

## Lythe Parish Council Report for the year 2019/20

As I write this report, we are now on day ten of the total lockdown in the UK due to the Corona virus pandemic, and it certainly seems to be a strange time to reflect on the year gone by and look forward to the uncertain year ahead.

In 2019, the Parish Council continued to work hard to ensure that Lythe parish remains a beautiful place to live and to visit, with assistance from Scarborough Borough Council and North Yorkshire Highways. As always, these tasks are not very glamorous or exciting, but I believe that we would soon notice, or be informed, if they hadn't been done! Some of these tasks are -

- Grass cutting (more on this topic later);
- Reporting missing and damaged street signs and street lights;
- Reporting and removal of fly tipping;
- Repair of lifebuoy fittings.
- Reviewing and commenting on planning applications.

In addition to the above, the Parish Council benches outside the Pyman Institute in Sandsend were refurbished for free by Robert Harrison & Sons and many thanks to them for this.

My thanks also go to the personnel at Scarborough Borough and North Yorkshire County Councils who continue to support the Parish. We were also very fortunate to have a seasonal caretaker, provided by Scarborough Borough Council last summer, and I hope that you all saw the valuable work Keith did in keeping Sandsend clean and tidy. Keith also helped keep the footpaths on Lythe Bank and towards Whitby clear of rubbish and minor detritus.

North Yorkshire Highways have also been involved in making the parish a safer place to be, including the recent installation of the dropped kerbs near Estbek House in Sandsend to the footpath opposite. There are also plans this year for them to widen and re-tarmac the footpath from the fire station in Lythe down to St Oswald's church. Obviously, we hope that this work will still be carried out, but have no start or completion dates as yet.

Council members have also personally carried out tasks such as clearing and replanting planters, removing weeds from gutters, clearing rubbish from the parish becks, beach and hedgerows and the refurbishment of the seasonal dog ban signs.

Sandsend Boat Club now have their own designated area near the flagpole on East Row to assist with the removal and parking of boats, particularly during bad weather. This has come at zero cost to the Council and at a minimal cost to the Boat Club. Many thanks to Councillor Chance for being instrumental in achieving this.

This year has seen a 0% increase in the precept (Parish Council tax). However, I will be honest and say that the increase requested by the Parish Council was 1.7%, the increase in

the September 2019 Consumer Price Index. However, this increase was fulfilled by an unusual increase in Band D equivalent properties, rather than the usual reduction in number and hence resulted in a zero increase for all properties.

Last year, we increased the precept by 9.5%, partly in anticipation of us paying for the Parish Council elections held on 2<sup>nd</sup> May. However, I am pleased to say that the cost was just £75 as all sitting councillors decided to stand again and the election was uncontested.

The Parish Council continues to be responsible for the defibrillator located on the Pyman Institute. It is monitored on at least a weekly basis and the battery and pads checked to ensure that they are in working order and rescue ready. When we took over responsibility for the running costs for the Sandsend defibrillator from Yorkshire Ambulance Service, the cabinet was replaced and was under a 4 year warranty. However, if you look closely, you will notice that the new cabinet is already rusting, despite a guarantee that this would not happen. Consequently a new, plastic cabinet will be provided by the manufacturer free of charge and will, hopefully, be in place as soon as life returns to some form of normality. We had also hoped to organise a refresher training course in the use of the defibrillator but there was not sufficient interest so it did not happen.

Hopefully, you will have noticed the beautiful flowerbeds and planters throughout the parish. This is all due to Lythe Gardening Club and I would like to thank them for their hard work. We have received many compliments about them from residents and visitors and I would particularly like to thank Elizabeth Halliday for her enthusiasm in developing and maintaining the flowerbeds near Wits End car park.

In common with the general trend towards 'greener' values and biodiversity, the Parish Council has decided, that where there are no road or pedestrian safety issues, we will endeavour to cut the grass throughout the parish less frequently, and take a more tailored approach on Lythe Bank, in order to encourage wild flowers and insects.

