

**LYTHE PARISH COUNCIL  
MEETING ON MONDAY 1 APRIL 2019 COMMENCED AFTER THE ANNUAL PARISH MEETING,  
LYTHE VILLAGE HALL**

**Recording of meeting.** None made.

**Public question time.** None present.

**Declaration of interest in agenda item(s).** Non pecuniary interest in 3.5 declared by Cllrs Lloyd and Norman.

**Present:** Cllrs H Casson, P Cornforth, D Lancaster, M Lloyd, M Norman, L Smith – Chair,  
J A Clark - Clerk

| ITEM  | SUBJECT   | ACTION                 |
|-------|---|------------------------|
| 1.0   | <b>To receive apologies for absence</b><br>Cllr Metcalfe.   |                        |
| 2.0   | <b>Minutes of meetings</b>  |                        |
| 2.1   | The minutes of 4 March 2019 were proposed as a true and accurate record by Cllr Lancaster, seconded by Cllr Casson, all agreed and duly signed by the Chair..   |                        |
| 3.0   | <b>To receive information on the following ongoing issues and decide further action where necessary</b>   |                        |
| 3.1   | Police and speeding related activities.   |                        |
| 3.1.1 | Police Report*. Report received just prior to the meeting. <b>RESOLVED</b> to circulate to Cllrs.   | Clerk                  |
| 3.2   | Planning applications to feedback to Authorities.<br>19/00212/LB Proposed replacement front door and door frame, Rigg Cottage, Mount Pleasant, Sandsend. SBC informed that there were no objections.  | Complete               |
| 3.3   | Items from 'Goldsborough, Kettleiness, Lythe and Sandsend walkabouts'*. <b>RESOLVED</b> to continue to progress and circulate revised spreadsheet when appropriate.   | Clerk                  |
| 3.4   | YLCA, Reform of data protection legislation and introduction of the GDPR general data protection regulations. <b>RESOLVED</b> that further work to be undertaken to ensure compliance.  | Clerk/Cllr Smith       |
| 3.5   | Boat parking, near Sandsend South slipway. <b>RESOLVED</b> that the Parish Council will have no input into the method adopted by the Boat Club to prevent parking on the land licenced to them. A consultation with parishioners, NYH and the Parish Council must take place however on the preferred permanent method. A temporary solution must be implemented promptly to prevent parking by non-Boat Club members. <b>RESOLVED</b> that Cllrs Norman and Lloyd would provide the Clerk with contact details of a boat club member not from the Parish Council to take this forward. | Cllrs Lloyd/<br>Norman |
| 3.6   | Bins on pavement, The Parade, Sandsend. Confirmed that the property owner who raised this informed of the March LPC resolution.   | Complete               |
| 3.7   | Defibrillator, Sandsend. Checklist now held in cabinet and pack at Sandsend Stores. <b>RESOLVED</b> to retain on agenda until training dates/costs received. <b>RESOLVED</b> to add location stickers to information boards.  | Clerk<br>Clerk         |
| 3.8   | Cllr Nock, broadband provision*. <b>RESOLVED</b> that Cllr Nock would progress this again and inform the Clerk of progress.   | Cllr Nock/<br>Clerk    |
| 3.9   | Tour de Yorkshire. Reported that the trial beach art of inscription 'SANDSEND' had been completed. <b>RESOLVED</b> that Cllr Smith would draft a poster for notice boards/website to garner volunteers and request that parishioners decorate the route for 4 May.  | Cllr Smith/<br>Clerk   |
| 3.10  | Proposed litter pick, Sandsend beach. The Clerk reported that SBC are deploying extra resources the weeks before and after the Tour de Yorkshire. As the latest proposed litter pick was after the TdY <b>RESOLVED</b> current scheduled pick unnecessary.  | Complete               |
| 3.11  | Proposed Federation of Eskdale School and Caedmon College Whitby*. Cllr Cornforth advised that work to combine the establishments had commenced.  | Complete               |

|            |   |                        |
|------------|---|------------------------|
| 3.12       | 2019 elections. Notice placed on website.<br>Noted that Statement as to persons Nominated will be published on 4 April.<br><b>RESOLVED</b> to retain this on the agenda.  | Complete<br>Clerk      |
| 3.13       | NYMNPA, Coastal Area Parish Forum, Thursday, 11 April, 19:00, Hinderwell*.<br><b>RESOLVED</b> that Cllrs Metcalfe and Norman to consider attendance when agenda published.  | Cllrs JM/<br>MN        |
| 3.14       | YLCA, Issues with anti-social on-street parking and lack of enforcement, survey*.<br>Date now passed.   | NAR                    |
| 3.15       | Annual review of LPC policies (as White Rose Update). <b>RESOLVED</b> that Cllrs Lancaster, Smith, Clerk would undertake the annual review of policies and table at the May Annual Parish Council meeting.  | Cllrs DL/<br>LS, Clerk |
| 3.16       | Annual Parish Meeting – topics, speakers. Meeting arranged and held.  | Complete               |
| 3.17       | Lythe Gardening Club - annual fee to maintain flower beds/tubs, Lythe/Sandsend. The Clerk was awaiting proposal from the Gardening Club. <b>RESOLVED</b> to retain on the agenda.   | Clerk                  |
| 3.18       | Seasonal dog ban on Sandsend beach. The Clerk reported that she had met with the SBC Dog Warden to review current signage and discuss ways of preventing dogs in prohibited areas during ban period. Most signage was deemed fit for purpose, however a small number of signs would be replaced due to wear, a small number re sited and two new signs installed adjacent to slipways near East Row bridge and Sandsend car park. Replacement signs had been provided for the mobile posts and it was <b>RESOLVED</b> that these would be fixed to posts. <b>RESOLVED</b> to check if contact details for the Dog Warden service could be added to LPC website. | Cllr DL<br>Clerk       |
| <b>4.0</b> | <b>Planning Issues</b>  |                        |
| 4.1        | <b>To consider the following planning applications (including those applications published between agenda publication and meeting)</b>  |                        |
| 4.1.1      | No applications.  |                        |
| 4.2        | <b>To receive the following planning decision/information (full information on websites) as at agenda publication date</b>  |                        |
|            | Available on SBC and NYMNPA websites.   |                        |
| <b>5.0</b> | <b>Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)</b>   |                        |
| <b>5.1</b> | <b>Correspondence requiring decisions</b>   |                        |
| 5.1.1      | YLCA, New Code of Audit Practice Consultation – Respond by 30/04/19*.<br><b>RESOLVED</b> that check status of exemption of external audit and complete the appropriate documentation.   | Clerk                  |
| <b>5.2</b> | <b>Correspondence for information (excluding financial matters that are included in 7.0)</b>  |                        |
| 5.2.1      | NHS <ul style="list-style-type: none"> <li>Media Release - Vision for new Richmondshire care campus*.</li> <li>Meeting - Joint Committee of Southern Collaborative meeting 21.3.19*.</li> <li>Notice of next Governing Body meeting - Thursday 28 March 2019*.</li> </ul>   | NAR                    |
| 5.2.2      | YLCA <ul style="list-style-type: none"> <li>White Rose Update March Edition*. <b>RESOLVED</b> to check whether not the Information Commissioners data protection fee has to be paid.</li> <li>NALC legal briefing (01-19), updated guidance on PURDAH*.</li> <li>Chief Executive bulletin, 15 March 2019*.</li> </ul>   | Clerk                  |
| 5.2.3      | SBC, Standards in Public Life*.   | NAR                    |
| <b>6.0</b> | <b>To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk</b>   |                        |
| 6.1        | Parking in Sandsend. Following debate on illegal parking, <b>RESOLVED</b> to arrange a 'walkabout' with Cllr Chance to identify problem areas/discuss solutions and include on the May agenda.  | Clerk                  |
| 6.2        | Domestic waste bins/collection. Following debate and information received from SBC that no major changes in bin collection were planned, <b>RESOLVED</b> that no further action required.   | Complete               |

|             |   |           |                               |  |          |
|-------------|---|-----------|-------------------------------|--|----------|
| <b>7.0</b>  | <b>To receive information on Financial matters and approve spend as appropriate</b>   |           |                               |  |          |
| 7.1         | Balance of accounts.  |           |                               |  |          |
|             | Current   | £0.28     | credit                        |  |          |
|             | Savings   | £5,124.95 | credit                        |  |          |
| 7.2         | Money received.   |           |                               |  |          |
|             |   | £0        |                               |  |          |
|             | Money paid.   |           |                               |  |          |
|             |   | £1850.00  | Grant repaid to NYCC          |  |          |
|             |   | £480.00   | Clerk fees                    |  |          |
|             |   | £120.00   | HMRC Clerk tax                |  |          |
|             |   | £63.00    | SLCC fees for Clerk           |  |          |
|             |   | £49.14    | Cardiac science, defib pads   |  |          |
|             |   | £10.00    | Lythe Village Hall, hall hire |  |          |
| 7.3         | Invoices, processed. As above.  |           |                               |  |          |
| 7.4         | Invoices, for approval. YLCA £129.00, 2019/20 membership fee. <b>RESOLVED</b> to pay.   |           |                               |  | Clerk    |
| 7.5         | Budget to 31 March 2019*. Final spend spreadsheet circulated.   |           |                               |  | Complete |
| 7.6         | Model Agreement expenditure, 2018/9. <b>RESOLVED</b> to complete and return to SBC.   |           |                               |  | Clerk    |
| <b>8.0</b>  | <b>To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting</b>  |           |                               |  |          |
| 8.1         | Dog waste picked up by Cllrs.   |           |                               |  |          |
| <b>9.0</b>  | <b>To notify the Clerk of matters for inclusion on the agenda of the next meeting</b>   |           |                               |  |          |
| 9.1         | Updated Asset Register.   |           |                               |  |          |
| 9.2         | 2019/20 Budget  |           |                               |  |          |
| 9.3         | Installation of external heat exchanger at Goldsborough.  |           |                               |  |          |
| 9.4         | Parking in Sandsend.  |           |                               |  |          |
| <b>10.0</b> | <b>To confirm the details of the next meeting</b>   |           |                               |  |          |
|             | The meetings were confirmed as Monday 13 May 2019 - 19:00 Annual Parish Council Meeting following which the May Parish Council meeting would be held. |           |                               |  |          |
|             | <b>Meeting closed at 21:15.</b>   |           |                               |  |          |

\*circulated via email.

Judy Clark  
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**LYTHE PARISH COUNCIL  
ANNUAL PARISH COUNCIL MEETING**

**MONDAY 13 MAY 2019, IN THE VILLAGE HALL, LYTHE, COMMENCED AT 19:00**

**Recording of meeting.** None made.

**Public question time.** None present.

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

- 1 TO ELECT A CHAIRMAN (LOCAL GOVERNMENT ACT 1972, SECTION 15, PARAGRAPH 2).**  
Cllr Smith was proposed by Cllr Lancaster, seconded by Cllr Norman, all agreed.
- 2 TO ELECT A VICE CHAIRMAN.**  
Cllr Lancaster was proposed by Cllr Smith, seconded by Cllr Casson, all agreed.
- 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).**  
Cllrs Smith and Lancaster duly signed the Acceptance of Office forms.
- 4 TO RECEIVE APOLOGIES FOR ABSENCE.**  
None. All present.
- 5 TO ISSUE REGISTER OF INTEREST FORMS TO COUNCILLORS FOR COMPLETION AND RETURN.**  
Forms issued.
- 6 TO RECEIVE A SUMMARY OF THE CHAIRMAN'S REPORT FOR THE 2018/19 YEAR.**

Once again, this year the Parish Council has worked hard to ensure that Lythe parish is a beautiful place to live, and to visit, with assistance from Scarborough Borough Council and North Yorkshire Highways. Most of these tasks aren't particularly exciting or glamorous but include

- Reporting faulty street lights;
- Reporting missing and damaged street signs;
- Refurbishment of memorial benches throughout the Parish;
- Grass cutting;

Council members have also shown that we're not averse to completing tasks ourselves where we can, such as cleaning rubbish from the becks, hedgerows, beach and footpaths throughout the Parish. Indeed, Cllrs Metcalfe and Norman have cleared the area adjacent to the Blacksmiths here in Lythe to reveal the historically important artefacts used by the Blacksmith, and obtained a plaque and new bench from Mulgrave Estate to complement the area.

It would be remiss of me to ignore one of the controversial situations in the parish last year, the building of the fence at the bottom of Meadowfields which caused such bad feeling in Sandsend. After 6 months of negotiations with all affected parties, the Parish Council rejected the final proposal from North Yorkshire Highways and as a result felt that it could no longer be involved in further discussions, as all options had been exhausted. Whilst I am aware that this wasn't the result some parishioners wanted, we have received an assurance from Highways that they have put procedures in place to prevent the re-occurrence of such an event, and they will endeavour to consult or inform us of any significant alterations to the highway that they intend to undertake in the parish. Obviously,

there will however, be some activities that they will not consult on, such as routine maintenance activities, winter treatments, emergency responses etc.

For me, one of the highlights of last year was the event the Parish Council held here, in the village hall in conjunction with Lythe School and Mulgrave Estate, to commemorate 100 years since the ending of World War 1. It was great to see so many people attend and another big thank you to Cllr Metcalfe, Judy our Clerk and all at Lythe School for the hard work they put into the day.

Another big event in the Parish last year which I have to mention, but one that the Council can take no credit for, is the refurbishment of St Mary's church in Sandsend and the opening of the community centre. We must thank the St Mary's Appeal committee for all their hard work in this venture, and Helen Lloyd is here tonight to provide an update on the plans for the community centre going forward.

The Council has leased an area of land near the flag pole on East Row from North Yorkshire County Council, to assist Sandsend Boat Club with the removal and parking of boats, particularly during bad weather. This has come at zero cost to both the Council and the Boat Club and many thanks to Cllr Chance for facilitating the transaction.

Some of you may have noticed that we have had to increase the precept (parish council tax) by 9.5% this financial year. Whilst this is a large percentage, in monetary terms it is an increase of £1.44 per annum to £16.65 for a Band D equivalent property and I would now like to explain why we found it necessary to do this.

As budget cuts continue to affect supporting bodies, more costs are being passed on to Parish Councils. This year, we have had to take over responsibility for the running costs for the Sandsend defibrillator from Yorkshire Ambulance Service. Fortunately for us, the cabinet was replaced and a replacement battery provided as part of the handover and both these items have at least a 4 year warranty. The Parish Council however will be responsible for the replacement of the defibrillator pads should they be unfortunately used or expire, replacement batteries and other related consumables. We are hoping to arrange a further training session for anyone who is interested in understanding how to use the defibrillator. If you are interested, please leave your contact details on the form at the back of the room so that we can contact you.

Another expense passed onto us is the cost of the Parish Council elections to be held on 2<sup>nd</sup> May. This has been a difficult one for us to quantify. It could be as little as £75 if the election is uncontested, that is the number of candidates wishing to become councillors doesn't exceed the number of council positions available, which is 7 in the case of Lythe Parish Council. However, should there be 8 or more candidates, there will be a contested election and we have estimated these costs could be in the region of £1,000 as the election is being held at the same time as other Council elections. We will find out more on 4<sup>th</sup> April when the list of candidates is published.

As well as the costs mentioned above, we continue to suffer from a reduction in the number of people living permanently in the Parish with a consequent reduction in precept that we receive. This year, an increase of 1.78% would have been necessary to receive the same precept as last year. So, whilst we have reluctantly had to increase the precept by this percentage, we will ensure that if we don't have to pay significant election costs, we will take this into account when setting the precept for 2020/21.

Early May sees the Tour de Yorkshire coming through Sandsend and Lythe and I hope residents and visitors will join in the spirit of the event and decorate the route in blue and yellow. The Parish Council are going to write Sandsend on the beach as beach art, if you are able to assist with this on the morning of 4 May, please leave your details on the form at the back of the room.

We continue to work closely with Mulgrave Estate and our Scarborough and North Yorkshire Councillors and it is pleasing to see Robert Childerhouse, and Councillors Chance and Nock here this evening. May I take this opportunity to thank them all, and particularly Councillor Nock for all his help over the past few years whilst representing Mulgrave ward, we wish him well in the future.

I would like to thank my colleagues on the council for all of their hard work over the past 12 months, our vice chairman David Lancaster and Councillors Malcolm Lloyd, Harry Casson, Paul Cornforth, Mike Norman and Joyce Metcalfe and of course, our clerk, Judy Clark. Hopefully we will all still be on the council on May 2<sup>nd</sup> but if not, I'm sure that our replacements will continue to support the parish as we have done.

Whilst I am thanking people, I must include Lythe Gardening Club which continues to maintain the flower beds and planters throughout the Parish.

My final thank you goes to personnel at Scarborough Borough and North Yorkshire County Councils who continue to support the Parish during times of budgetary and manpower challenges.

And finally, please don't forget that you can find contact details for the Clerk to report any problems such as dogs on the beach and keep up to date with Parish Council news and activities on our website, [www.lytheparishcouncil.org](http://www.lytheparishcouncil.org).

**7 TO APPROVE THE ASSET REGISTER.**

Proposed by Cllr Lancaster, seconded by Cllr Casson, all agreed the accuracy of the register.  
**RESOLVED** to approve the register.

**8 TO APPROVE ACCOUNTS (INTERNALLY AUDITED) FOR THE 2018/19 YEAR.**

Proposed by Cllr Lancaster, seconded by Cllr Smith, all agreed the audited accounts.  
**RESOLVED** to approve the accounts.

**9 TO CONFIRM ELECTION OF INTERNAL AUDITOR.**

**RESOLVED** to confirm Mrs H Russell as the internal auditor.

**10 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2018/19 - LOCAL COUNCILS WITH GROSS INCOME OR EXPENDITURE NOT EXCEEDING £25,000.**

**10.1 To certify Lythe Parish Council as exempt from external audit for fiscal year 2018/19.**

**RESOLVED** that Lythe Parish Council is exempt from external audit for the year 2018/19 as its annual turn-over does not exceed £25,000. Return the completed and signed Certificate of Exemption to PKF Littlejohn LLP and display it with the documents below on LPC website and the parish council notice board and website. **Clerk/Cllr Casson**

**10.2 To note the Annual Internal Audit Report for 2018/19 included at page 4 of the Annual Governance and Accountability Return 2018/19.**

**RESOLVED** that Annual Internal Audit Report for 2018/19 included at page 4 of the Annual Governance and Accountability Return 2018/19 noted. Display with the documents below on LPC website and notice board.

- 10.3 **To approve Section 1 - Annual Governance Statement 2018/19 for Lythe Parish Council on page 5 of the Annual Governance and Accountability Return 2018/19.**  
**RESOLVED** that Lythe Parish Council approve Section 1 Annual Governance Statement 2018/19 for Lythe Parish Council on page 5 of the Annual Governance and Accountability Return 2018/19. Display with the documents below on LPC website and notice board.
- 10.4 **To approve Section 2 - Accounting Statements 2018/19 for Lythe Parish Council on page 6 of the Annual Governance and Accountability Return 2018/2019.**  
**RESOLVED** that Lythe Parish Council approve Section 2 Section 2 - Accounting statements 2018/19 for Lythe Parish Council on page 6 of the Annual Governance and Accountability Return 2018/2019. Display with the documents below on LPC website and notice board.
- 10.5 **To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.**  
**RESOLVED** that, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities, Lythe Parish Council will publish the following documents on the Parish Council website:
- Certificate of Exemption,
  - Annual Internal Audit Report 2018/19,
  - Section 1 – Annual Governance Statement 2018/19,
  - Section 2 – Accounting Statements 2018/19, page 6
  - Analysis of variances
  - Bank Reconciliation to 31 March 2019
  - Notice of the period for the exercise of public rights and other information required by
  - Regulation 15 (2), Accounts and Audit Regulations 2015.
- 11 **PUBLIC QUESTION TIME.**  
None present.

