b>3.2</b>	<b>Planning applications to feedback to Authorities.</b>	
3.2.1	21/02707/HS, Heron The Parade Sandsend, Extension to balcony, erection of new front flood wall and flood gates. The Clerk confirmed that response send to SBC.	Complete
3.2.2	21/02706/HS, Goldfinch The Parade Sandsend, Extension to balcony, erection of new front flood wall, flood gates and erection of new linked study pod to side. The Clerk confirmed that response send to SBC.	Complete
3.2.3	21/02708/HS, Plover The Parade Sandsend, Extension to balcony, erection of new front flood wall and flood gates. The Clerk confirmed that response send to SBC.	Complete
3.2.4	21/02954/HS, Thordisa House East Row Sandsend, Erection of single storey rear extension, enlargement and alteration of rooves, installation of replacement windows and formation of new vehicular access. The Clerk confirmed that response send to SBC.	Complete
	Items from 'Goldsborough/Kettleness/Lythe/Sandsend items to address. Clerk had requested updates from NYH for related issues, awaiting response. <b>RESOLVED</b> to circulate when information received.	Clerk
	Siting of benches along East Row beck, including; Ground works commencement date, for inclusion on website. Work now behind schedule, <b>RESOLVED</b> to confirm commencement date with contractor. Once date confirmed <b>RESOLVED</b> to add date of works/project details to LPC website. Approval of bench inscriptions benches 2,3,4. Confirmed that sponsors had been advised of bench inscriptions approval. Approval of proposed bench inscription, bench 1. <b>RESOLVED</b> that the inscriptions for memorial benches should not include any form of advertising, therefore the use of the proposed inscription by the potential sponsor was not approved and an alternative inscription proposed and agreed by the Council. <b>RESOLVED</b> to contact the potential sponsor to determined whether or not they wished to go ahead with sponsorship with the inscription proposed by LPC.	Clerk Clerk/Cllr HS Complete  Clerk

	Approval of bench inscriptions font/size. <b>RESOLVED</b> to approve the proof of a cream background/dark brown text order with minor changes in layout. Approval of quotation for plaques. <b>RESOLVED</b> approval of quotation. <b>RESOLVED</b> to contact Vinyl Signs to place an order.	Clerk
3.5	Matrix signs, including AJ1 Project Road Safety Fund and Welcome back funding*. Installation Agreement had been signed and returned to NYH. <b>RESOLVED</b> to retain this item on the agenda.	Clerk
3.6	New Code of Conduct produced by The Local Government Association*. Added to the website.	Complete
3.7	Additional policies/procedures for LPC. Risk assessment – grass cutting*. <b>RESOLVED</b> to adopt the risk assessment, to add a footer and add to the LPC website.	Clerk/Cllr HC
3.8	NALC New guide on website accessibility*. Added to the LPC website.	Complete
3.9	Village improvement grant. The Clerk reported that she had applied for, and been successful in obtaining a grant of £300 for refurbishment of planters on Lythe Common. <b>RESOLVED</b> to liaise ME regarding future plans for Lythe Common to ensure that no unnecessary work undertaken. <b>RESOLVED</b> to identify appropriate contractor/ME.	Clerk Clerk
3.10	The Queen's Platinum Jubilee 2022 Updates*. Plans underway to celebrate the Jubilee with a number of events to be held over the weekend.	NAR
3.11	Better illumination of footpath on the corner of Meadowfields and Sandsend Road. The Clerk reported that bulb had been replaced in the light rather than work undertaken to change lighting channel. <b>RESOLVED</b> to contact NYH again for the correct review to be undertaken.	Clerk
<b>4.0</b>	<b>Planning Issues</b>	
<b>4.1.</b>	<b>To consider the following planning applications</b>	
4.1.1	22/00487/HSA Variation of Condition 2 (occupancy) on decision 21/02356/HS, to allow use as a holiday let Spindrift The Old Steps The Parade Sandsend. <b>RESOLVED</b> that the following response would be sent to SBC. i.e., The Council agrees with the decision notice (21/02356/HS) issued as a result of the original planning application, i.e. "The replacement annexe shown on drawing No. D12088 - 06 REV: B shall be and shall remain incidental to the use of the existing main dwelling known as Spindrift and shall at no time be sold or let separately. Reason : Because the application site could not provide an acceptable level of amenity for both Spindrift and a further unit of accommodation, and to ensure compliance with Policy DEC4 of the Scarborough Borough Local Plan".	Clerk
<b>4.2</b>	<b>To receive the following planning decision/information (full information on websites) as at agenda publication date</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	NYMNPA Coastal Area Parish Forum - Thursday, 21 April at 7pm at St Hilda's Old School, Hinderwell*. <b>RESOLVED</b> that no one was available to attend and that NYMNPA would be advised.	Clerk
5.1.2	Smaller Councils Committee letter to smaller councils*.	NAR