Towards the end of last year, the Parish Council consulted on the siting of additional memorial benches and planters on land adjacent to East Row beck. This was primarily to reduce parking on the verges which was causing safety issues with cars encroaching onto the public footpath and reversing out onto the busy road. Following the consultation, we invited people to register their interest in financially sponsoring the benches and/or planters and we were pleased with the response that we received, with all benches and planters obtaining sponsorship. However, it was then decided that we should seek additional funding for further groundworks to flatten and re-turf the area, which was not in the original plan. This work will continue once the lockdown has been lifted and hopefully we will see progress later in the year.

We also take our legal responsibilities seriously and have just completed work to satisfy the latest data protection legislation. Thanks to Councillor Casson, we have ensured that the Parish Council website ([www.lytheparishcouncil.org](http://www.lytheparishcouncil.org)) satisfies the Community Sector Bodies (websites and mobile applications) (No.2) Accessibility Regulations 2018. We have a link to our accessibility statement on the Home page which advises how we ensure our website can be used by people of all abilities and disabilities.

We continue to work closely with Mulgrave Estate and our Councillors at Scarborough and North Yorkshire and I would like to thank Mr Robert Childerhouse and Councillors David Chance and Clive Pearson for their support throughout the year.

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 Harry Casson, Paul Cornforth, Malcolm Lloyd, Joyce Metcalfe and Mike Norman and our Clerk, Judy Clark.

And finally, please don't forget that you can find contact details for the Clerk to report any problems within the Parish and keep up to date with Parish Council news and activities on our website, [www.lytheparishcouncil.org](http://www.lytheparishcouncil.org). You will also now find an additional section on Lythe local news and history with information provided by Councillors Metcalfe and Norman.

**Stay Home. Protect the NHS. Save Lives.**

*Liz Smith*

*Chairman of Lythe Parish Council.*

**LYTHE PARISH COUNCIL**

**MINUTES OF MEETING HELD REMOTELY VIA 'ZOOM' VIDEO LINK ON MONDAY 6 APRIL 2020,  
COMMENCED AT 19:30**

**Declaration of interest in agenda item(s):** Item 3.2.1 Cllrs Casson and Lloyd

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

ITEM	SUBJECT	ACTION
1.0	<b>To receive apologies for absence</b> Apologies received from Cllr Cornforth, sickness.	
2.0	<b>Minutes of meetings</b>	
2.1	Subject to minor amendment in 3.18, the minutes of the meeting held on 2 March 2020 were proposed as true and accurate by Cllr Lancaster, seconded by Cllr Casson, all agreed. <b>RESOLVED</b> to arrange for Chairman's signature.	Clerk
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. NB: Mulgrave report did not indicate where in the Parish issues were, information requested none received to date. <b>RESOLVED</b> to circulate latest report when received.	Complete Clerk
3.2	Planning applications to feedback to Authorities.	
3.2.1	20/00236/FL, Construction of 1 no. 4 bed dwelling with integral garages. Land To Rear (South) Of Daneholm East Row Sandsend*. Information requested from SBC on the context/scale/size of the proposed dwelling in relation to other properties in the area. <b>RESOLVED</b> to retain on the agenda.	Complete Clerk
3.2.2	20/00338/HS, Landscaping and alterations to existing terracing. 42 Meadowfields Sandsend*. Response sent.	Complete
3.3	Items from 'Goldsborough, Kettleiness, Lythe and Sandsend items to address*. Updated spreadsheet circulated. <b>RESOLVED</b> to retain on agenda.	Clerk
3.4	Broadband provision*. As no further requests had been received, <b>RESOLVED</b> not to retain on the agenda.	Complete
3.5	Siting of benches along East Row beck (including additional groundworks). SBC informed that the posts offered were not suitable for siting either side of the slipway square. ME had confirmed that they were unable to help as they had undertaken work previously in the area and it had been washed away. Letters not sent to businesses due to the Coronavirus situation. NYCC had confirmed that they owned the land on the South verge. Since the March meeting, Nobles and sponsors had been advised that project was on hold during Coronavirus. <b>RESOLVED</b> to arrange and hold a further site visit with Cllrs and possibly Nobles prior to project recommencing.	Complete Complete Complete  Clerk
3.6	Mirror attached to Lythe Community Shop. Awaiting feedback from NYH for their view on whether it was fit for purpose. <b>RESOLVED</b> to retain on agenda.	Clerk
3.7	Local housing needs survey in Lythe Parish. <b>RESOLVED</b> that as the Parish Council had no involvement in the survey, no further action necessary.	Complete
3.8	Relocation of memorial tree currently on Lythe Common. <b>RESOLVED</b> that as the tree appears to be healthy, it would not be relocated in the foreseeable future.	Complete
3.9	Parking outside Village shop, Lythe. Awaiting feedback from NYH on whether or not yellow lines could be installed. <b>RESOLVED</b> to retain on agenda.	Clerk
3.10	Rusting defibrillator cabinet, Sandsend. Awaiting delivery of cabinet and when received, contact ME who had agreed to install. <b>RESOLVED</b> to retain on agenda.	Clerk
3.11	Christmas trees, Lythe and Sandsend. <b>RESOLVED</b> to discuss at the next face to face meeting. <b>RESOLVED</b> to advise ME that they would be advised of the outcome after this meeting. <b>RESOLVED</b> to retain on agenda.	Clerk Clerk Clerk
3.12	Grass cutting. Contractors advised not to carry out a final cut this financial year. Cllrs informed of the dates of grass cuts in the last year (calendar and financial).	Complete Complete
3.13	St Mary's and Wi-Fi*. St Mary's and Lythe Village Hall had been advised that as hall bookings had been agreed for the year and Wi-Fi was reinstalled, LPC would continue	