**LYTHE PARISH COUNCIL  
MEETING ON MONDAY 13 MAY 2019 COMMENCED AFTER THE ANNUAL PARISH COUNCIL  
MEETING, LYTHE VILLAGE HALL**

**Recording of meeting.** None made.

**Public question time.** None present.

**Declaration of interest in agenda item(s).** Non pecuniary interest in 3.5 declared by Cllrs Lloyd and Norman.

**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   | <b>To receive apologies for absence</b><br>None, all present.  |                      |
| 2.0   | <b>Minutes of meetings</b>   |                      |
| 2.1   | The minutes of the meeting held on 1 April 2019 were proposed as a true and accurate by Cllr Lancaster, seconded by Cllr Cornforth, all agreed, copy to be signed on 14 May 2019.  | Cllr Smith           |
| 3.0   | <b>To receive information on the following ongoing issues and decide further action where necessary</b>  |                      |
| 3.1   | Police and speeding related activities.  |                      |
| 3.1.1 | Police Report*. Circulated.  | NAR                  |
| 3.2   | Planning applications to feedback to Authorities. None to feed back.   | NAR                  |
| 3.3   | Items from 'Goldsborough, Kettleiness, Lythe and Sandsend walkabouts'*. No updated copy circulated. <b>RESOLVED</b> to continue to progress and circulate revised spreadsheet when appropriate.  | Clerk                |
| 3.4   | YLCA, Reform of data protection legislation and introduction of the GDPR general data protection regulations. Meeting arranged for 30 May to undertake a review and report back to the June LPC meeting.   | Cllr Smith/<br>Clerk |
| 3.5   | Boat parking, near Sandsend South slipway. Boats now parked on the licensed land as a temporary measure to prevent vehicle parking by non-Boat Club members. Awaiting a formal response from Sandsend Boat Club with proposal for a more permanent measure. <b>RESOLVED</b> to retain on the agenda.   | Clerk                |
| 3.6   | Defibrillator, Sandsend. <b>RESOLVED</b> to retain on agenda until training dates/costs received. Noted that training dates anticipated for June. Noted that defibrillator location stickers added to information boards.  | Clerk<br>Complete    |
| 3.7   | Broadband provision*. <b>RESOLVED</b> that as John Nock was no longer a Councillor, progress this issue with Cllrs Pearson and Watson.   | Clerk                |
| 3.8   | Tour de Yorkshire. Notice drafted and posted on boards/LPC website prior to the event.   | Complete             |
| 3.9   | 2019 elections. <b>RESOLVED</b> that Councillors complete and return the Register of Interest forms to the Clerk to enable them to be added to LPC website.  | Clerk/Cllr<br>Casson |
| 3.10  | NYMNPA, Coastal Area Parish Forum, Thursday, 11 April, 19:00, Hinderwell*. No one had been available to attend.  | NAR                  |
| 3.11  | Annual review of LPC policies (as White Rose Update). Meeting arranged for 30 May to undertake a review and report back to the June LPC meeting.   | Cllr Smith/<br>Clerk |
| 3.12  | Lythe Gardening Club - annual fee to maintain flower beds/tubs, Lythe/Sandsend. The Gardening Club had proposed a contribution of £100 from LPC for them to replace plants lost in the Winter and in the Summer 2018 due to the rebuilding of Sandsend car park wall and to maintain the beds/tubs. A contribution of £100 was proposed by Cllr Lancaster, seconded by Cllr Metcalfe, all agreed. <b>RESOLVED</b> to inform the Gardening Club, arrange for payment and request formal acknowledgement when the Club receives the funds. | Clerk                |
| 3.13  | Seasonal dog ban on Sandsend beach. Replacement signs had been provided by SBC for the mobile posts, these had been affixed and the stands refurbished by Cllr Lancaster. Stands now in place on the three main slipways to the beach. Had been <b>RESOLVED</b> at the last meeting to check if contact details for the Dog Warden service could be added to LPC website, clarify with Dog Warden.   | Complete<br>Clerk    |



|            |   |                                 |
|------------|---|---------------------------------|
| 3.14       | YLCA, New Code of Audit Practice Consultation – Respond by 30/04/19*. Date for feedback now passed.   | NAR                             |
| 3.15       | Information Commissioners data protection fee*. Clerk's view was that a £40 fee was required but that she had sought advice from YLCA and was awaiting a response. <b>RESOLVED</b> to retain on agenda.   | Clerk                           |
| 3.16       | Parking in Sandsend. <b>RESOLVED</b> to arrange a 'walkabout' with Cllr Chance/Clerk/available Cllrs to identify problem areas/discuss solutions.   | Clerk                           |
| <b>4.0</b> | <b>Planning Issues</b>  |                                 |
| 4.1        | <b>To consider the following planning applications (including those applications published between agenda publication and meeting)</b>  |                                 |
| 4.1.1      | Grid Reference 483087 515599, Alterations, construction of replacement and additional dormer windows together with extensions and alterations to existing garage at Kettle Cottage, Kettleless. <b>RESOLVED</b> to inform NYMNPA that whilst the Council had no issue with the overall plan, they did object to the installation of UPVC windows when other properties in the area had wooden windows.  | Clerk                           |
| 4.2        | <b>To receive the following planning decision/information (full information on websites) as at agenda publication date</b>  |                                 |
|            | Available on SBC and NYMNPA websites.   |                                 |
| <b>5.0</b> | <b>Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)</b>   |                                 |
| <b>5.1</b> | <b>Correspondence requiring decisions</b>   |                                 |
| 5.1.1      | NYMNPA Pre-Submission Draft Local Plan, comments by 24/05/19*. <b>RESOLVED</b> that as there was only one small section on an area within the Parish and that comments were not needed, no action required.   | Complete                        |
| 5.1.2      | YLCA <ul style="list-style-type: none"> <li>NALC Star Council Awards, respond by 28/06/19*.</li> <li>Annual Review 2018/2019 - Photo request*.</li> <li>YLCA Branches, your Council representatives*. <b>RESOLVED</b> that no names would be submitted as voting representatives, inform YLCA.</li> <li>Training programme, June – November 2019*. <b>RESOLVED</b> to consider whether or not any of the programmes personally relevant to attend.</li> </ul>   | NAR<br>NAR<br>Clerk<br>Cllr JM  |
| 5.1.3      | SBC, The BIG Community Collective Switch, closes 20/05/19*.   | NAR                             |
| 5.1.4      | Cllr Nock, Warning notices at Staithes*. <b>RESOLVED</b> to request notice be installed on the cliff where concrete already in place or, due to potential wave damage, another suitable location, copy in Cllrs Pearson and Watson to correspondence.   | Clerk                           |
| <b>5.2</b> | <b>Correspondence for information (excluding financial matters that are included in 7.0)</b>  |                                 |
| 5.2.1      | NHS <ul style="list-style-type: none"> <li>Notice of Extraordinary Governing Body meeting as Committees in Common (meeting held)*.</li> <li>HRW CCG News*.</li> </ul>   | NAR<br>NAR                      |
| 5.2.2      | Allerton Waste Recovery Park - Update for community and parish organisations*.  | NAR                             |
| 5.2.3      | Defra Funding to Support Village Halls (forwarded to Village Hall Cttee).   | NAR                             |
| 5.2.4      | YLCA, <ul style="list-style-type: none"> <li>A Guide to the Community Infrastructure Levy for Parish/Town Councils*.</li> <li>White Rose Update April Edition*. <b>RESOLVED</b> to request a copy of the Finance and Transparency booklet.</li> <li>New internal audit service for councils and parish meetings with gross income/expenditure below £25K/annum*. The current internal auditor had confirmed she would continue in the role. <b>RESOLVED</b> that this service was therefore not required.</li> <li>Neighbourhood Planning Programme Update*.</li> </ul> | NAR<br>Clerk<br>Complete<br>NAR |
| 5.2.5      | SBC, Notice of Election - European Parliamentary Elections 23 May 2019*. Notice placed on notice boards.  | Complete                        |
| 5.2.6      | NYMNPA, Recent notification to carry out works to Tree/s in Conservation Area*.   | NAR                             |

|            |   |                             |
|------------|---|-----------------------------|
| 5.2.7      | YAS, GUARDIAN ALERT: Your Community Defibrillator has been activated. Noted that the defibrillator had been taken from the cabinet but not used and returned in a rescue ready state.   | NAR                         |
| <b>6.0</b> | <b>To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk</b>   |                             |
| 6.1        | Individual Planning Issues - Installation of external heat exchanger at Goldsborough, Installation of new windows in Lythe. Concerns had been raised regarding work undertaken at these properties that may have bypassed relevant planning protocol. Ongoing investigation was being undertaken by NYMNPA. <b>RESOLVED</b> to send information received to date to Cllrs and retain on the agenda.   | Clerk                       |
| 6.2        | Pedestrian danger crossing from East Row (Sandsend) car park to footbridge (including lack of dropped kerb). An email had been received from a resident expressing their serious concerns regarding the potential for harm to pedestrians. <b>RESOLVED</b> to discuss this with Cllr Chance to determine what measures can be taken to mitigate this danger. Inform resident of this action.  | Clerk<br>Clerk              |
| 6.3        | Narrow footpath on Lythe Bank. Two emails had been received expressing serious concerns regarding the potential for harm for pedestrians due to the narrow path, particularly where there was no fence between the path and the highway. <b>RESOLVED</b> to raise this with NY Highways, including requesting clarification of regulations related to path widths and distance from highway and implementation of a plan to mitigate the danger. Inform those who sent emails of this action. | Clerk<br>Clerk              |
| 6.4        | Erosion of grass banks/verge behind toilets, East Row, Sandsend. Concern had been raised regarding the ongoing erosion of this area. <b>RESOLVED</b> to discuss with Cllr Chance to identify a solution.  | Clerk/Cllrs                 |
| 6.5        | Replacement light for the one stolen on Caedmon House, Sandsend. <b>RESOLVED</b> to request a light similar to the one stolen i.e. 'lantern style' in keeping with the area.  | Clerk                       |
| 6.6        | Seasonal caretaker. Noted that SBC were in the process of advertising for a caretaker from June to end of September 2019. <b>RESOLVED</b> to retain on agenda.  | Clerk                       |
| 6.7        | Beach clean board, 2minute beach clean*. <b>RESOLVED</b> to send information regarding the boards to the three café businesses closest to Sandsend beach slipways to enable them to sponsor a board. Should they decide to sponsor boards, it would enable them to make a valuable contribution to the village/beach.   | Clerk                       |
| 6.8        | LPC benches outside the Pyman Institute, work by Harrisons. The three benches outside The Pyman Institute had been repainted by Harrisons & Sons Ltd. <b>RESOLVED</b> to send a thank you email to them for the high standard of work carried out and at zero cost to LPC. Also <b>RESOLVED</b> to forward for inclusion in the Parish magazine.  | Clerk<br>Clerk              |
| <b>7.0</b> | <b>To receive information on Financial matters and approve spend as appropriate</b>   |                             |
| 7.1        | Balance of accounts.  |                             |
|            | Current   | £0.28 credit                |
|            | Savings   | £6,869.40 credit            |
| 7.2        | Money received.   |                             |
|            |   | £770.59 Model Agreement     |
|            |   | £2131.00 Precept            |
|            | Money paid.   |                             |
|            |   | £1,800.00 NYCC, Matrix Sign |
| 7.3        | Invoices, processed. NYCC Matrix.   |                             |
| 7.4        | Invoices, for approval; YLCA membership £129, PC email update £36, uncontested election fee £75, Ink Cartridges for PC printer £32. Proposed by Cllr Casson, seconded by Cllr Lancaster, all agreed and <b>RESOLVED</b> to arrange payments.  | Clerk                       |
| 7.5        | Model Agreement expenditure, 2018/9. Actual expenditure form returned to SBC.   | Complete                    |

|             |  |          |
|-------------|--|----------|
| 7.6         | BHIB Insurance Renewal - LCO00577*. <b>RESOLVED</b> to review against current years insurance and report back to the Council.  | Clerk    |
| 7.7         | 2019/20 LPC Budget*. <b>RESOLVED</b> that no revised provision required currently.   | Complete |
| <b>8.0</b>  | <b>To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting</b>   |          |
| 8.1         | Fly tipping at Goldsborough reported to SBC for investigation/removal.   |          |
| 8.2         | Small tubs at Raven Hill, Sandsend - planted, some plants subsequently stolen.   |          |
| 8.3         | Sandsend beck cleared of plastic and detritus.   |          |
| 8.4         | Planters at East Row cleared and replanted.  |          |
| 8.5         | Weeds removed from gutters at base of Meadowfields.  |          |
| <b>9.0</b>  | <b>To notify the Clerk of matters for inclusion on the agenda of the next meeting</b>  |          |
| 9.1         | LPC policies for review.   |          |
| <b>10.0</b> | <b>To confirm the details of the next meeting</b><br>The meeting was confirmed as Monday 3 June 2019, commencing at 19:30, Lythe Village Hall.<br>Apologies noted from Cllr Casson for the June and July meetings. |          |
|             | ..... <b>Meeting closed at 20:51</b>   |          |

\*circulated via email.

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**LYTHE PARISH COUNCIL**

**MEETING ON MONDAY 3 JUNE 2019 COMMENCED AT 19:30, LYTHE VILLAGE HALL**

**Recording of meeting.** None made.

**Public question time.** None present.

**Declaration of interest in agenda item(s).** Non pecuniary interest in 3.5 declared by Cllrs Lloyd and Norman.

**Present:** Cllrs D Lancaster, M Lloyd, J Metcalfe, M Norman, L Smith – Chairman, J A Clark - Clerk

| ITEM  | SUBJECT  | ACTION                    |
|-------|--|---------------------------|
| 1.0   | <b>To receive apologies for absence</b><br>Apologies received from Cllrs Casson and Cornforth.   |                           |
| 02.0  | <b>Minutes of meetings</b>   |                           |
| 2.1   | The minutes of the Annual Parish Council meeting held on 13 May 2019 were proposed as a true and accurate record by Cllr Lancaster, seconded by Cllr Norman, all agreed and were duly signed by the Chairman.<br>The minutes of the meeting held on 13 May 2019 were proposed as a true and accurate record by Cllr Norman, seconded by Cllr Metcalfe and were duly signed by the Chairman.  | Complete                  |
| 3.0   | <b>To receive information on the following ongoing issues and decide further action where necessary</b>  |                           |
| 3.1   | Police and speeding related activities.  |                           |
| 3.1.1 | Police Report*. Circulated.  | NAR                       |
| 3.2   | Planning applications to feedback to Authorities.  |                           |
| 3.2.1 | Grid Reference 483087 515599, Alterations, construction of replacement and additional dormer windows together with extensions and alterations to existing garage at Kettle Cottage, Kettleness. Comments submitted to NYMNPAA.   | Complete                  |
| 3.3   | Items from 'Goldsborough, Kettleness, Lythe and Sandsend walkabouts'*. Updated spreadsheet circulated. <b>RESOLVED</b> to retain on agenda.  | Clerk                     |
| 3.4   | YLCA, Reform of data protection legislation and introduction of the GDPR general data protection regulations. Chairman/Clerk had completed an audit and made changes as relevant. <b>RESOLVED</b> to retain on the agenda until outstanding actions completed.   | Clerk/<br>Cllr Smith      |
| 3.5   | Boat parking, near Sandsend South slipway. Sandsend Boat Club proposal prior to formal consultation*. The Clerk read out correspondence between the Boat Club and LPC regarding proposed method of preventing vehicle parking and consultation. <b>RESOLVED</b> to await further detail from the Club and to retain on the agenda.   | Clerk                     |
| 3.6   | Defibrillator Training, Sandsend. Dates received but still awaiting training costs. <b>RESOLVED</b> to retain on agenda.   | Clerk                     |
| 3.7   | Broadband provision*. Email sent to Cllrs Pearson and Watson. <b>RESOLVED</b> to retain on the agenda until response received.   | Clerk                     |
| 3.8   | 2019 elections. Register of Interest forms. Cllr Cornforth to return form to Clerk   | Cllr PC,<br>Clerk/Cllr HC |
| 3.9   | Annual review of LPC policies (as White Rose Update). The Chairman/Clerk had reviewed the policies, made some minor amendments and circulated to Cllrs for comments. <b>RESOLVED</b> that review footer be added to all, the date of 2020 be added to the Financial Risk Assessment and the following policies uploaded to LPC website. <ul style="list-style-type: none"> <li>• Standing Orders.</li> <li>• Financial Risk Assessment.</li> <li>• Recording of Meetings.</li> <li>• Publication Scheme.</li> <li>• Media Policy.</li> <li>• Freedom of Information Policy.</li> </ul> | Clerk/Cllr<br>Casson      |
| 3.10  | Lythe Gardening Club - annual fee to maintain flower beds/tubs, Lythe/Sandsend. Fee given to Club, awaiting formal receipt. <b>RESOLVED</b> to retain on the agenda.   | Clerk                     |

|            |   |                             |
|------------|---|-----------------------------|
| 3.11       | Seasonal dog ban on Sandsend beach. Whilst the specific Dog Warden telephone number could not be added to the website due to Wardens shift work, Wardens on duty could be reached out of office hours by telephoning the SBC telephone number as it was manned 24 hours. The Clerk had drafted a paragraph based on SBC information, <b>RESOLVED</b> to upload this to LPC website. | Clerk/Cllr Casson           |
| 3.12       | Information Commissioners data protection fee*. YLCA had advised that £40 fee should be paid, another source advised that it wasn't required. <b>RESOLVED</b> to check approach with other local Parish Councils.   | Clerk                       |
| 3.13       | Parking in Sandsend. <b>RESOLVED</b> to discuss with Cllr Chance on 'walkabout'.  | Cllrs/Clerk                 |
| 3.14       | YLCA Branches, your Council representatives*. YLCA informed that LPC would not appoint voting representatives.  | Complete                    |
| 3.15       | YLCA Training programme, June – November 2019*. Cllr Metcalfe had expressed interest in attending, <b>RESOLVED</b> she would identify a course if appropriate.  | Cllr JM                     |
| 3.16       | Warning notices at Staithes*. SBC had advised that additional notices may not be required as warning of falling rocks on the RNLI information board, they are however considering this further. <b>RESOLVED</b> to discuss further with SBC. <b>RESOLVED</b> to discuss signage with Mulgrave Estate as the Cliffs were part of Estate land.  | Clerk<br>Clerk/<br>Chairman |
| 3.17       | YLCA Finance and Transparency booklet*. Copy obtained.  | Complete                    |
| 3.18       | Pedestrian danger crossing from East Row (Sandsend) car park to footbridge (including lack of dropped kerb). <b>RESOLVED</b> to discuss with Cllr Chance on 'walkabout'.  | Cllrs/Clerk                 |
| 3.19       | Narrow footpath on Lythe Bank. <b>RESOLVED</b> to discuss with Cllr Chance on 'walkabout'.  | Cllrs/Clerk                 |
| 3.20       | Erosion of grass banks/verge behind toilets, East Row, Sandsend. <b>RESOLVED</b> to discuss with Cllr Chance on 'walkabout'.  | Cllrs/Clerk                 |
| 3.21       | Replacement light for the one stolen on Caedmon House, Sandsend. Request for lantern style light sent to SBC who had subsequently confirmed lantern ordered.  | Complete                    |
| 3.22       | Seasonal caretaker. Clerk confirmed that job advert on SBC website. <b>RESOLVED</b> to request copy for placing on website and noticeboards.  | Clerk                       |
| 3.23       | Beach clean board, 2minute beach clean*. Letter with details of the boards handed to Sandside, Tides and Wits End businesses for them to decide if they wanted to purchase boards.  | Complete                    |
| 3.24       | LPC benches outside the Pyman Institute, work by Harrisons. 'Thank you' email sent to Harrisons and a paragraph written and forwarded for inclusion in the Parish Magazine.   | Complete                    |
| <b>4.0</b> | <b>Planning Issues</b>  |                             |
| 4.1        | <b>To consider the following planning applications (including those applications published between agenda publication and meeting)</b>  |                             |
| 4.1.1      | NYM/2019/0349/FL/LB High Farmhouse, High Farm, High Street, Lythe. Listed Building consent for alterations to enable subdivision of dwelling to form 1 no. additional dwelling together with erection of fence *. <b>RESOLVED</b> no objections, inform NYMNPA.   | Clerk                       |
| 4.1.2      | NYM/2019/0244/FL Voebroch, Kettleless. Construction of single storey link extension and erection of timber storage/recreation building*. <b>RESOLVED</b> that there were major concerns regarding potential of on street parking and also UPVC material in replacement window frames, inform NYMNPA.  | Clerk                       |
| 4.1.3      | NYM/2019/0256/FL Kettle Cottage, Kettleless, alterations, construction of replacement and additional dormer windows together with extensions and alterations to existing garage and the siting of a heat pump. <b>RESOLVED</b> no objections, inform NYMNPA.  | Clerk                       |
| 4.1.4      | 19/01169/HS garage, replacement summerhouse and widening of driveway, 42 Meadowfields Sandsend. <b>RESOLVED</b> no objections, inform SBC.  | Clerk                       |
| 4.2        | <b>To receive the following planning decision/information (full information on websites) as at agenda publication date</b>  |                             |
|            | Available on SBC and NYMNPA websites.   |                             |
| 4.3        | <b>Individual Planning Issues</b>   |                             |
| 4.3.1      | Installation of external heat exchanger at Goldsborough, Installation of new windows in Lythe. Awaiting response to the heat exchanger installation. Further details provided to NYMNPA on the new windows, awaiting response. <b>RESOLVED</b> to retain on agenda.   | Clerk                       |

