

LYTHE PARISH COUNCIL

MINUTES OF MEETING, TUESDAY 6 JULY 2021, COMMENCED AT 18:30, LYTHE VILLAGE HALL

Recording of meeting: None made.
Public question time: None present.
Present: Councillors H Casson, P Cornforth, D Lancaster (Vice Chairman), 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. None.	
1.2	To receive apologies for absence, including approval by the Council of the reason. Apologies received for the June meeting from Cllr Cornforth due to change of date. Apologies received for this meeting from Cllr Spark due to childcare issues and Cllr Metcalfe due to her Husband's bereavement. RESOLVED to accept the apologies and reasons.	Complete
2.0	Minutes of meetings	
2.1	To confirm the minutes of the meeting held on 1 June 2021. RESOLVED that the minutes 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. Circulated.	Complete
3.2	Planning applications to feedback to Authorities.	
3.2.1	NYM/2020/1018/FL Revised plan - Application for change of use of sawmill timber yard to visitor car park with associated works including surfacing, installation of associated infrastructure (pay stations, cctv poles, cycle stands/lockers, electric vehicle charging points, boundary treatment and signage) construction of vehicle bridge and creation of section of footpath at Former Saw Mill Timber Yard, East Row, Sandsend. Feedback sent.	Complete
3.2.2	20/02831/FL 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. Feedback sent.	Complete
3.2.3	21/01097/HS, Haywood East Row Sandsend. Single storey side/rear extension*. Feedback sent.	Complete
3.2.4	21/00940/FLA - South Villa East Row Sandsend Variation of condition 1 on decision 20/00671/FL to allow alterations to roof of rear extension*. *. Feedback sent.	Complete
3.3	Items from 'Goldsborough/Kettleness/Lythe/Sandsend items to address. Updated circulated, retain on agenda. RESOLVED to check when potholes on Goldsborough Lanes would be attended to as well as progressing other issues.	Clerk
3.4	Siting of benches along East Row beck (including additional groundworks) and fencing. Still awaiting contact from NYH regarding siting two benches on the South side of the beck. RESOLVED to progress again.	Clerk
3.5	Christmas trees, Lythe and Sandsend. Further information sent to Hume Electrical to enable a quotation to be provided. Retain on agenda.	Clerk
3.6	AJ1 Project Road Safety Fund*, inc. potential funding sources for additional matrix sign and feedback to police on work to date. To include data on speed research recently carried out. RESOLVED to discuss further traffic calming measures, particularly in Lythe, with Cllr Chance and NYH. RESOLVED to retain on the agenda.	Clerk/Cllr LS Clerk
3.7	Replacement sign for the Roman Signal Station Goldsborough. As there were still a number of organisations that had not responded to the second email request it was RESOLVED to contact the following organisations for a response: <ul style="list-style-type: none"> • Whitby Museum. • NYCC and the remaining organisations. 	Cllr LS Clerk
3.8	Lythe War Memorial – whether or not further restoration required. The Conservation Officer at NYMNPA had advised that further restoration not required at present.	Complete

