

Lythe Annual Parish Meeting 2017
Monday 3 April 2017, commenced at 19:00, Lythe Village Hall

Present: Cllr John Nock, Dougie Raine, Irene Raine, Yvonne Coates, Joan Lancaster, Joyce Metcalfe, Harry Casson, David Lancaster, Michael Norman, Adrian Wood, Carly Crooks, Maureen Dobson, Malcolm Lloyd, Chris Troughton, Robert Childerhouse, Paul Cornforth, Clare Churley, Liz Smith (Chair, Lythe Parish Council), Judy Clark (Clerk to Lythe Parish Council).

1.0 Liz Smith, Chair of Lythe Parish Council welcomed everyone to the meeting.

2.0 Approval of minutes of the meeting held on 4 April 2016.

The minutes of the meeting were proposed as a true and accurate record by Harry Casson, seconded by Michael Norman and were duly signed by Liz Smith, Chair of the Parish Council.

3.0 Presentations/Reports from local groups

3.1 Lythe Parish Council Report for the year 2016/17 – Liz Smith

This year has been a very busy one for the Parish Council and our Clerk. We have seen a number of successful initiatives, as well as what could be deemed as business as usual, maintaining, improving and keeping the parish safe for its residents and visitors alike.

The housekeeping tasks have included:

- Reporting faulty street lights,
- Reporting missing and damaged street signs,
- Requesting the maintenance of memorial benches by Scarborough Borough Council and North York Moors,
- Requesting repair work to pavements and gullies in Lythe, the turning circle in Kettleiness and renewal of yellow lines throughout the Parish
- Requesting new beach signage in Sandsend
- Arranging grass cutting
- Beach cleaning events and many thanks to residents and councillors for taking part in these.

We have also shown that we're not afraid of rolling our sleeves up literally and putting on our Marigolds, doing tasks ourselves where we can e.g. emptying overflowing litter bins by councillors and the clerk last summer. It made us realise what a great job SBC operatives do!

We have continued to support the local community through donations to:

- The Lythe Gardening club who do a fantastic job maintaining the flowers beds in the parish.
- The RNLI who, through the deployment of lifeguards on Sandsend beach, keep residents and visitors' safe throughout the year.
- Lythe PCC for the maintenance of the churchyard.
- The Village Hall for the Queen's 90th birthday celebrations.
- The Good Neighbour Transport Service

In May we got the news that Scarborough Borough Council were threatening to close the public conveniences, not only in Sandsend but also in other seaside resorts. Whilst Whitby and Robin Hoods Bay have decided to take over the running of some of their toilets, it became

clear very early on that it would be impossible for us in Lythe to do the same. Whilst SBC continue to delay the final decision on the fate of the toilets, this meeting gives me the opportunity to thank our residents and visitors for signing the petition and for writing letters of support for them to remain open. Whilst we don't yet know the outcome of the consultation, we are optimistic that they will remain open.

Last summer also saw the completion of the work by Balfour Beatty to install the new revetment and the improvements to stabilise Sandsend road. North Yorkshire County Council Highways completed this work with the great improvements made to the footpath between Sandsend and Whitby. Despite the disruption caused by both sets of work, they have greatly enhanced the safety of Sandsend and improved the beach area.

An area the Parish Council takes very seriously is road safety. To this end we have arranged for a number of dropped kerbs to be installed to enable disabled pedestrians to cross our busy roads more safely. Also, following a number of speed awareness campaigns by the Police, we have asked North Yorkshire County Council to install a speed matrix sign at the entrance to Lythe village, near the Mulgrave Sports Association. This will be in place 3 times a year for a total of 18 weeks, and for 4 years, hopefully commencing this week. Unfortunately, the £1500 cost of this per annum could not be met totally out of Parish Council reserves so we deemed it necessary to increase the precept by 15.7%, in order to raise £500 towards the cost. We hope you agree that it is money well spent? We also unsuccessfully applied to North Yorkshire Moors National Park for a £500 grant and will also be writing to the Normanby Trust for a contribution.

On the same theme, I am pleased to see that the new pedestrian footbridge over East Row Beck has been installed before the summer. We lobbied hard for this and our thanks to North Yorkshire County Council for listening to our concerns following the terrible accident several years ago and I for one will feel much safer when crossing over the beck.

This year also saw Lythe Parish Council join the 21st century with the development of our website, www.lytheparishcouncil.org, and the setting up of individual email addresses for each councillor, and the clerk. The website allows the Parish Council to satisfy legislative requirements for Smaller Councils and was the result of hard work by Councillor Harry Casson. If you haven't visited it yet, please can I encourage you to do so, if only to see the great photos taken by Harry! The website will also keep you up to date with what the Parish Council is doing as we publish meeting agendas and minutes on the website, the latest Parish news, as well as our policies, procedures and financial information on there.

We are continuing to nurture our relationships with SBC, NYCC and Mulgrave Estate. Mr Childerhouse from Mulgrave Estate attended our February meeting and already a number of the issues we highlighted to the Estate have been resolved, and others are underway. We hope to make this a regular invitation and it is encouraging to see Mr Childerhouse and Councillor Nock here this evening.

I would like to thank my colleagues on the council, Harry Casson, Paul Cornforth, my vice chairman David Lancaster, Malcolm Lloyd, Mike Norman, and of course, Judy Clark our clerk. This year saw the resignation of Councillor Graham Templeton who, after successfully serving the council for over 6 years as Councillor, vice and chairman, decided to move on to pastures new in Whitby. So, I'd like to use this opportunity to formally thank him for his great contribution

and to welcome our newest Councillor, Joyce Metcalfe. It is great to see another Lythe resident on the council.

We hope you agree that the Parish Council help to keep Lythe parish a beautiful place to live and visit.

3.2 Mulgrave Bowling Club – David Lancaster

Mulgrave Bowling Club has completed its 6th full season, and had a very successful year. We came top of the Scarborough Veterans Second Division and were runners up in the Scarborough Veterans Cup. The club finished in the top half of the Langbaugh Triples League.

We had a full season of friendlies & we are looking forward to playing some new fixtures in the new year. The business league has been another success, & has helped provide an interest in the sport of bowls.

Our greatest problem is membership and we are always trying to find ways of increasing that.

The internal tournaments have been a success with some very exciting matches producing close results.

The social and fundraising side has been popular, with quizzes, domino evenings, and the annual dinner and prize giving.

The club has excellent facilities, and probably the best green in the area, maintained by a dedicated team of volunteers, for which we are truly grateful.

Anybody wishing to play can turn up at the green or contact a member of the committee. We look forward to the start of the new season.

3.3 Sport Mulgrave – Irene Raine

Sport Mulgrave continues to provide an inclusive and first-class facility for all within the Mulgrave and Esk Valley areas, enabling people to participate and spectate at a wide range of sporting activities that cater for all ages and abilities.

The new junior pitches have made it possible for more children to access sport and this, in conjunction with the developing and strengthening partnership that has been formed with Lythe C of E School, aims to develop an interest and enthusiasm in sporting activities by young people from an early age that will continue through their lives.

The Mulgrave 10k run is now an integral part of the local sporting calendar and the annual event takes place in June.

The team at Sport Mulgrave is dedicated to the promotion of sporting activities within the area and has held numerous fund raising activities throughout the year to ensure that the facility continues to thrive and develop.

3.4 St Mary's Church, Sandsend, Restoration Appeal - Read on behalf of Mike Russell

A well supported public meeting was held in St. Mary's Church in August following the announcement from Lythe Parochial Church Council of it's possible closure. The PCC advised that a recent quinquennial report had highlighted major maintenance work required to be carried out to the Church, which unfortunately, Lythe PCC do not have the funds to enable this to be done. An estimate had been obtained in the region of £25,000. Various ideas and suggestions for fund raising were discussed at the meeting.

Following this meeting a team of 6 residents volunteered to form a steering group to see if it was possible to raise the funds. After discussion of the various suggestions made at the public meeting it was decided to write/email as many property owners, residents and anyone

connected to Sandsend, asking if they would be happy to pledge a sum of money to help towards the repairs. The PCC at this stage agreed that the Church would remain open if the £25,000 was raised. The response from the people of Sandsend and further afield has been phenomenal, and in excess of £25,000 raised within 3 months. At this point it was discussed whether it would be beneficial to try and look at using the Church for some Community events as there is no such place following the loss of the Village Hall several years ago. It was suggested that kitchen and toilet facilities be installed allowing events to take place in addition to a place of worship. The figure of £25,000 was then increased to between £50,000 and £60,000. A recent fundraising community event, a Safari Supper, was kindly organised by Helen Lloyd with a total of approx. 70 people attending. The event raised in excess of £2000 for the Appeal.

The Steering Group are now in the process of having plans drawn up, ready to present to Lythe PCC, Lord Normanby and the Diocese to obtain a faculty. It is hoped that once this has been obtained both the maintenance and refurbishment works can be carried out together, to keep the disruption to a minimum, wherever possible.

The Steering Group is also looking into the possibility of obtaining grant funding for roof insulation and the installation of a new heating system. This is still in the very early stages and if no funding is available then this will not be carried out.

The Steering Group feel that carrying out the repairs and refurbishment would make the Church a more pleasant place for worship and a Community base for the village. It will also enhance the fabric of the building and make the Church more economic to run.

On behalf of the Steering Committee I would like to say a huge thank you to the community of Sandsend and outside area for their wonderful support and generosity for this Appeal. I would also like to thank Lythe Parochial Church Council who have fully supported us from the very beginning of the Appeal.

3.5 Lythe Village Hall Report from 2016/7 – read on behalf of Janette Trowsdale

During the last year, there have been a number of organisations that have used the Hall for meetings, for example the Parochial Church Council, Lythe Parish Council and recently Lythe Young Farmers. Barnby Show hold their Annual General meeting in the hall.

There are exercise classes weekly and classes twice a week (these finished last Summer, but hopefully will recommence this Summer.

Art classes are held weekly and this group meets throughout the year. In addition, there have were two art exhibitions in 2016 and currently one booked for this year.

We have held children's parties at the Hall and a toddler group meets fortnightly throughout the school term.

A lunch club takes place monthly enabling people to meet up and chat whilst having a delicious meal.

A wedding took place in 2016 and we are holding a wedding /party venue exhibition on the 9th April to promote the Village Hall and a whole range of associated local suppliers. The Hall has also been an ideal venue for Christenings/naming ceremonies.

Lythe Early Music Group book each year for a week as they find the venue perfect for their needs.

We have held a number of Antique Fairs and we hope that the organisers will use the facility in the future.

In 2016 the Whitby WI held their annual show at the Hall, good that the news has spread that the facility can be used by organisations outside the Parish.

Lythe Show holds the event in the Hall every year and we are hoping that show will continue to grow and attract more exhibitors and visitors.

We are currently in the process of applying for a grant to install WIFI in the hall so it can be used at meetings and, hopefully, set up an internet cafe for provide help and support in computer skills.

As can be seen from the above, the Hall can be used for so many different activities and we hope to continue to grow and develop it as a first-class facility.

3.6 Lythe Gardening Club – Clare Churley

The Club has allotments in Lythe and Sandsend, the latter having been cleared and then planted with dwarf fruit trees. The Club also plants/maintains the flowerbeds in Sandsend and planters in Lythe. The Club meets weekly on a Monday from 10:00 – noon and new members would be most welcome.

3.7 Lythe Community Shop – Clare Churley

The shop is doing very well, so much so that whilst the shop is mainly run by volunteers, an apprentice has been employed. It is hoped that the derelict garden at the rear of the shop can be transformed in to a tea garden, this will require an enhanced kitchen and enable baking to be done on the premises.

There is a concern that the shop may affect Sandsend stores and it does not want to do this but to provide a service that would not otherwise be available.

The shop committee would benefit from some finance/business assistance and this is currently being investigate.

Parking directly outside the shop can cause issues, it was agreed that the possibility of installing a no parking sign outside the shop would be investigated with North Yorkshire Highways.

LPC Clerk

3.8 First Responder Vehicle, Lythe – Chris Troughton

The history of the need for the vehicle was outlined, including the fact that there were two fire appliances, the first one covering the Moor road/Staithes/Sandsend and the second covering Danby/Whitby.

The initial first responder vehicle had been allocated in December 2015 and located outside the immediate area and therefore couldn't respond quickly enough.

There are currently two individuals trained as first responders, they received 2/3 calls a week and have responded to 100 calls in the last nine months.

Current issues within the community

- The need for the double yellow lines leading in to The Valley at Sandsend and East Row was raised, the Chair of LPC confirmed that these would be raised with NYH when building works were complete. **LPC Clerk**
- There was concern raised that the woodwork on the new pedestrian footbridge on East Row had not been painted/varnished. The Parish Council had been informed that this would be completed in due course.
- Concerns were expressed regarding the number of wheelie bins being left out in Sandsend, particularly on The Parade. Cllr Nock agreed to raise this with SBC. Send photos to Cllr Nock/LPC also to raise with SBC. **Cllr Nock/LPC Clerk**
- There were a number of concerns expressed regarding Lythe Common that was deemed to be very wet in Winter and dusty during the Summer. Mr Childerhouse agreed to obtain a quotation for resurfacing the Common and send to LPC Clerk who would forward to the parishioner who raised it. **Mr Childerhouse/LPC Clerk**
It was noted that the cost of resurfacing work should be borne by homeowners/businesses who use the Common.
- Cllr Nock reported that Sandsend North toilets, along with a number of others (Robin Hoods Bay, Staithes), would remain open and operated by SBC. It is anticipated that there will be a pay on entry system introduced following an upgrade programme. This news was greatly appreciated by those present.
- A number of street lights in Lythe were felt to provide inadequate illumination, e.g. outside the community shop and opposite Victoria Cottage. Contact SBC to request more appropriate lighting. **LPC Clerk**
- The footpath at Raithwaite Gill that had been created by Balfour Beattie had been compromised due to tidal erosion. It was noted that the grass on the slope stabilization had not grown as anticipated. It was agreed that both of these issues would be raised with the Clerk of Newholm cum Dunsley Parish Council. **LPC Clerk**

LYTHE PARISH COUNCIL

MEETING ON MONDAY 3 APRIL 2017, COMMENCED AT 19:30 IN LYTHE VILLAGE HALL

Recording of meeting. None made.

Public question time. None.

Declaration of interest in agenda item(s). None.

Present: Cllrs H Casson, P Cornforth, D Lancaster (Vice Chairman), M Lloyd, J M Metcalfe, M Norman, L Smith (Chair), J A Clark (Clerk).