|            |  |                                |       |        |  |        |                       |         |           |                                |  |        |                               |  |         |                       |  |         |                  |  |         |                               |  |
|------------|--|--------------------------------|-------|--------|--|--------|-----------------------|---------|-----------|--------------------------------|--|--------|-------------------------------|--|---------|-----------------------|--|---------|------------------|--|---------|-------------------------------|--|
| <b>5.0</b> | <b>Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)</b>  |                                |       |        |  |        |                       |         |           |                                |  |        |                               |  |         |                       |  |         |                  |  |         |                               |  |
| <b>5.1</b> | <b>Correspondence requiring decisions</b>  |                                |       |        |  |        |                       |         |           |                                |  |        |                               |  |         |                       |  |         |                  |  |         |                               |  |
| 5.1.1      | YLCA, <ul style="list-style-type: none"> <li>Celebrating the 75<sup>th</sup> anniversary of VE day – 8 May 2020*. <b>RESOLVED</b> that the Parish Council would not be involved as it was so close to the ending of WW1. <b>RESOLVED</b> to send details to Lythe Village Hall and St Mary's.</li> <li>White Rose Update and Lessons Learnt 'Council obligations to HMRC' and The Power to Spend*.</li> <li>Scarborough Branch Annual Meeting - Thursday, 6 June*. <b>RESOLVED</b> that no one available to attend. Inform YLCA.</li> </ul>  | Clerk<br>NAR<br>Clerk          |       |        |  |        |                       |         |           |                                |  |        |                               |  |         |                       |  |         |                  |  |         |                               |  |
| 5.1.2      | NYMNPA, Parish Member Elections 2019*. <b>RESOLVED</b> not to nominate anyone.   | Complete                       |       |        |  |        |                       |         |           |                                |  |        |                               |  |         |                       |  |         |                  |  |         |                               |  |
| 5.1.3      | NYMNPA, Joint Area Parish Forum, The Moors National Park Centre, Danby, Tuesday, 23 July 2019, 19:30*. <b>RESOLVED</b> that Cllrs Casson and Lancaster to consider attendance.   | Cllrs<br>Casson/<br>Lancaster  |       |        |  |        |                       |         |           |                                |  |        |                               |  |         |                       |  |         |                  |  |         |                               |  |
| <b>5.2</b> | <b>Correspondence for information (excluding financial matters that are included in 7.0)</b>   |                                |       |        |  |        |                       |         |           |                                |  |        |                               |  |         |                       |  |         |                  |  |         |                               |  |
| 5.2.1      | <ul style="list-style-type: none"> <li>YLCA, NALC bulletins 3, 10, 24 May*.</li> <li>YLCA, Yorkshire Day, 1 August 2019 – Whitby*.</li> </ul>  | NAR<br>NAR                     |       |        |  |        |                       |         |           |                                |  |        |                               |  |         |                       |  |         |                  |  |         |                               |  |
| <b>6.0</b> | <b>To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk</b>  |                                |       |        |  |        |                       |         |           |                                |  |        |                               |  |         |                       |  |         |                  |  |         |                               |  |
| 6.1        | Installation of shrub beds with hardy plants, East Row, Sandsend. <b>RESOLVED</b> to discuss the installation of beds with Mulgrave Estate and possibly look for sponsors for planting out.  | Chairman/<br>Clerk             |       |        |  |        |                       |         |           |                                |  |        |                               |  |         |                       |  |         |                  |  |         |                               |  |
| 6.2        | Items for discussion with Mulgrave Estate. <b>RESOLVED</b> that the following topics would be discussed with the Estate: <ul style="list-style-type: none"> <li>Developments in Sandsend, including caravan shops in East Row car park.</li> <li>Woodlands Hotel, future plans.</li> <li>Tidying up of land alongside Tides, including installation of shrub beds.</li> <li>Warning signage re cliffs.</li> <li>Overgrown vegetation in The Valley, Sandsend.</li> <li>Sandsend Stores, future.</li> <li>Lythe Caravan Site, expansion in to the next field without planning permission, increase in dog fouling.</li> </ul>                   | Chairman/<br>Clerk             |       |        |  |        |                       |         |           |                                |  |        |                               |  |         |                       |  |         |                  |  |         |                               |  |
| <b>7.0</b> | <b>To receive information on Financial matters and approve spend as appropriate</b>  |                                |       |        |  |        |                       |         |           |                                |  |        |                               |  |         |                       |  |         |                  |  |         |                               |  |
| 7.1        | Balance of accounts. <table border="1" data-bbox="199 1377 1364 1451"> <tr> <td>Current</td> <td>£0.04</td> <td>credit</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Savings</td> <td>£6,093.75</td> <td>credit</td> <td></td> <td></td> <td></td> </tr> </table>  | Current                        | £0.04 | credit |  |        |                       | Savings | £6,093.75 | credit                         |  |        |                               |  |         |                       |  |         |                  |  |         |                               |  |
| Current    | £0.04  | credit                         |       |        |  |        |                       |         |           |                                |  |        |                               |  |         |                       |  |         |                  |  |         |                               |  |
| Savings    | £6,093.75  | credit                         |       |        |  |        |                       |         |           |                                |  |        |                               |  |         |                       |  |         |                  |  |         |                               |  |
| 7.2        | Money received. <table border="1" data-bbox="199 1478 1292 1523"> <tr> <td></td> <td>£0.00</td> <td></td> </tr> </table> Money paid. <table border="1" data-bbox="199 1556 1292 1765"> <tr> <td></td> <td>£32.00</td> <td>Clerk, Ink Cartridges</td> </tr> <tr> <td></td> <td>£36.00</td> <td>Computer Centre, Email install</td> </tr> <tr> <td></td> <td>£75.00</td> <td>SBC, Uncontested election fee</td> </tr> <tr> <td></td> <td>£129.00</td> <td>YLCA subscription fee</td> </tr> <tr> <td></td> <td>£403.89</td> <td>Aviva, Insurance</td> </tr> <tr> <td></td> <td>£100.00</td> <td>Clerk, cash to Gardening Club</td> </tr> </table> |                                | £0.00 |        |  | £32.00 | Clerk, Ink Cartridges |         | £36.00    | Computer Centre, Email install |  | £75.00 | SBC, Uncontested election fee |  | £129.00 | YLCA subscription fee |  | £403.89 | Aviva, Insurance |  | £100.00 | Clerk, cash to Gardening Club |  |
|            | £0.00  |                                |       |        |  |        |                       |         |           |                                |  |        |                               |  |         |                       |  |         |                  |  |         |                               |  |
|            | £32.00   | Clerk, Ink Cartridges          |       |        |  |        |                       |         |           |                                |  |        |                               |  |         |                       |  |         |                  |  |         |                               |  |
|            | £36.00   | Computer Centre, Email install |       |        |  |        |                       |         |           |                                |  |        |                               |  |         |                       |  |         |                  |  |         |                               |  |
|            | £75.00   | SBC, Uncontested election fee  |       |        |  |        |                       |         |           |                                |  |        |                               |  |         |                       |  |         |                  |  |         |                               |  |
|            | £129.00  | YLCA subscription fee          |       |        |  |        |                       |         |           |                                |  |        |                               |  |         |                       |  |         |                  |  |         |                               |  |
|            | £403.89  | Aviva, Insurance               |       |        |  |        |                       |         |           |                                |  |        |                               |  |         |                       |  |         |                  |  |         |                               |  |
|            | £100.00  | Clerk, cash to Gardening Club  |       |        |  |        |                       |         |           |                                |  |        |                               |  |         |                       |  |         |                  |  |         |                               |  |
| 7.3        | Invoices, processed. See above 7.2.  |                                |       |        |  |        |                       |         |           |                                |  |        |                               |  |         |                       |  |         |                  |  |         |                               |  |
| 7.4        | Invoices, for approval. None.  |                                |       |        |  |        |                       |         |           |                                |  |        |                               |  |         |                       |  |         |                  |  |         |                               |  |
| 7.5        | BHIB Insurance Renewal - LCO00577*. Renewal documents reviewed; invoice paid. Resolved to consider a longer-term cover period prior to next insurance renewal.   | Complete                       |       |        |  |        |                       |         |           |                                |  |        |                               |  |         |                       |  |         |                  |  |         |                               |  |
| <b>8.0</b> | <b>To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting</b>   |                                |       |        |  |        |                       |         |           |                                |  |        |                               |  |         |                       |  |         |                  |  |         |                               |  |
| 8.1        | Criminal damage to post box and bench, Sandsend reported. Some glass swept up, request to SBC to clear remainder. Noted that perpetrator identified by the Police and insurance details provided to them.  |                                |       |        |  |        |                       |         |           |                                |  |        |                               |  |         |                       |  |         |                  |  |         |                               |  |

|             |   |  |
|-------------|---|--|
| <b>9.0</b>  | <b>To notify the Clerk of matters for inclusion on the agenda of the next meeting</b>   |  |
| 9.1         | Understanding new accessibility requirements for public sector bodies.  |  |
| <b>10.0</b> | <b>To confirm the details of the next meeting</b><br>The next meeting was confirmed as Monday 1 July 2019, 19:30, Lythe Village Hall. |  |
|             | ..... <b>Meeting closed at 20:48</b>  |  |

\*circulated via email.

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**LYTHE PARISH COUNCIL**

**MEETING ON MONDAY 1 JULY 2019 COMMENCED AT 19:30, LYTHE VILLAGE HALL**

**Recording of meeting.** None made.

**Public question time.** None present.

**Declaration of interest in agenda item(s).** Non pecuniary interest in 3.5 declared by Cllrs Lloyd and Norman.

**Present:** Cllrs P Cornforth, D Lancaster, M Lloyd, J Metcalfe, M Norman, L Smith – Chairman,  
J A Clark - Clerk

| ITEM  | SUBJECT   | ACTION                |
|-------|---|-----------------------|
| 1.0   | <b>To receive apologies for absence</b><br>Apologies already received from Cllr Casson.   |                       |
| 2.0   | <b>Minutes of meetings</b>  |                       |
| 2.1   | The minutes of 4 June 2019 were proposed as a true and accurate record by Cllr Lancaster, seconded by Cllr Norman, all agreed and were duly signed by the Chairman.   | Complete              |
| 3.0   | <b>To receive information on the following ongoing issues and decide further action where necessary</b>   |                       |
| 3.1   | Police and speeding related activities.   |                       |
| 3.1.1 | Police Report*. Circulated.   | Complete              |
| 3.2   | Planning applications to feedback to Authorities.   |                       |
| 3.2.1 | NYM/2019/0349/FL/LB High Farmhouse, High Farm, High Street, Lythe. Feedback sent.   | Complete              |
| 3.2.2 | NYM/2019/0244/FL Voebroch, Kettleness. Feedback sent.   | Complete              |
| 3.2.3 | NYM/2019/0256/FL Kettle Cottage, Kettleness. Feedback sent.   | Complete              |
| 3.3   | Items from 'Goldsborough, Kettleness, Lythe and Sandsend walkabouts*'. Updated spreadsheet circulated. <b>RESOLVED</b> to continue to progress issues and retain on agenda.   | Clerk                 |
| 3.4   | YLCA, Reform of data protection legislation and introduction of the GDPR general data protection regulations. The Chairman and Clerk continue to progress work in this area. <b>RESOLVED</b> to continue to progress and retain on agenda.  | Cllr ES/<br>Clerk     |
| 3.5   | Boat parking, near Sandsend South slipway. <b>RESOLVED</b> that the Parish Council had no objections to the proposal to prevent parking on the area leased to the Club and to inform S Ross of this. Place notice from Boat Club on Sandsend notice board and website.  | Clerk/<br>Cllr HC     |
| 3.6   | Defibrillator Training, Sandsend. Date confirmed for 18 July at minimal cost, i.e. £14.00 for Institute hire. <b>RESOLVED</b> to place poster on notice boards and website.   | Clerk                 |
| 3.7   | Broadband provision*. There had been no update received from Cllr Watson on this nor any response to attend this meeting to introduce herself to the Council. <b>RESOLVED</b> to continue to progress and retain on the agenda.   | Clerk                 |
| 3.8   | 2019 elections. Register of Interest forms. All forms returned and on website.  | Complete              |
| 3.9   | Annual review of LPC policies (as White Rose Update). All revised policies on website.  | Complete              |
| 3.10  | Lythe Gardening Club - annual fee to maintain flower beds/tubs, Lythe/Sandsend. Receipt for fee received.   | Complete              |
| 3.11  | Seasonal dog ban on Sandsend beach. Information on the ban and other dog related information had been added to the website. An email had been received expressing concern regarding the number of dogs still in the ban area. A response which had been drafted was read out to the Council and approved. This outlined all of the measures that had been put in place and this included advice not to approach anyone breaching the dog ban, due to a number of recent incidents by aggressive people. <b>RESOLVED</b> to send the response. | Complete<br><br>Clerk |
| 3.12  | Information Commissioners data protection fee*. Following information received from three experienced Clerks covering six Parish Councils and advice from YLCA, <b>RESOLVED</b> to pay the £40 fee to the Information Commissioners Office.   | Clerk                 |
| 3.13  | Parking in Sandsend. Covered in other areas on the agenda.  |                       |
| 3.14  | YLCA Training programme, June – November 2019*. Cllr Metcalfe had expressed interest in attending, <b>RESOLVED</b> that she would identify a course if appropriate.   | Cllr JM               |



|      |   |                      |
|------|---|----------------------|
| 3.15 | Warning notices at Staithes*. SBC had confirmed formally that they would not erect signage to warn of crumbling cliffs as it was deemed that the RNLI notices covered this and also it was inappropriate as the land belonged to Mulgrave Estate. The Chairman and Clerk had subsequently discussed this with R Childerhouse at Mulgrave Estate who felt it unlikely that the Estate would erect signs but would give it further consideration.   | Complete             |
| 3.16 | Pedestrian danger crossing from East Row (Sandsend) car park to footbridge (including lack of dropped kerb). Following a site visit with the Clerk, NYH had confirmed they would not install a dropped kerb without a matching one on the other side of the road, this was currently not possible in this location. This may change if Mulgrave Estate submit development plans for the East Row area when it is likely that new highway measures will need to be introduced. <b>RESOLVED</b> to inform the parishioners who had raised concerns.   | Clerk                |
| 3.17 | Narrow footpath on Lythe Bank, including footpath from fire station to St Oswald's. Following a site visit with the Clerk, NYH had confirmed that to reinstate the footpath width on Lythe Bank would require significant financial investment and also require closing the carriageway nearest to the path to allow a safe working environment, this would also have a significant impact on cost. It is not anticipated that this work can be undertaken in the foreseeable future. <b>RESOLVED</b> to inform the individuals who had raised concerns. Work to widen the footpath from the fire station to St Oswald's would be undertaken by NYH in September/October 2019. <b>RESOLVED</b> to inform the individuals who had raised concerns.   | Clerk<br>Clerk       |
| 3.18 | Erosion of grass banks/verge behind toilets, East Row, Sandsend. Following a site visit with the Clerk, NYH had confirmed that they would repair large depressions in this area promptly. NYH to review the possibility of kerbstone edging within the area to prevent cars further eroding the grass banks/verges. <b>RESOLVED</b> to retain on agenda.  | Clerk                |
| 3.19 | Seasonal caretaker. The action from the last meeting to obtain a copy of the job advert had not been progressed as the caretaker had commenced work in early June.  | Complete             |
| 3.20 | LPC benches outside the Pyman Institute, work by Harrisons. Paragraph on the work undertaken by Harrisons had been sent for publication in the Parish Magazine.   | Complete             |
| 3.21 | YLCA <ul style="list-style-type: none"> <li>• Celebrating the 75<sup>th</sup> anniversary of VE day – 8 May 2020*. Details sent to the Village Hall and St Mary's.</li> <li>• Scarborough Branch Annual Meeting - Thursday, 6 June*. Apologies for absence given prior to the meeting.</li> </ul>   | Complete<br>Complete |
| 3.22 | NYMNPA, Joint Area Parish Forum, The Moors Centre, Danby, Tuesday, 23 July 2019*. <b>RESOLVED</b> that Cllr Norman would attend and feedback at the September meeting. <b>RESOLVED</b> to inform NYMNPA of Cllr Norman's attendance.  | Cllr MN<br>Clerk     |
| 3.23 | Outcome of discussion, Mulgrave Estate. The Chairman and Clerk had attended a meeting with Mr Childerhouse and the Chairman summarised the discussion as follows; <ul style="list-style-type: none"> <li>• Developments in Sandsend, including caravan shops in East Row car park. There would be no more 'caravan' shops. Plans for the developments within Sandsend and the Parish were progressing. Issues relating to recent heavy rainfall have necessitate Mulgrave reviewing measures to slow water flow down East Row beck. It was still planned to hold a public consultation later in the year.</li> <li>• Woodlands Hotel, future plans. The hotel currently being advertised for a new tenant.</li> <li>• Tidying up of land alongside Tides, including installation of shrub beds. Following a site visit installation of beds to make it aesthetically more pleasing and to prevent parking were deemed inappropriate. However, they would consider installing posts. Due to the poor state of the verges and dangerous state of recent vehicle parking, <b>RESOLVED</b> to contact the Estate again to discuss the siting of benches.</li> <li>• Warning signage re cliffs. RNLI signage was deemed to be adequate, however agreed to consider further.</li> <li>• Overgrown vegetation in The Valley, Sandsend. The Estate confirmed that they would happily contribute to grass cutting but would not pay for it all due to the number of private properties in The Valley.</li> </ul> | Clerk/<br>Cllr ES    |

|            |  |  |
|------------|--|--|
|            | <ul style="list-style-type: none"> <li>Sandsend Stores, future. The Chairman emphasised the need for the village to have a general store and the Estate confirmed that there were no plans to change this.</li> <li>Lythe Caravan Site, expansion in to the next field without planning permission, increase in dog fouling. The Estate had undertaken a review of the site and confirmed that the overflow area could be used for 28 days without the need for planning permission – they were not aware that this was being breached. There are to be notices re-installed regarding dog fouling.</li> </ul>   |  |
| <b>4.0</b> | <b>Planning Issues</b>   |  |
| <b>4.1</b> | <b>To consider the following planning applications (including those applications published between agenda publication and meeting)</b>   |  |
| 4.1.1      | <p>NYM/2019/0406/FL Sea View, Victoria Square, Lythe. construction of single storey rear extension together with formation of terrace over existing roof.</p> <p>Following debate, it was <b>RESOLVED</b> to inform NYMNPA that the Council objects to the application because; the proposal goes against the principles of a conservation area and approving this proposal would set a dangerous precedent for the historic village of Lythe. The property faces the main road (A174) and these alterations would therefore be seen from this road and there are no other properties within the locale that have a glass balcony or Velux windows both of which the Council deem to be inappropriate.</p> | Clerk                                  |
| <b>4.2</b> | <b>To receive the following planning decision/information (full information on websites) as at agenda publication date</b>   |  |
|            | Available on SBC and NYMNPA websites.  |  |
| <b>4.3</b> | <b>Individual Planning Issues</b>  |  |
| 4.3.1      | <p>Installation of external heat exchanger at Goldsborough. Heat exchanger relocated.</p> <p>Installation of new windows in Lythe*. NYMNPA had confirmed that current work on the property was not outside planning regulations but would continue to monitor the build.</p>   | Complete<br>Complete                   |
| <b>5.0</b> | <b>Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)</b>  |  |
| <b>5.1</b> | <b>Correspondence requiring decisions</b>  |  |
| 5.1.1      | <p>YLCA</p> <ul style="list-style-type: none"> <li>Annual Conference 2019 and 75<sup>th</sup> anniversary celebration, 13 September, York*. <b>RESOLVED</b> that there were no nominations.</li> </ul>   | Complete                               |
| <b>5.2</b> | <b>Correspondence for information (excluding financial matters that are included in 7.0)</b>   |  |
| 5.2.1      | <p>YLCA</p> <ul style="list-style-type: none"> <li>A Councillor's rights to time off work*.</li> <li>NALC Chief Executive's Bulletin, w/c 10, 21 June 2019*.</li> <li>The public sector bodies (websites and mobile applications) (No.2) Accessibility Regulations 2018*. <b>RESOLVED</b> to review regulations wrt LPC website.</li> <li>White Rose Update June Edition*.</li> </ul>  | NAR<br>NAR<br>Cllr HC/<br>Clerk<br>NAR |
| 5.2.2      | PFK Littlejohn, NY0365: Receipt of documents – notification of exempt status, 2019*.   | NAR                                    |
| 5.2.3      | SBC, Scarborough and Whitby Area Constituency Committee - 19 June 2019*.   | NAR                                    |
| 5.2.4      | <p>NHS</p> <ul style="list-style-type: none"> <li>North Yorkshire's three Clinical Commissioning Groups (CCGs) have agreed to merge*.</li> </ul>   | NAR                                    |
| <b>6.0</b> | <b>To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk</b>  |  |
| 6.1        | <p>Overnight parking of motor homes behind Sandsend South toilets. Following an email expressing concern in the increase in motor homes parking overnight, the Clerk had contacted SBC for guidance on how this could be prevented, awaiting response. <b>RESOLVED</b> to inform the individual who had raised this and provide further information once guidance received.</p>  | Clerk                                  |
| 6.2        | <p>Grass cutting, Lythe Bank, wildflowers. There had been concerns raised that by cutting the grass on Lythe Bank it was removing wildlife habitat. <b>RESOLVED</b> that the cutting would carry on this financial year as a contract was already in place, but a review to take place in preparation for the next financial year. <b>RESOLVED</b> to inform the individual who had raised this and to include on the appropriate LPC agenda.</p>  | Clerk<br>Clerk                         |

|             |   |   |
|-------------|---|---|
| 6.3         | Parish rep on the National Park Authority, Bob Marley, attendance at pc meeting if required. <b>RESOLVED</b> to invite Mr Marley to attend a future meeting as appropriate.   | Complete  |
| 6.4         | Parking on the pavement outside Turnstone Cottage, Sandsend. Following an email expressing concern of individuals using the Cottage, parking on this part of the pavement, <b>RESOLVED</b> to request cottage owner to ensure that all guests were aware that parking in the area was not allowed and was in an enforcement area. | Clerk   |
| <b>7.0</b>  | <b>To receive information on Financial matters and approve spend as appropriate</b>   |   |
| 7.1         | Balance of accounts.  |   |
|             | Current   | £5481.75 credit                                     |
|             | Savings   | £0.04 credit  |
| 7.2         | Money received.   |   |
|             |   | £0.   |
|             | Money paid.   |   |
|             |   | £612.00 A R Clay, 1 <sup>st</sup> grass cut 2019/20 |
| 7.3         | Invoices, processed. As above.  |   |
| 7.4         | Invoices, for approval. None.   |   |
| <b>8.0</b>  | <b>To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting</b>  |   |
| <b>9.0</b>  | <b>To notify the Clerk of matters for inclusion on the agenda of the next meeting</b>   |   |
| 9.1         | Bank reconciliation and spend vs budget.  |   |
| 9.2         | Newholm cum Dunsley Parish Council, meetings regarding joint interest issues.   |   |
| 9.3         | Briefing outlining the reasons why the Parish Council does not have the Powers to become involved in disagreements between businesses.  |   |
| <b>10.0</b> | <b>To confirm the details of the next meeting</b><br>The next meeting was confirmed as Monday 2 September 2019, 19:30, Lythe Village Hall unless urgent decision(s) required beforehand.  |   |
|             | ..... <b>Meeting closed at 20:55.</b>   |   |

\*circulated via email.

