

## LYTHE PARISH COUNCIL

### ANNUAL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD REMOTELY VIA 'ZOOM' VIDEO LINK ON WEDNESDAY 5 MAY 2021,  
COMMENCED AT 18:30

**Recording of meeting:** None made.

**Public question time:** None present.

**Present:** Councillors H Casson, D Lancaster (Vice Chairman), J Metcalfe, L Smith (Chairman), T Spark, B Williams. J A Clark (Clerk).

The Chairman and Vice Chairman stood down, the Clerk then asked for nominees for the Chairman position.

**1 TO ELECT A CHAIRMAN (LOCAL GOVERNMENT ACT 1972, SECTION 15, PARAGRAPH 2).  
RESOLVED** to elect Cllr Smith as Chairman.

**2 TO ELECT A VICE CHAIRMAN (LPC POLICY).  
RESOLVED** to elect Cllr Lancaster as Vice Chairman.

**3 TO ARRANGE FOR THE SIGNED DECLARATION OF ACCEPTANCE OFFICE FROM THE  
CHAIRMAN (LOCAL GOVERNMENT ACT 1972, SECTION 83, PARAGRAPH 4 AND VICE  
CHAIRMAN (LPC POLICY).  
RESOLVED** to obtain signed declarations. **Action:** Clerk

**4 TO RECEIVE DECLARATION OF INTEREST(S) BY MEMBERS.  
None.**

**5 TO RECEIVE APOLOGIES FOR ABSENCE, INCLUDING APPROVAL BY THE COUNCIL OF  
THE REASON.  
Apologies due to childcare issues received from Cllr Cornforth. RESOLVED** to accept the reason.

**6 TO RECEIVE A SUMMARY OF THE CHAIRMAN'S REPORT FOR THE 2020/21 YEAR.**  
When I wrote my last annual report, we were just 10 days into the first lockdown and I don't think anyone expected us to be still unable to hold indoor gatherings. But we are getting there. Whilst in no way demeaning the impact the virus has had on some individuals and their families and local businesses, the parish has fared better than many and I for one am very grateful for that.

We did however lose 2 councillors last year. Cllr Malcolm Lloyd who passed away in July after 7 Years of service to the council and Cllr Mike Norman who resigned in September after 10 Years of service. Both councillors made very valuable contributions to the parish and the council, and were difficult shoes to fill.

However, when we looked for new councillors, we were fortunate to have 2 very good candidates. Tom Spark and Bryony Williams, who have in themselves, brought very different life experiences to the council. It may seem odd to say that I have never actually met Tom other than via Zoom so I am looking forward to the re-commencement of face to face parish council meetings so that I can speak to him in person.

Last year, the Parish Council took over the responsibility of the Parish Christmas trees. So we thank Mulgrave estate for continuing to provide them, the retained firemen of Lythe station for erecting and decorating them and Tides and Broadwood Pianos for providing the electricity to power them for free. This year we hope to get an electrician to upgrade the power supply to the tree in Lythe so that we can provide it with new lights. We did receive many positive comments, with people feeling that in the strange times we were in, it was good to maintain such traditions.

Ongoing maintenance was kept to a minimum last year with the usual grass cutting, the Scarborough caretaker performing his duties over the summer and the painting of the bus shelter in Sandsend, as

well as parish noticeboards. The noticeboards are actually to be done again free of charge as the varnish has peeled badly after just one winter.

We are hopefully on our way out of the 3rd lockdown and we are already seeing day trippers and holiday makers returning to the parish and it is sometimes uncomfortably busy. However, this is a price we must pay for living in a beautiful coastal parish and be grateful for the money they are bringing in, especially for the small businesses in the area.

March saw the installation of the new fence alongside East Row. After many discussions at the parish council, it was agreed that this was the best way to stop the irresponsible and illegal parking on the verge. Once again, we have had many positive comments and, as far as I'm aware, only 1 complaint.

Does this allow us now to proceed with the installation of additional memorial benches in that area? We still have people interested in sponsoring them and this is to be discussed at the parish council meeting next week.

We are also reviewing the need for speed matrix signs at the north and south entrances to the parish and there is more about this initiative on a later slide.

The council is working towards achieving the General Power of Competence. This will give the council much more flexibility in how we raise funds and what we can spend them on. This was identified as an issue when we were discussing the purchase of the speed matrix signs as a Parish Council does not actually have the lawful power to purchase them. As such, we felt it was such an important issue that we should invest in achieving it.

Ongoing maintenance will continue with grass cutting, the refurbishment of parish council owned benches.

The precept (Parish Council tax) for this year increased by 6% which does seem a lot however –

- Reduction in contributing households
- 6% increase equates to £1.20 pa
- Band D Equivalent of £17.82 pa

For the first time whilst I have been chairman of the parish council, the agreed budget for 2021 exceeds the income expected as a result of -

- Contribution to East Row fence
- Achieving the General Power of Competence
- New matrix sign

However, the council felt that this was justified as the items we were looking to spend money on were of benefit to the parish. However, this still leaves the council with a healthy bank balance of over £4,000 so we are by no means being profligate.

