

LYTHE PARISH COUNCIL

MINUTES OF MEETING, TUESDAY 5 OCTOBER 2021, COMMENCED AT 18:30, LYTHE VILLAGE HALL

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).

ITEM	SUBJECT	ACTION
	The Chairman opened the meeting on congratulating the Clerk on the successful achievement of her CiLCA qualification.	NAR
1.0	Councillor Issues	
1.1	To receive declaration of interest(s) by members. Non pecuniary interest declared in items related to Mulgrave Estate by Cllr Spark.	Complete
1.2	To receive apologies for absence, including approval by the Council of the reason. Cllr Cornforth's apologies received after the meeting which were accepted by the Council.	Complete
2.0	Minutes of meetings	
2.1	RESOLVED that the minutes of the meeting held on 7 September 2021 were 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. RESOLVED to circulate the latest report when received.	Clerk
3.2	Planning applications to feedback to Authorities.	
3.2.1	21/00748/FL Installation of gabion retaining walls, formation of additional hard standing and widening of access road. Land Adjacent to Sandsend Beck, The Valley, Sandsend. Response sent to SBC.	Complete
3.3	Items from 'Goldsborough/Kettleiness/Lythe/Sandsend items to address. Updated spreadsheet circulated. The ongoing issue of standing water on Goldsborough Lane had been reported, RESOLVED to add this to the spreadsheet and to retain on the agenda.	Clerk
3.4	Siting of benches along East Row beck, including additional groundworks. The Clerk confirmed that: <ul style="list-style-type: none"> The dates when potential sponsors had contacted the Council expressing interest, were available. It had now been established that the land on the South side of the beck did not belong to NYH/NYCC/SBC, but ME. RESOLVED to contact ME regarding siting of additional benches on the South side of the beck. The same consultation notice used previously would be used in the event that ME grants permission to site the benches. RESOLVED to obtain up to date groundwork cost from the original potential groundwork contractor. A further contractor had been identified and had a site visit, they would provide a groundwork and bench installation quotation. RESOLVED to provide a specification to enable quotation. Bench costs had increased by £30/bench. 	Complete Clerk Complete Clerk Clerk Complete
3.5	Christmas trees, Lythe & Sandsend, including carols (carol events requested via the LPCC). The Clerk confirmed that: <ul style="list-style-type: none"> ME had confirmed that they would: <ul style="list-style-type: none"> provide Christmas trees this year. support two carol singing events around each of the Christmas trees. Noted that LPCC would consider on 6 October whether both Lythe and Sandsend required events as there were a number of events planned for Sandsend. RESOLVED to feedback their decision to the November meeting. The retained fire fighters had agreed to erect the trees/lights. Two quotations received for updated external electrical socket at Lythe. RESOLVED to progress the lower quotation with that contractor. RESOLVED to check with the PCC at their meeting on 6 October, whose responsibility it will be to organise the carol singing events. 	Complete Clerk Complete Clerk Clerk