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**LYTHE PARISH COUNCIL  
MEETING ON WEDNESDAY 24 JULY 2019 COMMENCED AT 18:00, LYTHE VILLAGE HALL**

**Recording of meeting.** None made.

**Public question time.** None present.

**Declaration of interest in agenda item(s).** Non pecuniary interest in 3.2 declared by Cllrs Lloyd and Norman.

**Present:** Cllrs H Casson, D Lancaster, M Lloyd, M Norman, L Smith – Chairman, J A Clark - Clerk

| ITEM  | SUBJECT  |       |
|-------|--|-------|
| 1.0   | <b>To receive apologies for absence</b><br>Apologies received from Cllrs Cornforth and Metcalfe.   |       |
| 2.0   | <b>Planning Issues</b>   |       |
| 2.1   | <b>To consider the following planning applications (including those applications published between agenda publication and meeting)</b>   |       |
| 2.1.1 | NYM/2019/0406/FL Sea View, Victoria Square, Lythe. Construction of single storey rear extension together with formation of terrace over existing roof. Amended details/additional information*. <b>RESOLVED</b> to inform NYMNPA that following on from previous objections, we note that the balcony and velux windows have been removed, we therefore have no objections to this planning application. However, we refer to the particulars of sale of this property and also a planning application in 2012 which clearly state that the front of the property is that which leads on to the main road (A174). As a Parish Council we would support the decision of the National Park Planning Authority in this case.  | Clerk |
| 3.0   | <b>To discuss and agree actions relating to the following</b>  |       |
| 3.1   | <p>Grass cutting, Lythe Bank, wildflowers/maximising biodiversity*. Whilst it was agreed at the July meeting that the second planned cut would be as usual, and to discuss grass cutting at the September LPC meeting. However due to further concerns raised by members of the public, the following was <b>RESOLVED</b>;</p> <ul style="list-style-type: none"> <li>• All grass verges within the Parish to be cut as normal this financial year. To stop all cutting this year would not be sensible as those directly affected by the approach would require gathering Parishioner's views. In addition, there is a grass cutting contract in place so we would not want to have adverse financial effect on the contractor who carries out the work very effectively and it is highly likely that we would want to retain them in the future. It may be therefore that we will need to pay them the price already agreed and renegotiate the contract prior to the next financial year.</li> <li>• Lythe Bank for the next (2nd cut) - (going down the bank). <ul style="list-style-type: none"> <li>○ on the right-hand side. <ul style="list-style-type: none"> <li>▪ do not cut.</li> </ul> </li> <li>○ on the left-hand side. <ul style="list-style-type: none"> <li>▪ where there is a fence, <ul style="list-style-type: none"> <li>▪ do not cut between the fence and the highway.</li> <li>▪ cut for c. 18"/24" between the fence and footpath on the right (if possible, depending if this size of flail can be used).</li> <li>▪ cut for c.18"/24" between the footpath and the verge on the left (if possible, depending if this size of flail can be used).</li> </ul> </li> <li>▪ where there is <b>not</b> a fence, <ul style="list-style-type: none"> <li>▪ cut for c. 18"/24" between the footpath on the right (if possible, depending if this size of flail can be used).</li> <li>▪ cut for c. 18"/24" between the footpath on the left (if possible, depending if this size of flail can be used).</li> </ul> </li> </ul> </li> <li>○ around benches, cut c. 18"/24" at the sides and then right down to the footpath.</li> </ul> </li> </ul> | Clerk |

|     |  |                           |
|-----|--|---------------------------|
|     | <ul style="list-style-type: none"> <li>• Lythe Bank for the 3rd (final cut). <ul style="list-style-type: none"> <li>○ cut all areas of the bank (flowers should have died back and shed any seed).</li> </ul> </li> <li>• Please note that North Yorkshire Highways had reconfirmed that there are no highway safety issues that would necessitate the verges on the bank being cut.</li> </ul> <p>Request contractor to carry out 2<sup>nd</sup> and final cuts according to the above.</p> | Clerk                     |
| 3.2 | <p>Sandsend Boat Club, outcome of their consultation on the proposal to prevent vehicles parking on leased land. The Boat Club had confirmed that they had received no comments as a result of their consultation. <b>RESOLVED</b> to request Cllr chance to arrange installation of the fencing according to the Boat Club plans. <b>RESOLVED</b> to request Cllr Chance to ensure that a Boat Club member is present when the fence is installed so that the plan is adhered to.</p>       | Clerk<br>Clerk            |
| 3.3 | <p>East Row beck, grass verges from bridge to Tides - memorial benches*. Mulgrave Estate had agreed, in principle, to the siting of benches. <b>RESOLVED</b> to draft a poster to gauge who may be interested in financially supporting individual memorial benches. <b>RESOLVED</b> that the posters be displayed throughout the Parish, particularly in the East Row area, and on the LPC website.</p>   | Clerk<br>Clerk/Cllr<br>HC |
|     | <p>..... <b>meeting closed at 18:52.</b></p>   |                           |

\*circulated via email.

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**LYTHE PARISH COUNCIL**

**MEETING ON MONDAY 2 SEPTEMBER 2019 COMMENCED 19:30, LYTHE VILLAGE HALL**

**Recording of meeting.** None made.

**Public question time.** None present.

**Declaration of interest in agenda item(s).** Non pecuniary interest in 3.5 declared by Cllrs Lloyd and Norman.

**Present:** Cllrs H Casson, D Lancaster, M Lloyd, J Metcalfe, M Norman, L Smith – Chairman,  
J A Clark - Clerk

| ITEM  | SUBJECT  | ACTION                     |
|-------|--|----------------------------|
| 1.0   | <b>To receive apologies for absence</b><br>Apologies received from Cllr Cornforth.   |                            |
| 2.0   | <b>Minutes of meetings</b>   |                            |
| 2.1   | The minutes of 1 July 2019 were proposed as true and accurate by Cllr Lancaster, seconded by Cllr Lloyd, all those in attendance agreed. The minutes of the extraordinary meeting of 24 July 2019 were proposed as true and accurate by Cllr Smith, seconded by Cllr Casson, all those attended agreed. <b>RESOLVED</b> to sign copies of minutes.                             | Clerk/<br>Cllr LS          |
| 3.0   | <b>To receive information on the following ongoing issues and decide further action where necessary</b>  |                            |
| 3.1   | Police and speeding related activities.  |                            |
| 3.1.1 | Police Report*. Circulated.  | Complete                   |
| 3.2   | Planning applications to feedback to Authorities.  |                            |
| 3.2.1 | NYM/2019/0406/FL Sea View, Victoria Square, Lythe. Construction of single storey rear extension together with formation of terrace over existing roof*. Feedback sent.   | Complete                   |
| 3.2.2 | NYM/2019/0406/FL Sea View, Victoria Square, Lythe. Construction of single storey rear extension together with formation of terrace over existing roof. Amended details/additional information*. Feedback sent.   | Complete                   |
| 3.3   | Items from 'Goldsborough, Kettleless, Lythe and Sandsend items to address*'. Updated spreadsheet circulated. <b>RESOLVED</b> to continue to progress issues and retain on agenda.  | Clerk                      |
| 3.4   | YLCA, Reform of data protection legislation and introduction of the GDPR general data protection regulations. Footer added to Parish Council emails, bank details now also held by the Chairman. Work ongoing, <b>RESOLVED</b> to retain on the agenda.  | Cllr LS/<br>Clerk<br>Clerk |
| 3.5   | Boat parking, near Sandsend South slipway. Quotations for fencing and signage sent to Cllr Chance. Waiting for receipt of funding from NYCC prior to instructing work to commence. <b>RESOLVED</b> to thank S Ross for his assistance in this work. <b>RESOLVED</b> to retain on the agenda.   | Cllr MN<br>Clerk           |
| 3.6   | Defibrillator Training, Sandsend. Training cancelled due to lack of nominees.  | Complete                   |
| 3.7   | Broadband provision*. <b>RESOLVED</b> that as there had been no response from Cllr Watson and that there were still issues with connectivity/speed in the Parish, particularly in Goldsborough and Kettleless. To contact SBC to progress.   | Clerk                      |
| 3.8   | Seasonal dog ban on Sandsend beach. Confirmed that the Parishioner who had raised concerns had been advised of the steps taken to prevent dogs in the ban area.  | Complete                   |
| 3.9   | Information Commissioners data protection fee*. LPC registered.  | Complete                   |
| 3.10  | YLCA Training programme, June – November 2019. Cllr Metcalfe had attended a course for new Councillors and confirmed that the event had been very beneficial.  | Complete                   |
| 3.11  | Pedestrian danger crossing from East Row (Sandsend) car park to footbridge (including lack of dropped kerb). Parishioner who raised concerns had been advised that North Yorkshire Highways had confirmed that no work would be undertaken in the short term in this area.   | Complete                   |
| 3.12  | Narrow footpath on Lythe Bank, including footpath from fire station to St Oswald's. The people who had raised concerns had been advised of planned work by North Yorkshire Highways to widen the footpath between the fire station and St Oswald's, of work to cut back hedges by Mulgrave Estate and that no major work on the remainder of the footpath would be undertaken. | Complete                   |
| 3.13  | Erosion of grass banks/verge behind toilets, East Row, Sandsend. NYH considering whether or not kerb stones could be installed. Continue to progress.  | Clerk                      |

|            |  |   |
|------------|--|---|
| 3.14       | NYMNPA, Joint Area Parish Forum, The Moors Centre, Danby, Tuesday, 23 July 2019*. Cllrs Metcalfe and Norman had attended the event.  | Complete                                |
| 3.15       | Siting of benches along East Row beck. To date, there had been four expressions of interest in sponsoring benches where individuals had requested further details including the financial costs involved. Following debate on the suppliers and bench styles, it was <b>RESOLVED</b> that TDP would be the supplier and the bench style 'Dale' was selected. As a deal of groundwork would be necessary to site the benches, it was <b>RESOLVED</b> to identify exact bench sizes, the most appropriate type of fixings and locations. Following this it was <b>RESOLVED</b> to obtain quotations from two builders to carry out groundwork and affix benches. <b>RESOLVED</b> to advise Mulgrave Estate and those individuals who had expressed interest of progress. <b>RESOLVED</b> to retain on agenda as a number of other decisions are needed for this project. | Cllr LS/<br>Clerk<br><br>Clerk<br>Clerk |
| 3.16       | YLCA, The public sector bodies (websites and mobile applications) (No.2) Accessibility Regulations 2018*. Cllr Casson advised that he had made a number of changes to the website e.g. changing text colour so that text was easier to read. He had also identified applications that enabled text size to be changed and voice recognition facilities. <b>RESOLVED</b> to draft a short Accessibility Statement for the website.  | Cllr HC<br>Clerk                        |
| 3.17       | Overnight parking of motor homes behind Sandsend South toilets. Parishioner advised to contact the Clerk and/or the named SBC contact should this be an ongoing issue.   | Complete                                |
| 3.18       | Grass cutting, Lythe Bank, wildflowers. The person who had raised this had been informed of the changes to the grass cutting schedule that should mitigate some of their concerns.   | Complete                                |
| 3.19       | Parking on the pavement outside Turnstone Cottage, Sandsend. Yorkshire Coastal Cottages were requested to inform future guests that parking in the area is not allowed and is an enforcement area. Parishioner who had raised concerns informed of this.   | Complete                                |
| <b>4.0</b> | <b>Planning Issues</b>   |   |
| 4.1        | <b>To consider the following planning applications (including those applications published between agenda publication and meeting)</b>   |   |
| 4.1.1      | Voe Broch, Kettleless, - NYM/2019/0515/FL, construction of single storey link extension and erection of timber summerhouse (revised) *. <b>RESOLVED</b> that the Council had no objections and would support the decision of the National Park Planning Authority in this case. Inform NYMNPA.   | Clerk                                   |
| 4.2        | <b>To receive the following planning decision/information (full information on websites) as at agenda publication date</b>   |   |
|            | Available on SBC and NYMNPA websites.  |   |
| 4.3        | <b>Application for Premises Licence under Section 17 of the Licensing Act 2003.</b>  |   |
| 4.3.1      | Lickerish Tooth, Metal Works, High Street Lythe*. <b>RESOLVED</b> that there were no comments.   | Complete                                |
| <b>5.0</b> | <b>Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)</b>  |   |
| <b>5.1</b> | <b>Correspondence requiring decisions</b>  |   |
| 5.1.1      | Fire Service, attendance at future meeting*. <b>RESOLVED</b> to invite Fire Service to the November meeting.   | Clerk                                   |
| 5.1.2      | Car parking spaces at Sandsend Surgery*. LPC was contacted by Sandsend Doctor's surgery for support when they contact NYCC to request reserved parking spaces for GP's behind Sandsend (South) toilets. The Surgery had advised that they currently have a parking area at the end of the Boatyard development houses that is leased to them by SBC for which NHS England reimburse the annual fee and the Surgery had confirmed that this was currently used by GP's and Surgery staff. <b>RESOLVED</b> to advise the Surgery that LPC were unable to support their request as the land currently leased to them, appears not to be used by GP's or Surgery staff and until the land is used for this purpose, LPC could not assist.  | Clerk                                   |
| 5.1.3      | Affordable Housing SPD Update 2019, consultation ends 23 August 2019*.   | NAR                                     |
| 5.1.4      | Draft Tennis Strategy – Consultation, consultation ends 23 September 2019*. Consultation forwarded to Lythe Village Hall.  | Complete                                |

|       |  |          |                                |  |                               |
|-------|--|----------|--------------------------------|--|-------------------------------|
| 5.2   | <b>Correspondence for information (excluding financial matters that are included in 7.0)</b>   |          |                                |  |                               |
| 5.2.1 | YLCA   |          |                                |  | NAR<br>NAR<br>NAR<br>NAR      |
|       | <ul style="list-style-type: none"> <li>Annual Review 2018/2019*.</li> <li>White Rose Update July, August Editions*.</li> <li>NALC Chief Executive's Bulletin – 5, 22 July, 16, 23 August 2019*.</li> <li>White Rose Update Mid July Edition*.</li> </ul>   |          |                                |  |                               |
| 5.2.2 | NHS  |          |                                |  | NAR<br>NAR<br>NAR             |
|       | <ul style="list-style-type: none"> <li>Annual General Meeting, 25 July 2019*.</li> <li>Primary Care Commissioning Committee meeting, 16 July 2018*.</li> <li>News from Hambleton, Richmondshire and Whitby CCG, 25 July 2019*.</li> </ul>  |          |                                |  |                               |
| 5.2.3 | NYMNP  |          |                                |  | NAR<br>NAR                    |
|       | <ul style="list-style-type: none"> <li>Notice of submission of the North York Moors National Park Draft Local Plan to the Secretary of State*.</li> <li>Presentations from the Joint Parish Forum*.</li> </ul>   |          |                                |  |                               |
| 5.2.4 | New Stable Building in field behind Meadowfields. Following question raised by a Parishioner regarding whether or not planning permission was required, SBC contacted for advice. Due to holiday period at SBC, case not investigated to date. <b>RESOLVED</b> to retain on agenda. <b>RESOLVED</b> to inform Parishioner of this  |          |                                |  | Clerk<br>Clerk                |
| 5.2.5 | Road lighting - fixing hanging baskets etc to lighting columns*.   |          |                                |  | NAR                           |
| 6.0   | <b>To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk</b>  |          |                                |  |                               |
| 6.1   | Newholm cum Dunsley Parish Council, meetings regarding joint interest issues. <b>RESOLVED</b> to contact the Clerk to confirm that meetings of joint interest would be welcome, with the involvement of a small number of Cllrs from each Council.   |          |                                |  | Clerk                         |
| 6.2   | Briefing outlining the reasons why the Parish Council does not have the Powers to become involved in businesses, including discords. The Clerk confirmed that neither the Council nor any Council member had the lawful power to become involved in either business or residential disputes within the Parish as this would mean that they would be acting beyond their power. |          |                                |  | All to note                   |
| 6.3   | Lythe Blacksmith. <b>RESOLVED</b> to liaise with Cllr Casson to enable information on the blacksmith's history and refurbishment work to be included on the LPC website.   |          |                                |  | Cllrs HC,<br>JM, MN           |
| 7.0   | <b>To receive information on Financial matters and approve spend as appropriate</b>  |          |                                |  |                               |
| 7.1   | Balance of accounts.   |          |                                |  |                               |
|       | Current  | £5284.66 | credit                         |  |                               |
|       | Savings  | £40.04   | credit                         |  |                               |
| 7.2   | Money received.  |          |                                |  |                               |
|       |  | £0       |                                |  |                               |
|       | Money paid.  |          |                                |  |                               |
|       | YLCA   | £115.00  | Training Course, Cllr Metcalfe |  |                               |
|       | Lythe Village Hall   | 45.00    | Hall hire, April – July 2019   |  |                               |
| 7.3   | Invoices, processed. See 7.2 above.  |          |                                |  |                               |
| 7.4   | Invoices, for approval. <ul style="list-style-type: none"> <li>£612.00 A R Clay – 2<sup>nd</sup> grass cut,</li> <li>£40.00 J A Clark (Clerk) -reimbursement of Information Commissioners Office, registration fee.</li> <li>£38.00 J A Clark (Clerk) – reimbursement for purchase of ink cartridges for LPC printer.</li> </ul> <b>RESOLVED</b> to progress payments.         |          |                                |  | Clerk                         |
| 7.5   | 2019/20 Bank reconciliation including audit of invoices, approval and payment*. Spreadsheet circulated. <b>RESOLVED</b> to undertake and report back periodically.   |          |                                |  | Complete<br>Clerk/<br>Cllr JM |
| 7.6   | 2019/20 Financial spend vs budget*. Spreadsheet circulated. <b>RESOLVED</b> to undertake and report back periodically.   |          |                                |  | Complete<br>Clerk/Cllr<br>LS  |



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|-------------|--|--|
| <b>8.0</b>  | <b>To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting</b>   |  |
| 8.1         | Reported for action – repair of stile on cliff top to NYMNPA, removal of fly tipping and repair of lifebuoy fixings to SBC. Failing fence along the road to the Old Brewery Sandsend reported to Mulgrave Estate who had advised that as it was not their land, any repairs were the responsibility of the appropriate property owner(s). Carried out grass cutting on Lythe Common. |  |
| <b>9.0</b>  | <b>To notify the Clerk of matters for inclusion on the agenda of the next meeting</b>  |  |
| 9.1         | Mirror attached to Lythe Community Shop.   |  |
| <b>10.0</b> | <b>To confirm the details of the next meeting</b><br>The next meeting was confirmed as Monday 7 October 2019, 19:30, Lythe Village Hall. Apologies received from J A Clark, Clerk.   |  |
|             | ..... <b>Meeting closed at 21:15</b>   |  |

\*circulated via email.

Judy Clark,  
Clerk to the Council,  
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**LYTHE PARISH COUNCIL**

**MEETING ON MONDAY 7 OCTOBER 2019 COMMENCED 19:30, LYTHE VILLAGE HALL**

**Recording of meeting.** None made.

**Public question time.** None present.

**Declaration of interest in agenda item(s).** Non pecuniary interest in 4.1.1 declared by Cllrs Lancaster and Casson.

**Present:** Cllrs H Casson, D Lancaster – Chairman for this meeting, M Lloyd, L Smith – Clerk for this meeting.

| ITEM  | SUBJECT   | ACTION                           |
|-------|---|----------------------------------|
| 1.0   | <b>To receive apologies for absence</b><br>Apologies received from Cllrs Metcalfe and Norman, and Judy Clark, Clerk   |                                  |
| 2.0   | <b>Minutes of meetings</b>  |                                  |
| 2.1   | The minutes of 2 September 2019 were proposed as true and accurate by Cllr Lloyd, seconded by Cllr Casson, all those in attendance agreed. The minutes of the previous 2 meetings have been signed by Cllr Smith.   | Complete                         |
| 3.0   | <b>To receive information on the following ongoing issues and decide further action where necessary</b>   |                                  |
| 3.1   | Police and speeding related activities.   |                                  |
| 3.1.1 | Police Report*. Circulated.   | Complete                         |
| 3.2   | Planning applications to feedback to Authorities.   |                                  |
| 3.2.1 | NYM/2019/0515/FL Voe Broch, Kettleiness, construction of single storey link extension and erection of timber summerhouse (revised) Feedback sent.   | Complete                         |
| 3.3   | Items from 'Goldsborough, Kettleiness, Lythe and Sandsend items to address'*. Updated spreadsheet circulated. <b>RESOLVED</b> to continue to progress issues and retain on agenda.  | Clerk                            |
| 3.4   | YLCA, Reform of data protection legislation and introduction of the GDPR general data protection regulations. Work ongoing, <b>RESOLVED</b> to retain on the agenda.  | Cllr LS/<br>Clerk                |
| 3.5   | Boat parking, near Sandsend South slipway. Funding for the fencing and signage has been now been received from NYCC and Russell Saunders has been advised that he can commence the building of the fence. Cllr Lloyd asked that S Ross be advised when work commences. <b>RESOLVED</b> to retain on the agenda.   | Clerk                            |
| 3.6   | Broadband provision*. Cllr Watson has been contacted and advised us that she is still waiting for details of previous correspondence from ex Cllr Nock. SBC advised that they have no-one who deals with broadband issues. The meeting suggested contacting Cllr Chance of NYC. <b>RESOLVED</b> to retain on the agenda.  | Clerk                            |
| 3.7   | Siting of benches along East Row beck. There have now been 9 expressions of interest and they have all been sent a holding email. A site visit by councillors discussed the proposed location of benches and planters and this was agreed at the meeting. Cllr Smith has met with Nobles who will provide an estimate of the ground works required to install the benches.<br>It was agreed at the meeting that the benches would have a life-time equivalent to SBC benches and that interested parties would be asked to prioritise their preferred bench/planter, and that if any item was over-subscribed, lots would be drawn. Anyone unsuccessful in securing either a bench or planter will be advised of any future plans for further memorial benches in Sandsend.<br><b>RESOLVED</b> to advise Mulgrave Estate of progress made to date. <b>RESOLVED</b> to retain on agenda. | Cllr Smith<br><br>Clerk<br>Clerk |
| 3.8   | YLCA, The public sector bodies (websites and mobile applications) (No.2) Accessibility Regulations 2018. Cllr Casson demonstrated the software available to read aloud the contents of a website. He also advised that some further work is required to provide a narrative for any photos on the website and this would be carried out during the winter months. Work continues to draft a short Accessibility Statement for the website. <b>RESOLVED</b> to retain on the agenda.   | Cllr HC<br>Clerk                 |
| 3.9   | Fire Service attendance at future meetings. The Fire Service has accepted an invitation to attend the November meeting.   | Clerk                            |

