

LYTHE PARISH COUNCIL

MINUTES OF MEETING, TUESDAY 7 DECEMBER 2021, COMMENCED AT 18:30, LYTHE VILLAGE HALL

Recording of meeting: None made.
Public question time: None present.
Present: Councillors D Lancaster (Vice Chairman), L Smith (Chairman), T Spark, J A Clark (Clerk).

ITEM	SUBJECT	ACTION
1.0	Councillor Issues	
1.1	To receive declaration of interest(s) by members. Cllr Spark declared a non-pecuniary interest in any item relating to ME.	
1.2	To receive apologies for absence, including approval by the Council of the reason. Apologies received from Cllrs Casson, Cornforth and Metcalfe, the reasons were approved by the Council. Cllr Williams not present.	Complete
2.0	Minutes of meetings	
2.1	It was RESOLVED that the minutes of the meeting held on 2 November 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. Two reports had been circulated since the last meeting. Introduction of PCSO to the Council. RESOLVED that as a number of Cllrs had tendered apologies, the new PCSO would be invited to a future meeting.	Complete Clerk
3.2	Planning applications to feedback to Authorities.	
3.2.1	21/02230/HS Erection of single storey rear extension 21 Meadowfields Sandsend. Comments sent to SBC.	Complete
3.3	Items from 'Goldsborough/Kettleiness/Lythe/Sandsend items to address. Updated SS circulated, RESOLVED to retain on the agenda.	Clerk
3.4	Siting of benches along East Row beck, including additional groundworks. RESOLVED to contact those who had expressed interest initially to advise them of the cost of sponsorship i.e., £1400/bench to include maintenance costs to confirm whether not they wished to progress sponsorship.	Clerk
3.5	Christmas trees, Lythe & Sandsend, including carols (carol events requested via the PCC). The Clerk reported that; <ul style="list-style-type: none"> The contractor had installed the new socket in the timescale requested. It had been suggested to the LSPCC that they may want to have a joint carol singing event with The Stiddy on 19 December. Christmas trees had been installed first week in December. RESOLVED to liaise with Fraser Camfield regarding loan of extension lead to enable lights illumination. RESOLVED to send email to ME thanking the Estate for the trees. 	Complete NAR Cllr TS Clerk
3.6	AJ1 Project Road Safety Fund and Welcome back funding*, inc. potential funding sources for additional matrix sign. The Chairman and Clerk reported on the correspondence and meeting held with R Childerhouse on behalf of ME who had advised that a formal response from ME would be unlikely this year. RESOLVED that should there be no response by the January LPC meeting, an alternative approach on matrix installation would be discussed. RESOLVED to progress additional traffic calming measures again with NYH.	Clerk Clerk
3.7	Replacement sign for the Roman Signal Station Goldsborough. Cllr Casson had circulated latest update to the Council. RESOLVED to retain on the agenda.	Clerk/Cllr HC
3.8	New Code of Conduct produced by The Local Government Association*. RESOLVED to circulate slides in preparation for discussion at the February Meeting.	Clerk
3.9	Additional policies/procedures for LPC. RESOLVED to discuss at the next meeting.	Clerk
3.10	YLCA, The Queen's Platinum Jubilee Beacons 2 June 2022*. Further to the suggestion by Mickleby Parish Council to hold a joint event, they had confirmed that they would discuss this issue with ME. RESOLVED that no further action required currently by LPC.	Complete
3.11	North Yorkshire Police, new PCSO*. See 3.1.1. above.	NAR