	with this venue this financial year. <b>RESOLVED</b> to review venue location later in the year.	Complete
3.14	Planning training seminars, April 2020*. Place booked but subsequently cancelled due to Coronavirus. <b>RESOLVED</b> to request presentation by SBC and/or NYMNPA planners at a future meeting so that all Cllrs were more informed on processes.	Clerk
3.15	Lythe Annual Parish Meeting. <b>RESOLVED</b> to reschedule the meeting when appropriate.	Clerk
3.16	Reported for repair/action – The following had been repaired/completed; Lifebuoy fixings on The Parade at Sandsend, 'narrow road' sign on Lythe Bank, 'Ugthorpe' sign in Lythe, sand on pavement near East Row Lodge in Sandsend. <b>RESOLVED</b> to progress missing 'Out' sign at the main car park entrance and also report again 'narrow road' sign on Lythe Bank that had moved again since last repair.	Complete 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	None.	
4.2	<b>To receive the following planning decision/information (full information on websites) as at agenda publication date</b>	
4.2.1	20/00338/HS, Landscaping and alterations to existing terracing. 42 Meadowfields Sandsend*. Permitted with conditions.	
<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>• Training Programme, April – September 2020*.</li> </ul>	NAR
5.1.1	SBC, Scarborough Playing Pitch Strategy, respond by 31 May*. <b>RESOLVED</b> to send to Sport Mulgrave.	Clerk
<b>5.2</b>	<b>Correspondence for information (excluding financial matters included in 7.0)</b>	
5.2.1	YLCA <ul style="list-style-type: none"> <li>• White Rose update 28 February, 6, 13,20, 27 March, Coronavirus news*.</li> <li>• Coronavirus advice - numerous*.</li> <li>• YLCA Spring Conference, 28 March – Postponement*.</li> <li>• Parish Elections 2020 – Postponed Until May 2021*.</li> <li>• Offer of support from Arriva Plc - Loan Of Drivers/Vehicles*.</li> <li>• Ripon Cathedral Service For 75th Anniversary of VE Day On 8 May*(cancelled).</li> </ul>	NAR on any item
5.2.2	News from Hambleton, Richmondshire and Whitby CCG 9, 31 March 2020*.	NAR
5.2.3	NYCC, Scarborough and Whitby Area Constituency Committee - 20th March*.	NAR
5.2.4	NYMNPA, <ul style="list-style-type: none"> <li>• Parish Forums for March/April 2020 cancelled*.</li> <li>• Impact of Coronavirus (Covid-19) on the NYMNPA Planning Service*.</li> <li>• Coastal Area Parish Forum, 27 April at 7pm - Loftus Town Hall*.</li> </ul>	NAR on any item
5.2.5	SBC, Operation during COVID 19*.	NAR
5.2.6	The Computer Centre, website and emails during the current COVID-19 restrictions.	NAR
5.2.7	2019/20 AGAR PKF Littlejohn instructions delayed pending clarity over coronavirus implications*.	NAR
5.2.8	SBC, Community support available*.	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	Waste Bins owned by holiday cottages. <b>RESOLVED</b> that the main issue appeared to be in one area, Cllr Casson to progress this as an individual.	Complete
6.2	Concerns raised by residents regarding people travelling to second homes within the Parish during ban on non-essential travel. The Clerk reported that the Parish Council had no legislative Power to directly address this type of issue. However, she advised that a Community Impact Team had been set up comprising of police, local and other authorities' representatives. The Clerk also reported that emails had been received from residents expressing concern regarding a second home owner travelling to a property recently. <b>RESOLVED</b> to contact the Community Impact Team for their	