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|------------|--|---|
| 3.10       | Car Parking spaces at Sandsend Surgery. The Clerk has replied to the Surgery advising them of our position.  | Complete                                  |
| 3.11       | New Stable Building in field behind Meadowfields. SBC continue to investigate whether or not planning permission is required for the stable block. Mulgrave Est believes it is a portable structure and therefore permission is not required. <b>RESOLVED</b> to retain on the agenda.   | Clerk                                     |
| 3.12       | Newholm cum Dunsley Parish Council, meetings regarding joint interest issues. The clerk of Newholm cum Dunsley has been advised that we would be interested in meetings to discuss common issues in the future. We will await contact from their clerk.  | Complete                                  |
| 3.13       | Lythe Blacksmith, information for website. Cllr Casson advised how this content could be added to the website. Awaiting content from Cllrs Metcalfe and Norman. <b>RESOLVED</b> to retain on the agenda.   | Cllrs JM and MN                           |
| 3.14       | Sandsend Defibrillator. As Cllr Norman was not present at the meeting, this item will be carried forward to the November meeting. However, the meeting felt that due to recent events, there could be more interest in defibrillator training, especially if held at St Mary's. <b>RESOLVED</b> to retain on the agenda.   | Cllr MN<br>Clerk                          |
| <b>4.0</b> | <b>Planning Issues</b>   |   |
| 4.1        | <b>To consider the following planning applications (including those applications published between agenda publication and meeting)</b>   |   |
| 4.1.1      | 19/02074/HS Extension of dropped kerb, 5 Meadowfields, Due to previously declared interests and absent Councillors, the meeting was not quorate and therefore this item could not be discussed. It should be noted that no objections from Parishioners had been raised with LPC. Clerk to inform SBC.   | Clerk                                     |
| 4.2        | <b>To receive the following planning decision/information (full information on websites) as at agenda publication date</b>   |   |
|            | Available on SBC and NYMNPA websites.  |   |
| <b>5.0</b> | <b>Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)</b>  |   |
| <b>5.1</b> | <b>Correspondence requiring decisions</b>  |   |
| 5.1.1      | YLCA <ul style="list-style-type: none"> <li>• Consultation on proposed reforms to permitted development rights to support the deployment of 5g and extend mobile coverage (respond by 18 October)*<br/>The meeting felt they were not qualified to complete this consultation but would be interested in understanding how SBC responded. Clerk to contact SBC to progress.</li> <li>• NALC - Policy Consultation E-Briefing 09/19 - Independent Review Into Local Government Audit (respond by 18 October)*.</li> <li>• YLCA Internal Audit Service 2019/2020*.</li> <li>• Training Events 13 and 14 November*.</li> <li>• YLCA launches webinar training! – an update on topical issues*.</li> </ul> | Clerk<br><br>NAR<br><br>NAR<br>NAR<br>NAR |
| 5.1.2      | <ul style="list-style-type: none"> <li>• NYMNPA, Coastal Area Parish Forum - Thursday, 24 October 2019 at 7pm at Hawkser and Stainsacre Village Hall*.</li> </ul>  | NAR                                       |
| 5.1.3      | Use of Tasers in North Yorkshire – Public survey (individual response by 29 September*.  | NAR                                       |
| <b>5.2</b> | <b>Correspondence for information (excluding financial matters that are included in 7.0)</b>   |   |
| 5.2.1      | YLCA <ul style="list-style-type: none"> <li>• NALC Chief executive's bulletins 30 August, 13, 27 September*.</li> <li>• White Rose Update September 2019 Edition*.</li> <li>• Scarborough Branch Meeting - Thursday, 3 October*. (NB: apologies already sent in the event that no one is available to attend).</li> </ul>  | NAR<br>NAR<br>NAR                         |
| 5.2.2      | NHS <ul style="list-style-type: none"> <li>• News from Hambleton, Richmondshire and Whitby CCG 13, 25 September 2019*.</li> </ul>  | NAR                                       |

|             |  |   |
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| 5.2.3       | Email regarding condition of Sandsend (North) toilets. Cllr Smith read out an email of complaint sent to the Parish Council regarding the state of these toilets. The Clerk has previously advised the complainant that the toilets are not the responsibility of LPC and to contact SBC if they wish to pursue the complaint. However, the meeting felt that as 3 years have elapsed since plans to upgrade the toilets were discussed, and there has been no progress, an email requesting an update be sent to SBC Cllrs Pearson and Watson. <b>RESOLVED</b> to retain on the agenda. | Clerk   |
| <b>6.0</b>  | <b>To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk</b>  |   |
| 6.1         | Mirror attached to Lythe Community Shop. A complaint has been received by Cllr Metcalfe about this mirror. As this belongs to the shop, Cllr Metcalfe to be advised to contact the parishioner to contact the shop directly.   | Cllr Metcalfe   |
| <b>7.0</b>  | <b>To receive information on Financial matters and approve spend as appropriate</b>  |   |
| 7.1         | Balance of accounts.   |   |
|             | Current  | £0.04 credit  |
|             | Savings  | £7,916.25 credit  |
| 7.2         | Money received.  |   |
|             |  | £2,901.59 2 <sup>nd</sup> instalment of precept and Model Agreement |
|             |  | £400.00 NYCC funds for Boat club fence                              |
|             | Money paid.  |   |
|             | Clays  | £612.00 2nd grass cut   |
|             | Lythe Village Hall   | £20.00 Hall hire, July – Sept 2019                                  |
|             | ICC  | £40.00 Registration fee   |
|             | JA Clark   | £38.00 Ink cartridges   |
| 7.3         | Invoices, processed. See 7.2 above.  |   |
| 7.4         | Invoices, for approval. <ul style="list-style-type: none"> <li>£55.14 Cardiac Science, replacement defibrillator pads.</li> </ul> <b>RESOLVED</b> to progress payments.  | Clerk   |
| 7.5         | Approval of Clerk's fees, 6 months, April – September 2019 inclusive.. Fees of £600 were proposed by Cllr Lloyd, seconded by Cllr Lancaster. Arrange payment.  | Clerk   |
| <b>8.0</b>  | <b>To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting</b>   |   |
| 8.1         | Reported for action – the hedges down Lythe Bank were reported to NYH for cutting..  |   |
| <b>9.0</b>  | <b>To notify the Clerk of matters for inclusion on the agenda of the next meeting</b>  |   |
| 9.1         | Removal of grass on the path down Lythe Bank.  |   |
| <b>10.0</b> | <b>To confirm the details of the next meeting</b><br>The next meeting was confirmed as Monday 4 November 2019, 19:30, Lythe Village Hall.  |   |
|             | ..... <b>Meeting closed at 20:50.</b>  |   |

\*circulated via email.

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**LYTHE PARISH COUNCIL**

**MEETING ON MONDAY 4 NOVEMBER 2019 COMMENCED 19:30, LYTHE VILLAGE HALL**

**Recording of meeting.** None made.

**Public question time.** None present.

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

**Present:** Cllrs H Casson, D Lancaster – Chairman for this meeting, L Smith – Clerk for this meeting, J Metcalfe, P Cornforth.  
Cllr Clive Pearson, Scarborough Borough Council (Danby and Mulgrave ward)  
Mr Steven Harris, Whitby Station Manager, North Yorkshire Fire and Rescue

| ITEM  | SUBJECT   | ACTION                      |
|-------|---|-----------------------------|
| 1.0   | <b>To receive apologies for absence</b><br>Apologies received from Cllrs Norman and Lloyd, and Judy Clark, Clerk  |                             |
| 2.0   | <b>Minutes of meetings</b>  |                             |
| 2.1   | Cllr Smith advised the meeting of several minor amendments to the minutes of 7 October 2019. They were then proposed as true and accurate by Cllr Casson, seconded by Cllr Smith, all those in attendance agreed and were duly signed by the Chairman.  | Complete                    |
| 3.0   | <b>To receive information on the following ongoing issues and decide further action where necessary</b>   |                             |
| 3.1   | Police and speeding related activities.   |                             |
| 3.1.1 | Police Report*. This month's report has not been received. Clerk to forward on when received.   | Clerk                       |
| 3.2   | Planning applications to feedback to Authorities.   |                             |
| 3.2.1 | 19/02074/HS Extension of dropped kerb, 5 Meadowfields. Feedback sent.   | Complete                    |
| 3.3   | Items from 'Goldsborough, Kettleiness, Lythe and Sandsend items to address'*. No update has been received from NYH on the on-going issues. <b>RESOLVED</b> to continue to progress issues and retain on agenda.<br>Cllr Smith advised that Cllr David Chance (NYCC) has obtained funding for a dropped kerb outside Estbek House, Sandsend and on the opposite side of the road to ease access to pushchairs etc onto the footbridge.   | Clerk                       |
| 3.4   | YLCA, Reform of data protection legislation and introduction of the GDPR general data protection regulations. Work ongoing, <b>RESOLVED</b> to retain on the agenda.  | Cllr LS/<br>Clerk           |
| 3.5   | Boat parking, near Sandsend South slipway. The fence has been installed today. The signage is now required to complete the task. <b>RESOLVED</b> to determine its status. <b>RESOLVED</b> to retain on the agenda.  | Clerk<br>Clerk              |
| 3.6   | Broadband provision*. Cllr Chance has provided an update on Superfast Broadband throughout North Yorkshire. Installation into Goldsborough and Kettleiness is not yet planned in this programme of work. Cllr Cornforth advised that a solution involving satellites on Sandfield Caravan Park and Overdale Farm is being installed by Moreweb in the interim. <b>RESOLVED</b> to monitor progress and retain on the agenda.  | Clerk                       |
| 3.7   | Siting of benches along East Row beck. There have now been 10 expressions of interest. Mulgrave Estate has agreed to the installation of the benches. They would have preferred a different style of bench but understand the practicalities of why the design and material has been chosen.<br>There have been 2 quotes provided for the groundworks and it was agreed to go with the cheaper option, assuming all the relevant paperwork required by Mulgrave Estate is available.<br>The benches will have a life span of 10 years as this matches the offering from SBC. The price of the installed benches will be competitive when compared to those provided by SBC. <b>RESOLVED</b> to draft an email to all interested parties for approval by Councillors. <b>RESOLVED</b> to retain on agenda. | Cllr LS/<br>Clerk<br>Clerk  |
| 3.8   | YLCA, The public sector bodies (websites and mobile applications) (No.2) Accessibility Regulations 2018. Cllr Casson has written a draft accessibility statement and agreed that a meeting with the Clerk and Cllr Smith was required to finalise this. <b>RESOLVED</b> to retain on the agenda.  | Cllrs<br>HC/LS/<br>Clerk    |
| 3.9   | Fire Service attendance at future meetings. Whitby Station Manager, Steven Harris attended the meeting and provided an interesting and informative talk on the roles and responsibilities of the modern fire service. He was asked to forward a link to the NYFRS   | Steven<br>Harris/Cllr<br>HC |

|            |  |                                |
|------------|--|--------------------------------|
|            | website which will be added to the LPC website to enable people to request a Home Fire Safety Check. <b>RESOLVED</b> to retain on the agenda.  | Clerk                          |
| 3.10       | New Stable Building in field behind Meadowfields. SBC continue to investigate whether or not planning permission is required for the stable block. <b>RESOLVED</b> to retain on the agenda.  | Clerk                          |
| 3.11       | Lythe Blacksmith, information for website. Cllr Norman has provided the information required for the website but not in a format suitable for Cllr Casson. Cllr Casson will add this to a recently added page on the website entitled 'Local News and History'. <b>RESOLVED</b> to retain on the agenda.   | Cllrs MN and HC                |
| 3.12       | Sandsend Defibrillator. As Cllr Norman was not present at the meeting, this item will be carried forward to the December meeting. <b>RESOLVED</b> to retain on the agenda.   | Cllr MN<br>Clerk               |
| 3.13       | Sandsend (North) Toilets. Cllr Pearson advised that he had spoken to Paul Thompson at SBC. Since the appointment of Mr Mike Greene as Chief Executive of SBC, a new review of the current strategy with respect to toilets is to take place and that hopefully some proposals will be made in the near future. <b>RESOLVED</b> to follow up early 2020.                                    | Complete<br>Clerk              |
| 3.14       | Consultation on proposed reforms to permitted development rights to support the deployment of 5g and extend mobile coverage. Clerk has contacted SBC to understand how they responded to this consultation but is yet to receive a response. <b>RESOLVED</b> to retain on the agenda.  | Clerk                          |
| 3.15       | Mirror attached to Lythe Community Shop. Cllr Metcalfe to advise the parishioner who raised the issue to contact the shop directly.  | Cllr JM                        |
| <b>4.0</b> | <b>Planning Issues</b>   |                                |
| 4.1        | <b>To consider the following planning applications (including those applications published between agenda publication and meeting)</b>   |                                |
| 4.1.1      | None   |                                |
| 4.2        | <b>To receive the following planning decision/information (full information on websites) as at agenda publication date</b>   |                                |
|            | Available on SBC and NYMNPA websites.  |                                |
| <b>5.0</b> | <b>Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)</b>  |                                |
| <b>5.1</b> | <b>Correspondence requiring decisions</b>  |                                |
| 5.1.1      | YLCA <ul style="list-style-type: none"> <li>The North Yorkshire Strategy for Tackling Loneliness - A Consultation (respond by 1 December)*</li> <li>Local Councils &amp; VE Day 75 – 8th May 2020*. To be forwarded to LPCC.</li> <li>Webinar - Update on topical issues 30 September*.</li> <li>Important Redmond Consultation for the Parish Sector (respond by 18 November)*</li> </ul> | NAR<br><br>Clerk<br>NAR<br>NAR |
| 5.1.2      | NYCC, Give your views on county council services (respond by 18 November)*.  | NAR                            |
| 5.1.3      | Friends of the Earth. 20 climate actions for town and parish councils*   | NAR                            |
| 5.1.4      | NYMNPA, Rural Community Energy Funding Available   | NAR                            |
| <b>5.2</b> | <b>Correspondence for information (excluding financial matters that are included in 7.0)</b>   |                                |
| 5.2.1      | YLCA <ul style="list-style-type: none"> <li>YLCA Branch Meeting dates, venues and speakers Autumn 2019*</li> <li>White Rose Update October 2019, mid-October Editions *.</li> </ul>  | NAR<br>NAR                     |
| 5.2.2      | NHS <ul style="list-style-type: none"> <li>County Durham and Tees Valley Clinical Commissioning Groups confirm merger plans. 15 October 2019*</li> <li>News from Hambleton, Richmondshire and Whitby CCG 16 &amp; 24 October 2019*.</li> </ul>   | NAR<br>NAR                     |
| 5.2.3      | NYCC, North Yorkshire Local Access Forum - Recruitment of Voluntary Members*. This has been added to the LPC website and Parish noticeboards.  | Complete                       |
| <b>6.0</b> | <b>To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk</b>  |                                |
| 6.1        | Removal of grass on the path down Lythe Bank. Cllr HC advised that as the Parish Council had been unsuccessful in getting NYH to widen the path down Lythe Bank from the lych gate to the bend, that he had raised this as a private individual.   | Complete                       |
| 6.2        | Grass cutting. It was agreed that a 3rd and final grass cut was required in the Parish. Clerk to contact Clays to arrange this. <b>RESOLVED</b> to retain on the agenda.   | Clerk                          |

|             |   |           |        |  |  |       |
|-------------|---|-----------|--------|--|--|-------|
| <b>7.0</b>  | <b>To receive information on Financial matters and approve spend as appropriate</b>   |           |        |  |  |       |
| 7.1         | Balance of accounts.  |           |        |  |  |       |
|             | Current   | £0.04     | credit |  |  |       |
|             | Savings   | £7,916.25 | credit |  |  |       |
| 7.2         | Money received.   |           |        |  |  |       |
|             | None  |           |        |  |  |       |
|             | Money paid.   |           |        |  |  |       |
|             | None  |           |        |  |  |       |
| 7.3         | Invoices, processed. None.  |           |        |  |  |       |
| 7.4         | Invoices for approval. None   |           |        |  |  |       |
| <b>8.0</b>  | <b>To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting</b>  |           |        |  |  |       |
| 8.1         | Cllr Casson has reported the boardwalk in Sandsend as ripped.   |           |        |  |  |       |
| 8.2         | It was noted that a 2-minute beach clean board has been installed at Tides. It was agreed that we should write to Mr Frazer Camfield to thank him on behalf of the Parish Council.  |           |        |  |  | Clerk |
| <b>9.0</b>  | <b>To notify the Clerk of matters for inclusion on the agenda of the next meeting</b>   |           |        |  |  |       |
| 9.1         | Review of LPC budget for 2019/20.   |           |        |  |  |       |
| 9.2         | Lythe Parish Council Precept for 2020/21. Cllr Smith asked all Councillors to consider whether there were any items which should be included in the 2020/21 budget which may cause an increase in the precept. It was suggested that the war memorial may require some remedial work. |           |        |  |  | All   |
| 9.3         | Dates and times of meetings for 2020/21.  |           |        |  |  |       |
| <b>10.0</b> | <b>To confirm the details of the next meeting</b>   |           |        |  |  |       |
|             | The next meeting was confirmed as Monday 2 December 2019, 19:30, Lythe Village Hall.  |           |        |  |  |       |
|             | ..... <b>Meeting closed at 21.14</b>  |           |        |  |  |       |

\*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](mailto:clerk@lytheparishcouncil.org) Website: [www.lytheparishcouncil.org](http://www.lytheparishcouncil.org)

**LYTHE PARISH COUNCIL**

**MEETING ON MONDAY 2 DECEMBER 2019 COMMENCED 19:30, LYTHE VILLAGE HALL**

**Recording of meeting.** None made.

**Public question time.** None present.

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

**Present:** Cllrs H Casson, D Lancaster – Chairman for this meeting, L Smith – Clerk for this meeting, J Metcalfe, P Cornforth, M Norman, M Lloyd.  
Mr Colin Huby, Scarborough & Ryedale Rural Housing Enabler, Scarborough Borough Council.

| ITEM       | SUBJECT   | ACTION                   |
|------------|---|--------------------------|
| <b>1.0</b> | <b>To receive apologies for absence</b><br>Apologies received from Judy Clark, Clerk  |                          |
| <b>2.0</b> | <b>Minutes of meetings</b>  |                          |
| 2.1        | The minutes of 4 November 2019 were proposed as true and accurate by Cllr Casson, seconded by Cllr Metcalfe, all those in attendance agreed. Cllr HC suggested that a glossary of abbreviations is added to the bottom of the minutes to assist those not familiar with those used in the minutes. <b>RESOLVED</b> to add to minutes.   | Complete<br>Clerk.       |
| <b>3.0</b> | <b>To receive information on the following ongoing issues and decide further action where necessary</b>   |                          |
| 3.1        | Police and speeding related activities.   |                          |
| 3.1.1      | Police Report*. Circulated.   | Complete                 |
| 3.2        | Planning applications to feedback to Authorities.   |                          |
| 3.2.1      | None to feedback  | Complete                 |
| 3.3        | Items from 'Goldsborough, Kettleless, Lythe and Sandsend items to address'*. Updated spreadsheet circulated. Cllr Cornforth advised that the road to Goldsborough is still prone to flooding. <b>RESOLVED</b> to contact NYH to progress this issue and retain on agenda.   | Clerk                    |
| 3.4        | YLCA, Reform of data protection legislation and introduction of the GDPR general data protection regulations. Work ongoing, <b>RESOLVED</b> to retain on the agenda.  | Cllr LS/<br>Clerk        |
| 3.5        | Boat parking, near Sandsend South slipway. The 'private parking' signs have been installed and all invoices paid. Sandsend Boat Club have provided the additional funding to cover the difference between the grant received and the actual cost of the work done.  | Complete                 |
| 3.6        | Broadband provision*. Cllr Cornforth advised that the Moreweb solution has now been installed to Goldsborough and is working well. A solution has been devised to provide broadband for Kettleless but it missed the application deadline for this year. It is hoped that invitations for funding will open again in 2020 and will allow implementation for Kettleless. <b>RESOLVED</b> to monitor progress and retain on the agenda. | Cllr PC/<br>Clerk        |
| 3.7        | Siting of benches along East Row beck. An email to all interested parties has been drafted by the Clerk and circulated. Cllr Lloyd suggested that one paragraph was a little confusing. <b>RESOLVED</b> to re-draft that paragraph and re-circulate for approval by Councillors. <b>RESOLVED</b> to retain on agenda.   | Cllr LS/<br>Clerk        |
| 3.8        | YLCA, The public sector bodies (websites and mobile applications) (No.2) Accessibility Regulations 2018. A draft written by Cllr Casson requires discussion between the Clerk and Cllr Smith. <b>RESOLVED</b> to retain on the agenda.  | Cllrs<br>HC/LS/<br>Clerk |
| 3.9        | Fire Service attendance at future meetings. Whitby Station Manager, Mr Steven Harris has forwarded a link to the NYFRS website which Cllr Casson has added to the LPC website to enable people to request a Home Fire Safety Check.   | Complete                 |
| 3.10       | New Stable Building in field behind Meadowfields. SBC continue to investigate whether or not planning permission is required for the stable block. <b>RESOLVED</b> to retain on the agenda.   | Clerk                    |
| 3.11       | Lythe Blacksmith, information for website. Cllr Casson has the information required for the website but was concerned about copyright issues. It was agreed that information provided by Cllr Metcalfe was suitable and where necessary, a reference to any source document would be added. <b>RESOLVED</b> to retain on the agenda.  | Cllrs<br>MN/JM<br>and HC |
| 3.12       | Sandsend Defibrillator. Cllr Norman raised a concern that the code to open the defibrillator cabinet provided by the emergency services could be forgotten in the extreme   |                          |