		ACTION
1.0	To receive apologies for absence None, all present.	
2.0	Minutes of last meeting	
	To confirm the amended minutes of the meeting held on 6 February 2017. Following amendments, the minutes were proposed as a true and accurate record by Cllr Lancaster, seconded by Cllr Metcalfe, all agreed. The minutes were duly signed by the Chair. To confirm the minutes of the meeting held on 6 March 2017. Following amendment to include the presence of Cllr Lloyd, the minutes were proposed as a true and accurate record by Cllr Casson, seconded by Cllr Norman, all agreed. The minutes will be amended and signed by the Chair.	Clerk/Chair
3.0	To receive information on the following ongoing issues and decide further action where necessary	
3.1	Whitby Rural SNT police report/discussion*. Circulated.	Complete
3.1.1	Vehicles speeding through Lythe and on the mid/base of Lythe Bank. Check whether or not any progress made re the mid/base of Lythe Bank.	Clerk
3.2	Planning applications, feedback to Authorities.	
3.2.1	16/02555/FL Raithwaite development. Noted that a number of Cllrs had attended the meeting organised by Newholm Parish Council.	NAR
3.3	<i>North Yorkshire CC Highways issues.</i>	
3.3.1	<i>New pedestrian footbridge, East Row, Sandsend. Footbridge installed, with the exception of a number of 'snagging issues', installed.</i>	Complete
3.3.2	<i>Double yellow lines, in Sandsend. Contact NYH to clarify when the remainder will be completed, particularly from East Row Bridge to Tides. Post meeting note, include area behind The Boatyard development.</i>	Clerk
3.3.3	<i>Methods of preventing illegal parking; outside Sandsend (South) toilets, East Row – waiting for additional fence section. Check progress.</i>	NAR
	<i>Opposite Sandside Café on East Row, Sandsend. Following debate, it was agreed that this issue would not be progressed by the Parish Council.</i>	
	<i>Due to recent parking issues, re-circulate numbers of SBC Parking Enforcement team to Cllrs.</i>	Clerk
3.4	LPC Website including policies/procedures. The Chair was working on a standard style and would circulate to Cllrs. Following debate, the following Cllrs agreed to review and suggest appropriate amendments in style and content, excluding any legal terminology. Cllrs Lloyd, Metcalfe, Smith, the Clerk would also be involved.	Chair Cllrs Lloyd, Metcalfe, Smith. Clerk
3.5	Items from 'Goldsborough, Kettleiness, Lythe and Sandsend walkabouts'*. It was agreed, that the location of the bench in Goldsborough would be as suggested by Cllr Casson. It was proposed by Cllr Cornforth that the bench given to the Cornforth family in recognition of his Father's valuable contribution to the Parish Council could be installed here, this was agreed unanimously. Contact SBC to arrange for a concrete base to be provided. Following discussion on the recent removal of the bench on the High Street in Lythe, it was agreed that Cllr Norman would examine the remainder of the concrete base wrt safety. Subsequently, the provision of a new bench would be discussed at the May meeting.	Clerk Cllr Norman
3.6	Painting of Notice boards (Sandsend, Goldsborough), benches and bus shelter (Sandsend). Clerk reported that the contractor had confirmed that bus shelter	

	would be power washed, then painted and notice boards painted prior to Easter. Check that the contractor would complete an appropriate risk assessment prior work commencement.	Clerk
3.7	YLCA, Revised model financial regulations 2016*. Circulated to Chair/ViceChairman, further discussions to take place.	Cllrs Lancaster/Smith, Clerk
3.8	Sandsend public conveniences. It had been confirmed verbally by Cllr Nock at the Annual Parish Meeting, that both sets of conveniences in Sandsend would remain open and operated by SBC with a possible pay on entry charge being levied. Retain on agenda until formal notification received.	Clerk
3.9	SBC, Beach Management sign-age*. Following a 'walkabout' around Sandsend, SBC personnel agreed to request appropriate new/replacement signage. Retain on agenda.	Clerk
3.10	Mulgrave Estate Issues. See Attachment 1 of 1.	
3.11	YLCA, 'Battles over, a nation's tribute and WW1 beacons of light, 11 November 2018*. See Attachment 1 of 1.	
3.12	Goldsborough to Lythe lanes, channel cleansing. Contact SBC again to check progress of request. Clarify responsibility of keeping road to Ugthorpe clear.	Clerk
3.13	NYCC, Countryside Access Service - Public Consultation, respond by 19 March 2017*. A response was not sent by LPC.	Complete
3.14	Rural Action Yorkshire, village maps and village hall plans*. Passed to the Chairman of St Mary's Church SOS group.	Complete
3.15	White Rose Update January 2017*. Clerk, Chair, Vice Chairman had reviewed, no further action required.	Complete
3.16	Footpath from the Causeway to the Common car park, from Lythe Fire Station to St Oswald's. Review of quotation received. The quote from Lonsdale Landscaping of £120 for the first section and £280 for the second piece of work was proposed for acceptance by Cllr Cornforth, seconded by Cllr Lancaster, all agreed. Confirm acceptance of quote and arrange for work to be undertaken.	Clerk
3.17	Waste bins. Noted that, as requested, two additional bins had been placed in Lythe Bank car park, two concrete plinths had been extended outside the Pyman Institute and outside Sandsend North toilets and waste bins relocated.	Complete
3.18	Coastal Area Parish Forum - Tuesday, 4 April 2017 at 7pm at Loftus Town Hall*. No one had been available to attend.	Complete
3.19	Potential Landscape Partnership - Request for Agenda Slot*. As LPC did not own any land, the organisation had been advised to contact NYMNPA and Mulgrave Estate. The Partnership would still like to discuss with LPC and would be included on the June agenda.	Clerk
3.20	Defibrillator, Sandsend. Cllr Lloyd advised that Mrs Lloyd had not heard of any further developments on this issues. Retain on agenda.	Clerk
4.1	To consider the following planning applications (including those applications published between agenda publication and meeting)	
	None.	NAR
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
	None.	
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, Promotion of the Department for Culture, Media and Sport Better Broadband Campaign*. Place on notice boards and in Lythe Shop. Review the electoral register in order to identify farmers who may not see notice boards, send copy of notice to them.	Clerk Cllr Cornforth/ Clerk
5.1.2	YLCA, Under 100 days until Civic Day! Get involved now!*. Send to Village Hall Committee.	Clerk
5.1.3	YLCA, Latest funding and grants bulletin from the NALC*. Send a copy to Village Hall Committee and Lythe Shop.	Clerk
5.2	Correspondence for information (excluding financial matters that are included in 7.0)	

5.2.1	YLCA, Parish precepts - Request to demonstrate restraint*.	NAR						
5.2.2	YLCA, White Rose Update March edition*.	NAR						
5.2.3	NHS, Media release: Local health organisation welcomes new lead for patient involvement*.	NAR						
5.2.4	SBC, Notice of Election, NYCC Election 4 May 2017*. Place on notice boards.	Clerk						
5.2.5	Civic update - 24th March 2017*. Agreed that these updates not relevant to LPC and the Clerk had unsubscribed the publication.	Complete						
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk							
6.1	Erection of outbuilding on land adjacent to The Marstalls, The Valley, Sandsend.							
6.2	Replacement windows at Becksides, The Valley, Sandsend.							
6.3	Changes to approved planning application, The Boatyard, Sandsend.							
	Following debate on all of the above, contact SBC planning to determine whether or not these and other similar works require planning application approval.	Clerk						
7.0	To receive information on Financial matters and approve spend as appropriate							
7.1	Balance of accounts. £75.57 Current, £6321.17 Savings, both credit.	NAR						
7.2	Money received. £0.	NAR						
7.3	Money paid. £600 Clerk fees/tax, £20 Village Hall,	NAR						
7.4	Approval of invoices. None to approve.	NAR						
7.5	Clerk's expenses to 31 January 2017. Paid.	Complete						
7.6	Approval of Clerk's SLCC membership subscription. Cheque despatched.	Complete						
7.7	Approval of Clerk's fees October 2016 – March 2017. Cheque despatched.	Complete						
7.8	Approval of Clerk's fees April 2016 – September 2016. £600 proposed by Cllr Lancaster, seconded by Cllr Cornforth. Raise cheque.	Clerk						
7.9	SBC, Model Agreement Actual Expenditure 2016/17. Send to SBC.	Clerk						
8.0	To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting							
	None.							
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting							
9.1	Future of Cleveland Potash, presentation by Cleveland Potash.							
10.0	Details of the next meeting and the Annual Parish Council meeting were confirmed as follows.							
	<table border="1"> <tr> <td>Monday 8 May 2017</td> <td>19:00</td> <td>Annual Parish Council Meeting</td> </tr> <tr> <td>Monday 8 May 2017</td> <td>19:30</td> <td>Parish Council Meeting</td> </tr> </table>	Monday 8 May 2017	19:00	Annual Parish Council Meeting	Monday 8 May 2017	19:30	Parish Council Meeting	
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Meeting closed at 21:22.								

*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

UPDATE (AS AT 3 APRIL 2017) ON ISSUES DISCUSSED WITH MR R CHILDERHOUSE, MULGRAVE ESTATE (ME), AT LYTHE PARISH COUNCIL

Issue	Comment/Action	Action/Outcome
Lack of waste bin in the Valley, Sandsend.	ME would place waste bins in the Valley, although they would not be responsible for emptying them. Following debate, it was agreed that this was not appropriate at present. It was however agreed to monitor the situation, particularly over the Easter period. They would erect signs asking owners to pick up dog waste.	
Location of Sandsend beacon (including WW1 beacons of light, 11 November 2018).	Cllr Casson had taken photographs of the suggested location for mobile beacon and circulated them. The location was proposed by Cllr Lancaster, seconded by Cllr Smith, all agreed. Contact Mulgrave Estate to confirm location and request that the beacon be made mobile,	Clerk
Dangerous play equipment in The Valley, Sandsend.	ME to arrange for removal. Removed.	Complete
Ownership of Lythe bus shelter.	ME confirmed that they owned the shelter, Confirm with ME that future repairs would be referred to them. Asset register updated.	Complete
Poor state of Lythe Common surface.	Mr Childerhouse had confirmed that a quotation for resurfacing cost would be sent to the Clerk. Cllr Cornforth advised that farm traffic would have to cross the common. Further debate once quotation received.	Mulgrave Estate
Poor state of turning circle at Kettleiness.	Repairs undertaken.	Complete
Ownership of the quoits pitch at Goldsborough.	ME own the pitch, discuss any action required with Cllr Cornforth at the next LPC meeting. Clerk to contact ME to clarify any future plans.	

**LYTHE PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING
MONDAY 8 MAY 2017, IN THE VILLAGE HALL, LYTHE, COMMENCED AT 19:00**

Recording of meeting. None made.

Public question time. No questions raised.

Declaration of interest in agenda item(s). None.

Present: Cllrs H Casson, P Cornforth, M Lloyd, J M Metcalfe, M Norman, L Smith (Chair),
J A Clark (Clerk).

Prior to the commencement of the meeting, members must declare any interest in agenda item(s).

1 To elect a Chairman (Local Government Act 1972, Section 15, paragraph 2).

Cllr Smith was proposed by Cllr Casson, seconded by Cllr Metcalfe, all agreed.

2 To elect a Vice Chairman.

Cllr Lancaster was proposed by Cllr Smith, seconded by Cllr Casson, all agreed. Noted that prior to his holidays, Cllr Lancaster had confirmed his interest in the Vice Chairman role.

3 To receive the signed declaration of acceptance office from the Chairman (Local Government Act 1972, Section 83, paragraph 4 and Vice Chairman (LPC Policy)).

Cllr Smith duly signed her acceptance of office for the Chairman role.

Cllr Lancaster to sign his acceptance of office prior to the June LPC meeting. Clerk/Cllr Lancaster

4 To receive apologies for absence.

Apologies received from Cllr Lancaster.

5 To receive a summary of the Chairs report for the 2016/17 year.

This year has been a very busy one for the Parish Council and our Clerk. We have seen a number of successful initiatives, as well as what could be deemed as business as usual, maintaining, improving and keeping the parish safe for its residents and visitors alike.

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In May, we got the news that Scarborough Borough Council were threatening to close the public conveniences, not only in Sandsend but also in other seaside resorts. Whilst Whitby and Robin Hoods Bay have decided to take over the running of some of their toilets, it became clear very early on that it would be impossible for us in Lythe to do the same. Whilst SBC continue to delay the final decision on the fate of the toilets, this meeting gives me the opportunity to thank our residents and visitors for signing the petition and for writing letters of support for them to remain open. Whilst we don't yet know the outcome of the consultation, we are optimistic that they will remain open.

Last summer also saw the completion of the work by Balfour Beatty to install the new revetment and the improvements to stabilise Sandsend road. North Yorkshire County Council Highways completed this work with the great improvements made to the footpath between Sandsend and Whitby. Despite the disruption caused by both sets of works, they have greatly enhanced the safety of Sandsend and improved the beach area.

An area the Parish Council takes very seriously is road safety. To this end we have arranged for a number of dropped kerbs to be installed to enable disabled pedestrians to cross our busy roads more safely. Also, following a number of speed awareness campaigns by the Police, we have asked North Yorkshire County Council to install a speed matrix sign at the entrance to Lythe village, near the Mulgrave Sports Association. This will be in place 3 times a year for a total of 18 weeks, and for 4 years, hopefully commencing this week. Unfortunately, the £1500 cost of this per annum could not be met totally out of Parish Council reserves so we deemed it necessary to increase the precept by 15.7%, in order to raise £500 towards the cost. We hope you agree that it is money well spent? We also unsuccessfully applied to North Yorkshire Moors National Park for a £500 grant and will also be writing to the Normanby Trust for a contribution.

On the same theme, I am pleased to see that the new pedestrian footbridge over East Row Beck has been installed before the summer. We lobbied hard for this and our thanks to North Yorkshire County Council for listening to our concerns following the terrible accident several years ago and I for one will feel much safer when crossing over the beck.

This year also saw Lythe Parish Council join the 21st century with the development of our website, www.lytheparishcouncil.org, and the setting up of individual email addresses for each councillor, and the clerk. The website allows the Parish Council to satisfy legislative requirements for Smaller Councils and was the result of hard work by Councillor Harry Casson. If you haven't visited it yet, please can I encourage you to do so, if only to see the great photos taken by Harry! The website will also keep you up to date with what the Parish Council is doing as we publish meeting agendas and minutes on the website, the latest Parish news, as well as our policies, procedures and financial information on there.

We are continuing to nurture our relationships with SBC, NYCC and Mulgrave Estate. Mr Childerhouse from Mulgrave Estate attended our February meeting and already a number of the issues we highlighted to the Estate have been resolved, and others are underway.

I would like to thank my colleagues on the council, Harry Casson, Paul Cornforth, my vice chairman David Lancaster, Malcolm Lloyd, Mike Norman, and of course, Judy Clark our clerk. This year saw the resignation of Councillor Graham Templeton who, after successfully serving the council for over 6 years as councillor, vice and chairman, decided to move on to pastures new in Whitby. So, I'd like to use this opportunity to formally thank him for his great contribution and to welcome our newest councillor, Joyce Metcalfe. It is great to see another Lythe resident on the council. We hope you agree that the Parish Council help to keep Lythe parish a beautiful place to live and visit.

6 To approve accounts (unaudited) for the 2016/17 year.

Subject to approval of the £250 donation for the 2016/7 financial year that would be discussed at the following (May 2017 Lythe Parish monthly meeting), It was proposed to approve the accounts by Cllr Smith, seconded by Cllr Cornforth, all agreed.

7 Election of internal auditor.

Mrs Heather Russell was proposed as internal auditor by Cllr Smith, seconded by Cllr Lloyd, all agreed.

8 To consider the following policies/procedures reviewed by a Council sub group and decide actions where necessary

Following debate and minor amendments to a number of the revised policies/procedures, they were proposed and seconded by the Cllrs as indicated, noted that all Cllrs agreed to the proposals.

- 8.1 Complaints Policy & Procedure. Proposed by Cllr Casson, seconded by Cllr Cornforth.
- 8.2 Co-optioin of Councillor. Proposed by Cllr Casson, seconded by Cllr Smith.
- 8.3 Disciplinary Procedure. Proposed by Cllr Lloyd, seconded by Cllr Norman.
- 8.4 Financial Risk Assessment. Proposed by Cllr Norman, seconded by Cllr Casson.
- 8.5 Freedom of Information Policy. Proposed by Cllr Norman, seconded by Cllr Smith.
- 8.6 Grievance Procedure. Proposed by Cllr Lloyd, seconded by Cllr Casson.
- 8.7 Harassment Policy. Proposed by Cllr Casson, seconded by Cllr Lloyd.
- 8.8 Media Policy. Proposed by Cllr Norman, seconded by Cllr Casson.
- 8.9 Model Publication Scheme. Proposed by Cllr Casson, seconded by Cllr Norman.
- 8.10 Recording of Meetings Policy. Proposed by Cllr Cornforth, seconded by Cllr Norman.
- 8.11 Standing Orders. Proposed by Cllr Casson, seconded by Cllr Metcalfe.

Update 'footers' on documents and send to Cllr Casson for inclusion on website. Clerk/Cllr Casson

9 Public question time

No members of the public present.

LYTHE PARISH COUNCIL

MEETING ON MONDAY 8 MAY 2017, COMMENCING AT 19:30 IN LYTHE VILLAGE HALL

Recording of meeting. None made.

Public question time. No questions raised.

Declaration of interest in agenda item(s). None.

Present: Cllrs H Casson, P Cornforth, M Lloyd, J M Metcalfe, M Norman, L Smith (Chair),
J A Clark (Clerk).