	assistance. <b>RESOLVED</b> to advise the residents of this. Issues relating to second home owners or holiday cottages must be raised with the Clerk by email. The Clerk emphasised that any emails would be treated in utmost confidence and no personal details or information revealed. <b>RESOLVED</b> to draft wording and publish on LPC website advising of the above.	Clerk Clerk  Cllr LS/Clerk	
6.3	Lythe Parish Council, Annual Report. <b>RESOLVED</b> to add to LPC website.	Cllrs LS/HC	
<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	£6,351.96	
7.2	Money received.		
		£0.00	
	Money paid.		
		£65.00	SLCC Membership, Clerk
		£480.00	Salary, Clerk
		£120.00	HMRC, Clerk
		£15.00	Lythe Village Hall Hire, March
7.3	Invoices, processed. See 7.2 above.		
7.4	Invoices for approval. NYCC Matrix sign £1800.00 proposed by Cllr Lancaster, seconded by Cllr Norman, <b>RESOLVED</b> to pay. YLCA membership £129.00 proposed by Cllr Norman, seconded Cllr Lancaster, <b>RESOLVED</b> to pay. Clerk to progress payments. <b>RESOLVED</b> to ensure that the sign is installed or a refund received.	Clerk Clerk/CllrLS	
7.5	To discuss and/or approve grass cutting increase in cost/cut from £510.00 to £540.00 plus VAT. <b>RESOLVED</b> to approve expenditure increase and to advise Clays, the contractor. <b>RESOLVED</b> to check with the contractor whether or not grass cuttings could be removed to facilitate wild flower growth, whilst it was appreciated that this may be difficult in some areas e.g. Lythe Bank.	Clerk Clerk	
7.6	SBC, Model Agreement Expenditure 2019/20 required by 16 April 2020. <b>RESOLVED</b> to complete and return form to SBC.	Clerk	
7.7	LPC Budget 2019/20, final spend vs projected spend. Spreadsheet had been circulated and showed that LPC has healthy financial reserves as not all planned expenditure had occurred.	Complete	
7.8	LPC Budget 2020/21, discussion. The Chairman discussed the budget, in particular she anticipated that the Clerk fees would need revising in the future in light of the number of hours spent on Parish Council business.		
<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>		
<b>9.0</b>	<b>To notify the Clerk of matters for inclusion on the agenda of the next meeting</b>		
9.1	Parish Council insurance.		
<b>10.0</b>	<b>To confirm the details of the next meeting</b> The next meeting was confirmed as Monday 4 May 2020, commencing after the Lythe Annual Parish Council Meeting that begins at 19:00, Lythe Village Hall. NB: These meetings may be held remotely due to Government advice on Coronavirus.		
	..... <b>Meeting closed at 20:45</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)

<b>Glossary</b>			
AGAR	Annual Governance and Accountability Return	NYH	North Yorkshire Highways
CCG	Clinical Commissioning Group	NYMNP	North Yorkshire Moors National Park Authority
LPC	Lythe Parish Council	SBC	Scarborough Borough Council
LPCC	Lythe Parochial Church Council	SLCC	Society of Local Council Clerks
NAR	No action required	YAS	Yorkshire Ambulance Service

NYCC	North Yorkshire County Council	YLCA	Yorkshire Local Councils Association
NYFRS	North Yorkshire Fire and Rescue Service		

## LYTHE PARISH COUNCIL

### ANNUAL PARISH COUNCIL MEETING

MEETING HELD VIA 'ZOOM' VIDEO LINK ON MONDAY 4 MAY 2020, COMMENCED AT 19:11.