|            |   |   |
|------------|---|---|
|            | pressure of the situation. However, the meeting felt that the code could not be made public as this could be used maliciously. The code is held in Sandsend Stores during opening hours.  | Complete  |
| 3.13       | Consultation on proposed reforms to permitted development rights to support the deployment of 5g and extend mobile coverage. Clerk has contacted SBC to understand how they responded to this consultation but is yet to receive a response. The meeting agreed to close this item.   | Complete  |
| 3.14       | Mirror attached to Lythe Community Shop. Cllr Metcalfe advised that the mirror is owned by Mulgrave Estate and as such the complainant felt that they couldn't pursue the complaint with them. As the meeting felt that the mirror is a safety issue, LPC should contact Mulgrave on their behalf. <b>RESOLVED</b> to contact Mulgrave Estate. <b>RESOLVED</b> to retain on the agenda.   | Clerk<br>Clerk  |
| 3.15       | Local Councils & VE Day 75 – 8th May 2020*. Details of the proposed celebrations have been forwarded to LPCC.   | Complete  |
| 3.16       | Grass cutting. Cllr Cornforth advised that he had been unable to contact Clays but that the grass verges on the way to Goldsborough would appear to have been cut by the farmers. A grass cut is to be scheduled for early spring by LPC.   | Complete  |
| 3.17       | 2-minute beach clean board at Tides. A letter thanking Mr Camfield for the installation of this board has been sent.  | Complete  |
| <b>4.0</b> | <b>Planning Issues</b>  |   |
| 4.1        | <b>To consider the following planning applications (including those applications published between agenda publication and meeting)</b>  |   |
| 4.1.1      | 2019/0773/FL The Pavilion Sports Centre, The High Street, Lythe. Retention of metal storage container. The meeting had no objections to this planning application. <b>RESOLVED</b> to advise NYMNPAA..  | Clerk   |
| 4.2        | <b>To receive the following planning decision/information (full information on websites) as at agenda publication date</b>  |   |
| 4.2.1      | 19/02074/HS Extension of dropped kerb, 5 Meadowfields, Sandsend. Permitted with Conditions.   |   |
| 4.2.2      | APP/W9500/D/19/ 3238355, Sea View, Victoria Square, Lythe. Appeal made to the Planning Inspectorate against decision by NYMNPAA to refuse planning permission.  |   |
| <b>5.0</b> | <b>Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)</b>   |   |
| <b>5.1</b> | <b>Correspondence requiring decisions</b>   |   |
| 5.1.1      | YLCA <ul style="list-style-type: none"> <li>Woodland Trust - Tree Charter Day and Free Trees*.</li> <li>YLCA Internal Audit Service 2019/2020*.</li> <li>Webinar Training - November/December 2019 and January 2020*. Cllr Smith asked Cllrs to advise her if they wished to participate in these training sessions.</li> <li>Clerk's Discussion Forums - Webinars for clerks only*.</li> <li>NALC Legal topic note 22 'disciplinary and grievance arrangements' - updates and revised templates*. Clerk and Cllr Smith to review LPC's policies to ensure they reflect NALC templates. <b>RESOLVED</b> to retain on agenda.</li> </ul> | NAR<br>NAR<br><br>All Cllrs<br>NAR<br><br>Clerk/Cllr<br>Smith |
| 5.1.2      | Keep Britain Tidy, Dog signs for dark nights*.  | NAR   |
| 5.1.3      | NYMNPAA, Yorkshire Beaver Project Update Event*.  | NAR   |
| <b>5.2</b> | <b>Correspondence for information (excluding financial matters that are included in 7.0)</b>  |   |
| 5.2.1      | YLCA <ul style="list-style-type: none"> <li>General Election - Guidance for Local Councils*.</li> <li>NALC - New Guide to Tackle Loneliness*.</li> <li>NALC chief executive's bulletin – 8, 25 November 2019*.</li> <li>White Rose Update November Edition*.</li> <li>YLCA and NALC Membership Subscription Fees for 2020/2021*.</li> <li>Consultation: Strengthening police powers to tackle unauthorised encampments*.</li> </ul>   | NAR<br>NAR<br>NAR<br>NAR<br>NAR<br>NAR                        |
| 5.2.2      | <ul style="list-style-type: none"> <li>NHS, News from Hambleton, Richmondshire and Whitby CCG, 8, 21 November 2019*.</li> </ul>   | NAR   |

| 5.2.3  | A Good Parish Council – Important things to guide your community*.   | NAR  |                               |        |  |        |              |           |                       |        |              |       |                        |        |            |       |                               |        |            |       |                        |        |             |       |                        |        |             |       |                        |        |                |       |                         |        |             |       |                        |        |                |       |                        |        |                 |       |                        |        |                 |       |                        |        |                |       |                        |        |                 |       |                        |        |              |       |                        |  |  |  |  |  |
|--|--|--|-------------------------------|--------|--|--------|--------------|-----------|-----------------------|--------|--------------|-------|------------------------|--------|------------|-------|-------------------------------|--------|------------|-------|------------------------|--------|-------------|-------|------------------------|--------|-------------|-------|------------------------|--------|----------------|-------|-------------------------|--------|-------------|-------|------------------------|--------|----------------|-------|------------------------|--------|-----------------|-------|------------------------|--------|-----------------|-------|------------------------|--------|----------------|-------|------------------------|--------|-----------------|-------|------------------------|--------|--------------|-------|------------------------|--|--|--|--|--|
| 5.2.4  | SBC <ul style="list-style-type: none"> <li>• Notice of Election - UK Parliamentary General Election 12 December 2019*. Posted on notice boards.</li> <li>• Statement of Persons Nominated - General Elections 12th December 2019*. Posted on notice boards.</li> </ul>   | Complete<br>Complete                                       |                               |        |  |        |              |           |                       |        |              |       |                        |        |            |       |                               |        |            |       |                        |        |             |       |                        |        |             |       |                        |        |                |       |                         |        |             |       |                        |        |                |       |                        |        |                 |       |                        |        |                 |       |                        |        |                |       |                        |        |                 |       |                        |        |              |       |                        |  |  |  |  |  |
| 5.2.5  | NYMNPA, Parishes' responsibility for trees and safety issues*.   | NAR  |                               |        |  |        |              |           |                       |        |              |       |                        |        |            |       |                               |        |            |       |                        |        |             |       |                        |        |             |       |                        |        |                |       |                         |        |             |       |                        |        |                |       |                        |        |                 |       |                        |        |                 |       |                        |        |                |       |                        |        |                 |       |                        |        |              |       |                        |  |  |  |  |  |
| 5.2.6  | Area3 Highways, A64 weekend closures*.   | NAR  |                               |        |  |        |              |           |                       |        |              |       |                        |        |            |       |                               |        |            |       |                        |        |             |       |                        |        |             |       |                        |        |                |       |                         |        |             |       |                        |        |                |       |                        |        |                 |       |                        |        |                 |       |                        |        |                |       |                        |        |                 |       |                        |        |              |       |                        |  |  |  |  |  |
| <b>6.0</b>   | <b>To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk</b>  |  |                               |        |  |        |              |           |                       |        |              |       |                        |        |            |       |                               |        |            |       |                        |        |             |       |                        |        |             |       |                        |        |                |       |                         |        |             |       |                        |        |                |       |                        |        |                 |       |                        |        |                 |       |                        |        |                |       |                        |        |                 |       |                        |        |              |       |                        |  |  |  |  |  |
| 6.1  | A presentation by Mr Colin Huby, SBC, on the possibility of a local housing needs survey in Lythe Parish. Mr Huby, the Scarborough & Ryedale Rural Housing Enabler, presented details of a Housing Needs Survey he is to carry out in Lythe Parish, and possibly other smaller, nearby parishes if they wish to be included. The last survey was 10 years ago and resulted in the building of 6 affordable houses on Lythe High Street by Mulgrave Estate as a consequence of the houses built on the Bungalow Hotel site in Sandsend. Mulgrave Estate are looking into the feasibility of building on Middle Farm in Lythe which includes an area of land designated a Rural Exceptions Site, which can only be used for affordable housing. The survey will discover if there is a need for this housing. The survey will be sent to all houses within the parish in early 2020 but has strict criteria for who can complete it. <b>RESOLVED</b> to retain on the agenda.  | Clerk  |                               |        |  |        |              |           |                       |        |              |       |                        |        |            |       |                               |        |            |       |                        |        |             |       |                        |        |             |       |                        |        |                |       |                         |        |             |       |                        |        |                |       |                        |        |                 |       |                        |        |                 |       |                        |        |                |       |                        |        |                 |       |                        |        |              |       |                        |  |  |  |  |  |
| 6.2  | Dates and times of meetings for 2020/21*. The dates for the next Council year were agreed by the meeting. It should be noted that the first Bank Holiday in May is Friday 8 <sup>th</sup> May to coincide with the VE celebrations, not Monday 4 <sup>th</sup> .<br><br><table border="1" data-bbox="225 992 1311 1552"> <thead> <tr> <th colspan="4">LYTHE PARISH COUNCIL, MEETINGS 2020/21, LYTHE VILLAGE HALL</th> </tr> </thead> <tbody> <tr><td>Monday</td><td>6 April 2020</td><td>19:00</td><td>Annual Parish Meeting</td></tr> <tr><td>Monday</td><td>6 April 2020</td><td>19:30</td><td>Parish Council Meeting</td></tr> <tr><td>Monday</td><td>4 May 2020</td><td>19:00</td><td>Annual Parish Council Meeting</td></tr> <tr><td>Monday</td><td>4 May 2020</td><td>19:30</td><td>Parish Council Meeting</td></tr> <tr><td>Monday</td><td>1 June 2020</td><td>19:30</td><td>Parish Council Meeting</td></tr> <tr><td>Monday</td><td>6 July 2020</td><td>19:30</td><td>Parish Council Meeting</td></tr> <tr><td>Monday</td><td>3 August 2020*</td><td>19:30</td><td>Parish Council Meeting*</td></tr> <tr><td>Monday</td><td>7 Sept 2020</td><td>19:30</td><td>Parish Council Meeting</td></tr> <tr><td>Monday</td><td>5 October 2020</td><td>19:30</td><td>Parish Council Meeting</td></tr> <tr><td>Monday</td><td>2 November 2020</td><td>19:30</td><td>Parish Council Meeting</td></tr> <tr><td>Monday</td><td>7 December 2020</td><td>19:30</td><td>Parish Council Meeting</td></tr> <tr><td>Monday</td><td>4 January 2021</td><td>19:30</td><td>Parish Council Meeting</td></tr> <tr><td>Monday</td><td>1 February 2021</td><td>19:30</td><td>Parish Council Meeting</td></tr> <tr><td>Monday</td><td>1 March 2021</td><td>19:30</td><td>Parish Council Meeting</td></tr> <tr><td colspan="4">* Provisional, will only be held if urgent decisions required.</td></tr> </tbody> </table> | LYTHE PARISH COUNCIL, MEETINGS 2020/21, LYTHE VILLAGE HALL |                               |        |  | Monday | 6 April 2020 | 19:00     | Annual Parish Meeting | Monday | 6 April 2020 | 19:30 | Parish Council Meeting | Monday | 4 May 2020 | 19:00 | Annual Parish Council Meeting | Monday | 4 May 2020 | 19:30 | Parish Council Meeting | Monday | 1 June 2020 | 19:30 | Parish Council Meeting | Monday | 6 July 2020 | 19:30 | Parish Council Meeting | Monday | 3 August 2020* | 19:30 | Parish Council Meeting* | Monday | 7 Sept 2020 | 19:30 | Parish Council Meeting | Monday | 5 October 2020 | 19:30 | Parish Council Meeting | Monday | 2 November 2020 | 19:30 | Parish Council Meeting | Monday | 7 December 2020 | 19:30 | Parish Council Meeting | Monday | 4 January 2021 | 19:30 | Parish Council Meeting | Monday | 1 February 2021 | 19:30 | Parish Council Meeting | Monday | 1 March 2021 | 19:30 | Parish Council Meeting | * Provisional, will only be held if urgent decisions required. |  |  |  |  |
| LYTHE PARISH COUNCIL, MEETINGS 2020/21, LYTHE VILLAGE HALL     |  |  |                               |        |  |        |              |           |                       |        |              |       |                        |        |            |       |                               |        |            |       |                        |        |             |       |                        |        |             |       |                        |        |                |       |                         |        |             |       |                        |        |                |       |                        |        |                 |       |                        |        |                 |       |                        |        |                |       |                        |        |                 |       |                        |        |              |       |                        |  |  |  |  |  |
| Monday   | 6 April 2020   | 19:00  | Annual Parish Meeting         |        |  |        |              |           |                       |        |              |       |                        |        |            |       |                               |        |            |       |                        |        |             |       |                        |        |             |       |                        |        |                |       |                         |        |             |       |                        |        |                |       |                        |        |                 |       |                        |        |                 |       |                        |        |                |       |                        |        |                 |       |                        |        |              |       |                        |  |  |  |  |  |
| Monday   | 6 April 2020   | 19:30  | Parish Council Meeting        |        |  |        |              |           |                       |        |              |       |                        |        |            |       |                               |        |            |       |                        |        |             |       |                        |        |             |       |                        |        |                |       |                         |        |             |       |                        |        |                |       |                        |        |                 |       |                        |        |                 |       |                        |        |                |       |                        |        |                 |       |                        |        |              |       |                        |  |  |  |  |  |
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| Monday   | 1 June 2020  | 19:30  | Parish Council Meeting        |        |  |        |              |           |                       |        |              |       |                        |        |            |       |                               |        |            |       |                        |        |             |       |                        |        |             |       |                        |        |                |       |                         |        |             |       |                        |        |                |       |                        |        |                 |       |                        |        |                 |       |                        |        |                |       |                        |        |                 |       |                        |        |              |       |                        |  |  |  |  |  |
| Monday   | 6 July 2020  | 19:30  | Parish Council Meeting        |        |  |        |              |           |                       |        |              |       |                        |        |            |       |                               |        |            |       |                        |        |             |       |                        |        |             |       |                        |        |                |       |                         |        |             |       |                        |        |                |       |                        |        |                 |       |                        |        |                 |       |                        |        |                |       |                        |        |                 |       |                        |        |              |       |                        |  |  |  |  |  |
| Monday   | 3 August 2020*   | 19:30  | Parish Council Meeting*       |        |  |        |              |           |                       |        |              |       |                        |        |            |       |                               |        |            |       |                        |        |             |       |                        |        |             |       |                        |        |                |       |                         |        |             |       |                        |        |                |       |                        |        |                 |       |                        |        |                 |       |                        |        |                |       |                        |        |                 |       |                        |        |              |       |                        |  |  |  |  |  |
| Monday   | 7 Sept 2020  | 19:30  | Parish Council Meeting        |        |  |        |              |           |                       |        |              |       |                        |        |            |       |                               |        |            |       |                        |        |             |       |                        |        |             |       |                        |        |                |       |                         |        |             |       |                        |        |                |       |                        |        |                 |       |                        |        |                 |       |                        |        |                |       |                        |        |                 |       |                        |        |              |       |                        |  |  |  |  |  |
| Monday   | 5 October 2020   | 19:30  | Parish Council Meeting        |        |  |        |              |           |                       |        |              |       |                        |        |            |       |                               |        |            |       |                        |        |             |       |                        |        |             |       |                        |        |                |       |                         |        |             |       |                        |        |                |       |                        |        |                 |       |                        |        |                 |       |                        |        |                |       |                        |        |                 |       |                        |        |              |       |                        |  |  |  |  |  |
| Monday   | 2 November 2020  | 19:30  | Parish Council Meeting        |        |  |        |              |           |                       |        |              |       |                        |        |            |       |                               |        |            |       |                        |        |             |       |                        |        |             |       |                        |        |                |       |                         |        |             |       |                        |        |                |       |                        |        |                 |       |                        |        |                 |       |                        |        |                |       |                        |        |                 |       |                        |        |              |       |                        |  |  |  |  |  |
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| Monday   | 4 January 2021   | 19:30  | Parish Council Meeting        |        |  |        |              |           |                       |        |              |       |                        |        |            |       |                               |        |            |       |                        |        |             |       |                        |        |             |       |                        |        |                |       |                         |        |             |       |                        |        |                |       |                        |        |                 |       |                        |        |                 |       |                        |        |                |       |                        |        |                 |       |                        |        |              |       |                        |  |  |  |  |  |
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| Monday   | 1 March 2021   | 19:30  | Parish Council Meeting        |        |  |        |              |           |                       |        |              |       |                        |        |            |       |                               |        |            |       |                        |        |             |       |                        |        |             |       |                        |        |                |       |                         |        |             |       |                        |        |                |       |                        |        |                 |       |                        |        |                 |       |                        |        |                |       |                        |        |                 |       |                        |        |              |       |                        |  |  |  |  |  |
| * Provisional, will only be held if urgent decisions required. |  |  |                               |        |  |        |              |           |                       |        |              |       |                        |        |            |       |                               |        |            |       |                        |        |             |       |                        |        |             |       |                        |        |                |       |                         |        |             |       |                        |        |                |       |                        |        |                 |       |                        |        |                 |       |                        |        |                |       |                        |        |                 |       |                        |        |              |       |                        |  |  |  |  |  |
| 6.3  | Defibrillator Guardian timetable 2020*. This was approved by all participants.   | Complete   |                               |        |  |        |              |           |                       |        |              |       |                        |        |            |       |                               |        |            |       |                        |        |             |       |                        |        |             |       |                        |        |                |       |                         |        |             |       |                        |        |                |       |                        |        |                 |       |                        |        |                 |       |                        |        |                |       |                        |        |                 |       |                        |        |              |       |                        |  |  |  |  |  |
| 6.4  | Relocation of memorial tree currently on Lythe Common. The silver birch tree provided as part of the WW1 commemorations is currently planted in a large planter and requires replanting in the ground. It was agreed that it should be re-planted between the 2 benches on the common and Lythe Gardening club are prepared to do this. As this land is Mulgrave owned, <b>RESOLVED</b> that the Clerk is to write to the Estate for their approval. <b>RESOLVED</b> to retain on the agenda.  | Clerk<br>Clerk   |                               |        |  |        |              |           |                       |        |              |       |                        |        |            |       |                               |        |            |       |                        |        |             |       |                        |        |             |       |                        |        |                |       |                         |        |             |       |                        |        |                |       |                        |        |                 |       |                        |        |                 |       |                        |        |                |       |                        |        |                 |       |                        |        |              |       |                        |  |  |  |  |  |
| <b>7.0</b>   | <b>To receive information on Financial matters and approve spend as appropriate</b>  |  |                               |        |  |        |              |           |                       |        |              |       |                        |        |            |       |                               |        |            |       |                        |        |             |       |                        |        |             |       |                        |        |                |       |                         |        |             |       |                        |        |                |       |                        |        |                 |       |                        |        |                 |       |                        |        |                |       |                        |        |                 |       |                        |        |              |       |                        |  |  |  |  |  |
| 7.1  | Balance of accounts. <table border="1" data-bbox="225 1861 1358 1933"> <tr> <td>Current</td> <td>£120.04</td> <td>credit</td> <td></td> <td></td> </tr> <tr> <td>Savings</td> <td>£6,841.11</td> <td>credit</td> <td></td> <td></td> </tr> </table>  | Current  | £120.04                       | credit |  |        | Savings      | £6,841.11 | credit                |        |              |       |                        |        |            |       |                               |        |            |       |                        |        |             |       |                        |        |             |       |                        |        |                |       |                         |        |             |       |                        |        |                |       |                        |        |                 |       |                        |        |                 |       |                        |        |                |       |                        |        |                 |       |                        |        |              |       |                        |  |  |  |  |  |
| Current  | £120.04  | credit   |                               |        |  |        |              |           |                       |        |              |       |                        |        |            |       |                               |        |            |       |                        |        |             |       |                        |        |             |       |                        |        |                |       |                         |        |             |       |                        |        |                |       |                        |        |                 |       |                        |        |                 |       |                        |        |                |       |                        |        |                 |       |                        |        |              |       |                        |  |  |  |  |  |
| Savings  | £6,841.11  | credit   |                               |        |  |        |              |           |                       |        |              |       |                        |        |            |       |                               |        |            |       |                        |        |             |       |                        |        |             |       |                        |        |                |       |                         |        |             |       |                        |        |                |       |                        |        |                 |       |                        |        |                 |       |                        |        |                |       |                        |        |                 |       |                        |        |              |       |                        |  |  |  |  |  |
| 7.2  | Money received. <table border="1" data-bbox="225 1966 1315 2002"> <tr> <td>Sendsend Boat Club</td> <td>£10.40</td> <td></td> <td></td> </tr> </table>  | Sendsend Boat Club   | £10.40                        |        |  |        |              |           |                       |        |              |       |                        |        |            |       |                               |        |            |       |                        |        |             |       |                        |        |             |       |                        |        |                |       |                         |        |             |       |                        |        |                |       |                        |        |                 |       |                        |        |                 |       |                        |        |                |       |                        |        |                 |       |                        |        |              |       |                        |  |  |  |  |  |
| Sendsend Boat Club   | £10.40   |  |                               |        |  |        |              |           |                       |        |              |       |                        |        |            |       |                               |        |            |       |                        |        |             |       |                        |        |             |       |                        |        |                |       |                         |        |             |       |                        |        |                |       |                        |        |                 |       |                        |        |                 |       |                        |        |                |       |                        |        |                 |       |                        |        |              |       |                        |  |  |  |  |  |

|             |  |         |                       |
|-------------|--|---------|-----------------------|
|             | Money paid.  |         |                       |
|             | Vinyl Signs  | £62.40  | Private parking signs |
|             | Lythe Village Hall   | £20.00  |                       |
|             | Clerk's Salary   | £480.00 |                       |
|             | Saunder's Saw Mill   | £348.00 | Bird's mouth fencing  |
|             | Cardiac Science  | £55.14  | Defibrillator pads    |
| 7.3         | Invoices, processed. See above.  |         |                       |
| 7.4         | Invoices for approval. None  |         |                       |
| 7.5         | Review of LPC budget for 2019/20. Budget spreadsheet circulated and discussed. Assuming there are no unexpected costs, LPC is within budget for 2019/20.   |         | Complete              |
| 7.6         | Lythe Parish Council Precept for 2020/21. The precept for 2020/21 was discussed and it was agreed that an increase of 1.7%, the Consumer Price Index for September 2019, should be applied. <b>RESOLVED</b> to inform SBC. |         | Clerk                 |
| 7.7         | Contribution to Lythe PCC towards churchyard maintenance. It was proposed by Cllr Smith and seconded by Cllr Lancaster to donate £250 to LPCC, all in favour.  |         | Clerk                 |
| <b>8.0</b>  | <b>To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting</b>   |         |                       |
| 8.1         | Cllr Casson advised that NYH has approved his request to widen the path down Lythe Bank from the lych gate to the bend following him raising it as a private individual.   |         |                       |
| <b>9.0</b>  | <b>To notify the Clerk of matters for inclusion on the agenda of the next meeting</b>  |         |                       |
| 9.1         | Parking outside Lythe Village shop   |         |                       |
| <b>10.0</b> | <b>To confirm the details of the next meeting</b>  |         |                       |
|             | The next meeting was confirmed as Monday 6 January 2020, 19:30, Lythe Village Hall.  |         |                       |
|             | ..... <b>Meeting closed at 21.11</b>   |         |                       |

\*circulated via email.