ITEM	SUBJECT	ACTION
1.0	To receive apologies for absence Apologies received from Cllr Lancaster.	
2.0	Minutes of last meeting	
2.1	The minutes for the March 2017 meeting had been amended and duly signed by the Chair.	Complete
2.2	The minutes of the meeting held on 3 April 2017 were proposed as a true and accurate record by Cllr Norman, seconded by Cllr Lloyd, all agreed and were duly signed by the Chair.	
3.0	To receive information on the following ongoing issues and decide further action where necessary	
3.1	Whitby Rural SNT police report/discussion*. Contact NY Police to suggest that police report is sent in PDF format.	Clerk
3.1.1	Vehicles speeding through Lythe and on the mid/base of Lythe Bank. No update, Clerk to progress again.	Clerk
3.2	Planning applications, feedback to Authorities. None.	
3.3	<i>North Yorkshire CC Highways issues.</i>	
3.3.1	<i>Double yellow lines, in Sandsend. Awaiting completion of main building works prior to progressing request again. Retain on agenda.</i>	Clerk
3.3.2	<i>Methods of preventing illegal parking; outside Sandsend (South) toilets, East Row – waiting for additional fence section. Awaiting response, progress again. SBC Parking Enforcement team telephone numbers. Circulated to Cllrs.</i>	Clerk Complete
3.4	LPC Website including policies/procedures. The sub group had reviewed the policies as appropriate, details included in the Annual Parish Council meeting minutes. Update 'footers' on documents and send to Cllr Casson for inclusion on website. Also include all other approved policies.	Clerk/ Cllr Casson
3.5	Items from 'Goldsborough, Kettleless, Lythe and Sandsend walkabouts'*. SBC had agreed to provide a base for the bench at Goldsborough, send photographs of proposed location to SBC. Cllr Casson agreed to liaise with SBC if required.	Clerk Cllr Casson
3.6	Painting of Notice boards (Sandsend, Goldsborough), benches and bus shelter (Sandsend).	Complete
3.7	YLCA, Revised model financial regulations 2016*. Clerk to send summary version to Chair/Vice Chairman for review along with full version.	Clerk, Chair/ Vice Chairman
3.8	Sandsend public conveniences. Retain on agenda.	Clerk
3.9	SBC, Beach Management sign-age*. Awaiting response from SBC regarding the sign at Raven Hill, progress again.	Clerk
3.10	Mulgrave Estate Issues. See attachment.	
3.11	YLCA, 'Battles over, a nation's tribute and WW1 beacons of light, 11 November 2018*. See Attachment.	
3.12	Goldsborough to Lythe lanes, channel cleansing. Contact SBC again to check progress of request. Clarify responsibility of keeping road to Ugthorpe clear.	Clerk Clerk
3.13	Footpath from the Causeway to the Common car park, from Lythe Fire Station to St Oswald's. Work completed on the Causeway. Following discussion on second footpath, Cllr Cornforth volunteered to speak to Mr Dobson, farmer, if the contractor can place waste on the edge of his fields. Inform contractor as appropriate.	Cllr Cornforth Clerk

3.14	Potential Landscape Partnership - Request for Agenda Slot*. Invite to future meeting at appropriate time.	Clerk
3.15	Defibrillator, Sandsend. Contact Mrs Lloyd for an update.	Clerk
3.16	YLCA, Promotion of the Department for Culture, Media and Sport Better Broadband Campaign*. Cllr Cornforth/Clerk had identified farmers and a copy of the flyer had been sent to them.	Complete
3.17	YLCA, Under 100 days until Civic Day! Get involved now!*. Copy sent to Lythe Village Hall.	Complete
3.18	YLCA, Latest funding and grants bulletin from the NALC*. Sent to Lythe Village Hall and Lythe Community Shop.	Complete
3.19	Matrix sign Lythe, installation and grant submissions. The matrix sign has been installed and the grant submission to the Normanby Trust will be discussed by Trustees in July. Contact NY Police for updated speeding figures. Retain on agenda.	Clerk/Clerk
3.20	YLCA, Promotion of the Department for Culture, Media and Sport Better Broadband Campaign*. Covered in 3.16.	Complete
3.21	SBC, Notice of Election, NYCC Election 4 May 2017*. These notices placed by those responsible for polling stations.	Complete
3.22	<p>Erection of outbuilding on land adjacent to The Marstalls, The Valley, Sandsend. No update received from SBC. Progress again.</p> <p>Replacement windows at Beckside, The Valley, Sandsend. The following response had been received from SBC and circulated to Cllrs; “The replacement window at this property, which is not a listed building, is classed as ‘permitted development’ and as such an application seeking planning permission is not required”.</p> <p>Changes to approved planning application, The Boatyard, Sandsend. The following response had been received from SBC and circulated to Cllrs; “The plans for Plot 10 at the Boat Yard differ in that the garage doors that should have been installed are folding French windows and I have raised this with the developer.</p> <p>Whilst permitted development rights were taken away for alterations/extensions as per the condition below:</p> <p>Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order revoking and re-enacting that Order) no alterations or extensions to any building on this site shall be undertaken without the prior written consent of the Local Planning Authority and neither shall any satellite antennae, sheds or greenhouses be erected within the application site without the prior written approval of the Local Planning Authority.</p> <p>This condition would not prevent use of the garage for some other purpose (e.g. a habitable room, for storage or as a domestic workshop etc..) in association with the domestic use of the premises i.e. it does not tie the garage to use as a garage only.</p> <p>I’ll keep you up to date on this one”. Retain on agenda.</p>	<p>Clerk</p> <p>Complete</p> <p>Clerk</p>
4.0	Planning Issues	
4.1	To consider the following planning applications (including those applications published between agenda publication and meeting)	
4.1.1	17/00935/LB, Replacement rear window, Lumley Cottage The Valley Sandsend. Following debate, it was agreed that there were no objections to this application. Inform SBC.	Clerk
4.1.2	17/00772/HS, Installation of double glazed timber sash windows, Shelstone The Old Steps The Parade Sandsend. Following debate, it was agreed that there were no objections to this application. Inform SBC.	Clerk
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
	None.	

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, Consultation on the Dog Control Public Space Protection Order*. Clarify if a response required from the Parish Council and if confirmed, complete.	Clerk
5.1.2	YLCA, Good Councillor's Guide 2017*. Order two copies.	Clerk
5.2	Correspondence for information (excluding financial matters included in 7.0)	
5.2.1	North Yorkshire Jurassic Cliffscape Partnership*.	NAR
5.2.2	YLCA, NALC legal briefing: the code of recommended practice on local authority legal briefing, the code of recommended practice on local authority publicity*.	NAR
5.2.3	North Yorkshire Open Studios*.	NAR
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	Replacement bench, High Street, Lythe. SBC had confirmed that they would remove concrete from old base of bench on Lythe High Street and then install a replacement rustic bench. Liaise with SBC.	Clerk
6.2	Household waste bins left on pavements. The issue of bins left on the pavement was increasing, particularly on The Parade, Sandsend. Cllr Casson to send photographs to Clerk who would then clarify ownership of the land with Highways prior to contacting property owners to request that bins are retained on their property.	Cllr Casson/ Clerk
6.3	Eroded fencing, The Valley, Sandsend. A resident had highlighted a dangerous section and Mulgrave Estate had confirmed that they would make good the fence by the end of May. Retain on agenda until complete.	Clerk
6.4	Blocked soakaway drains, East Row, Sandsend. Following an urgent request by the owners of Estbek House, NYH and SBC had been contacted to arrange for the drains to be cleared. Subsequently Mr Andy Crosley from SBC had visited the site with the Clerk and the work was completed within a very short timescale this was very much appreciated.	Complete
6.5	Future of Cleveland Potash. A very informative presentation was made by Mr Peter Jackson. Cllrs were asked to complete an individual questionnaire on the Planning Proposal and return it to the Clerk who would then forward to Cleveland Potash. Mr Jackson invited any interested Cllrs to attend a site visit.	All Cllrs/Clerk
7.0	To receive information on Financial matters and approve spend as appropriate	
7.1	Balance of accounts. £535.57 Current – credit. £7409.63 Savings – credit.	
7.2	Money received .£733.46 Model Agreement. £1910.00 Parish Precept.	
7.3	Money paid. £600.00 Clerk's fees/tax. £440.00 Howell's painting. £55.00 Clerk's SLCC membership fee.	
7.4	Approval of invoices. Approval of annual insurance to AON of £438.12 approved (subject to policy review by Cllr Lloyd), raise cheque.	Cllr Lloyd Clerk
7.5	Approval of Clerk's expenses for ink cartridges. £51.00 for cartridges approved, raise cheque.	Clerk
7.6	Clerk's fees April 2016 – September 2016. Cheque raised.	Complete
7.7	SBC, Model Agreement Actual Expenditure 2016/17. Form sent to SBC.	Complete
7.8	To confirm donation to Lythe Parochial Church Council. £250.00 donation proposed by Cllr Norman, seconded by Cllr Cornforth, all agreed, raise cheque.	Clerk
8.0	To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting	
	None to note.	
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
	Part of wooden fence opposite The Hart Inn, Sandsend in a dangerous condition, report for repair.	Clerk
10.0	The next meeting was confirmed as Monday 5 June 2017, 19:30, Lythe Village Hall.	
	Meeting closed at 21:05	

*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

UPDATE (AS AT 8 MAY 2017) ON ISSUES DISCUSSED WITH MR R CHILDERHOUSE, MULGRAVE ESTATE (ME), AT LYTHE PARISH COUNCIL

Issue	Comment/Action	Action/Outcome
Lack of waste bin in the Valley, Sandsend.	Following monitoring by Cllr Smith, particularly over the Easter period, it was confirmed that waste bins not currently required.	Complete
Poor state of roads, paths and banks in the Valley, Sandsend.	Tidal surge that had a negative impact on the Valley Bank, particularly near goat area and also damage to gabion baskets would be assessed by ME to see what needs fixing. Awaiting response from ME.	Mulgrave Estate
Location of Sandsend beacon (including WW1 beacons of light, 11 November 2018).	Cllr Casson had taken photographs of the suggested location for mobile beacon and circulated them. The location was proposed by Cllr Lancaster, seconded by Cllr Smith, all agreed. Contact Mulgrave Estate to confirm location and request that the beacon be made mobile. Awaiting response from ME.	Clerk
Poor state of Lythe Common surface.	Mr Childerhouse had confirmed that a quotation for resurfacing cost would be sent to the Clerk. Cllr Cornforth advised that farm traffic would have to cross the common. Further debate once quotation received. Awaiting response from ME.	Mulgrave Estate
Ownership of the quoits pitch at Goldsborough.	ME own the pitch, discuss any action required with Cllr Cornforth at the next LPC meeting. Clerk to contact ME to clarify any future plans. Awaiting response from ME.	Clerk

LYTHE PARISH COUNCIL

MEETING ON MONDAY 5 JUNE 2017, COMMENCED AT 19:30 IN LYTHE VILLAGE HALL

Recording of meeting. None made.

Public question time. No questions raised.

Declaration of interest in agenda item(s). None.

Present: Cllrs H Casson, D Lancaster (Vice Chairman), M Lloyd, J M Metcalfe, M Norman, L Smith (Chair), J A Clark (Clerk).

Vice Chairman, Acceptance of Office: Cllr Lancaster signed the Acceptance of Office form prior to the meeting commencing.

ITEM	SUBJECT	ACTION
1.0	To receive apologies for absence Cllr Cornforth (post meeting).	
2.0	Minutes of last meeting	
2.1	The minutes of the Annual Parish Council meeting were proposed as a true and accurate record by Cllr Casson, seconded by Cllr Norman, all agreed and duly signed by the Chair. The minutes of the May Parish Council meeting held on 8 May 2017 were proposed as a true and accurate record by Cllr Norman, seconded by Cllr Smith, all agreed and duly signed by the Chair.	Complete
3.0	To receive information on the following ongoing issues and decide further action where necessary	
3.1	Whitby Rural SNT police report/discussion*. Report circulated. The police had been requested to send future reports in PDF format.	Complete
3.1.1	Vehicles speeding through Lythe and on the mid/base of Lythe Bank. The Clerk reported that the new PC for the parish was ex traffic police and had been requested to contact the Clerk to discuss this issue and speeding data for Lythe village. Following Cllr Metcalfe's concern regarding children crossing the road from the playground behind the Village Hall in Lythe, the need for additional signage would be discussed with the new PC.	Clerk
3.2	Planning applications, feedback to Authorities.	Clerk
3.2.1	17/00935/LB, Replacement rear window, Lumley Cottage The Valley Sandsend. Confirmed to SBC that there were no comments.	Complete
3.2.2	17/00772/HS, Installation of double glazed timber sash windows, Shelstone, Sandsend. Confirmed to SBC that there were no comments.	Complete
3.3	<i>North Yorkshire CC Highways issues.</i>	
3.3.1	<i>Double yellow lines, in Sandsend. Not progressed yet due to ongoing building works. Retain on agenda.</i>	Clerk
3.3.2	<i>Methods of preventing illegal parking; outside Sandsend (South) toilets, East Row – waiting for additional fence section. Request made again, telephone Area3 Highways to try to obtain a response.</i>	Clerk
3.4	LPC Website including policies/procedures. Following debate, it was agreed that, currently, no further funding is required from the Transparency fund. The Chair agreed to advise the Clerk on how the 'mark up' on revised procedures could be removed. Clerk to then update and send all procedures to Cllr Casson for inclusion on the website.	Chair Clerk/Cllr Casson
3.5	Items from 'Goldsborough, Kettleiness, Lythe and Sandsend walkabouts'*. The Clerk confirmed that bench measurements had been received from Cllr Cornforth and these along with photograph and text on proposed location had been sent to SBC. Retain on agenda. Arrange another LPC 'walkabout', contact Cllrs for their availability.	Clerk Clerk
3.6	YLCA, Revised model financial regulations 2016*. Send abridged version to Cllrs Lancaster and Smith to enable review prior to September LPC meeting.	Clerk, Clerk/ Cllrs Lancaster/Smith
3.7	Sandsend public conveniences. It had been confirmed that Sandsend North toilets would be refurbished and that Sandsend South would be included in the SBC Phase 2 review. Due to the importance of this topic, retain on agenda.	Clerk

3.8	SBC, Beach Management sign-age*. The Clerk had not yet received a response to her emails/telephone call. Progress again.	Clerk
3.9	Mulgrave Estate Issues. See attachment.	
3.10	YLCA, 'Battles over, a nation's tribute and WW1 beacons of light, 11 November 2018*. See Attachment.	
3.11	Goldsborough to Lythe lanes, channel cleansing. SBC confirmed that the work had been completed on 8 May. Clerk to clarify with Cllr Cornforth whether or not this was the case. SBC had confirmed that work from East Row bridge to Tides had been completed on the same date. The Clerk did not believe that this had been completed and had requested again. Retain on agenda.	Clerk Clerk
3.12	Footpath from the Causeway to the Common car park. Footpath from Lythe Fire Station to St Oswald's. Cllr Cornforth had confirmed that the farmer whose land adjoined this path had kindly agreed for the spoil from the path to be placed around the edge of his field. Cllr Cornforth had agreed to meet with the contractor to show where spoil should be placed, Clerk to arrange this. As this would mean a reduction in hours for the work to be completed, contact the contractor to request a reduction on his quotation. When revised quotation received, circulate to Cllrs for their agreement with the revision.	Complete Clerk Clerk Clerk
3.13	Potential Landscape Partnership - Request for Agenda Slot*. The Clerk had confirmed with the organisation that as the Parish Council did not own land, a presentation would not be required.	Complete
3.14	Defibrillator, Sandsend. Following debate, it was agreed to request an information session in Lythe Village Hall, organised via Mrs Lloyd.	Clerk
3.15	Matrix sign Lythe, installation and grant submissions. Matrix sign had completed the first installation period. Discuss impact on speed reduction with newly appointed policeman along with other issues in 3.1.1. Noted that grant request submitted to the Normanby Trust would be reviewed at their July meeting. Retain on agenda.	Clerk Clerk
3.16	Erection of outbuilding on land adjacent to The Marstalls, The Valley, Sandsend, Changes to approved planning application, The Boatyard, Sandsend. Awaiting updates from SBC. Retain on agenda.	Clerk
3.17	SBC, Consultation on the Dog Control Public Space Protection Order*. The Clerk had received a paper copy of this and completed on behalf of LPC.	Complete
3.18	YLCA, Good Councillor's Guide 2017*. Having reviewed the guide, the Clerk suggested that each Cllr/the Clerk would benefit from an individual copy. Order.	Clerk
3.19	Replacement bench, High Street, Lythe. SBC had confirmed that a rustic bench would be installed and had sent a photograph of one. Circulate to Cllrs.	Clerk
3.20	Household waste bins left on pavements. Cllr Nock had progressed this issue with the relevant portfolio holder and as a result most of the bins on The Parade, Sandsend had been moved back on individual owner's properties.	Complete
3.21	Eroded fencing, The Valley, Sandsend. This fence had now been repaired.	Complete
3.22	Part of wooden fence opposite The Hart Inn, Sandsend in a dangerous condition. Reported for repair. Retain on agenda.	Clerk
4.0	Planning Issues	
4.1	To consider the following planning applications (including those applications published between agenda publication and meeting)	
	None at agenda publication.	
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
	None.	
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	NYCC, North Yorkshire Permit Scheme (NYoPS) Consultation*. Not relevant to LPC.	NAR