3.9	New Code of Conduct produced by The Local Government Association*. YLCA had confirmed that they anticipated received training material shortly and then training and the new code of conduct could be issued. RESOLVED to retain on agenda.	Clerk
3.10	Obtaining .gov email addresses and domain name. YLCA had advised that changes were not required, RESOLVED that no further work required. A discussion ensued regarding the removal of 'Weebly' on the website address to avoid confusion in the future. RESOLVED to progress with the Computer Centre.	Complete Cllr HC
3.11	Welcome Back funding grant offer, respond by 30 June 2021*. Application sent and grant money confirmed for the matrix sign. RESOLVED to retain on agenda.	Clerk
3.12	SBC, Design Vision and Characterisation - Town/Parish Council and Civic Society Discussions, Videocon 2 June 2021*. Clerk had attended and gave a very brief report on the meeting.	Complete
3.13	Additional policies/procedures for LPC, including dealing with anonymous correspondence. Policy statement on dealing with anonymous correspondence added to website. RESOLVED that additional policies/procedures would be developed over the coming months and presented to the Council from September 2021 onwards.	Complete Clerk
4.0	Planning Issues	
4.1.	To consider the following planning applications	
4.1.1	NYM/2021/0401/FL, for replacement of existing French doors and window with bi-fold doors at Voebroch, Kettleless*. RESOLVED no objections, advise NYMNPA.	Clerk
4.1.2	21/01384/HS Erection single storey side extension with balcony and one and two storey, rear extension. Craigmere East Row Sandsend*. RESOLVED no objections, advise SBC.	Clerk
4.1.3	NYM/2020/1018/FL Revised plan - Application for change of use of sawmill timber yard to visitor car park with associated works including surfacing, installation of associated infrastructure (pay stations, cctv poles, cycle stands/lockers, electric vehicle charging points, boundary treatment and signage) construction of vehicle bridge and creation of section of footpath at Former Saw Mill Timber Yard, East Row, Sandsend. RESOLVED as comments had already been sent, no further action required.	NAR
4.1.4	20/02831/FL 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. RESOLVED as comments had already been sent, no further action required.	NAR
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
4.2.1	21/01097/HS, Haywood East Row Sandsend. Single storey side/rear extension*. Permitted with conditions.	
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	YLCA <ul style="list-style-type: none"> The Queen's Platinum Jubilee Beacons - 2nd June 2022*. RESOLVED to send information to Lythe Village Hall committee and Fire Brigade. 	Clerk
5.1.2	SBC <ul style="list-style-type: none"> Public Space Protection Order (PSPO) Car Cruising, respond by 16 July 2021*. 	NAR
5.1.3	North Yorkshire Fire & Rescue, Request to Work Together*. As the role of the Fire & Rescue Service had changed, RESOLVED to invite to a future meeting.	Clerk
5.1.4	NYCC, Renewal of Subsidised Local Bus Services Scarborough and Selby Areas*.	NAR
5.1.5	North Yorkshire Police, Fire and Crime Panel seek independent co-opted members, respond by 15 July 2021*.	NAR
5.1.6	North Yorkshire Police, Community Messaging Service*. RESOLVED not relevant.	Complete
5.2	Correspondence for information (excluding financial matters included in 7.0)	
5.2.1	YLCA <ul style="list-style-type: none"> White Rose Update 28 May, 18 June 2021*. YLCA website – Councillor's log-in updated June 2021*. Law and Governance Bulletin 16 June 2021*. 	NAR NAR NAR
5.2.2	Cllr David Chance,	

	<ul style="list-style-type: none"> Team North Yorkshire Weekly Bulletin – 2, 9, 23 June 2021*. 	NAR
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	Budget. Spreadsheet on budget and spend @ 5 July 2021 circulated.	Complete
6.2	Grass cutting. First cut undertaken.	Complete
6.3	Sandsend Trail. Information received from NYMNPA on work regarding the landslip and alternative route circulated.	Complete
6.4	Timing of future meetings. RESOLVED to retain commencement time as 18:30.	Complete
7.0	To receive information on financial matters and approve spend as appropriate	
7.1	Balance of accounts (both credit)	
	Current £0.05	
	Savings £10,324.91	
7.2	Money received	
	£0.00	
	Money paid	
	£412.61	BHIB, parish council insurance (approved by three signatories outside formal meeting).
	£91.00	The Conversion Company, domain hosting
7.3	Invoices, processed. As above.	
7.4	Invoices for approval (at agenda publication). None, however one for £14.39 for Zoom (June) and one for Ink Cartridges for £38.49 for the Clerk. RESOLVED to arrange reimbursement.	Clerk
7.5	AGAR forms. Despatched and on LPC website.	Complete
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).	
	None.	
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
	None.	
10.0	To confirm the details of the next meeting	
	The next meeting was confirmed Tuesday 7 September 2021, unless urgent business required in the interim.	
 Meeting closed at 19:44.	

*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 Website: www.lytheparishcouncil.org

Glossary			
AGAR	Annual Governance and Accountability Return	NYH	North Yorkshire Highways
CCG	Clinical Commissioning Group	NYMNPA	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
NYFRS	North Yorkshire Fire and Rescue Service		