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## Glossary of abbreviations

|            |   |
|------------|---|
| LPC -      | Lythe Parish Council                            |
| LPCC -     | Lythe Parochial Church Council                  |
| NAR -      | No action required                              |
| NYFRS –    | North Yorkshire Fire and Rescue Service         |
| NYH –      | North Yorkshire Highways                        |
| NYMNP(A) - | North Yorkshire Moors National Park (Authority) |
| SBC –      | Scarborough Borough Council                     |
| SLCC –     | Society of Local Council Clerks                 |
| YLCA –     | Yorkshire Local Councils Association            |

**LYTHE PARISH COUNCIL**

**MEETING ON MONDAY 6 JANUARY 2020 COMMENCED 19:30, LYTHE VILLAGE HALL**

**Recording of meeting.** None made.

**Public question time.** None present.

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

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

| ITEM  | SUBJECT   |                             |
|-------|---|-----------------------------|
| 1.0   | <b>To receive apologies for absence</b><br>None received.   |                             |
| 2.0   | <b>Minutes of meetings</b>  |                             |
| 2.1   | To confirm the minutes of the meeting held on 2 December 2019 as true and accurate. Following a number of amendments to the draft, the minutes were then proposed as a true and accurate record by Cllr Lancaster, seconded by Cllr Norman, all agreed and were duly signed by the Chairman.  | Complete                    |
| 3.0   | <b>To receive information on the following ongoing issues and decide further action where necessary</b>   |                             |
| 3.1   | Police and speeding related activities.   |                             |
| 3.1.1 | Police Report*. <b>RESOLVED</b> to circulate when received.   | Clerk                       |
| 3.2   | Planning applications to feedback to Authorities.   |                             |
| 3.2.1 | 2019/0773/FL The Pavilion Sports Centre, The High Street, Lythe. Retention of metal storage container. Feedback sent.   | Complete                    |
| 3.3   | Items from 'Goldsborough, Kettleness, Lythe and Sandsend items to address'*. <b>RESOLVED</b> to contact NYH for them to progress flooding issues on the road to Goldsborough with the landowner as, despite work undertaken by NYH in 2019, the road was still prone to flooding.   | Clerk                       |
| 3.4   | YLCA, Reform of data protection legislation and introduction of the GDPR general data protection regulations. Work ongoing, <b>RESOLVED</b> to retain on the agenda.  | Cllr LS/<br>Clerk           |
| 3.5   | Broadband provision*. <b>RESOLVED</b> to continue to monitor progress and retain on the agenda.   | Cllr PC/<br>Clerk           |
| 3.6   | Siting of benches along East Row beck. The Clerk advised that there had been four expressions of interest for benches and four for planters. Cllr Smith advised that following discussions with the Clerk, they had drafted a consultation notice to be posted in the vicinity. <b>RESOLVED</b> to post the notice with a two-week response period. Cllr Smith proposed that additional funds be sought to further enhance the groundworks. <b>RESOLVED</b> to engage SBC in discussions. <b>RESOLVED</b> to identify suitable funding opportunities. | Clerk<br><br>Clerk<br>Clerk |
| 3.7   | YLCA, The public sector bodies (websites and mobile applications) (No.2) Accessibility Regulations 2018. Following presentation by Cllr Casson on the work that he had undertaken on the website and draft accessibility statement, <b>RESOLVED</b> to test the applications prior to the next meeting.   | Council                     |
| 3.8   | New Stable Building in field behind Meadowfields. <b>RESOLVED</b> to send the response from SBC planning to parishioner who initially raised planning permission issue.   | Clerk                       |
| 3.9   | Lythe Blacksmith, information for website. Information added to website by Cllr Casson.   | Complete                    |
| 3.10  | Mirror attached to Lythe Community Shop. As the shop was owned by Mulgrave Estate, <b>RESOLVED</b> to contact them to request mirror removal due to safety concerns.  | Clerk                       |
| 3.11  | Webinar Training - November/December 2019 and January 2020*. <b>RESOLVED</b> that there were no nominations.  | NAR                         |
| 3.12  | NALC Legal topic note 22 'disciplinary and grievance arrangements' - updates and revised templates. Review LPC's policies to ensure they reflect NALC templates. <b>RESOLVED</b> to retain on agenda.   | Clerk/Cllr<br>LS Clerk      |
| 3.13  | Presentation by Mr Colin Huby, SBC, on the possibility of a local housing needs survey in Lythe Parish. The survey will be sent to all houses within the parish in early 2020 but has strict criteria for who can complete it. <b>RESOLVED</b> to retain on the agenda.   | Clerk                       |
| 3.14  | Dates and times of meetings for 2020/21. Village Hall booked.   | Complete                    |
| 3.15  | Defibrillator Guardian timetable 2020. Due to change in draft minutes, no action required.  | NAR                         |

|            |   |                                  |                                   |  |  |
|------------|---|----------------------------------|-----------------------------------|--|--|
| 3.16       | Relocation of memorial tree currently on Lythe Common. Cllrs Metcalfe, Norman and Smith had identified what they felt to be an appropriate site i.e. at the entrance to the caravan site in Lythe. <b>RESOLVED</b> to advise Mulgrave Estate of this and inform Lythe Gardening Club if a positive response received.   | Clerk<br>Clerk                   |                                   |  |  |
| 3.17       | Lythe Parish Council Precept for 2020/21. Precept amount request sent to SBC.   | Complete                         |                                   |  |  |
| 3.18       | Contribution to Lythe PCC towards churchyard maintenance. Contribution sent to LPCC.  | Complete                         |                                   |  |  |
| <b>4.0</b> | <b>Planning Issues</b>  |                                  |                                   |  |  |
| 4.1.       | <b>To consider the following planning applications (including those applications published between agenda publication and meeting)</b>  |                                  |                                   |  |  |
| 4.1.1      | None.   |                                  |                                   |  |  |
| 4.2        | <b>To receive the following planning decision/information (full information on websites) as at agenda publication date</b>  |                                  |                                   |  |  |
| 4.2.1      | None.   |                                  |                                   |  |  |
| <b>5.0</b> | <b>Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)</b>   |                                  |                                   |  |  |
| <b>5.1</b> | <b>Correspondence requiring decisions</b>   |                                  |                                   |  |  |
| 5.1.1      | YLCA <ul style="list-style-type: none"> <li>Home Office Consultation: Strengthening police powers to tackle unauthorised encampments*.</li> <li>Spring Training Conference 28 March 2020*. <b>RESOLVED</b> no nominations.</li> </ul>   | NAR<br>Complete                  |                                   |  |  |
| 5.1.2      | NYMNPA, Budget consultation*. <b>RESOLVED</b> that individual Council members would complete as appropriate.  | Complete                         |                                   |  |  |
| <b>5.2</b> | <b>Correspondence for information (excluding financial matters that are included in 7.0)</b>  |                                  |                                   |  |  |
| 5.2.1      | YLCA <ul style="list-style-type: none"> <li>NALC chief executive's bulletin – 10 December 2019*.</li> <li>White Rose Update December Edition*. Forward section on the Big Lunch to St Marys and Village Hall Committees.</li> </ul>   | NAR<br>Clerk                     |                                   |  |  |
| 5.2.2      | NYMNPA, Road Verges- Biodiversity*. Read prior to debate at the February meeting.   | Council                          |                                   |  |  |
| 5.2.3      | NHS, News from Hambleton, Richmondshire and Whitby CCG*.  | NAR                              |                                   |  |  |
| <b>6.0</b> | <b>To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk</b>   |                                  |                                   |  |  |
| 6.1        | Parking <ul style="list-style-type: none"> <li>outside Village shop, Lythe. Due to safety concerns <b>RESOLVED</b> to request installation of appropriate yellow lines from the corner with Lodge Road to the first gully in front of the shop. <b>RESOLVED</b> to request refreshment of yellow lines on the opposite side of the road.</li> <li>on Sandsend Boat Club leased area, Sandsend. Due to concerns regarding non boat club vehicles parking and potential damage to the leased area, <b>RESOLVED</b> to request Boat Club to install measures to prevent parking.</li> <li>on Doctors surgery area in Sandsend. As non-NHS staff still parking on this area, <b>RESOLVED</b> to clarify with the Surgery who was allowed to use the space.</li> </ul> | Clerk<br>Clerk<br>Clerk<br>Clerk |                                   |  |  |
| 6.2        | Waste emanating from holiday cottages. As a result of concerns raised by Parishioners regarding waste bins/sacks and perception of unsightly bins at Railway House, Sandsend, <b>RESOLVED</b> to contact Mulgrave Estate to discuss possible solutions.   | Clerk                            |                                   |  |  |
| 6.3        | Reinstatement of waste bin adjacent to the Slipway near 'Tides', Sandsend. <b>RESOLVED</b> to request SBC to reinstate a bin.   | Clerk                            |                                   |  |  |
| 6.4        | Reinstatement of double bend warning sign located between The Beach Hotel and The Old Post Office, Sandsend. <b>RESOLVED</b> to request NYH reinstatement of sign, sign available to reattach to post.  | Clerk                            |                                   |  |  |
| <b>7.0</b> | <b>To receive information on Financial matters and approve spend as appropriate</b>   |                                  |                                   |  |  |
| 7.1        | Balance of accounts.  |                                  |                                   |  |  |
|            | Current   | £0.04                            |                                   |  |  |
|            | Savings   | £6594.32                         |                                   |  |  |
| 7.2        | Money received.   |                                  |                                   |  |  |
|            |   | £0                               |                                   |  |  |
|            | Money paid.   |                                  |                                   |  |  |
|            |   | £250.00                          | Contribution to churchyard maint. |  |  |
|            |   | £120.00                          | HMRC Clerk tax, cleared 12/19.    |  |  |

|             |  |               |
|-------------|--|---------------|
| 7.3         | Invoices, processed. See above.  |               |
| 7.4         | Invoices for approval. Lythe Village Hall, £15, December 2019 meeting. Approval proposed by Cllr Smith, seconded by Cllr Casson, all agreed. Arrange payment.              | Clerk         |
| <b>8.0</b>  | <b>To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting</b>                       |               |
| 8.1         | East Row footbridge gritted to remove sheet ice.   |               |
| 8.2         | Replacement pads ordered for defib, noted that expenditure approved by Cllrs HC/DL.  |               |
| <b>9.0</b>  | <b>To notify the Clerk of matters for inclusion on the agenda of the next meeting</b>  |               |
| 9.1         | Report on financial checks.  | Clerk/Cllr JM |
| 9.2         | Road Verges- Biodiversity*   |               |
| 9.3         | HMRC tax payment clearance.  |               |
| <b>10.0</b> | <b>To confirm the details of the next meeting</b><br>The next meeting was confirmed as Monday 3 February 2020, 19:30, Lythe Village Hall. Apologies noted from Cllr Lloyd. |               |
|             | ..... <b>Meeting closed at 20:40.</b>  |               |

\*circulated via email.

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| <b>Glossary</b> |   |
|-----------------|---|
| LPC             | Lythe Parish Council                          |
| LPCC            | Lythe Parochial Church Council                |
| NAR             | No action required                            |
| NYFRS           | North Yorkshire Fire and Rescue Service       |
| NYH             | North Yorkshire Highways                      |
| NYMNPA          | North Yorkshire Moors National Park Authority |
| SBC             | Scarborough Borough Council                   |
| SLCC            | Society of Local Council Clerks               |
| YAS             | Yorkshire Ambulance Service                   |
| YLCA            | Yorkshire Local Councils Association          |

**LYTHE PARISH COUNCIL**

**MEETING ON MONDAY 3 FEBRUARY 2020 COMMENCED AT 19:30, LYTHE VILLAGE HALL**

**Recording of meeting.** None made.

**Public question time.** None present.

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

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

| ITEM  | SUBJECT   | ACTION                                       |
|-------|---|--|
| 1.0   | <b>To receive apologies for absence</b><br>Apologies received from Cllrs Cornforth and Lloyd.   |  |
| 2.0   | <b>Minutes of meetings</b>  |  |
| 2.1   | To confirm the minutes of the meeting held on 6 January 2020 as true and accurate. Following minor amendments, the minutes were proposed as a true and accurate record by Cllr Lancaster, seconded by Cllr Casson, all agreed and were duly signed by the Chairman.   | Complete                                     |
| 3.0   | <b>To receive information on the following ongoing issues and decide further action where necessary</b>   |  |
| 3.1   | Police and speeding related activities.   |  |
| 3.1.1 | Police Report. <b>RESOLVED</b> to circulate when received.  | Clerk  |
| 3.2   | Planning applications to feedback to Authorities.   |  |
| 3.2.1 | None to feedback.   | NAR  |
| 3.3   | Items from 'Goldsborough, Kettleiness, Lythe and Sandsend items to address'*. <b>RESOLVED</b> to continue to progress and retain on agenda. NYH contacted for them to progress flooding issues on the road to Goldsborough with the landowner.  | Clerk<br>Complete                            |
| 3.4   | YLCA, Reform of data protection legislation and introduction of the GDPR general data protection regulations. Further work had been carried out on this, including: <ul style="list-style-type: none"> <li>A revised Email footer. <b>RESOLVED</b> that the marketing words would be removed and the new footer used.</li> <li>A draft Records Management Policy. <b>RESOLVED</b> to adopt the policy. <b>RESOLVED</b> to add footer with adoption date and details, send to Cllr Casson for adding to the Parish Council website.</li> </ul>   | Clerk<br><br>Clerk                           |
| 3.5   | Broadband provision*. <b>RESOLVED</b> to continue to monitor progress. <b>RESOLVED</b> to retain on the agenda.   | Cllr PC<br>Clerk                             |
| 3.6   | Siting of benches along East Row beck. The Clerk reported that: <ul style="list-style-type: none"> <li>There had been no comments received as a result of the consultation notices.</li> <li>A site visit had been held with SBC. They had subsequently confirmed that neither they, nor NYH had objections to the plan to improve the environment at East Row beck including raising the wall from the end of Tides to the slipway by one stone course. SBC had offered some posts that had been removed from Church Street in Whitby that could be used on either side of the slipway square. <b>RESOLVED</b> to obtain more details of the posts to identify whether or not they were suitable.</li> <li>An additional request for a bench had been made from a parishioner, it was resolved that a suitable location may be on the South verge if an additional bench could not be installed in the current plan. <b>RESOLVED</b> to identify the landowner of the south verge, following enquiries to date, this was anticipated to be NYCC. <b>RESOLVED</b> to request permission to site a bench in this area if required.</li> <li><b>RESOLVED</b> not to consider any further areas within Sandsend for bench installation until the East Row scheme was complete. This would enable knowledge gained on the East Row scheme to be utilised in any other areas.</li> <li>Noted that a site meeting had been scheduled with Nobles and the Clerk for the following day when the proposed additional groundworks would be outlined and a quotation requested.</li> <li>A small number of funding sources had been identified for the additional groundworks. Once a quotation from Nobles had been received, <b>RESOLVED</b> to discuss these sources further, following which applications would be submitted.</li> </ul> | Clerk<br><br>Clerk<br><br>Clerk<br><br>Clerk |

|            |   |                            |
|------------|---|----------------------------|
| 3.7        | YLCA, The public sector bodies (websites and mobile applications) (No.2) Accessibility Regulations 2018. <b>RESOLVED</b> to adopt the policy. <b>RESOLVED</b> to add footer with adoption date and details, send to Cllr Casson for adding to the Parish Council website on the home page.  | Clerk<br>Cllr HC           |
| 3.8        | New Stable Building in field behind Meadowfields. Response from SBC planning sent to parishioner who initially raised planning permission issue.  | Complete                   |
| 3.9        | Mirror attached to Lythe Community Shop. Following feedback from Mulgrave Estate and subsequent discussions, <b>RESOLVED</b> to forward the parishioner's concern to NYH for them to determine whether or not the mirror was fit for purpose.   | Clerk                      |
| 3.10       | NALC Legal topic note 22 'disciplinary and grievance arrangements' - updates and revised templates. Proposed by Cllr Lancaster, seconded by Cllr Casson, all agreed. <b>RESOLVED</b> to adopt the policies. <b>RESOLVED</b> to add footer with adoption date and details, send to Cllr Casson for adding to the Parish Council website.   | Clerk<br>Cllr HC           |
| 3.11       | Local housing needs survey in Lythe Parish. <b>RESOLVED</b> to retain on the agenda.  | Clerk                      |
| 3.12       | Relocation of memorial tree currently on Lythe Common. The previous locations had deemed inappropriate by Mulgrave Estate. <b>RESOLVED</b> to find alternative location.  | Cllrs JM/<br>MN            |
| 3.13       | White Rose Update December Edition*. Section on the Big Lunch sent to St Mary's and Village Hall Committees.  | Complete                   |
| 3.14       | NYMNPA, Road Verges- Biodiversity*. <b>RESOLVED</b> that no further action required.  | Complete                   |
| 3.15       | Parking <ul style="list-style-type: none"> <li>• outside Village shop, Lythe. Request for yellow lines sent to NYH, retain on agenda.</li> <li>• on Sandsend Boat Club leased area, Sandsend. Request sent to Boat Club to install measures to prevent parking. Retain on agenda.</li> <li>• on Doctors surgery area in Sandsend. The Practice Manager had confirmed that the NHS paid SBC to lease the land to the surgery and non-NHS people had been granted permission to use the area at zero cost. <b>RESOLVED</b> that it was inappropriate for the Parish Council to progress further.</li> </ul> | Clerk<br>Clerk<br>Complete |
| 3.16       | Waste emanating from holiday cottages, specifically Railway House, Sandsend. Parishioners concerns had been discussed with Mulgrave Estate who had confirmed that the current arrangements would remain. It had also been noted that SBC had provided the waste bins and whilst they did not have orange tops, Business Rates were paid. <b>RESOLVED</b> to advise the Parishioners who had raised concerns about this.   | Clerk                      |
| 3.17       | Reinstatement of waste bin adjacent to the Slipway near 'Tides', Sandsend. SBC had confirmed that the bin would be reinstated prior to Easter 2020. Retain on agenda until complete.  | Clerk                      |
| 3.18       | Reinstatement of double bend warning sign located between The Beach Hotel and The Old Post Office, Sandsend. Sign reinstated.   | Complete                   |
| <b>4.0</b> | <b>Planning Issues</b>  |                            |
| 4.1.       | <b>To consider the following planning applications (including those applications published between agenda publication and meeting)</b>  |                            |
| 4.1.1      | None to consider.   |                            |
| 4.2        | <b>To receive the following planning decision/information (full information on websites) as at agenda publication date</b>  |                            |
| 4.2.1      | NYM/2019/0406/FUL. The appeal is allowed and planning permission is granted for construction of single storey extension at Sea View, Victoria Square, Lythe, in accordance with the terms of the application. Further details on NYMNPA website.  |                            |
| <b>5.0</b> | <b>Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)</b>   |                            |
| <b>5.1</b> | <b>Correspondence requiring decisions</b>   |                            |
| 5.1.1      | YLCA <ul style="list-style-type: none"> <li>• Scarborough Branch Meeting, Thursday 6 February, 19:00*. As no one available to attend, <b>RESOLVED</b> to send apologies to YLCA.</li> <li>• Governance and Accountability – Joint Practitioners Guide, survey respond by 28 February*. <b>RESOLVED</b> to complete and return survey.</li> </ul>  | Clerk<br>Cllr ES/<br>Clerk |