<b>5.2</b>	<b>Correspondence for information (excluding financial matters included in 7.0)</b>		
5.2.1	YLCA		
	• White Rose Weekly Bulletin 4, 18, 25 March, 2022*.		NAR
	• Training Programmes*.		NAR
	• NALC Legal Briefing LO1-22: Code of recommended practice on Local Authority Publicity (England) Publicity during the pre-election period*.		NAR
	• Government response to the report on Local Government Ethical Standards*.		NAR
	• Ukraine and Local Councils*.		NAR
	• National Association of Local Councils (NALC) - Make a change campaign: Encouraging local people to become councillors*. Noted that some material had been used by LPC.		Complete
	• Scarborough Branch Meeting dates for June and October 2022*. <b>RESOLVED</b> to retain on the agenda in the event that new Council members would be available to attend.		Clerk
5.2.2	NALC		
	• Chief Executive's bulletin 4, 11, 18, 25 March 2022*.		NAR
5.2.3	NY0365 Lythe Parish Council – 2021/22 AGAR external auditor instructions*. <b>RESOLVED</b> that the Clerk would progress in accordance with instructions.		Clerk
<b>6.0</b>	<b>To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk</b>		
6.1	Bin outside Sandsend South public conveniences. The Clerk advised that SBC had agreed to reinstate bins within the toilet buildings. <b>RESOLVED</b> to retain on the agenda until complete.		Clerk
6.2	Tasks for Seasonal Caretaker, including beginning of Sandsend Trail and near East Row bridge. <b>RESOLVED</b> to advise the Clerk of any tasks required who would then advise the caretaker.		Cllrs
6.3	Bus timetables in Sandsend. <b>RESOLVED</b> to review the names of stops within the Parish, then contact Arriva to determine if any updates would be made.		Clerk
6.4	Sandsend public conveniences (North and South) refurbishment. <b>RESOLVED</b> to formally thank SBC for the high standard of the newly refurbished conveniences.		Clerk
<b>7.0</b>	<b>To receive information on financial matters and approve spend</b>		
7.1	<b>Balance of accounts (both credit)</b>		
	Current	£0.05	
	Savings	£15,310.33	
7.2	<b>Money received</b>		
		£616.63	VAT refund.
		£300.00	Grant from NYMNP Lythe planters
7.3	<b>Money paid</b>		
		£1063.68	Clerk's fees Oct 21 – 31 March 22.
		£265.92	Clerk's tax.
		£70.00	Reimbursement to Clerk, SLCC fee.
7.3	Invoices, processed. As above.		

7.4	Invoices for approval (at agenda publication). <ul style="list-style-type: none"> <li>YLCA , £133, annual membership fee.</li> <li>The Conversion Company Ltd, £91.00, domain/Hosting to 01/02/23.</li> <li>TDP, £1792.45, 3 x memorial benches.</li> <li>Clerk's pay increase, £48, back pay/tax 1 April 2021 – 31 March 2022.</li> </ul> <b>RESOLVED</b> to approve the invoices and arrange payment. In addition to the above, the Clerk had purchased defibrillator pads, £56.34, <b>RESOLVED</b> to approve reimbursement to the Clerk and arrange payment.	Clerk Clerk
7.5	2022/3 budget. <b>RESOLVED</b> to approved the budget.	Complete
7.6	VAT claim. The Clerk reported that the VAT refund had been received. <b>RESOLVED</b> that, due to increased expenditure in the 2022/3 financial year, claims would be submitted 1/4ly.	Complete Clerk
7.7	Model Agreement Expenditure 2021/22*. <b>RESOLVED</b> to complete and return to SBC.	Clerk
<b>8.0</b>	<b>To receive information on actions, routine and/or urgent, carried out by Council members on behalf of LPC outside meeting (include where known prior to meeting).</b>	
<b>9.0</b>	<b>To notify the Clerk of matters for inclusion on the agenda of the next meeting</b>	
9.1	Defibrillator checks, Sandsend.	Clerk
9.2	Overnight parking of motorhomes in the main car park and in the layby to Whitby.	Clerk
<b>10.0</b>	<b>To confirm the details of the next meeting</b>	
	The next meeting was confirmed as Tuesday 10 May 2022 at 19:00 following the Annual Parish Council meeting that commences at 18:30, Lythe Village Hall.	
	..... <b>Meeting closed at 20:51.</b>	

\*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](mailto:clerk@lytheparishcouncil.org)

<b>Glossary</b>			
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 & Sandsend 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