ITEM	SUBJECT	ACTION
3.6	<p>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 confirmed that:</p> <ul style="list-style-type: none"> The matrix sign cost was still £3250, plus £250 for installation of a post on a site used previously or £500 for installation of a post on a new location. Noted that the supplier was sending a formal quotation. There is one sign acceptable to NYH and they had recommended a portable sign as they deemed these were most effective. Noted that portable signs could only be placed in locations where posts were installed. RESOLVED to send photographs of proposed location in Lythe to NYH for them to determine whether or not it was appropriate, following which, the appropriate landowner would be contacted for installation permission. Still awaiting confirmation from NYH as to whether or not they; <ul style="list-style-type: none"> would install further rumble strips or refresh current ones. could install additional repeater mileage signs. could recommend any particular type of village Gateway sign. <p>RESOLVED to progress again and retain on the agenda.</p> <ul style="list-style-type: none"> NYH had confirmed that any cost of a village gateway sign would be borne by LPC. 	<p>Complete</p> <p>Complete</p> <p>Complete Clerk</p> <p>Clerk</p>
3.7	Replacement sign for the Roman Signal Station Goldsborough. No further updates from Cllr HC. RESOLVED to continue to progress.	Cllr HC
3.8	New Code of Conduct produced by The Local Government Association*. RESOLVED to contact YLCA to determine if a recording of the training was available and the cost involved.	Clerk
3.9	Additional policies/procedures for LPC. RESOLVED to adopt the new Training & Development policy. Following review of the current Co-option and Complaints policies by the Chairman and Clerk, with a minor revision to the Co-option policy RESOLVED that no further changes were necessary. RESOLVED to add appropriate document footnotes and add to the LPC website.	Clerk Cllr HC
3.10	YLCA, The Queen's Platinum Jubilee Beacons 2 June 2022*. Additional email from Mickleby PC*. RESOLVED to contact Mickleby Parish Council to determine whether or not an open gardens event in Mulgrave Castle grounds would be suitable for the jubilee celebration. If this was the case, LPC to contact ME to determine if this was possible. Once this was clarified, RESOLVED to establish a joint working group with Mickleby and Ugthorpe Parish Councils, subject to volunteers being available from LPC.	Clerk Clerk
3.11	North Yorkshire Police, new PCSO*. RESOLVED to invite the PCSO to a future meeting.	Clerk
3.12	Sandsend Seasonal Caretaker. The Clerk confirmed that she had spoken to the Seasonal Caretaker's, manager who had confirmed; <ul style="list-style-type: none"> Neil will finish work in the Parish at the end of October. it could not be confirmed whether or not he will be deployed to Sandsend next season. it would be acceptable to give him a reward for the superb job he has done, but this must not be monetary as this would have tax implications. RESOLVED to purchase a gift card for £100 for Neil. 	Clerk
4.0	Planning Issues	
4.1.	To consider the following planning applications	
4.1.1	NYM/2021/0705/LB Application for Listed Building consent for installation of replacement windows and doors, installation of 2 no. rooflights and oil-fired boiler together with internal works including but not limited to the creation of internal doorway, installation of log burner and retention/replacement of doors/architraves at Raw Pastures Farmhouse, Goldsborough. RESOLVED that there were no objections to the application and to advise NYMNPA of this.	Clerk
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
4.2.1	Upgrade of existing junction onto A174, widening of access road, installation of footpath and pedestrian footbridge. Existing junction onto A174 And Access Road/track At East Row, Sandsend. Permitted with Conditions.	