5.1.2	YLCA, YLCA branches – your council representatives*. Following debate, it was agreed to inform YLCA that LPC was unable to provide specific names to vote at meetings as attendance would depend on the discussion topics and availability of Cllrs.	Clerk																		
5.1.3	YLCA, The Transparency Code and associated grant funding for smaller councils*. See 3.4.	NAR																		
5.1.4	NYCC, Renewal of Subsidised Local Bus Services in the Area of Scarborough*. Not a Parish Council issue, individuals to complete on a personal basis.	All																		
5.1.5	AON, Have you seen the improvements to your councils insurance?*. Send email to Cllr Lloyd for his views on a 3 year tie in to AON.	Clerk/ Cllr Lloyd																		
5.1.6	YLCA, Scarborough Branch Annual Meeting, Thursday 1 June*.	NAR																		
5.1.7	YLCA, Fields in Trust: Creating a legacy of protected outdoor spaces*. Debate this during the next LPC 'walkabout' and retain on agenda for full discussion.	Cllrs Clerk																		
5.1.8	NYMNPA, Joint Parish Forum - Wednesday, 26 July 2017 5pm to 9pm - Ryedale Folk Museum*. Retain on agenda.	Clerk																		
5.2	Correspondence for information (excluding financial matters that are included in 7.0)																			
5.2.1	YLCA, White Rose Update May edition*.	NAR																		
5.2.2	YLCA, Weekly bulletin from the Chief Executive of the NALC* (no. 19).	NAR																		
5.2.3	YLCA, Weekly bulletin from the Chief Executive of the NALC (no.20)*.	NAR																		
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk																			
6.1	Holiday Cottage advertising signage, concerns raised by a Sandsend resident. Review signage during next LPC 'walkabout'.	Cllrs/Clerk																		
6.2	Additional signage request indicating location of Sandsend (South toilets). Review requirement during next LPC 'walkabout'.	Cllrs/Clerk																		
7.0	To receive information on Financial matters and approve spend as appropriate																			
7.1	Balance of accounts. <table border="1" data-bbox="240 1137 1254 1211"> <tr> <td>Current</td> <td>£1093.69</td> <td>Credit</td> </tr> <tr> <td>Savings</td> <td>£4593.51</td> <td>Credit</td> </tr> </table>	Current	£1093.69	Credit	Savings	£4593.51	Credit													
Current	£1093.69	Credit																		
Savings	£4593.51	Credit																		
7.2	Money received. <table border="1" data-bbox="240 1240 1254 1279"> <tr> <td>£0</td> </tr> </table>	£0																		
£0																				
7.3	Money paid. <table border="1" data-bbox="240 1312 1254 1525"> <tr> <td>Lythe Parochial Church Council</td> <td>£250.00</td> <td>Donation</td> </tr> <tr> <td>YLCA</td> <td>£125.00</td> <td>Annual subscription</td> </tr> <tr> <td>Howell Decorating</td> <td>£12.00</td> <td>New letters for notice board</td> </tr> <tr> <td>NYCC</td> <td>£1800.00</td> <td>Matrix sign</td> </tr> <tr> <td>Lythe Village Hall</td> <td>£20.00</td> <td>Hall hire</td> </tr> <tr> <td>Clerk</td> <td>£51.00</td> <td>Ink cartridges</td> </tr> </table>	Lythe Parochial Church Council	£250.00	Donation	YLCA	£125.00	Annual subscription	Howell Decorating	£12.00	New letters for notice board	NYCC	£1800.00	Matrix sign	Lythe Village Hall	£20.00	Hall hire	Clerk	£51.00	Ink cartridges	
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7.4	Approval of invoices. None to approve.	Complete																		
7.5	Clerk's expenses for ink cartridges. Cheque raised.	Complete																		
7.6	Clerk's fees April 2016 – September 2016. Cheque raised.	Complete																		
7.7	Donation to Lythe Parochial Church Council. Cheque raised.	Complete																		
7.8	Approval of Annual Return year ending 31 March 2017. The Clerk read out the Annual Governance Statement in Section 1 of the return, following approval by Cllrs, the Chair signed the statement. Following approval of the Annual Accounts at the May 2017 meeting, the Accounting Statements in Section 2 of the return were approved by Cllrs, the Chair signed the statement. Send all appropriate documentation to the external auditors and to Cllr Casson for inclusion on the Parish Council website.	Complete Clerk Clerk/Cllr Casson																		

8.0	<p>To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting</p> <p>Memorial Bench, Witsend, request for repaint made to SBC. Retain on agenda. School sign, Lythe, request for refurbishment to NYH. Retain on agenda. Various issues related to Newholm cum Dunsley Parish Council forwarded to their Clerk. The Newholm Clerk had requested assistance from Cllr Chance to progress the matters. Retain on agenda.</p>	<p>Clerk Clerk</p> <p>Clerk</p>
9.0	<p>To notify the Clerk of matters for inclusion on the agenda of the next meeting</p> <p>None.</p>	<p>Complete</p>
10.0	<p>The next meeting was confirmed as Monday 3 July 2017, 19:30, Lythe Village Hall.</p>	<p>Complete</p>
<p>Meeting finished at 20:47.</p>		

*circulated via email.

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UPDATE (AS AT 5 JUNE 2017) ON ISSUES DISCUSSED WITH MR R CHILDERHOUSE, MULGRAVE ESTATE (ME), AT LYTHE PARISH COUNCIL

Issue	Comment/Action	Action/Outcome
<p>Poor state of roads, paths and banks in the Valley, Sandsend.</p>	<p>Tidal surge that had a negative impact on the Valley Bank, particularly near goat area and also damage to gabion baskets would be assessed by ME to see what needs fixing.</p> <p>Awaiting response from ME.</p>	<p>Mulgrave Estate</p>
<p>Location of Sandsend beacon (including WW1 beacons of light, 11 November 2018).</p>	<p>Cllr Casson had taken photographs of the suggested location for mobile beacon and circulated them. The location was proposed by Cllr Lancaster, seconded by Cllr Smith, all agreed.</p> <p>Contact Mulgrave Estate to confirm location and request that the beacon be made mobile.</p> <p>Response from ME, “the Estate has surveyed the Beacon and are of the opinion that it is not easily moveable. It is somewhat cumbersome and is best left at the current location.</p> <p>Following debate, it was agreed that Cllr Smith would investigate the history of the beacon and its location.</p>	<p>Cllr Smith</p>
<p>Poor state of Lythe Common surface.</p>	<p>Mr Childerhouse had confirmed that a quotation for resurfacing cost would be sent to the Clerk.</p> <p>Cllr Cornforth advised that farm traffic would have to cross the common. Further debate once quotation received.</p> <p>Response from ME, “Further to your recent meeting, where you asked me to seek a I am now in receipt of an initial quotation for the re-surfacing of the Car Park with tarmac.</p> <p>The cost for the majority of the main areas and a 4m wide roadway to the field gate at the rear, to service the dwellings in this location, is £22,983.00 plus VAT, making a total of £25,579.60. It is a budget quotation pending final specification, a final measure of the area and LA approval to connect the new paving drainage to the existing surface water drain on our land. It does not allow for any steps, white lining, lighting or signage. Also no allowance is made for landscaping such as flower beds, trees etc which would certainly help to improve the appearance of the area.</p> <p>The budget quotation appears very competitive and I would suggest allowing £30,000 plus VAT Total £36,000 to allow for any unforeseen works required.</p>	<p>Mulgrave Estate</p>

	<p>With regards contributions, I suggest the occupants of the Greenhaven 3 terraced houses, The Stiddy and the holiday cottages in front of the Stiddy are also included as properties using the common to park. There is then a risk that they may park in the village hall car park causing more problems for the village hall and shop, but as users of the area I feel a contribution should be made. As discussed at your meeting, I believe a contribution based upon rateable values may be the best way to proceed.</p> <p>Once you have had chance to consider the above with the members of the PC do let me know if you would like to meet to discuss this matter further.</p> <p>Following considerable debate, it was agreed that as this was private ME land, it was not a Parish Council issue and that ME should co-ordinate/progress with relevant Lythe parishioners.</p> <p>Clerk to inform ME of the outcome of the discussion and to inform the resident who raised this issue at the Annual Parish meeting of this decision.</p>	<p>Clerk</p> <p>Clerk</p>
<p>Ownership of the quoits pitch at Goldsborough.</p>	<p>ME own the pitch, discuss any action required with Cllr Cornforth at the next LPC meeting. Clerk to contact ME to clarify any future plans.</p> <p>Response from ME, "I confirm that the Estate does own the pitch and surrounding land. The Estate is looking into options for the site as the pitch does appear to be redundant".</p> <p>Following debate, it was agreed that no further action required by LPC</p>	<p>Complete</p>

LYTHE PARISH COUNCIL

MEETING ON MONDAY 3 JULY 2017, COMMENCED AT 19:30 IN LYTHE VILLAGE HALL

Recording of meeting. None made.

Public question time. No questions raised.

Declaration of interest in agenda item(s). None.

Present: Cllrs H Casson, P Cornforth, D Lancaster (Vice Chairman), M Lloyd, J M Metcalfe, M Norman, L Smith (Chair), J A Clark (Clerk). Cllr J Nock for part of the meeting.

ITEM	SUBJECT	ACTION
1.0	To receive apologies for absence None, all present.	
2.0	Minutes of last meeting	
2.1	The minutes of the meeting held on 5 June 2017 were proposed as a true and accurate record by Cllr Lancaster, seconded by Cllr Metcalfe, all agreed and were duly signed by the Chair.	Complete
3.0	To receive information on the following ongoing issues and decide further action where necessary	
3.1	Whitby Rural SNT police report/discussion*. Circulate when received.	Clerk
3.1.1	Vehicles speeding through Lythe and on the mid/base of Lythe Bank. Due to repeated but unsuccessful attempts to contact the police, no progress has been made. The Clerk will continue in her efforts to discuss this issue, speeding data for Lythe village as well as Cllr Metcalfe's concern regarding children crossing the road from the playground behind the Village Hall in Lythe and the need for additional signage.	Clerk
3.2	Planning applications, feedback to Authorities. None to feedback.	Complete
3.3	<i>North Yorkshire CC Highways issues.</i>	
3.3.1	<i>Double yellow lines, in Sandsend. Not progressed yet due to ongoing building works. Retain on agenda.</i>	Clerk
3.3.2	<i>Methods of preventing illegal parking; o/s Sandsend (South) toilets, East Row. Further request made and the Clerk had been informed that engineers were to visit the site to carry out an assessment. Request an update on action.</i>	Clerk
3.4	LPC Website including policies/procedures. Send a copy of the media policy to Cllr Casson for inclusion on the website. Following debate, it was agreed that a backup for documents not included on the website or email was required. It was proposed by Cllr Smith, seconded by Cllr Lancaster, all agreed that the Clerk would purchase a memory stick for retention of documents.	Clerk/Cllr Casson Clerk
3.5	Items from 'Goldsborough, Kettleiness, Lythe and Sandsend walkabouts'*. See attached.	
3.6	YLCA, Revised model financial regulations 2016*. Arrange discussion with Cllrs Lancaster and Smith to enable review and the tabling of a proposal at the September meeting.	Clerk Cllrs Lancaster/ Smith
3.7	Sandsend public conveniences. Cllr Nock confirmed that Sandsend North toilets would be retained by SBC and will be subject to refurbishment. Sandsend South toilets would move to stage II review where interest from third party business would be sought with the view to them incorporating the toilets in any commercial proposal. Retain on agenda.	Clerk
3.8	SBC, Beach Management sign-age*. SBC had confirmed that they were still awaiting response from the RNLI. Obtain an update.	Clerk
3.9	Mulgrave Estate Issues. See attached.	
3.10	YLCA, 'Battles over, a nation's tribute and WW1 beacons of light, 11 November 2018*. Request permission from SBC to light a bonfire on the beach.	Clerk
3.11	Goldsborough to Lythe lanes and East Row bridge to Tides channel cleansing. East Row Bridge to Tides appeared to have been completed. Request again for Goldsborough to Lythe lanes.	Clerk
3.12	Footpath from Lythe Fire Station to St Oswald's. Despite the understanding that the work included the removal of the spoil off site, this was actually not the case	

	and therefore there would be no reduction in the hours and therefore the original cost would stand. Work still to commence, obtain an update of timescale from Lonsdale Landscaping.	Clerk
3.13	Defibrillator, Sandsend. Mrs Lloyd had informed the Clerk that an information session could be arranged and that it would have to take place in Sandsend so that issues relating to the specific defibrillator could be discussed. Obtain an update/dates for information session.	Clerk
3.14	Matrix sign Lythe, installation and grant submissions. The Clerk confirmed that the application to the Normanby Trust would be considered during July. Inform Cllrs of the outcome. Cllr Smith advised that the matrix should be reinstalled on 22 August 2017.	Clerk
3.15	Erection of outbuilding on land adjacent to The Marstalls, The Valley, Sandsend, Changes to approved planning application, The Boatyard, Sandsend. The Clerk reported that both of the above were being reviewed by SBC Planning Officers, information would be circulated when received.	Clerk
3.16	YLCA, Good Councillor's Guide 2017*. Received and distributed.	Complete
3.17	Replacement bench, High Street, Lythe. The Clerk had circulated the photograph of the type of bench that would be installed. Retain on agenda until bench installed.	Clerk
3.18	Part of wooden fence opposite The Hart Inn, Sandsend in dangerous condition. Repaired by NYH.	Complete
3.19	YLCA, YLCA branches – your council representatives*. The Clerk had informed YLCA that it had been agreed that LPC was unable to provide specific names to vote at meetings. There had been no query from YLCA on this.	Complete
3.20	NYCC, Renewal of Subsidised Local Bus Services in the Area of Scarborough*. Individuals had completed on a personal basis as appropriate.	Complete
3.21	AON, Have you seen the improvements to your councils insurance?*. Following Cllr Lloyd reviewing the insurance documents and subsequent debate it was proposed by Cllr Lancaster, seconded by Cllr Norman, all agreed, that when the insurance was renewed next time with AON, a three-year period of cover would be confirmed if appropriate discounts were still available.	Complete
3.22	YLCA, Fields in Trust: Creating a legacy of protected outdoor spaces*. Following debate, it was agreed that when Mulgrave Estate representatives attend a LPC meeting in the future, this issue would be raised with them.	Complete
3.23	NYMNPA, Joint Parish Forum, 26 July, 5pm to 9pm - Ryedale Folk Museum*. No one available to attend.	Complete
3.24	Holiday Cottage advertising signage, concerns raised by a Sandsend resident. It was agreed that this would be reviewed during the Sandsend 'walkabout'.	Cllrs/Clerk
3.25	Additional signage request indicating location of Sandsend (South toilets). A local café business had expressed concern regarding the number of individuals using café toilet facilities. This had been discussed with him and he had agreed that he would erect an 'A' board indicating the public toilet location.	Complete
3.26	Memorial Bench, Witsend, request for repaint. Bench repainted and reinstalled by SBC.	Complete
3.27	School sign, Lythe, request for refurbishment. Further request made. Retain on agenda.	Clerk
3.28	Issues related to Newholm cum Dunsley Parish Council. The Clerk had raised a number of issues with Newholm Parish Council, including debris above the sea revetment, lack of grass growth on the slope stabilisation area and erosion of path at Raithwaite Ghyll. Newholm was awaiting responses from SBC/NYH and would update the LPC Clerk when responses received. Retain on agenda.	Clerk

3.29	Boulby Mine Visit. Two Cllrs had expressed interest in visiting the mine and the Clerk had had confirmation that a visit would be arranged in late Summer/early Autumn.	Complete						
3.30	Sand on pavement outside East Row Lodge, Sandsend. Despite numerous requests to SBC this still had not been cleared. Contact SBC again to request cleansing, now urgent as the drain appears to be blocked. Cllr Nock also offered to progress.	Clerk/ Cllr Nock						
3.31	Mud on the back road from Lythe to Ugthorpe. Check by visit and with NYH whether or not this now clear.	Clerk						
4.0	Planning Issues							
4.1	To consider the following planning applications (including those applications published between agenda publication and meeting)							
4.1.1	NYMNPA, Erection of agricultural livestock building at Phipps Farm, High Street, Lythe. Following debate, it was agreed that there were no objections. Inform NYMNPA.	Clerk						
4.1.2	17/01204/LB, first floor rear extension and alterations to ground floor, Hart Cottage, East Row, Sandsend. Following debate, it was agreed that there were no objections. Inform SBC.	Clerk						
4.1.3	Cllr Nock sought the views of the Parish Council on the application from Beacon Farm for a street licence to sell ice creams and cold drinks from a van situated in the layby c.100m from Raven Hill Terrace. This is where they currently trade but SBC have recently introduced the need for them to have a street licence. Whilst this location is outside Lythe Parish, the Council did not feel that it would have a detrimental effect on Sandsend businesses.	Complete						
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date None.							
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, Training programme 2017*. Circulated.	NAR						
5.1.2	SBC, Lighting, Lythe*. Following consultation by SBC, a request had been made to have traditional lighting installed when new lights were put in place.	Complete						
5.1.3	Sleights and Sandsend medical practise, parking for Sandsend surgery*. As there had not been a formal request for support, inform the Patient Liaison Group contact to contact LPC at the appropriate time.	Clerk						
5.1.4	NHS, Joint Commissioning of Primary Care Committee meeting, 4 July 2017*.	NAR						
5.1.5	LGBCE, Electoral review of Scarborough: warding arrangements*. Inform Clerk of any comments who would then send to SBC.	Cllrs/ Clerk						
5.2	Correspondence for information (excluding financial matters that are included in 7.0)							
5.2.1	Grass cutting, 2 nd cut requested.	NAR						
5.2.2	NYCC, Parish Portal*. Register if required.	Clerk						
5.2.3	YLCA, Request under the FOI Act 2000/Environment Information Regs 2004.	NAR						
5.2.4	SBC, Notice of Casual Vacancy - Mulgrave Ward*. Notice placed on notice boards and on website.	Complete						
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk None.							
7.0	To receive information on Financial matters and approve spend as appropriate							
7.1	Balance of accounts. <table border="1" data-bbox="236 1899 1254 1973"> <tr> <td>Current</td> <td>£555.57</td> <td>Credit</td> </tr> <tr> <td>Savings</td> <td>£3961.51</td> <td>Credit</td> </tr> </table>	Current	£555.57	Credit	Savings	£3961.51	Credit	
Current	£555.57	Credit						
Savings	£3961.51	Credit						
7.2	Money received. <table border="1" data-bbox="236 2007 1254 2040"> <tr> <td>£0.</td> </tr> </table>	£0.						
£0.								
7.3	Money paid.							