For the past 4 years, we have had a contract for temporary matrix sign at the north entrance to the parish near Sport Mulgrave, and more importantly the school. This was funded by a grant from the Normanby Trust and the parish council. The last deployment is due in June this year. Knowing this, the parish council applied for and received a grant for a new matrix sign of £2,900 from the AJ1 Road Safety fund. However, we felt that we needed to be sure that there is evidence that they actually work as we were unable to find any, it was all anecdotal. It may seem as though we put the cart before the horse but we had to meet the deadline for the grant application.

To obtain this necessary evidence, we have now planned for speed monitoring strips to be installed at the 30mph sign when approaching Sandsend from Whitby, and where the temporary sign is placed in Lythe. These will be in place for one week before, and the first week of the final matrix sign deployment. Hopefully the results will prove conclusively that they do work and we can proceed with the implementation of a permanent sign at the location where it is most needed, which the council

still feels is near Lythe school. The council will fund the difference in cost which will be in the region of £1,000.

The council does not have the funds to buy the sign for Sandsend but we will look at other fund raising options such as raffles, crowd funding and all possible means of obtaining the required money. Incidentally, should the speed monitoring strips prove that matrix signs don't reduce speeds, the grant will be returned.

As usual, I have a long list of people to thank for their support of Lythe Parish Council throughout the year, and without whom, our job would be much more difficult. They are -

- North Yorkshire County Council
- North Yorkshire Police and Rescue Service
- North Yorkshire Highways
- Scarborough Borough Council
- Mulgrave Estate
- Cllr Harry Casson
- Cllrs Paul Cornforth, David Lancaster, Joyce Metcalfe, Tom Sparks, Bryony Williams

I have picked out Cllr Casson for particular mention for his dedication to the Lythe Parish Council website. If you have never looked at it, please do so for news about the parish, Scarborough and North Yorkshire councils and, if that doesn't appeal to you, hopefully the great photos will do!

My final thanks must go to Judy Clark, our Clerk, without whom my job would be nigh impossible. And finally, please don't forget that you can find contact details for the Clerk to report any problems within the Parish and keep up to date with Parish Council news and activities on our website, [www.lytheparishcouncil.org](http://www.lytheparishcouncil.org).

**7 TO APPROVE THE ASSET REGISTER.**

Subject to a minor change it was **RESOLVED** to approved the register. **RESOLVED** to clarify with the internal auditor whether additional information, such as depreciation, should be included on the register. **Action:** Clerk

**8 TO APPROVE ACCOUNTS (INTERNALLY AUDITED) FOR THE 2020/21 YEAR.**

**RESOLVED** to approve the accounts.

**9 TO CONFIRM ELECTION OF INTERNAL AUDITOR FOR 2021/2.**

**RESOLVED** to approve Mrs Heather Russell as internal auditor and confirm this with Mrs Russell. **Action:** Clerk

**10.0 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2020/21 - LOCAL COUNCILS WITH GROSS INCOME OR EXPENDITURE NOT EXCEEDING £25,000.**

**RESOLVED** to amend lytheparishcouncil.weebly.com to lytheparishcouncil.org on all AGAR documents. **Action:** Clerk

**10.1 To certify Lythe Parish Council as exempt form external audit for fiscal year 2020/21.**

As the Council had gross income/expenditure less than £25K and did not require a Limited Assurance Review, it was certified as exempt. **RESOLVED** to arrange for Exemption form to be sent to PFK Littlejohn, external auditor, by 30 June 2021. **Action:** Clerk

**10.2 To note the Annual Internal Audit Report for 2020/21 included at page 4 of the Annual Governance and Accountability Return 2020/21.**

Report noted.

**10.3 To approve Section 1 - Annual Governance Statement 2020/21 for Lythe Parish Council on page 5 of the Annual Governance and Accountability Return 2020/21.**

**RESOLVED** to approve.

**10.4 To approve Section 2 - Accounting Statements 2020/21 for Lythe Parish Council on page 6 of the Annual Governance and Accountability Return 2020/2021.**

**RESOLVED** to approve.

**10.5 To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.**

**RESOLVED** to approve the following:

- Annual Internal Audit Report for 2020/21.
- Section 1 - Annual Governance Statement 2020/21.
- Section 2 - Accounting Statements 2020/1.
- Certificate that Lythe Parish Council as exempt form external audit for fiscal year 2020/21.
- Analysis of variances.
- Bank reconciliation.
- Exercise of public rights.

**RESOLVED** to arrange for signatures and publication on the Council website.

**Action:** Clerk/Cllrs Smith & Casson

**11 PUBLIC QUESTION TIME.**

- 11.1 To discuss and make resolutions on any issues submitted to the Clerk.**  
No issues submitted.

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Meeting closed at 18:49

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