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

**Present:** Cllrs H Casson, D Lancaster (Acting Chairman for item 1), M Lloyd, J Metcalfe, M Norman, L Smith (Chairman). J A Clark (Clerk).

- 1 TO ELECT A CHAIRMAN (LOCAL GOVERNMENT ACT 1972, SECTION 15, PARAGRAPH 2)**  
Cllr Smith was proposed by Cllr Lancaster, seconded by Cllr Metcalfe, all agreed.
- 2 TO ELECT A VICE CHAIRMAN.**  
Cllr Lancaster was proposed by Cllr Smith, seconded by Cllr Lloyd, all agreed.
- 3 TO ARRANGE FOR THE SIGNED DECLARATION OF ACCEPTANCE OFFICE FROM THE CHAIRMAN (LOCAL GOVERNMENT ACT 1972, SECTION 83, PARAGRAPH 4 AND VICE CHAIRMAN (LPC POLICY)).**  
**RESOLVED** to arrange for Acceptance of Office forms to be completed. **Action:** Clerk
- 4 TO RECEIVE APOLOGIES FOR ABSENCE.**  
Apologies received from Cllr Cornforth who was attending Fire Brigade training.
- 5 TO RECEIVE A SUMMARY OF THE CHAIRMAN'S REPORT FOR THE 2019/20 YEAR.**  
Note: This report was first tabled at the Parish Council meeting on 6 April 2020.

As I write this report, we are now on day ten of the total lockdown in the UK due to the Corona virus pandemic, and it certainly seems to be a strange time to reflect on the year gone by and look forward to the uncertain year ahead.

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- Grass cutting (more on this topic later);
- Reporting missing and damaged street signs and street lights;
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- Repair of lifebuoy fittings.
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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 Harry Casson, Paul Cornforth, Malcolm Lloyd, Joyce Metcalfe and Mike Norman and our Clerk, Judy Clark.

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**6 TO APPROVE THE ASSET REGISTER.**

Asset Register approved.

**7 TO APPROVE ACCOUNTS (INTERNALLY AUDITED) FOR THE 2019/20 YEAR.**

The accounts were proposed for approval by Cllr Lancaster, seconded by Cllr Casson, all agreed.

**8 TO CONFIRM ELECTION OF INTERNAL AUDITOR FOR 2020/1.**

The Council confirmed that Mrs H Russell would continue as Auditor.

**9 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2019/20 - LOCAL COUNCILS WITH GROSS INCOME OR EXPENDITURE NOT EXCEEDING £25,000.**

**9.1 To note the Annual Internal Audit Report for 2019/20 included at page 4 of the Annual Governance and Accountability Return 2019/20.**

Report noted.

**9.2 To approve Section 1 - Annual Governance Statement 2019/20 for Lythe Parish Council on page 5 of the Annual Governance and Accountability Return 2019/20.**

Approved.

**9.3 To approve Section 2 - Accounting Statements 2019/20 for Lythe Parish Council on page 6 of the Annual Governance and Accountability Return 2019/20.**

Approved.

**9.4 To certify Lythe Parish Council as exempt from external audit for fiscal year 2019/20.**

As the Council had gross income/expenditure less than £25K and did not require a Limited Assurance Review, it was certified as exempt. **RESOLVED** to arrange for Exemption form to be sent to PFK Littlejohn, external auditor, by 30 June 2020. **Action:** Clerk

**9.5 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.**

The following documents were approved:

- Annual Internal Audit Report for 2019/20.
- Section 1 - Annual Governance Statement 2019/20.
- Section 2 - Accounting Statements 2019/20.
- Certificate that Lythe Parish Council as exempt from external audit for fiscal year 2019/20.
- Analysis of variances.
- Bank reconciliation.
- Exercise of public rights.