	A R Clay	£612.00	Grass cutting	
	Lonsdale Landscaping	£120.00	Work on Lodge Road, Lythe	
	AON Insurance	£438.12	Annual insurance renewal	
7.4	Approval of invoices.			
	<ul style="list-style-type: none"> Lythe Village Hall hire, £40.00 for June and July proposed by Cllr Casson, seconded by Cllr Smith, all agreed. Raise cheque. YLCA, Chairmanship course for Cllrs Lancaster and Smith, £172.50. 8 copies of the Good Councillors Guide £33.57 			Clerk
	The above were proposed by Cllr Casson, seconded by Cllr Cornforth, all agreed. Raise cheques.			Clerk
7.5	Annual return. All appropriate documentation to the external auditors and posted on the Parish Council website.			Complete
8.0	To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting			
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting			
9.1	Request for donation from Friends of Lythe School towards a minibus.			
9.2	To confirm the minutes of the 2017 Annual Parish Meeting.			
9.3	Review of financial spend against budget 2017/8 financial year.			
9.4	Planning issues related to; Mulgrave Cottage, Renton, Pear Tree Cottage.			
10.0	The next meeting was confirmed as Monday 4 September 2017, 19:30, Lythe Village Hall.			
	Meeting closed at 21:33.			

*circulated via email.

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UPDATE (AS AT 3 JULY 2017) ON ISSUES DISCUSSED WITH MR R CHILDERHOUSE, MULGRAVE ESTATE (ME), AT LYTHE PARISH COUNCIL

Issue	Comment/Action	Action/Outcome
Poor state of roads, paths and banks in the Valley, Sandsend.	Tidal surge that had a negative impact on the Valley Bank, particularly near goat area and also damage to gabion baskets would be assessed by ME to see what needs fixing. Mulgrave are reviewing requirements in conjunction with SBC Planning.	Mulgrave Estate
Location of Sandsend beacon (including WW1 beacons of light, 11 November 2018).	Following debate, it was agreed that there would be no request made to relocate the beacon.	Complete
Poor state of Lythe Common surface.	The resident who had raised this issue at the Annual Parish meeting had been informed of the quotation received by Mulgrave Estate and that they, along with other appropriate parishioners, should contact the Estate directly should they wish to progress resurfacing as the Parish Council had no jurisdiction over private land.	Complete

**LYTHE PARISH COUNCIL
EXTRAORDINARY MEETING ON TUESDAY 8 AUGUST 2017, COMMENCED AT 18:00, LYTHE
VILLAGE HALL**

Recording of meeting. None made.

Public question time. No questions raised.

Declaration of interest in agenda item(s). None.

Present: Cllrs D Lancaster (Vice Chairman), M Lloyd, J M Metcalfe, M Norman, L Smith (Chair),
J A Clark (Clerk).

ITEM	SUBJECT	ACTION
1.0	To receive apologies for absence Apologies received from Cllrs Casson and Cornforth.	
2.0	Planning Issues	
2.1	To consider the following planning applications (including those applications published between agenda publication and meeting)	
2.1.1	<p>17/01516/HS Retrospective application for the erection of a garden summer house with Decking, The Marstalls, The Valley, Sandsend, Whitby North Yorkshire</p> <p>Following debate, it was agreed that the following comments would be sent to SBC; "As the structure can be seen from the public road and bridge, the currently open (and therefore unsightly) substructure, e.g. stilts, should be clad with close boarding or similar.</p> <p>On a site visit, it was observed that anyone standing or sitting on the balcony could look directly through the windows into Kelowna on High Row. We believe that this could be rectified by installation of a six foot high opaque screen on the right hand side of the balcony.</p> <p>The summer house should not be used for overnight accommodation.</p> <p>We request that appropriate planning conditions are applied".</p>	Clerk
	Meeting closed at 18:38	

THESE MINUTES APPROVED AT THE MEETING OF LYTHE PARISH COUNCIL ON 4 SEPTEMBER 2017 AND ARE NOT DRAFT (UNABLE TO REMOVE WATERMARK).

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LYTHE PARISH COUNCIL

MEETING ON MONDAY 4 SEPTEMBER 2017, COMMENCED AT 19:30 IN LYTHE VILLAGE HALL

Recording of meeting. None made.

Public question time. No questions raised.

Declaration of interest in agenda item(s). Cllr Norman for 6.1. Cllr Lancaster for 7.5.

Present: Cllrs D Lancaster (Vice Chairman), M Lloyd, M Norman, L Smith (Chair), J A Clark (Clerk).

ITEM	SUBJECT	ACTION
1.0	To receive apologies for absence Apologies received from Cllrs Casson, Cornforth and Metcalfe.	
2.0	Minutes of last meeting	
2.1	The minutes of the meeting held on 3 July were proposed as a true and accurate record by Cllr Lancaster, seconded by Cllr Norman, all agreed and were duly signed by the Chair. The minutes of the extraordinary meeting held on 8 August 2017 were proposed as a true and accurate record by Cllr Lloyd, seconded by Cllr Norman, all agreed. Print copy for the Chair's signature.	Clerk/Chair
3.0	To receive information on the following ongoing issues and decide further action where necessary	
3.1	Whitby Rural SNT police report/discussion*. Circulated.	
3.1.1	Vehicles speeding through Lythe and on the mid/base of Lythe Bank. The Clerk had discussed Lythe speeding with the police earlier that day and it had been agreed that the police would aim to obtain data to enable comparison of vehicular speed prior, during and after matrix installation. Liaise with police and report back at October meeting. The police had offered to discuss a community speedwatch campaign and following debate it was agreed that this would be discussed again once the speeding figures are available. The Clerk had received a letter from 95 ALIVE (NY Police traffic bureau) who had monitored data in the 60mph zone on Lythe bank and data had confirmed that there were no significant speeding issues. Contact 95 ALIVE again as the original concerns raised had also included speeding at the base of Lythe Bank in the 30-mph zone.	Clerk Clerk
3.2	Planning applications, feedback to Authorities.	
3.2.1	NYMNP, Erection of agricultural livestock building at Phipps Farm, High Street, Lythe. Feedback sent.	Complete
3.2.2	17/01204/LB, first floor rear extension and alterations to ground floor, Hart Cottage, Sandsend. Feedback sent.	Complete
3.2.3	Other planning matters	
3.2.3.1	Erection of outbuilding on land adjacent to The Marstalls, The Valley, Sandsend, Feedback sent. Noted that this retrospective application had been approved between agenda publication and meeting.	Complete
3.2.3.2	Changes to approved planning application, The Boatyard, Sandsend. See 4.2.5.	Complete
3.2.3.3	General issues within the Parish. The Clerk confirmed that having sought advice from a number of sources she had been advised that, due to the nature of the Parish, any individuals who had concerns on planning issues should raise them with Cllr Chance (for North Yorkshire) and Cllr Nock (for Scarborough) and that the Parish Council will not be involved unless specifically requested by the appropriate bodies. This approach was proposed by Cllr Smith, seconded by Cllr Lloyd, all agreed.	Complete
3.3	Following debate on the erection of garden structures at Renton and Pear Tree Cottage, Sandsend it was agreed that follow up with SBC would not be made. <i>North Y Yorkshire CC Highways issues.</i> The Clerk informed the Council that local Parish Clerks had been invited to a discussion at the local Highways Office in mid September and she would report back on the topics below and other issues at the October meeting.	Complete
3.3.1	<i>Double yellow lines, in Sandsend. Not progressed yet due to ongoing building works. Retain on agenda.</i>	Clerk Clerk

3.3.2	<i>Methods of preventing illegal parking; o/s Sandsend (South) toilets, East Row. Retain on agenda.</i>	Clerk
3.4	LPC Website including policies/procedures. Cllr Casson had raised his concern with the Chair that Weebly could start charging for the current website. Should the opportunity of monies being available through the transparency fund, this could be used to rewrite it by The Conversion Company. Include on the agenda for the October meeting for Cllr Casson's input. Send copy of media policy to Cllr Casson for website.	Clerk Cllr Casson Clerk Cllr Casson
3.5	Items from 'Goldsborough, Kettleless, Lythe and Sandsend walkabouts' including recent review*. Update spreadsheet, circulate to Cllrs and progress actions.	Clerk
3.6	YLCA, Revised model financial regulations 2016*. The Chair reported that the regulations had been reviewed by herself/Cllr Lancaster/the Clerk and following final review, would be circulated to Cllrs prior to the October meeting.	Cllrs Smith/ Lancaster/Clerk Clerk
3.7	Sandsend public conveniences. Following debate, it was agreed not to include this item on future agendas unless there is something to report.	Complete
3.8	SBC, Beach Management sign-age*. SBC still had not heard from RNLI, Clerk to progress again.	Clerk
3.9	Mulgrave Estate Issues. See attached.	
3.10	YLCA, 'Battles over, a nation's tribute and WW1 beacons of light, 11 November 2018* + other bonfires on Sandsend beach. SBC had confirmed that with prior permission and the appropriate safety measures in place, bonfires could be lit on the beach. Include on the January 2018 agenda for discussion.	Clerk
3.11	Goldsborough to Lythe lanes. The Clerk had discussed this with Cllr Cornforth and he had informed her of the areas that needed gully cleansing. Take photographs and send to Highways for action.	Clerk
3.12	Footpath from Lythe Fire Station to St Oswald's. Work undertaken.	Complete
3.13	Defibrillator, Sandsend. As a result of the issues on The Lane, Sandsend, the Ambulance Service had subsequently amended their processes including clear identification of defibrillator and property location.	Complete
3.14	Matrix sign Lythe, installation and grant submissions. The sign had been installed again for a second period. A grant of £2000 towards the cost had been received from the Normanby Charitable Trust and a letter of thanks had been sent to the Trust.	Complete
3.15	Replacement bench, High Street, Lythe. SBC had confirmed that progress would be clarified for the Clerk.	Clerk
3.16	Holiday Cottage advertising signage. Following the parish 'walkabout', Cllrs had deemed that they felt that was no excessive signage. Inform Parishioner who had raised it.	Clerk
3.17	School sign, Lythe, request for refurbishment. Refurbished.	Complete
3.18	Issues related to Newholm cum Dunsley Parish Council. Clerk had not been informed of any update nor requested update. Request update prior to October meeting.	Clerk
3.19	Sand on pavement outside East Row Lodge, Sandsend. Cleared.	Complete
3.20	Mud on the back road from Lythe to Ugthorpe. Clarify location and take photographs to send to Highways.	Clerk
3.21	Sleights and Sandsend medical practise, parking for Sandsend surgery*. Clerk had informed the Patient Participation Group to contact the Parish Council when appropriate. Obtain leaflet from surgery regarding parking.	Clerk
3.22	LGBCE, Electoral review of Scarborough: warding arrangements*. Response sent based on comments of Cllr Lloyd and other Cllrs.	Complete
3.23	NYCC, Parish Portal*. Register the Parish Council.	Clerk
4.0	Planning Issues	
4.1	To consider the following planning applications (including those applications published between agenda publication and meeting) None.	
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
4.2.1	SBC, 17/01386/NMA Plot 10 The Boatyard, Sandsend*. Status: Permitted with conditions.	

4.2.2	Made order, Y&H/2926, stopping up of highway at the Tides Café, YO21 3SU. Ongoing.	
4.2.3	Removal of 2 Sycamore trees marked "S1" and "S2". Crown reduction of Ash tree marked "A1" and crown reduction of 2 self-seeded Sycamore trees marked "S3" and "S4" on the sketch plan. Beacon Hill East Row Sandsend. Status: Decided.	
4.2.4	Discharge of conditions 3,4,7,8 and 9 relating to 16/02420/FL, Jasmine Cottage The Old Steps The Parade Sandsend Ref. No: 17/01439/COND. Status: Decided	
4.2.5	Non-material amendment to decision reference 07/01292/FL dated 01.04.2008 to allow conversion of garage at unit 10 to living accommodation, former Boatyard East Row Sandsend Ref. No: 17/01386/NMA. Status: Permitted with Conditions.	
4.2.6	First floor rear extension and alterations to ground floor Hart Cottage East Row Sandsend Ref. No: 17/01203/HS & 17/01204/LB. Status: Permitted with Conditions.	
4.2.7	Replacement rear window Lumley Cottage The Valley Sandsend Ref. No: 17/00935/LB Status: Permitted with Conditions.	
4.2.8	NYM/2017/0413/FL, Phipps Farm, High Street, Lythe. Erection of agricultural livestock building. Approved with conditions. NYM/2017/0205/AGRP, Phipps Farm, High Street, Lythe, Erection of agricultural livestock building. AFSDO PP required.	
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	NYCC, Hazardous Household Waste Consultation Information*. Added to LPC website.	NAR
5.1.2	NYCC, Minerals and Waste Joint Plan - Addendum of Proposed Changes to the Publication Draft Plan*.	NAR
5.1.3	Notice of Public Consultation - Working Better Together*.	NAR
5.1.4	YLCA, Reform of data protection legislation and intro of the general data protection regulations*. The Chair asked Cllr Lloyd to review this and report at the October meeting regarding anything that applies to the Council.	Cllr Lloyd
5.1.5	SBC, Taxi Unmet Demand Survey*.	NAR
5.1.6	YLCA, Training provision – August to November 2017*.	NAR
5.1.7	SBC, Whitby Market Consultation*. Added to LPC website.	NAR
5.1.8	YLCA, Government inquiry, share your Councils/Parish Meetings thoughts on citizenship etc.*. Date now passed.	NAR
5.2	Correspondence for information (excluding financial matters that are included in 7.0)	
5.2.1	National Plant Monitoring Scheme - 2017 update*.	NAR
5.2.2	SBC, Adoption of Scarborough Borough Local Plan (Batch 5)*.	NAR
5.2.3	NALC Chief Executive's Bulletins, 25, 26, 27, 28, 29, 30*. Review bulletin 26 and complete finance item. Discuss with Cllr Cornforth, item regarding broadband usage questionnaire by small businesses (including farmers).	Clerk Clerk
5.2.4	Notice: Next Governing Body meeting July 2017*.	NAR
5.2.5	North York Moors National Park Authority Annual Report*.	NAR
5.2.6	NHS, Wedding gift community defibrillator saves life of cyclist*.	NAR
5.2.7	White Rose Update August Edition*.	NAR
5.2.8	Sandsend Defibrillator - Response Letter from Yorkshire Ambulance Service*.	NAR
5.2.9	Gateway Registration Notification. Clerk confirmed that decision to opt out of pension scheme complete.	Complete
5.2.10	Launch of new Mulgrave Website*.	NAR
5.2.11	HRW CCG Newsletter July 2017*.	NAR
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	Request for donation from Friends of Lythe School towards a minibus. Discuss at the October meeting once the spend vs budget complete. Investigate use of public monies for donations.	Clerk Clerk
6.2	To confirm the minutes of the 2017 Annual Parish Meeting. Minutes drafted, circulate	Clerk