ITEM	SUBJECT	ACTION
3.12	Sandsend Seasonal Caretaker. A letter of thanks and gift voucher had been sent to Neil as a token of appreciation of his hard work in the Parish, letter copied to his manager.	Complete
3.13	Interim Polling District Review 2021, respond by 5 November 2021*. Response sent.	Complete
3.14	Bilsdale Mast and lack of TV services – information to pass to residents*. Notices posted on boards. Noted that additional issues had arisen today.	Complete NAR
3.15	NALC Chief Executives Bulletins, survey on remote meetings*. Survey submitted.	Complete
3.16	NALC New guide on website accessibility*. RESOLVED to discuss at the next meeting.	Clerk/Cllr HC
3.17	NYCC, The new Council for North Yorkshire,	
	<ul style="list-style-type: none"> Parish & Town Council briefings, including election costs, on either 1 or 3 December 2021*. Main issue arising was that there would be parish council elections in May 2022 and those elected will serve for five years rather than four. RESOLVED to circulate slides and information. RESOLVED to include money for election in the 2022/3 budget. 	Clerk Clerk/Cllr LS
	<ul style="list-style-type: none"> An update on progress towards a new single council for North Yorkshire, Issue 1. 	NAR
3.18	Excavation works at the entrance to The Valley, Sandsend. RESOLVED that as there had been no response from SBC and that the person who had raised concerns initially had changed email address and was not contactable, no further action would be taken.	Complete
3.19	Community engagement. RESOLVED to include on agenda when more Councillors in attendance.	Clerk
3.20	Sandsend toilets refurbishment. RESOLVED that as work had commenced in line with the project plan circulated previously, no further action required.	Complete
4.0	Planning Issues	
4.1.	To consider the following planning applications	
4.1.1	NYM/2021/0870/FL Application for construction of single storey garden room extension at Seatoller, Kettlewell. No objections, RESOLVED to advise NYMNP.	Clerk
4.1.2	21/02356/HS Demolition of existing annexe and erection of new annexe, Spindrift The Old Steps The Parade Sandsend. No objection, RESOLVED 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	21/02230/HS, 21 Meadowfields Sandsend, Erection of single storey rear extension. Permitted with Conditions.	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"> Scarborough & Whitby Area Constituency Committee, 3 December 2021 10.30*. 	NAR
5.2	Correspondence for information (excluding financial matters included in 7.0)	
5.2.1	YLCA	
	<ul style="list-style-type: none"> White Rose Weekly Bulletin 5, 12, 19, 26 November 2021*. 	NAR
5.2.2	NALC	
	<ul style="list-style-type: none"> Chief Executive's bulletin 5, 12, 19, 26 November 2021*. 	NAR
5.2.3	Extra Care Housing – Whitby, proposal to develop housing on Whitby hospital site*.	NAR
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	Title of Chairman of Lythe Parish Council. RESOLVED to include on agenda when more Councillors in attendance.	Clerk
6.2	Defibrillator checking dates 2022. RESOLVED to include on agenda when more Councillors in attendance.	Clerk
6.3	Meeting dates 2022/3. RESOLVED to include on agenda when more Councillors in attendance.	Clerk

ITEM	SUBJECT	ACTION
7.0	To receive information on financial matters and approve spend as appropriate	
7.1	Balance of accounts (both credit)	
	Current £0.05	
	Savings £9695.27	
7.2	Money received	
	£0.00	
	Money paid	
	£67.20 MC Electrical, new external socket.	
7.3	Invoices, processed. As above.	
7.4	Invoices for approval (at agenda publication). <ul style="list-style-type: none"> £100 reimbursement to the Clerk for LPC computer repair. £2.69 reimbursement to the Clerk for 1st class signed for letter to Seasonal Caretaker. Post agenda publication £38.49 reimbursement to Clerk for ink cartridges. RESOLVED to arrange payment.	Clerk
7.5	Maintenance fee for Lythe Gardening Club. RESOLVED to arrange payment of £75.	Clerk
7.6	Contribution to LSPCC towards churchyard maintenance. RESOLVED to arrange payment of £250.	Clerk
7.7	SBC Model Agreement Estimates 2022/23 (required by 31 December 2021) and Parish Council Precept 2022/23 (required by 31 January 2022)*. RESOLVED to return Model Agreement estimates. RESOLVED to complete work on precept requirements for discussion at the next meeting.	Clerk Clerk/Cllr LS
8.0	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).	
	None.	
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
9.1	Sandsend matrix sign.	
9.2	Slipway Sandsend, rebar sticking out of concrete causing safety concerns, raise with SBC.	Clerk
9.3	Collection of bins from properties alongside Lythe Community Shop. RESOLVED to check if bins could be collected from allocated bin store as wind was causing bins to topple over in their current location.	Clerk
9.4	Monks Trod path in Lythe, confirm the possibility of reinstatement. RESOLVED to visit site and subsequently discuss with NYMNPA.	Clerk/Cllr TS/LS
10.0	To confirm the details of the next meeting	
	The next meeting was confirmed as Tuesday 4 January 2022, 18:30, Lythe Village Hall.	
 Meeting closed at 19:27.	

*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	NYMNPA	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