|            |  |                                  |       |               |  |  |         |                                  |        |  |  |  |
|------------|--|----------------------------------|-------|---------------|--|--|---------|----------------------------------|--------|--|--|--|
| 5.1.2      | SBC <ul style="list-style-type: none"> <li>SBC, Your Borough, Your Say* (respond by 16 March). <b>RESOLVED</b> to complete the survey as individuals as appropriate.</li> <li>Tour de Yorkshire 2020 branded banners*. <b>RESOLVED</b> to request banners.</li> </ul>  | Council<br>Clerk                 |       |               |  |  |         |                                  |        |  |  |  |
| 5.1.3      | Great British Spring Clean*. <b>RESOLVED</b> that rather than being restricted to the dates in the Spring Clean, litter picking events would be arranged throughout the year according to Parish needs.  | Complete                         |       |               |  |  |         |                                  |        |  |  |  |
| <b>5.2</b> | <b>Correspondence for information (excluding financial matters that are included in 7.0)</b>   |                                  |       |               |  |  |         |                                  |        |  |  |  |
| 5.2.1      | YLCA <ul style="list-style-type: none"> <li>White Rose update, 17, 24 January 2020*.</li> </ul>  | NAR                              |       |               |  |  |         |                                  |        |  |  |  |
| 5.2.2      | Precept consultation - Investing in our local police and fire and rescue service, response date 28 January*.   | NAR                              |       |               |  |  |         |                                  |        |  |  |  |
| 5.2.3      | NYMNP Consultation: Farming without BPS – farmers/land managers to have their say in what the future should look like, response date 31 January*.  | NAR                              |       |               |  |  |         |                                  |        |  |  |  |
| <b>6.0</b> | <b>To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk</b>  |                                  |       |               |  |  |         |                                  |        |  |  |  |
| 6.1        | Report on financial checks. The report, that verified that there were no financial discrepancies, had been circulated  | Complete                         |       |               |  |  |         |                                  |        |  |  |  |
| 6.2        | HMRC tax payment clearance. Confirmed that Clerk's tax cheque had been cleared.  | Complete                         |       |               |  |  |         |                                  |        |  |  |  |
| 6.3        | Rusting defibrillator cabinet, Sandsend. The rusting cabinet had been reported to Yorkshire Ambulance Service who had subsequently reported it to the manufacturer. <b>RESOLVED</b> to continue to progress.   | Clerk                            |       |               |  |  |         |                                  |        |  |  |  |
| 6.4        | Christmas trees, Lythe and Sandsend. As a result of two anonymous letters (with the same handwriting) sent to Mulgrave Estate and Lord Normanby in 2018 and 2019, the Estate had decided that they would provide trees but would not be responsible for their erection or decoration in future. The Parish Council had been requested to decide whether or not they wished to take over this responsibility. Following considerable debate, it was <b>RESOLVED</b> to discuss further at the next LPC meeting. | Clerk                            |       |               |  |  |         |                                  |        |  |  |  |
| 6.5        | Public Conveniences, Sandsend*. Noted that a number of positive communications had been received that indicated both the North and South toilets could be refurbished by SBC.  | NAR                              |       |               |  |  |         |                                  |        |  |  |  |
| 6.6        | Removal of BT kiosk at bottom of Dunsley Lane. Noted that Newholm cum Dunsley had requested that the telephone and kiosk remain in place. <b>RESOLVED</b> that as the kiosk was in Newholm cum Dunsley Parish, LPC would not progress further.   | Complete                         |       |               |  |  |         |                                  |        |  |  |  |
| 6.7        | Parking outside Turnstone Cottage, Sandsend. As a result of a question raised by a parishioner, SBC had confirmed that the yellow lines were seasonal from 21 March to 30 September and outside of these dates the yellow line restriction did not apply, and therefore parking was permitted. <b>RESOLVED</b> to advise the parishioner of this.  | Clerk                            |       |               |  |  |         |                                  |        |  |  |  |
| 6.8        | Grass cutting. <b>RESOLVED</b> to request the 3 <sup>rd</sup> and final cut in this financial year to take place towards the end of March 2020.  | Clerk                            |       |               |  |  |         |                                  |        |  |  |  |
| <b>7.0</b> | <b>To receive information on Financial matters and approve spend as appropriate</b>  |                                  |       |               |  |  |         |                                  |        |  |  |  |
| 7.1        | Balance of accounts. <table border="1" data-bbox="225 1608 1358 1675"> <tr> <td>Current</td> <td>£0.04</td> <td>credit</td> <td></td> <td></td> </tr> <tr> <td>Savings</td> <td>£6579.32</td> <td>credit</td> <td></td> <td></td> </tr> </table>   | Current                          | £0.04 | credit        |  |  | Savings | £6579.32                         | credit |  |  |  |
| Current    | £0.04  | credit                           |       |               |  |  |         |                                  |        |  |  |  |
| Savings    | £6579.32   | credit                           |       |               |  |  |         |                                  |        |  |  |  |
| 7.2        | Money received. <table border="1" data-bbox="225 1711 1315 1749"> <tr> <td></td> <td>£3.21</td> <td>bank interest</td> <td></td> </tr> </table> Money paid. <table border="1" data-bbox="225 1778 1315 1816"> <tr> <td></td> <td>15.00</td> <td>Lythe Village Hall hire, 012/19.</td> <td></td> </tr> </table>   |                                  | £3.21 | bank interest |  |  | 15.00   | Lythe Village Hall hire, 012/19. |        |  |  |  |
|            | £3.21  | bank interest                    |       |               |  |  |         |                                  |        |  |  |  |
|            | 15.00  | Lythe Village Hall hire, 012/19. |       |               |  |  |         |                                  |        |  |  |  |
| 7.3        | Invoices, processed. As above.   |                                  |       |               |  |  |         |                                  |        |  |  |  |
| 7.4        | Invoices for approval. Cardiac Science – new defibrillator pads £55.14, The Conversion Company Ltd domain/hosting to year 01/02/2021 £91.00. <b>RESOLVED</b> to pay. Arrangement payment.  | Clerk                            |       |               |  |  |         |                                  |        |  |  |  |
| <b>8.0</b> | <b>To receive information on actions, routine and/or urgent, carried out by Council members on behalf of LPC outside formal meeting (including where known prior to meeting).</b>  |                                  |       |               |  |  |         |                                  |        |  |  |  |

|             |  |  |
|-------------|--|--|
| 8.1         | Broken handrail, Sandsend Trail reported for repair.   |  |
| 8.2         | Ugthorpe traffic sign in Lythe re-aligned.   |  |
| 8.3         | Hawsker sign return to Hawsker PC and vice versa, Sandsend sign re-attached.   |  |
| 8.4         | <p>Meeting with Estates Director, Mulgrave Estate who had advised that as part of the Stewardship Scheme:</p> <ul style="list-style-type: none"> <li>Sendsend Rigg to be cleared of trees and shrubs on the flat top, the area fenced and populated with cows. Public Rights of Way to be retained.</li> <li>On Sandsend Trail towards the Alum Works, land to the left of the old railway track towards the tunnel to be cleared of trees and shrubs, the area fenced and populated with cows. Public Rights of Way to be retained.</li> </ul> <p>The plan to build a new car park in Sandsend for c.115 vehicles where the timber stack yard in Mulgrave Woods is currently located, is progressing.</p> |  |
| <b>9.0</b>  | <b>To notify the Clerk of matters for inclusion on the agenda of the next meeting</b>  |  |
|             | None.  |  |
| <b>10.0</b> | <b>To confirm the details of the next meeting</b>  |  |
|             | The next meeting was confirmed as Monday 2 March 2020, 19:30, Lythe Village Hall. Apologies noted from Cllr Smith.   |  |
|             | ..... <b>Meeting closed at 21:17</b>   |  |

\*circulated via email.

Judy Clark, Clerk to the Council, Lythe Parish Council, c/o Cliff View, East Row, Sandsend, North Yorkshire YO21 3SU.  
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| <b>Glossary</b> |   |
|-----------------|---|
| LPC             | Lythe Parish Council                          |
| LPCC            | Lythe Parochial Church Council                |
| NAR             | No action required                            |
| NYFRS           | North Yorkshire Fire and Rescue Service       |
| NYH             | North Yorkshire Highways                      |
| NYMNP           | North Yorkshire Moors National Park Authority |
| SBC             | Scarborough Borough Council                   |
| SLCC            | Society of Local Council Clerks               |
| YAS             | Yorkshire Ambulance Service                   |
| YLCA            | Yorkshire Local Councils Association          |

**LYTHE PARISH COUNCIL**

**MINUTES OF MEETING MONDAY 2 MARCH 2020 COMMENCED AT 19:30, LYTHE VILLAGE HALL**

**Recording of meeting:** None made.

**Public question time:** None present.

**Declaration of interest in agenda item(s):** Item 4.1.1 Cllrs Casson and Lloyd (both Councillors left the room for this item).

Items 5.1.2 and 6.1 Cllr Lloyd.

**Present:** Cllrs H Casson, D Lancaster (Chairman for this meeting), M Lloyd, J Metcalfe, M Norman. J A Clark (Clerk). Cllr Pearson (SBC) for agenda item 6.2.

| ITEM  | SUBJECT  | ACTION  |
|-------|--|---|
| 1.0   | <b>To receive apologies for absence</b><br>Apologies received from Cllrs Cornforth and Smith.  |   |
| 2.0   | <b>Minutes of meetings</b>   |   |
| 2.1   | The minutes of the meeting held on 3 February 2020 were proposed as true and accurate by Cllr Norman, seconded by Cllr Metcalfe, all agreed and were signed by the Chairman.   |   |
| 3.0   | <b>To receive information on the following ongoing issues and decide further action where necessary</b>  |   |
| 3.1   | Police and speeding related activities.  |   |
| 3.1.1 | Police Report. Previous months report circulated. Circulate current report when received.  | Complete<br>Clerk                                       |
| 3.2   | Planning applications to feedback to Authorities.  | NAR   |
| 3.2.1 | None to feedback.  |   |
| 3.3   | Items from 'Goldsborough, Kettleiness, Lythe and Sandsend items to address*. The Clerk reported that she had requested updates from NYH but had not received any information to date. <b>RESOLVED</b> to continue to progress. <b>RESOLVED</b> to retain on the agenda. <b>RESOLVED</b> to seek sponsorship for a bench that had been removed from Lythe High Street to enable one to be reinstalled. <b>RESOLVED</b> to draft poster that would then be placed in various Lythe locations.  | Clerk<br>Clerk<br><br>Clerk<br>Cllr JM                  |
| 3.4   | YLCA, Reform of data protection legislation and introduction of the GDPR general data protection regulations. Revised email footer introduced. Policy adoption footer added to the policy and policy added to website.   | Complete<br>Complete                                    |
| 3.5   | Broadband provision*. <b>RESOLVED</b> to continue to monitor progress. <b>RESOLVED</b> to retain on the agenda.  | Cllr PC<br>Clerk  |
| 3.6   | Siting of benches along East Row beck (including additional groundworks). <b>RESOLVED</b> that the posts offered by SBC were not suitable for siting either side of the slipway square. <b>RESOLVED</b> to inform SBC.<br>The Clerk reported that a meeting had been held with Nobles who had subsequently submitted two quotations, one for raising the beck wall by one brick course, the second for reprofiling the grass verge and laying new turf. <b>RESOLVED</b> not to progress work on raising the beck wall. <b>RESOLVED</b> that the Parish Council should not fund work on reprofiling the verge and should seek financial support/contributions from the following: Tides, Estbek House, Hart Inn, Sandside Café, Mulgrave Estate, Cllrs Chance, Pearson and Watson. Approach Mulgrave Estate in the first instance. <b>RESOLVED</b> to draft and despatch letters.<br>Noted that should funding be received; the additional groundworks must be completed prior to bench/planter installation.<br><b>RESOLVED</b> to circulate table of project costs/income.<br>Awaiting information on land ownership on the South verge. <b>RESOLVED</b> to retain on the agenda. | Clerk<br><br><br><br><br><br><br><br><br>Clerk<br>Clerk |
| 3.7   | YLCA, The public sector bodies (websites and mobile applications) (No.2) Accessibility Regulations 2018. Adoption footer added to the policy and policy placed on website.   | Complete  |
| 3.8   | Mirror attached to Lythe Community Shop. Reported to NYH for their view on whether it was fit for purpose. <b>RESOLVED</b> to retain on agenda.  | Clerk   |
| 3.9   | NALC Legal topic note 22 'disciplinary and grievance arrangements' - updates and revised templates. Adoption footer added to the policy and policy placed on website.  | Complete  |
| 3.10  | Local housing needs survey in Lythe Parish. <b>RESOLVED</b> to retain on agenda.   | Clerk   |

|            |  |                          |
|------------|--|--------------------------|
| 3.11       | Relocation of memorial tree currently on Lythe Common. A site within the 'Dunblane Garden' at Lythe CE school had been identified. <b>RESOLVED</b> to progress this.   | Cllrs JM/<br>MN          |
| 3.12       | Parking <ul style="list-style-type: none"> <li>• outside Village shop, Lythe. Request for yellow lines submitted to NYH. Retain on agenda.</li> <li>• on Sandsend Boat Club leased area, Sandsend. Chain added so that the area only available to Boat Club members.</li> </ul>  | Clerk<br><br>Complete    |
| 3.13       | Waste emanating from holiday cottages, specifically Railway House, Sandsend. Response sent to the Parishioner who had raised this issue.   | Complete                 |
| 3.14       | Reinstatement of waste bin adjacent to the Slipway near 'Tides', Sandsend. Bin reinstated.   | Complete                 |
| 3.15       | YLCA, Scarborough Branch Meeting, Thursday 6 February, 19:00*. Apologies sent.   | Complete                 |
| 3.16       | YLCA, Governance and Accountability – Joint Practitioners Guide Survey. Survey completed and submitted.  | Complete                 |
| 3.17       | Tour de Yorkshire 2020 branded banners*. Three banners for Lythe and Three banners for Sandsend had been requested from Welcome to Yorkshire and preferred locations identified. Welcome to Yorkshire would erect the banners.   | Complete                 |
| 3.18       | Rusting defibrillator cabinet, Sandsend. The suppliers had agreed to provide a new plastic cabinet to replace the faulty cabinet. Arrange for installation when delivered.   | Clerk                    |
| 3.19       | Christmas trees, Lythe and Sandsend. Retain on agenda.   | Clerk                    |
| 3.20       | Parking outside Turnstone Cottage, Sandsend. Response sent to the Parishioner who had raised this issue.   | Complete                 |
| 3.21       | Grass cutting. Contractors had been requested to carry out final cut this financial year, however due to grass not growing significantly, it was <b>RESOLVED</b> that this was unnecessary. Advise contractors of this. <b>RESOLVED</b> to inform Cllrs of the dates of grass cuts in the last year (calendar and financial).  | Clerk<br>Clerk           |
| <b>4.0</b> | <b>Planning Issues</b>   |                          |
| 4.1.       | <b>To consider the following planning applications (including those applications published between agenda publication and meeting)</b>   |                          |
| 4.1.1      | 20/00236/FL, Construction of 1 no. 4 bed dwelling with integral garages. Site Address: Land To Rear (South) Of Danholm East Row Sandsend*. <b>RESOLVED</b> to request information from SBC on the context/scale/size of the proposed dwelling in relation to other properties in the area.   | Clerk                    |
| 4.1.2      | 20/00338/HS, Landscaping and alterations to existing terracing. Site Address 42 Meadowfields Sandsend*. <b>RESOLVED</b> that there were no objections, Advise SBC.   | Clerk                    |
| 4.2        | <b>To receive the following planning decision/information (full information on websites) as at agenda publication date</b>   |                          |
| 4.2.1      | None.  |                          |
| <b>5.0</b> | <b>Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)</b>  |                          |
| <b>5.1</b> | <b>Correspondence requiring decisions</b>  |                          |
| 5.1.1      | NYCC, consultation on a new policy on developer contributions for education (parishes), respond by 1 April 2020*.  | NAR                      |
| 5.1.2      | St Mary's and Wi-Fi*. <b>RESOLVED</b> that as WiFi would be reinstalled in Lythe Village Hall and that bookings for the Hall had been agreed at the December 2019 Parish Council, meetings to continue in this venue until the end of the 2020/1 financial year. <b>RESOLVED</b> add to the December agenda to review venues when meetings for 2021/2 discussed. <b>RESOLVED</b> to advise St Mary's and the Village Hall of this. | Clerk<br>Clerk           |
| <b>5.2</b> | <b>Correspondence for information (excluding financial matters included in 7.0)</b>  |                          |
| 5.2.1      | NYMNPA, Retirement of A Wilson, Chief Executive*.  | NAR                      |
| 5.2.2      | Hambleton, Richmondshire and Whitby CCG, News 31 January*.   | NAR                      |
| 5.2.3      | YLCA <ul style="list-style-type: none"> <li>• White Rose update, 31 January, 10, 17, 21 February 2020*.</li> <li>• NALC E-Bulletin - 2 February 2020*.</li> <li>• New Website – We Are Live!!!*.</li> <li>• NALC Chief Executive's bulletin, 17 February 2020*.</li> </ul>   | NAR<br>NAR<br>NAR<br>NAR |

|             |   |                        |        |                    |  |        |                        |          |        |                 |  |  |
|-------------|---|------------------------|--------|--------------------|--|--------|------------------------|----------|--------|-----------------|--|--|
|             | <ul style="list-style-type: none"> <li>Planning training seminars, April 2020*. Cllr Lancaster expressed interest in attending the York Planning Seminar and Cllrs supported this. <b>RESOLVED</b> to book a place. <b>RESOLVED</b> that Cllr Lancaster would report back on content after attendance.</li> </ul>   | Clerk<br>Cllr DL       |        |                    |  |        |                        |          |        |                 |  |  |
| 5.2.4       | SBC, irresponsible dog owners held to account in court*. Placed on notice boards.   | Complete               |        |                    |  |        |                        |          |        |                 |  |  |
| 5.2.5       | NYCC - Better Deal For Bus Users – Funding For Supported Bus Services-2020/21*.   | NAR                    |        |                    |  |        |                        |          |        |                 |  |  |
| <b>6.0</b>  | <b>To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk</b>   |                        |        |                    |  |        |                        |          |        |                 |  |  |
| 6.1         | Wi-Fi, LPC meetings. See 5.1.2 above.   |                        |        |                    |  |        |                        |          |        |                 |  |  |
| 6.2         | Public Conveniences, Sandsend. Cllr Pearson reported that the money to refurbish both facilities had been approved at the SBC full Council meeting and that the work would be undertaken in the 2020/1 financial year.  | NAR                    |        |                    |  |        |                        |          |        |                 |  |  |
| 6.3         | Lythe Annual Parish Meeting. Mr Colin Huby, SBC, had been invited to talk about the housing survey in the Parish. Cllrs Chance, Pearson and Watson had been invited and had confirmed their attendance. Noted that Mulgrave Estate were unable to attend on this particular date. <b>RESOLVED</b> that no further speakers would be invited. <b>RESOLVED</b> to draft agenda. | Clerk                  |        |                    |  |        |                        |          |        |                 |  |  |
| <b>7.0</b>  | <b>To receive information on Financial matters and approve spend as appropriate</b>   |                        |        |                    |  |        |                        |          |        |                 |  |  |
| 7.1         | Balance of accounts.  |                        |        |                    |  |        |                        |          |        |                 |  |  |
|             | <table border="1"> <tr> <td>Current</td> <td>£0.04</td> <td>credit</td> <td></td> <td></td> </tr> <tr> <td>Savings</td> <td>£6408.18</td> <td>credit</td> <td></td> <td></td> </tr> </table>  | Current                | £0.04  | credit             |  |        | Savings                | £6408.18 | credit |                 |  |  |
| Current     | £0.04   | credit                 |        |                    |  |        |                        |          |        |                 |  |  |
| Savings     | £6408.18  | credit                 |        |                    |  |        |                        |          |        |                 |  |  |
| 7.2         | Money received.   |                        |        |                    |  |        |                        |          |        |                 |  |  |
|             | <table border="1"> <tr> <td></td> <td>£0.00</td> <td></td> <td></td> </tr> </table>   |                        | £0.00  |                    |  |        |                        |          |        |                 |  |  |
|             | £0.00   |                        |        |                    |  |        |                        |          |        |                 |  |  |
|             | Money paid.   |                        |        |                    |  |        |                        |          |        |                 |  |  |
|             | <table border="1"> <tr> <td></td> <td>£25.00</td> <td>Lythe Village Hall</td> </tr> <tr> <td></td> <td>£91.00</td> <td>The Conversion Company</td> </tr> <tr> <td></td> <td>£55.14</td> <td>Cardiac Science</td> </tr> </table>   |                        | £25.00 | Lythe Village Hall |  | £91.00 | The Conversion Company |          | £55.14 | Cardiac Science |  |  |
|             | £25.00  | Lythe Village Hall     |        |                    |  |        |                        |          |        |                 |  |  |
|             | £91.00  | The Conversion Company |        |                    |  |        |                        |          |        |                 |  |  |
|             | £55.14  | Cardiac Science        |        |                    |  |        |                        |          |        |                 |  |  |
| 7.3         | Invoices, processed. See above.   |                        |        |                    |  |        |                        |          |        |                 |  |  |
| 7.4         | Invoices for approval. SLCC Annual Membership for Clerk, £65.00. <b>RESOLVED</b> to pay fee. Arrange payment.   | Clerk                  |        |                    |  |        |                        |          |        |                 |  |  |
| 7.5         | Approval of Clerk's fees of £600 for the 6 months, October 2019 – March 2020 inclusive. <b>RESOLVED</b> to pay fees. Arrange payment.   | Clerk                  |        |                    |  |        |                        |          |        |                 |  |  |
| <b>8.0</b>  | <b>To receive information on actions, routine and/or urgent, carried out by Council members on behalf of LPC outside formal meeting (including where known prior to meeting).</b>   |                        |        |                    |  |        |                        |          |        |                 |  |  |
| 8.1         | Reported for repair/action – Lifebuoy on The Parade at Sandsend, missing 'Out' sign at the main car park entrance, 'narrow road' sign on Lythe Bank, 'Ugthorpe' sign in Lythe, sand on pavement near East Row Lodge in Sandsend.  |                        |        |                    |  |        |                        |          |        |                 |  |  |
| <b>9.0</b>  | <b>To notify the Clerk of matters for inclusion on the agenda of the next meeting</b>   |                        |        |                    |  |        |                        |          |        |                 |  |  |
| 9.1         | Waste Bins owned by holiday cottages.   |                        |        |                    |  |        |                        |          |        |                 |  |  |
| <b>10.0</b> | <b>To confirm the details of the next meeting</b><br>The next meeting was confirmed as Monday 6 April 2020, commencing after the Lythe Annual Parish Meeting that begins at 19:00.  |                        |        |                    |  |        |                        |          |        |                 |  |  |
|             | ..... <b>Meeting closed at 21:08</b>  |                        |        |                    |  |        |                        |          |        |                 |  |  |

\*circulated via email.

Judy Clark, Clerk to the Council, Lythe Parish Council, c/o Cliff View, East Row, Sandsend, North Yorkshire YO21 3SU.  
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| <b>Glossary</b> |   |        |   |
|-----------------|---|--------|---|
| LPC             | Lythe Parish Council                    | NYMNPA | North Yorkshire Moors National Park Authority |
| LPCC            | Lythe Parochial Church Council          | SBC    | Scarborough Borough Council                   |
| NAR             | No action required                      | SLCC   | Society of Local Council Clerks               |
| NYCC            | North Yorkshire County Council          | YAS    | Yorkshire Ambulance Service                   |
| NYFRS           | North Yorkshire Fire and Rescue Service | YLCA   | Yorkshire Local Councils Association          |
| NYH             | North Yorkshire Highways                |        |   |