6.3	to Cllrs and include on the October meeting agenda. Review of financial spend against budget 2017/8 financial year. The Clerk had been unable to complete this for circulation prior to the meeting. Complete and circulate to Cllrs as soon as practicable.	Clerk												
6.4	Planning issues within the Parish. See 3.3.3.													
6.5	Parish Caretaker. All agreed that Sally was doing an excellent job and she had made a significant difference, particularly within Sandsend. Sally had expressed concern to a Cllr as people that she had been asked to carry out tasks outwith her remit e.g. reporting lighting issues. Contact A Gadass at SBC, to clarify her role/area.	Clerk												
6.6	Dog signs on slipways, Sandsend. Cllr Smith had circulated photographs of dog signs used on the slipways at Whitby. Following debate, it was agreed that, in principle the signs were good, however it was agreed to clarify who would put them out/take them in each day. Contact the dog warden for advice.	Clerk Clerk												
6.7	Grass cutting, 3 rd cut. Request cut towards the end of September.													
6.8	Pedestrian walkway, East Row Bridge, Sandsend. The issue of pedestrians not using the walkway and walking on the granite sets was debated. At installation, the Council had requested a gate/opening in the wooden part of the walkway, but this was deemed to compromise pedestrian safety, rather than assist it. Therefore, it was agreed that no further action would be taken.	Complete												
7.0	To receive information on Financial matters and approve spend as appropriate													
7.1	Balance of accounts. <table border="1" data-bbox="236 831 1329 902"> <tr> <td>Current</td> <td>£815.50</td> <td>Credit</td> </tr> <tr> <td>Savings</td> <td>£4826.54</td> <td>Credit</td> </tr> </table>	Current	£815.50	Credit	Savings	£4826.54	Credit							
Current	£815.50	Credit												
Savings	£4826.54	Credit												
7.2	Money received.													
7.3	<table border="1" data-bbox="236 936 1329 1077"> <tr> <td></td> <td>£2000</td> <td>Normanby Charitable Trust (contribution towards Matrix)</td> </tr> <tr> <td></td> <td>£3.03</td> <td>Yorkshire Bank (bank interest)</td> </tr> </table>		£2000	Normanby Charitable Trust (contribution towards Matrix)		£3.03	Yorkshire Bank (bank interest)							
	£2000	Normanby Charitable Trust (contribution towards Matrix)												
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	Money paid.													
	<table border="1" data-bbox="236 1111 1329 1384"> <tr> <td>YLCA</td> <td>£172.50</td> <td>Chairmanship Training (Cllrs Lancaster, Smith)</td> </tr> <tr> <td>YLCA</td> <td>£33.57</td> <td>Good Councillors Guide (copies for The Council)</td> </tr> <tr> <td>Clay Agricultural Contractor</td> <td>£612.00</td> <td>Grass cutting (2nd cut)</td> </tr> <tr> <td>Lythe Village Hall</td> <td>£60.00</td> <td>Hall Hire (May/June/July)</td> </tr> </table>	YLCA	£172.50	Chairmanship Training (Cllrs Lancaster, Smith)	YLCA	£33.57	Good Councillors Guide (copies for The Council)	Clay Agricultural Contractor	£612.00	Grass cutting (2 nd cut)	Lythe Village Hall	£60.00	Hall Hire (May/June/July)	
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Clay Agricultural Contractor	£612.00	Grass cutting (2 nd cut)												
Lythe Village Hall	£60.00	Hall Hire (May/June/July)												
7.4	Invoices - payment of those approved, see above. No new invoices.													
7.5	Expenses Approval of a pc memory stick purchased by the Clerk for £9.99 for the Council's pc was approved by all those present. Raise cheques. Cllr Lancaster had approached the Clerk to clarify whether or not he could claim travel expenses for attending the Chairmanship in York with Cllr Smith. The Clerk advised that SBC Cllrs claim 45p/mile and the meeting agreed that Cllr Lancaster should claim £45. Raise cheque.	Clerk Clerk												
8.0	To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting None to record.													
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting													
9.1	Clearance/tidy up of land outside The Smithy, Lythe.													
9.2	LPC website development.													
9.3	Contractual obligation for seed growth on slope stabilisation – Newholm pc/Cllr Chance.													
10.0	The next meeting was confirmed as Monday 2 October 2017, 19:30, Lythe Village Hall.													
	The meeting closed at 20:51													

*circulated via email.

Judy Clark

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**LYTHE PARISH COUNCIL
MEETING ON MONDAY 2 OCTOBER 2017, COMMENCED AT 19:30 IN LYTHE VILLAGE
HALL**

Recording of meeting. None made.

Public question time. No questions raised.

Declaration of interest in agenda item(s). None

Present: Cllrs H Casson, D Lancaster (Vice Chairman), M Lloyd, J Metcalfe, M Norman, L Smith (Chair), J A Clark (Clerk).

ITEM	SUBJECT	ACTION
1.0	To receive apologies for absence Apologies received from Cllr Cornforth.	
2.0	Minutes of meetings	
2.1	The minutes of the 2017 Annual Parish Meeting were proposed as a true and accurate record by Cllr Lancaster, seconded by Cllr Metcalfe, all agreed. Print a copy for the Chair's signature. The minutes of the September Parish Council meeting were proposed as a true and accurate record by Cllr Norman, seconded by Cllr Smith, all agreed and were duly signed by the Chair.	Clerk/Chair Complete
3.0	To receive information on the following ongoing issues and decide further action where necessary	
3.1	Whitby Rural SNT police report/discussion*. Circulate the report.	Clerk
3.1.1	Vehicles speeding through Lythe and on the mid/base of Lythe Bank. The Clerk had contacted 95 Alive to request speed check at the base of Lythe Bank. Check on progress. The clerk advised that her follow-up meeting with the police had not occurred due to higher police priorities. Following a discussion regarding the continued speed of vehicles particularly near the Village Hall, Cllr Metcalfe agreed to take note of any incidents. The Clerk will discuss additional and/or relocated signage in Lythe with Police.	Clerk Cllr Metcalfe Clerk
3.2	Planning applications, feedback to Authorities. None to feedback.	NAR
3.3	North Yorkshire CC Highways issues.	
3.3.1	Update on Highways meeting. The Clerk reported that the meeting had been beneficial and she would circulate a document outlining NYH inspection criteria relating to highways and footpaths. All outstanding highways issues had been reported at the meeting, and added to the highways portal to enable tracking of cases. NB: not all issues can be reported via the portal.	Clerk Clerk
3.3.2	Double yellow lines, in Sandsend. Not progressed yet due to ongoing building works. Retain on agenda.	Clerk
3.3.3	Methods of preventing illegal parking; o/s Sandsend (South) toilets, East Row. Retain on agenda.	Clerk
3.4	LPC Website including policies/procedures and website development. Cllr Casson advised that the website had been updated with the External Audit report and requested assistance for new news items. Cllr Casson outlined the thinking behind his suggestion of having the website written specifically for the Council, to ensure ownership whilst budget is available from the Transparency Fund. Contact the Computer Centre to determine costs for presentation at the next meeting. Draft an article on the dangers of speeding for inclusion on the website.	Cllr Casson Cllr Metcalfe
3.5	Items from 'Goldsborough, Kettleiness, Lythe and Sandsend walkabouts' including recent review*. The Clerk updated the meeting on items reported and progress. Update spreadsheet, circulate to Cllrs and progress actions.	Clerk

3.6	YLCA, Revised model financial regulations 2016. The revised regulations had been updated by Cllrs Lancaster/Smith/Clerk and circulated prior to the meeting. It was proposed that the regulations are adopted by Cllr Lloyd, seconded by Cllr Metcalfe. Add adoption footer to the regulations and forward to Cllr Casson for inclusion on the LPC website. Cllr Metcalfe volunteered to perform a regular, at least quarterly, audit of payments from the LPC current account as per item 2.2 in the adopted regulations.	Clerk/ Cllr Casson Cllr Metcalfe
3.7	SBC, Beach Management sign-age*. No response from SBC, progress again.	Clerk
3.8	Mulgrave Estate Issues. Poor state of roads, paths and banks in the Valley, Sandsend. Tidal surge that had a negative impact on the Valley Bank, particularly near goat area and also damage to gabion baskets. This would be assessed by ME to see what needs fixing. Mulgrave are reviewing requirements in conjunction with SBC Planning. Goldsborough quoits pitch. Whilst Mulgrave Estate have future plans for the pitch, due to concerns regarding safety and the potential for harm, the Estate confirmed that interim works would be carried out. Work undertaken.	Mulgrave Complete
3.9	Goldsborough to Lythe lanes. Clarify with Cllr Cornforth whether or not flooding on the lanes is due to run off from fields, this will then determine action to take.	Clerk
3.10	Replacement bench, High Street, Lythe. Replacement still in progress. Retain on agenda.	Clerk
3.11	Holiday Cottage advertising signage. Confirmed with Parishioner that the Parish Council did not perceive an issue with current signage within Sandsend.	Complete
3.12	Issues related to Newholm cum Dunsley Parish Council. Request for an update was made, no further progress had been made. Progress again.	Clerk
3.13	Mud on the back road from Lythe to Ugthorpe. Contact NYH for them to request that the land owner has adequate drainage in place to prevent run off on to the highway.	Clerk
3.14	Sleights and Sandsend medical practise, parking for Sandsend surgery*. The Clerk had obtained a leaflet from the surgery that requested patients to lobby County Cllrs for additional parking. No further action required unless further contact made by Patient Liaison Group.	Complete
3.15	NYCC, Parish Portal*. LPC now registered.	Complete
3.16	YLCA, Reform of data protection legislation and intro of the general data protection regulations*. Review and report at the next meeting regarding anything that applies to the Council.	Cllr Lloyd
3.17	NALC Chief Executive's Bulletin 26. Broadband usage ?re by small businesses (including farmers). Discuss with Cllr Cornforth the possible need to provide farmers/small businesses with details of relevant initiatives highlighted by YLCA.	Clerk
3.18	Request for donation from Friends of Lythe School towards a minibus. The Clerk confirmed that the Council did not have the legal Power to make such a donation. Advise the Friends of Lythe School of this, along with details of LEADER and other funding sources.	Clerk
3.19	Parish Caretaker. The Clerk confirmed that Sally, Village Caretaker, now had a new line manager based in Whitby. Sally would remain in post throughout the year, apart from short periods spent on other projects. All agreed that she was doing an excellent job. Check with SBC to confirm whether or not a short article could be included on LPC website.	Clerk
3.20	Dog signs on slipways, Sandsend. Awaiting response from SBC regarding clarification of who would put the signs out on the slipways/take them in each day. Retain on agenda.	Clerk
3.21	Grass cutting, 3 rd cut. Cut requested. Retain on agenda until complete.	Clerk
4.0	Planning Issues	
4.1	To consider the following planning applications (including those	

	applications published between agenda publication and meeting) None.	NAR
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date 17/01516/HS Retrospective application for the erection of a garden summer house with decking, The Marstalls The Valley Sandsend. 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	YLCA, Neighbourhood Planning*.	NAR
5.1.2	NHS, Notice of next CCG Governing Body meeting, 28 September 2017*. Date passed.	NAR
5.1.3	Coastal Area Parish Forum - Thursday, 26 October 2017 at 7pm - St Hilda's Old School, Hinderwell*. Attend if able/available.	Cllrs/Clerk
5.1.4	YLCA, Scarborough Branch Agenda - Thursday, 5 October*. Noted that there will be no representative attending.	NAR
5.1.5	YLCA, Training Events September to November*. No nominations.	NAR
5.2	Correspondence for information (excluding financial matters that are included in 7.0)	
5.2.1	YLCA, NALC Chief Executive's Bulletin 31, 32, 33 2017*. The Clerk had summarised the bulletins and offered to do this prior to each meeting. Following debate, it was agreed that this was not necessary.	NAR
5.2.2	Police and Crime Commissioner Public Consultation - Working better together* (date passed)	NAR
5.2.3	NYCC, Yorkshire Coast and Moors County Area Committee - 27 September 2017*. Date passed.	NAR
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	NYMNPA, North York Moors, Coast and Hills LEADER Programme - Rural Services Funding. Cllr Lloyd outlined key points from a presentation he had attended regarding the above. Circulate slides that had been received.	Clerk
6.2	Contractual obligation for seed growth on slope stabilisation on the landward side had been confirmed. Cllr Chance investigating reseeding of seaward side. Check progress.	Clerk
7.0	To receive information on Financial matters and approve spend as appropriate	
7.1	Balance of accounts.	
	Current	£590.50 Credit
	Savings	£7415.00 Credit
7.2	Money received.	
		£1910.00 Parish Precept
		£733.46 Model Agreement
7.3	Money paid.	
		£0
7.4	Invoices – approval of invoices. None to approve.	
7.5	Expenses. Cheques raised.	
7.6	Review of financial spend against budget 2017/8 financial year. The Clerk had circulated this spreadsheet prior to the meeting, with no unexplained under/overspend.	Complete
7.7	2016/7 Annual Audit. Audit completed by external auditor, no issues of concern raised. Audit outcome placed on notice board and website.	Complete
7.8	Approval of Clerk's fees for 6 months, April – September 2017. Fees of £600 were proposed by Cllr Lancaster, seconded by Cllr Smith. Arrange payment.	Clerk

7.9	Consider purchase of Arnold Baker "Local Council Administration", 2016, £57.00. The Clerk suggested that this would be a useful resource for the Clerk/Council and a special and that YLCA had obtained this favourable price that was well below other prices. It was proposed by Cllr Lancaster, seconded by Cllr Smith, all agreed that the book should be purchased.	Clerk
7.10	Approval of use of internet banking by the Clerk. Approved in principal, Clerk to update the Financial Risk Assessment to include internet banking arrangements and the process of the approval of spend. This issue would then be considered and voted upon at the next meeting.	Clerk
8.0	To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting None to record.	
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting Budget 2018/9.	
10.0	The next meeting was confirmed as Monday 6 November 2017, 19:30, Lythe Village Hall.	
	Meeting closed at 21:01	

*circulated via email.

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**LYTHE PARISH COUNCIL
MINUTES OF THE MEETING HELD ON MONDAY 6 NOVEMBER 2017 COMMENCED 19:30
LYTHE VILLAGE HALL**

Recording of meeting. None made.

Public question time. No questions raised.

Declaration of interest in agenda item(s). None

Present: Cllrs H Casson, P Cornforth, D Lancaster (Vice Chairman), M Lloyd, J Metcalfe, M Norman, L Smith (Chair), J A Clark (Clerk).

ITEM	SUBJECT	ACTION
1.0	To receive apologies for absence None, all present.	
2.0	Minutes of meetings	
2.1	To confirm the minutes of the October LPC meeting as a true and accurate record. The minutes were proposed as a true and accurate record by Cllr Lancaster, seconded by Cllr Casson and were duly signed by the Chair.	Complete
3.0	To receive information on the following ongoing issues and decide further action where necessary	
3.1.1	Vehicles speeding through Lythe and on the mid/base of Lythe Bank. The Clerk reported that she had visited the Police, had a site visit in Lythe with Sgt Jolly and also spoken to NYCC regarding speeding/matrix sign in Lythe and had sent a summary to Councillors. Resolved that cost of additional data from matrix installation should be included in the financial budget and that a community speed-watch programme could be beneficial. Obtain costs from NYCC. Resolved to contact the Police to request details of training/availability for delivery, draft a letter to be to; Lythe residents, other appropriate community groups and for posting on notice boards.	Clerk
3.1.2	Cllr Metcalfe advised that she had seen no incidents of speeding vehicles.	Complete
3.2	Planning applications, feedback to Authorities. None to feedback.	Complete
3.3	No agenda item.	
3.4	LPC Website including policies/procedures and website development. Cllr Casson reported that the Computer Centre had estimated a cost of £500 (£350 development + £150 to enable editing by LPC) to ensure ownership. Following debate, resolved that this would not be progressed at present. Noted that Cllr Casson had updated the website recently with current local news.	Complete
3.5	Items from 'Goldsborough, Kettleiness, Lythe and Sandsend walkabouts'*. Resolved that the Clerk would update and circulate the spreadsheet to enable progress to be monitored. Regarding item 54 on the spreadsheet (notice board in Lythe), resolved that this would be for Parish Council use only and that the Chair/Clerk would identify suitable boards for consideration by the Council. Noted that permission from Mulgrave Estate required to erect a new board.	Clerk Chair/Clerk Clerk
3.6	YLCA, Revised model financial regulations 2016. Adoption footer added and regulations now on website.	Complete
3.7	SBC, Beach Management sign-age*. No information received from SBC, progress again.	Clerk
3.8	Goldsborough to Lythe lanes. Following clarification of areas, reported to NYH. Retain on agenda.	Clerk
3.9	Replacement bench, High Street, Lythe. No update, retain on agenda.	Clerk
3.10	Issues related to Newholm cum Dunsley Parish Council. Resolved to request removal of the two redundant bin frames alongside the Sandsend/Whitby layby. Also resolved to report that the pavement conditions alongside the same layby were poor for pedestrians and to request repair.	Clerk
3.11	Mud on the back road from Lythe to Ugthorpe. A request had been sent to NYH for them to determine if the land owner has adequate drainage in place to prevent run off on to the highway. Retain on agenda.	Clerk
3.12	YLCA, Reform of data protection legislation and intro of the general data protection	

	regulations*. Cllr Lloyd reported that from his research, definitive guidance was not yet available. Resolved to retain the matter on the agenda.	Clerk
3.13	NALC Chief Executive's Bulletin 26. Cllr Cornforth had confirmed that farmers/small businesses may require details of relevant initiatives. Resolved that they would be sent details as appropriate and also asked if they wanted to be included in future mailing/email.	Action as appropriate
3.14	Request for donation from Friends of Lythe School towards a minibus. Email sent to confirm that LPC did not have the Power to make a donation, along with LEADER information. Alternative sources of funding had been sent previously.	Complete
3.15	Parish Caretaker. Resolved that the Clerk identify whether or not the Council could reward the caretaker for her excellent work.	Clerk
3.16	Dog signs on slipways, Sandsend. Resolved to request signs, from the Dog Warden, for each of the three slipways.	Clerk
3.17	Grass cutting, 3 rd cut. Undertaken.	Complete
3.18	Coastal Area Parish Forum, 26 October 2017 at 7pm, St Hilda's Old School, Hinderwell*. No one had been able attend.	NAR
3.19	NYMNPA, North York Moors, Coast and Hills LEADER Programme - Rural Services Funding. Slides circulated.	Complete
4.0	Planning Issues	
4.1	To consider the following planning applications (including those applications published between agenda publication and meeting)	
	None.	
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
	None.	
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	NYMNPA, North York Moors Local Plan, 'Current Thinking' consultation, required by 24 November*.	NAR
5.1.2	SBC, Consultation on Affordable Housing Supplementary Planning Document, required by 1 December*.	NAR
5.1.3	Local Government Boundary Commission for England, draft recommendations for Scarborough, required by 15 January 2018*. Resolved to include a link to the consultation on the LPC website.	Cllr Casson
5.2	Correspondence for information (excluding financial matters that are included in 7.0)	
5.2.1	YLCA, NALC - Chief Executive's Bulletins 35, 36, 37, 38.	NAR
5.2.2	YLCA, Upgraded YLCA website*.	NAR
5.2.3	YLCA, Membership Subscription Fees 2018/2019*. It appears that the subscription will increase, await further information from YLCA.	NAR
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	Purchase & installation of Speed Awareness Devices for Lythe & Sandsend. Covered in 3.1.1.	NAR
6.2	LEADER grant application under Forestry Productivity. Resolved to send a letter of support to Mulgrave Estate.	Clerk
6.3	Lythe Bank, road sweep required. Resolved to submit request to NYH.	Clerk
6.4	BT Telephone box, Goldsborough. Resolved that not LPC property and that BT should remove.	NAR
6.5	Broadband, Goldsborough & Kettleless. Broadband virtually non-existent and running at very slow speed. Resolved to contact Cllr Nock for assistance in obtaining improvement.	Clerk

7.0 To receive information on Financial matters and approve spend as appropriate

7.1 Balance of accounts.

Current	£665.51	
Savings	£6805.00	

7.2 Money received.

	£0	
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Money paid.