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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"> Have Your Say on SBC Services*. Reply by 31 October. 	NAR						
	<ul style="list-style-type: none"> Housing Strategy Consultation, respond by 5 November 2021 (briefing session can be arranged if required)*. 	NAR						
5.1.2	NALC policy consultation briefing – Local Nature Recovery Strategies*.	NAR						
5.1.3	NYMNPA							
	<ul style="list-style-type: none"> Coastal Area Parish Forum - Monday, 25 October 2021 at 19.00. As there was no one available to attend, RESOLVED to send apologies. 	Clerk						
	<ul style="list-style-type: none"> Invitation to Parish Planning Training - Thursday, 21 October 2021 at 17.15. RESOLVED that the Clerk would attend by video link and report back. 	Clerk						
5.1.4	YLCA							
	<ul style="list-style-type: none"> Queen's Green Canopy Initiative - Plant a Tree for the Jubilee*. 	NAR						
	<ul style="list-style-type: none"> Complaint (sic) Councils Hub - Breakthrough Communications*. RESOLVED that this was deemed an unnecessary expense and would not be progressed. 	Complete						
	<ul style="list-style-type: none"> Understanding the Local Government Association (LGA) Code of Conduct for Local Councils Webinar Session – Wednesday, 6 October 2021 6.30pm to 8.00pm. See 3.8. 							
	<ul style="list-style-type: none"> Scarborough Branch Meeting - Thursday, 7 October 2021*. RESOLVED that as no one was available to attend, apologies would be tendered. 	Clerk						
5.2	Correspondence for information (excluding financial matters included in 7.0)							
5.2.1	YLCA							
	<ul style="list-style-type: none"> Law And Governance Bulletin – 3 September 2021. 	NAR						
	<ul style="list-style-type: none"> White Rose Update 10 September 2021*. 	NAR						
	<ul style="list-style-type: none"> North Yorkshire Funding Summit 30 September 2021*. 	NAR						
	<ul style="list-style-type: none"> Ministry of Housing, Communities and Local Government name change*. 	NAR						
5.2.2	Cllr David Chance, Team North Yorkshire Weekly Bulletin, 15, 22 September 2021*.	NAR						
5.2.3	NALC, Chief Executives Bulletin 10, 17, 24 September 2021*	NAR						
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk							
6.1	LPC to confirm and adopt the General Power of Competence as an eligible Council*. As LPC meets the two eligibility criteria to adopt the Power, i.e., two thirds of the Councillors are elected and has a CiLCA qualified clerk, RESOLVED to adopt the Power which remains in place until the next 'relevant' annual meeting i.e., the annual meeting of the council after the next ordinary election has taken place.	Complete						
6.2	Overnight sleeping in campervans/motorhomes etc. in Sandsend (North) car park and the pay & display layby on Sandsend Road. RESOLVED to clarify with SBC whether or not the ban on overnight sleeping in motorhomes/camper van is enforceable in Sandsend (North) car park. NB: the layby on Sandsend Road is outside Lythe parish boundary.	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>£12,201.82</td> </tr> </table>	Current	£0.05	Savings	£12,201.82			
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7.2	Money received							
	<table border="1"> <tr> <td></td> <td>£2,275.50</td> <td>SBC Precept</td> </tr> <tr> <td></td> <td>£367.04</td> <td>SBC Model Agreement</td> </tr> </table>		£2,275.50	SBC Precept		£367.04	SBC Model Agreement	
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	Money paid							
	<table border="1"> <tr> <td></td> <td>£24.75</td> <td>Lythe Village Hall</td> </tr> <tr> <td></td> <td>£40.00</td> <td>Information Commissioners Office</td> </tr> </table>		£24.75	Lythe Village Hall		£40.00	Information Commissioners Office	
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7.3	Invoices, processed. As above.							
7.4	Invoices for approval (at agenda publication). Lythe Village Hall hire £13.50, NYCC speed monitoring strips £396.00. RESOLVED to approve, arrange payment.	Clerk						

ITEM	SUBJECT	ACTION
7.5	2021/2 Spend vs budget*. A spreadsheet had been circulated. Noted that there had been a reduction of £422.13 in the amount of model agreement paid due to there being less money spent on grass cuts in the previous financial year.	Complete
7.7	Clerk's fees payment/tax. RESOLVED to pay £1329.60 and arrangement payment of salary/tax.	Clerk
7.8	Reimbursement of CiLCA fees for the Clerk. Following the Clerk's achievement of CiLCA RESOLVED to reimburse £610 for the fees paid.	Clerk
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	Arranged for the removal of racist graffiti and excrement from walls/floor/door of Sandsend (North) toilets. RESOLVED to obtain details of the toilet refurbishments.	Clerk
8.2	Completion of monitoring form, locality budget funding. The Clerk advised that the form in respect of the Boatstand, Sandsend had been completed and returned.	Complete
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
9.1	Future of LPC following devolution.	
9.1	Community engagement.	
10.0	To confirm the details of the next meeting	
	The next meeting was confirmed as Tuesday 2 November 2021, 18:30, Lythe Village Hall.	
 <i>J A Clark, Clerk/Responsible Financial Officer to the Council</i>	

*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