	£480.00	Clerk's fees
	£9.99	Memory stick purchase

7.3 Invoices – invoices were approved for A R Clay £612.00 (3rd grass cut), Lexis Nexis £59.50 (book purchase, see 7.5), Lythe Village Hall £45.00 (hire). Resolved to raise cheques. Clerk

7.4 Approval of Clerk's fees for 6 months, April – September 2017. Cheques raised for fees/tax. Complete

7.5 Purchase of Arnold Baker "Local Council Administration", 2016. Received today. Complete

7.6 Approval of use of internet banking by the Clerk. The Financial Risk Assessment had been revised to incorporate this and circulated to Cllrs. It was proposed by Cllr Lancaster, seconded by Cllr Cornforth that the revised Assessment be adopted. Clerk/Cllr Casson

7.7 Budget 2018/9. Consider any items for inclusion prior to the next meeting. Cllrs/Clerk

7.8 Parish precept 2018/9. Consider whether or not to increase the precept for 2018/9. Cllrs/Clerk

8.0 To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting

8.1 Cllrs to note that the Chair and Clerk had been invited to a meeting at Mulgrave Estate. Cllrs

9.0 To notify the Clerk of matters for inclusion on the agenda of the next meeting

9.1 To confirm details of 2018/9 meetings.

9.2 To consider and agree any financial donations.

10.0 The next meeting was confirmed as Monday 4 December 2017, 19:30, Lythe Village Hall.

Meeting closed at 20:38

*circulated via email.

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LYTHE PARISH COUNCIL

MEETING HELD ON MONDAY 4 DECEMBER 2017 COMMENCED AT 19:30 LYTHE VILLAGE HALL

Recording of meeting. None made.

Public question time. No questions raised.

Declaration of interest in agenda item(s). Cllrs Casson, Lloyd and Smith item 4.1.1.
Cllr Casson item 4.2.1.

NB: Requests for dispensation were received by the Clerk from Cllrs Casson and Smith in respect of item 4.1.1. to ensure that the meeting was quorate for this item. It was proposed by Cllr Metcalfe and seconded by Cllr Norman that the dispensation requests be granted.

Present: Cllrs H Casson, M Lloyd, J Metcalfe, M Norman, L Smith (Chair), J A Clark (Clerk).

ITEM	SUBJECT	ACTION
1.0	To receive apologies for absence	
	Apologies received from Cllrs Cornforth and Lancaster.	
2.0	Minutes of meetings	
2.1	The minutes of the November LPC meeting were proposed as a true and accurate record by Cllr Casson, seconded by Cllr Lloyd and were duly signed by the Chair.	Complete
3.0	To receive information on the following ongoing issues and decide further action where necessary	
3.1.1	Vehicles speeding through Lythe and on the mid/base of Lythe Bank. No data received to date, retain on agenda. Clerk still awaiting further details from the police on a Community Speedwatch and had requested an outline prior to the year end to enable posting of publicity. Progress again and retain on agenda. The Clerk had received confirmation from NYH that the survey related to the matrix sign would cost £400 but could not be carried out this financial year.	Clerk
3.2	Planning applications to feedback to Authorities. None to feedback.	NAR
3.3	LPC Website. Updates added.	Complete
3.4	Items from 'Goldsborough, Kettleless, Lythe and Sandsend walkabouts'*. See attached spreadsheet for update.	
3.5	YLCA, Reform of data protection legislation and intro of the general data protection regulations*. Cllr Lloyd proposed that when definitive guidance received, he would brief the Council on the regulations. Resolved that this approach acceptable.	Complete
3.6	Parish Caretaker. The Clerk had already confirmed that the Council did not have the Power to reward an individual, Cllrs to contribute as individuals if they wished and then appropriate gift to be purchased.	Clerk Clerk/Chair
3.7	Dog signs on slipways, Sandsend. SBC had agreed to provide three signs, one for each slipway. Include on the March 2018 agenda.	Clerk
3.8	LEADER grant application under Forestry Productivity. Letter of support sent to NYMNP.	Complete
3.9	Broadband, Goldsborough & Kettleless. Information on fibre rollout received from Cllr Nock. However, Cllr Cornforth had confirmed that the concerns were with the very poor current download/upload speeds, for example that morning it had been 0.6 and 0.2 respectively in Goldsborough. Resolved to provide Cllr Nock with this information along with addresses of six Goldsborough residents who were experiencing similar issues to see if current provision could be improved.	Clerk
3.10	Outcome of meeting at Mulgrave Estate*. Notes from meeting circulated previously, any items requiring action included on the Parish action sheet.	
4.0	Planning Issues	
4.1	To consider the following planning applications (including those applications published between agenda publication and meeting)	
4.1.1	17/02425/FL St Marys St Marys Hill Sandsend. Removal of section of rear outbuilding and retaining wall and replacement of larger outbuilding and retaining wall. Resolved that there were no objections. Inform SBC.	Clerk
4.1.2	17/02564/HS11 Meadowfields Sandsend Proposed first floor sea view bay window to front elevation. Resolved that there were no objections. Inform SBC.	Clerk

- 4.2 To receive the following planning decision/information (full information on websites) as at agenda publication date**
- 4.2.1** 17/02542/COND Discharge of conditions 3 & 4 on decision 16/01887/HS for creation of new access, formation car port with terrace over, alterations to boundary wall and insertion of loft window to side gable wall 2 Meadowfields Sandsend. 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** Whitby Civic Society, War Memorials: Commemorating the Fallen: Their Story*. Resolved to identify War Memorial owner and then direct the Civic Society to them and also informing them of the presence of a special tomb in the churchyard. Cllr Casson to take photograph and send to the Clerk. Clerk
Cllr Casson
- 5.2 Correspondence for information (excluding financial matters that are included in 7.0)**
- 5.2.1** YLCA, NALC bulletins 39, 40, 41, 42*. NAR
- 5.2.2** NYCC, LED lighting programme*. NAR
- 5.2.3** NHS, Outline Business Case for Whitby Hospital redevelopment goes to CCG Governing Body*. NAR
- 5.2.4** NYH, County Council faces hard choices following Budget*. NAR
- 6.0 To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk**
- 6.1** Details of 2018/9 meetings. Resolved that the meeting schedule as follows;

LYTHE PARISH COUNCIL, MEETINGS 2018/9			
Day	Date	Time	Type of meeting and issues to note
Monday	9 April 2018	19:00	Annual Parish Meeting
Monday	9 April 2018	19:30	Parish Council Meeting
Monday	14 May 2018	19:00	Annual Parish Council Meeting
Monday	14 May 2018	19:30	Parish Council Meeting
Monday	4 June 2018	19:30	Parish Council Meeting
Monday	2 July 2018	19:30	Parish Council Meeting
Monday	6 August 2018	19:30	Parish Council Meeting*
Monday	3 September 2018	19:30	Parish Council Meeting
Monday	1 October 2018	19:30	Parish Council Meeting
Monday	12 November 2018	19:30	Parish Council Meeting
Monday	3 December 2018	19:30	Parish Council Meeting
Monday	7 January 2019	19:30	Parish Council Meeting
Monday	4 February 2019	19:30	Parish Council Meeting
Monday	4 March 2019	19:30	Parish Council Meeting
* Provisional, will only be held if urgent decisions required.			

Complete

7.0 To receive information on Financial matters and approve spend as appropriate

7.1 Balance of accounts.

Current	£590.01	credit
Savings	£6089.00	credit

7.2 Money received.

	£0	
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Money paid.

Clay Contractors	£612.00	Grass cutting – 3 rd cut
HMRC	£120.00	Clerk's tax
Lexisnexis	£59.50	Book, Local Council Admin

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|-------------|--|--|
| 7.3 | Invoices. None to approve. | NAR |
| 7.4 | Financial Risk Assessment. Added to website. | Complete |
| 7.5 | Budget 2018/9. Following considerable debate, it was resolved; <ul style="list-style-type: none"> - that Cllrs would review the draft budget further to identify ways of increasing/decreasing financial spend and different ways of raising money. - to remove the matrix survey costs from the budget for 2018/9. - to circulate to Cllrs the closing balance for the last three years. - to include this item on the agenda for the next meeting. | Cllrs/Clerk
Chair/Clerk
Clerk
Clerk |
| 7.6 | Model Agreement Estimate 2018/19, required at SBC by 31 December 2017. Submit to SBC. | Clerk |
| 7.7 | Parish Council Precept 2018/19, required at SBC by 16 January 2018. Following considerable debate, it was resolved to; <ul style="list-style-type: none"> - circulate options for precept changes to Cllrs. - include this item on the agenda for the next meeting. | Chair
Clerk |
| 7.8 | To consider and agree any financial donations (including direct requests) *. Following debate in 3.4, it was proposed by Cllr Smith, seconded by Cllr Lloyd to donate £100 to Lythe Village Hall for provision of a notice board for Lythe to the Council. Raise cheque. Resolved to review all other donations, including suggested increase to LPCC, at the next meeting. Include as an agenda item. | Clerk
Cllrs
Clerk |
| 8.0 | To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting
None. | |
| 9.0 | To notify the Clerk of matters for inclusion on the agenda of the next meeting | |
| 9.1 | NALC website, access for Cllrs. | |
| 9.2 | Notification of bonfires, firework displays etc. | |
| 10.0 | The next meeting was confirmed as Monday 8 January 2018, 19:30, Lythe Village Hall. | |

Meeting closed at 21:26

*circulated via email.

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LYTHE PARISH COUNCIL

MINUTES OF MEETING, MONDAY 8 JANUARY 2018 COMMENCED AT 19:30 LYTHE VILLAGE HALL

Recording of meeting. None made.

Public question time. No questions raised.

Declaration of interest in agenda item(s). None declared.

Present: Cllrs H Casson, P Cornforth, D Lancaster, M Lloyd, J Metcalfe, M Norman, L Smith (Chair), J A Clark (Clerk).

ITEM	SUBJECT	ACTION
1.0	To receive apologies for absence None all present.	
2.0	Minutes of meetings	
2.1	The minutes of the December LPC meeting were proposed as a true and accurate record by Cllr Lloyd, seconded by Cllr Casson and duly signed by the Chair.	Complete
3.0	To receive information on the following ongoing issues and decide further action where necessary	
3.1	Police and speeding related activities	
3.1.1	Police Report*. Circulated.	Complete
3.1.2	Vehicles speeding through Lythe and on the mid/base of Lythe Bank. It was resolved to progress again with 95 Alive to determine what action is being taken with this request.	Clerk
3.1.3	Matrix sign survey. Following considerable debate, it was resolved that due to cost a survey would not be requested. Contact NYH and YLCA to determine if similar surveys have been carried out and obtain their results.	Clerk
3.2	Planning applications to feedback to Authorities.	
3.2.1	17/02425/FL St Marys St Marys Hill Sandsend. Feedback sent.	Complete
3.2.2	17/02564/HS11 Meadowfields Sandsend. Feedback sent.	Complete
3.3	LPC Website. No updates.	NAR
3.4	Items from 'Goldsborough, Kettleness, Lythe and Sandsend walkabouts'*. The spreadsheet circulated prior to the meeting. It was resolved to continue to progress actions.	Clerk
3.5	YLCA, Reform of data protection legislation and intro of the general data protection regulations*. Includes new information from YLCA on Data Protection Officer appointment* and Legal Topic note from NALC*. No clear guidance available currently. It was resolved to retain on the agenda.	Clerk
3.6	Parish Caretaker. A Christmas Card including the contributions from Cllrs/Clerk had been forwarded to Sally via her line manager at SBC.	Complete
3.7	Broadband, Goldsborough & Kettleness. Resolved to develop a brief survey to obtain information on connectivity. Send forms to Cllr Cornforth for despatch. Once completed questionnaires obtained, summarise and contact Robert Goodwill MP with the results if appropriate to see if he could progress the issue.	Clerk Cllr Cornforth Clerk
3.8	Whitby Civic Society, War Memorials: Commemorating the Fallen: Their Story*. Society informed that LPC owns the memorial. It was resolved to complete and return the Civic Society survey to the Clerk for forwarding to the Society. It was resolved to identify the cost of the memorial for inclusion on the Asset Register.	Complete Cllrs Metcalfe/ Norman, Clerk Clerk
3.9	NALC website, access for Cllrs. It was resolved that Cllrs should have access to the website. Arrange access.	Clerk
3.10	Notification of bonfires, firework displays etc. Identify Government guidelines and SBC/NYMNPA policies.	Clerk
4.0	Planning Issues	
4.1	To consider the following planning applications (including those applications published between agenda publication and meeting)	
4.1.1	NYM/2017/0871/LB Application for Listed Building consent for alterations, extensions and conversion of former agricultural buildings and joiners workshop to	

	office accommodation at Mulgrave Castle, Lythe. It was resolved that the Council was supportive of the application. Inform NYMNPA.	Clerk
4.1.2	NYM/2017/0868/FL Planning permission and Listed Building consent for alterations, extensions and conversion of former agricultural buildings and joiners workshop to office accommodation. Planning permission for change of use of agricultural land to form ancillary curtilage together with construction of access track and car park at Mulgrave Castle, Lythe. It was resolved that the Council was supportive of the application. Inform NYMNPA.	Clerk
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
4.2.1	17/02542/COND Discharge of conditions 3 & 4 on decision 16/01887/HS. Highway Authority had confirmed that the information received sufficient to discharge these highway conditions from a planning perspective. See SBC website for further information.	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	North York Moors Local Plan Consultation - Planning Policies covering Tranquillity, Remoteness and Dark Night Skies*. Respond by 26 January 2018. Resolved that Cllrs should respond as individuals.	Cllrs
5.1.2	Police precept consultation*. Consultation closes 28 January 2018. Resolved that Cllrs should respond as individuals.	Cllrs
5.1.3	NHS, Notice - Joint commissioning meeting notice*. Resolved that Cllrs should attend if available.	Cllrs
5.2	Correspondence for information (excluding financial matters that are included in 7.0)	
5.2.1	NYCC, Permit letter of intent*.	NAR
5.2.2	YLCA, White Rose newsletter, December 2017*.	NAR
5.2.3	YLCA, Application of referendum principles in the next three years*.	NAR
5.2.4	HRW, CCG Newsletter December 2017*.	NAR
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	Parking encroaching on to the pavement outside houses next to Pyman Institute, Sandsend. Resolved to write to the property owners to request that all vehicles at their properties are parked within their curtilages and not the footpath to prevent injury to pedestrians or damage to their vehicles.	Clerk

7.0 To receive information on Financial matters and approve spend as appropriate

7.1 Balance of accounts.

Current	£541.01	credit
Savings	£5951.77	credit

7.2 Money received.

	£0	
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Money paid.

Lythe Village Hall	£40.00	Hall hire Nov & Dec 2017
Lythe Village Hall	£100.00	Donation for a Parish Council notice board for Lythe

7.3	Invoices. None.	NAR
7.4	Budget 2018/9. Agreement of budget. Following considerable debate, it was resolved to reduce spend on those items deemed as non-essential or inappropriate. Amend spreadsheet and circulate to Cllrs.	Cllr Smith/ Clerk
7.5	Model Agreement Estimate 2018/19. Estimate sent to SBC.	Complete
7.6	Parish Council Precept 2018/19. Following considerable debate, it was resolved to request a precept of £3952 (a 4.32% increase) to compensate for the reduction of Band D equivalents plus the Consumer Retail Price Index increase. This equates to 63p/annum increase per Band D property to £15.21/annum. Send to SBC.	Clerk
7.7	To consider and agree any financial donations (including direct requests) *. Resolved to continue to make a donation to LPCC towards maintenance of the churchyard, but not to make any further financial donations.	Complete
8.0	To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting None.	
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
9.1	Plastic waste on the beach.	
9.2	Battles over, a nation's tribute and WW1 beacons of light, 11 November 2018.	
10.0	The next meeting was confirmed as Monday 5 February 2018, 19:30, Lythe Village Hall. Noted that apologies received from Cllr Lloyd.	
	Meeting closed at 21:15	

*circulated via email.

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**LYTHE PARISH COUNCIL
MEETING ON MONDAY 5 FEBRUARY 2018 COMMENCED 19:30 LYTHE VILLAGE HALL**

Recording of meeting. None made.

Public question time. No questions raised.

Declaration of interest in agenda item(s). None declared.

Present: Cllrs H Casson, D Lancaster, M Lloyd, J Metcalfe, M Norman, L Smith (Chair), J A Clark (Clerk).

ITEM	SUBJECT	ACTION
1.0	To receive apologies for absence Cllr Cornforth.	
2.0	Minutes of meetings	
2.1	The minutes of the January LPC meeting were proposed as a true and accurate record by Cllr Lancaster, seconded by Cllr Norman, all agreed and were duly signed by the Chair.	
3.0	To receive information on the following ongoing issues and decide further action where necessary	
3.1	Police and speeding related activities.	
3.1.1	Police Report*. Circulated.	Complete
3.1.2	Vehicles speeding through Lythe and on the mid/base of Lythe Bank. Due to the issues encountered by the Police installing equipment, NYH are going to install speed monitoring tubes across the road. Retain on agenda.	Clerk
3.1.3	Matrix sign survey. The report by NYCC prior to matrix sign installation in North Yorkshire had been circulated. It was resolved that no further action required. Noted that the matrix sign is currently not working and has been reported to NYCC for repair. LPC will receive an additional 4week matrix placement at the end of the contract in 2020.	Complete
3.2	Planning applications to feedback to Authorities.	
3.2.1	NYM/2017/0871/LB Application for Listed Building consent for alterations, extensions and conversion of former agricultural buildings and joiners workshop to office accommodation at Mulgrave Castle, Lythe. Feedback sent.	Complete
3.2.2	NYM/2017/0868/FL Planning permission and Listed Building consent for alterations, extensions and conversion of former agricultural buildings and joiners workshop to office accommodation. Planning permission for change of use of agricultural land to form ancillary curtilage together with construction of access track and car park at Mulgrave Castle, Lythe. Feedback sent.	Complete
3.3	LPC Website. The adopted Financial Regulations had been added to the site.	NAR
3.4	Items from 'Goldsborough, Kettleless, Lythe and Sandsend walkabouts'*. The spreadsheet had been circulated prior to the meeting, the Clerk highlighted any additional updates. It was resolved to update the spreadsheet as appropriate and retain on agenda.	Clerk
3.5	YLCA, Reform of data protection legislation and intro of the general data protection regulations*. Provide an update at the next meeting.	Cllr Lloyd
3.6	Broadband, Goldsborough & Kettleless. A short survey had been devised and letter/forms given to Cllr Cornforth for distribution/collection. Retain on agenda.	Clerk
3.7	Whitby Civic Society, War Memorials: Commemorating the Fallen: Their Story*. Cllrs Metcalfe and Norman had completed a survey on the memorial as requested. Input information to the War Memorial website.	Clerk
3.8	NALC website, access for Cllrs. Access passwords provided for Cllrs.	Complete
3.9	Notification of bonfires, firework displays etc. Government/SBC guidelines had been circulated. Resolved that no further action required at present.	Complete
3.10	Parking encroaching on to the pavement outside houses next to Pyman Institute, Sandsend. Letter requesting owners to park vehicles within the curtilage of their property had been delivered.	Complete

4.0	Planning Issues	
4.1	To consider the following planning applications (including those applications published between agenda publication and meeting) None.	
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date 17/02564/HS proposed first floor sea view bay window to front elevation, 11 Meadowfields, Sandsend. Permitted with conditions.	
4.2.1	17/02425/FL St Marys St Marys Hill Sandsend Removal of section of rear outbuilding and retaining wall and replacement of larger outbuilding and retaining wall. Permitted with conditions.	
4.2.2	17/02171/NMA Non-material amendment of application 15/01383/FL. Permitted with conditions.	
4.2.3		
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	Fields in Trust funding, World War I commemorative and activity project opportunities*. Resolved that this was more appropriate to Mulgrave Estate and to forward it to them.	Clerk
5.1.2	YLCA, Transparency Fund – your last chance for Government funding*. Resolved that as £500 still available from previous grant no further funding required.	Complete
5.1.3	SBC, Invitation to Mayor's Annual Ball 2018, Friday 9 March 2018 at The Spa, Scarborough*.	NAR
5.1.4	YLCA, Planning Seminars*. Resolved that no one would attend.	NAR
5.1.5	SBC, Engagement in Planning, respond by 28 February*. Resolved that Cllr Smith and Clerk would complete on behalf of the Council.	Cllr Smith/Clerk
5.1.6	Grow Wild with Totally Socially*. Resolved not to progress.	NAR
5.1.7	Patient Participation Groups, Public meeting re Whitby Hospital, 23 February, 18:30 – 20:00*. Resolved to put poster on notice boards and for Cllrs Lancaster and Metcalfe to attend the meeting if available.	Clerk/Cllrs Lancaster, Metcalfe
5.1.8	YLCA, Dementia friendly councils*. Resolved not to progress further.	Complete
5.1.9	NHS, consultation on some over the counter medicines, respond by 14 March*. Resolved that individuals to complete if they feel it is appropriate to them.	NAR
5.1.10	Film: 'A Plastic Ocean', 14.30, Wednesday, 14 th February, Whitby Coliseum*. Resolved that individuals to attend if of interest/they are available.	NAR
5.1.11	YLCA, Scarborough Branch Meeting - Thursday, 22 February 2018*. Resolved that the Clerk would attend, if of interest to other Cllrs contact the Clerk to car share	Clerk/Cllrs
5.2	Correspondence for information (excluding financial matters that are included in 7.0)	
5.2.1	NALC Chief Executive's Bulletins 2018, No's 1, 2, 3, 4.	NAR
5.2.2	YLCA Dept of Communities and Local Govt, Consultation on a review of Park Homes Legislation*. Resolved that not relevant to the Parish.	NAR
5.2.3	NHS, Notice of next CCG Governing Body meeting – Thursday 25 January 2018. NHS, Latest news for Whitby and the surrounding area. NHS, Local GP specialist appointed to improve outcomes and life after cancer. NHS, High numbers of local patients taking part in medical research. NHS, Whitby Hospital funding*. NHS, New online local directory*.	NAR
5.2.4	YLCA, Standing Orders for the Scarborough Branch*.	NAR
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	Plastic waste on the beach. Resolved to arrange a beach litter pick in March to include identification of possible waste from local businesses.	Cllr Lancaster
6.2	Battles over, a nation's tribute and WW1 beacons of light, 11 November 2018. Resolved that Cllrs Metcalfe/Smith and the Clerk would consider appropriate tribute for consideration at a future meeting.	Cllrs Smith/Metcalfe, Clerk

6.3	Annual Parish Meeting, 9 April, consider topic areas and speakers. Resolved that the Council would consider speakers to invite to the meeting; to include the newly licenced Reverend and a representative from Sandsend surgery.	All
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7.0 To receive information on Financial matters and approve spend as appropriate

7.1 Balance of accounts.

Current	£530.01	credit
Savings	£5951.77	credit

7.2 Money received.

	£0	
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Money paid.

Lythe Village Hall	£15.00	Hall hire, January 2018
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7.3	Invoices. None.	NAR
7.4	Budget 2018/9. Updated/agreed budget circulated.	Complete
7.5	Parish Council Precept 2018/19. Proposed by Cllr Smith, seconded by Cllr Lancaster and resolved that no adjustment required to the precept in light of SBC Parish & Town Council Recharges as they would not be introduced in the 2018/9 financial year.	Complete
7.6	To consider and agree any financial donation to LPCC*. Proposed by Cllr Lancaster, seconded by Cllr Lloyd and resolved that a donation of £250 be made. Arrange payment.	Clerk
7.7	Clerk's expenses. Proposed by Cllr Smith, seconded by Cllr Lancaster and resolved to reimburse Clerk for £19.00 paid in relation to Lythe notice board. Arrange payment.	Clerk
7.8	VAT refund. Noted that refund request would be made in the next month.	Clerk
7.9	Asset Register, review*. Register to be updated and to include the War Memorial, circulate for review at the next meeting.	Clerk
8.0	To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting Noted that Cllr Norman had cleared away debris from a Lythe Common Planter and that further work may be required to make good damage caused by an unknown vehicle.	
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting Status of Legacy boards for the revetment.	
10.0	The next meeting was confirmed as Monday 5 March 2018, 19:30, Lythe Village Hall.	
 Meeting closed at 20:50	

*circulated via email.

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LYTHE PARISH COUNCIL

MEETING ON MONDAY 5 MARCH 2018 COMMENCED 19:30 LYTHE VILLAGE HALL

Recording of meeting. None made.

Public question time. No questions raised.

Declaration of interest in agenda item(s). None declared.

Present: Cllrs H Casson, P Cornforth, D Lancaster (Chair), M Lloyd, J Metcalfe, M Norman, L Smith

ITEM	SUBJECT	ACTION
1.0	To receive apologies for absence J A Clark. In her absence, Cllr Smith acted as Clerk for the meeting.	
2.0	Minutes of meetings	
2.1	The minutes of the February LPC meeting were proposed as a true and accurate record by Cllr Norman, seconded by Cllr Lloyd, all agreed and were duly signed by the Chair.	
3.0	To receive information on the following ongoing issues and decide further action where necessary	
3.1	Police and speeding related activities.	
3.1.1	Police Report*. Circulated.	Complete
3.1.2	Vehicles speeding through Lythe and on the mid/base of Lythe Bank. NYH have installed the speed monitoring tubes across the road and we are awaiting the results of the survey. Retain on agenda.	Clerk
3.2	Planning applications to feedback to Authorities. None to feedback	NAR
3.3	LPC Website. The website has been updated with the latest minutes and the FAQs have been amended.	NAR
3.4	Items from 'Goldsborough, Kettleless, Lythe and Sandsend walkabouts*'. The spreadsheet had been circulated prior to the meeting, the Clerk highlighted any additional updates. It was resolved to add 'date reported' and update the spreadsheet as appropriate and retain on agenda.	Clerk
3.5	YLCA, Reform of data protection legislation and intro of the general data protection regulations*. Cllr Lloyd updated the meeting on the General Data Protection Regulation (GDPR): toolkit for Local Councils and Parish Councils. It was resolved that the Clerk would contact YLCA in the first instance to determine if they are to provide Data Protection assistance to Parish Councils. If this is not the case, the Clerk is to contact other local Parish Councils to lobby SBC to provide training and support to Clerks to understand the impact of GDPR on Parish Councils.	Clerk
3.6	Broadband, Goldsborough & Kettleless. Cllr Cornforth is still awaiting the return of some broadband surveys. Retain on agenda.	Cllr Cornforth/ Clerk
3.7	Whitby Civic Society, War Memorials: Commemorating the Fallen: Their Story*. The Clerk has updated the War Memorial website.	Complete
3.8	Fields in Trust funding, World War I commemorative and activity project opportunities. This has been forwarded to Mulgrave Estate.	Complete
3.9	SBC, Engagement in Planning. This was reviewed by Cllr Smith and Clerk and it was agreed that there were no improvements to be made.	Complete
3.10	Patient Participation Groups, Public meeting re Whitby Hospital, 23 February, 18:30 – 20:00. Cllrs Norman and Lancaster had attended the meeting and the minutes have been circulated.	Complete
3.11	YLCA, Scarborough Branch Meeting - Thursday, 22 February 2018. No-one was able to attend the meeting. The Clerk has requested the presentation slides for circulation.	Clerk
3.12	Parish Council facilitated Beach Litter Pick. Resolved that the litter pick would be held on 7 th April at 13.30 and to join with Surfers Against Sewage to promote the litter pick. Local cafes to be approached to provide refreshments on the day.	Clerk
3.13	Battles over, a nation's tribute and WW1 beacons of light, 11 November 2018. Meeting to be arranged.	Clerk

3.14	Annual Parish Meeting. Date and Topics. Resolved that the meeting would be held on 9th April at 19.00 and the following organisations/people would be invited to contribute – <ul style="list-style-type: none"> • Mulgrave Estate • Sport Mulgrave • Lythe Village shop • Lythe Village Hall • One of our SBC councillors • Sandsend surgery • Rev Jackson. 	Clerk
4.0	Planning Issues	
4.1	To consider the following planning applications (including those applications published between agenda publication and meeting)	
4.1.1	18/00335/LB, 18/00334/HS. Demolition of single storey side extension and proposed 2 storey side extension. Ivy Cottage The Valley Sandsend. Resolved that there were no objections. Inform SBC.	Clerk
4.1.2	Our Ref 18/00415/FL Insertion of bay window to provide counter for external sales and display window. Sandside Cafe East Row Sandsend Whitby. Resolved that there were no objections. Inform SBC.	Clerk
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date None at agenda publication.	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	YLCA, DEFRA Consultation on proposals to tackle crime and poor performance in the waste sector*. Respond by 9 March*. Resolved that this was not a Parish Council issue.	NAR
5.2	Correspondence for information (excluding financial matters that are included in 7.0)	
5.2.1	NALC Chief Executive's Bulletins 2018, No 5.	NAR
5.2.2	NHS, Financial Challenge*. NHS, Cold weather snap forecast with NHS urging people to take extra care*.	NAR
5.2.3	North Yorkshire Police, Policing in the Scarborough, Filey and Whitby areas*.	NAR
5.2.4	Cllr Surgery at Hinderwell, 3 March*.	NAR
5.2.5	NYH, Rattling or Loose Manhole Covers*.	NAR
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	Status of Legacy boards for the revetment. Clerk has contacted NYH and is awaiting a response.	Clerk

7.0 To receive information on Financial matters and approve spend as appropriate

7.1 Balance of accounts.

Current	£246.01	credit
Savings	£5951.77	credit

7.2 Money received.

	£0	
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Money paid.

Lythe Village Hall	£15.00	Hall hire, February 2018
Clerk	£19.00	Expenses for Lythe notice board
Lythe PCC	£250.00	Donation for upkeep of churchyard

7.3	Invoices. The following were put to the Council for approval <ul style="list-style-type: none"> The Conversion Company Ltd - £77.00 – Domain/hosting 1 year to 1 February 2019. Proposed by Cllr Lancaster, seconded by Cllr Metcalfe, all agreed. Clerk to raise payment. Society of Local Clerks - £59.00 – 1 year to 31 March 2019. Proposed by Cllr Casson, seconded by Cllr Cornforth, all agreed. Clerk to raise payment. 	Clerk Clerk
7.4	Financial donation to LPCC for up keep of churchyard.	Complete
7.5	Clerk's expenses related to Lythe notice board.	Complete
7.6	VAT refund. Resolved to complete once outstanding invoices for 2017/18 are paid.	Clerk
7.7	Asset Register. Resolved to include an estimate of £6,000 for the cost of replacing the war memorial. Clerk to update Asset Register.	Clerk
7.8	Approval of Clerks fees, October 2017 – March 2018 inclusive. Fees of £600 were proposed by Cllr Casson, seconded by Cllr Lloyd. Arrange payment.	Clerk
8.0	To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting None to record.	
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting New legal briefing L01-18 on providing financial assistance to the church and other religious bodies.	
10.0	The next meeting was confirmed as Monday 9 April 2018, following the Annual Parish meeting, Lythe Village Hall.	
 Meeting closed at 20:33	

*circulated via email.

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