**RESOLVED** to arrange for signatures and publication on the Council website. **Action:** Clerk/Cllrs Smith & Casson

**PUBLIC QUESTION TIME.**

10.1 No issues had been submitted to the Clerk.

**Meeting closed at 19:23**

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**LYTHE PARISH COUNCIL**

**MINUTES OF MEETING HELD REMOTELY VIA 'ZOOM' VIDEO LINK ON MONDAY 4 MAY 2020, COMMENCED AT 19:30**

**Declaration of interest in agenda item(s):** Cllr Smith in item 7.4.

**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>	
	Apologies received from Cllr Cornforth, Fire Brigade training.	
2.0	<b>Minutes of meetings</b>	
2.1	Following minor amendments in 7.5 and 10.0 the minutes of the meeting held on 6 April 2020 were proposed as true and accurate by Cllr Lancaster, seconded by Cllr Metcalfe, all agreed. <b>RESOLVED</b> to obtain Chairman's signature.	Clerk
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. Last two reports had not been received and the Clerk had requested copies. <b>RESOLVED</b> to circulate when received.	Clerk
3.2	Planning applications to feedback to Authorities.	
	None.	
3.3	Items from 'Goldsborough, Kettleiness, Lythe and Sandsend items to address*. Updated spreadsheet circulated. <b>RESOLVED</b> to retain on agenda. Noted that work had commenced on Lythe Bank footpath cutting back soil waste/grass etc. A letter had been received from a parishioner who had asked who was carrying out the work to enable them to convey their thanks. Whilst the Parish Council had requested work to be carried out from the Fire Station to St Oswald's, further work on the bank had been requested by Harry Casson as a parishioner. The work had been funded and carried out by NYH. <b>RESOLVED</b> that the Clerk would provide email contact details at NYH to enable the parishioner to thank them direct.	Clerk Clerk Cllr DL
3.4	Siting of benches along East Row beck (including additional groundworks). <b>RESOLVED</b> to retain on the agenda and arrange and hold a further site visit when lockdown over.	Clerk
3.5	Mirror attached to Lythe Community Shop. It was confirmed that the Village Hall had arranged for the mirror to be installed. <b>RESOLVED</b> that any decision to remove should be up to their representatives.	Complete
3.6	Parking outside Village shop, Lythe. Awaiting feedback from NYH on whether or not yellow lines could be installed. <b>RESOLVED</b> to retain on agenda.	Clerk
3.7	Rusting defibrillator cabinet, Sandsend. New plastic cabinet delivered. <b>RESOLVED</b> to contact ME after the lockdown for installation. <b>RESOLVED</b> to retain on agenda.	Clerk
3.8	Christmas trees, Lythe and Sandsend. <b>RESOLVED</b> to retain on agenda for discussion at the next face to face meeting. Clerk had advised ME that they would be informed of the outcome after this meeting.	Clerk Complete
3.9	Planning training presentation(s). The Clerk reported that SBC planning would send representatives to a Parish Council meeting to provide further information on the planning process when lockdown over. <b>RESOLVED</b> to retain on agenda.	Clerk
3.10	Lythe Annual Parish Meeting. <b>RESOLVED</b> to retain on agenda.	Clerk
3.11	Reported for repair/action – The out 'Out' sign had been ordered by SBC and would be installed when received. The 'narrow road' sign on Lythe Bank had been reported for repair again with a request for a more permanent fix. <b>RESOLVED</b> to retain on agenda until complete. The 'warning' sign at the main car park entrance in Sandsend had been reattached.	Clerk Complete
3.12	SBC, Scarborough Playing Pitch Strategy, respond by 31 May*. Sent to Sport Mulgrave.	Complete
3.13	Concerns raised by residents regarding people travelling to second homes within the Parish during ban on non-essential travel. The Clerk advised that following concerns raised by a number of Parishioners, to date eight properties within the Parish were highlighted to the Community Impact Team for investigation. The Parishioners felt that	

	the owners were acting in breach of The Health Protection (Coronavirus Regulations) (England) 2020 and were also compromising the health of people within the Parish. The Team had investigated and took action where appropriate.	Ongoing throughout lockdown
3.14	Lythe Parish Council, Annual Report. Added to the website.	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	20/00671/FL Conversion of former guest house and residential annex (C1/C3) to create 2no. dwellings (C3). Associated demolition, extensions and alterations South Villa, East Row, Sandsend. <b>RESOLVED</b> to inform SBC of concerns that there was only limited parking for one property and the proposal did not take into account of parking requirements for a second property in an area where parking space is scarce. All recent developments in Sandsend have had designated parking. There was also concerns regarding the impact of building work in a very busy and potentially dangerous location that would require very careful management.	Clerk
4.2	<b>To receive the following planning decision/information (full information on websites) as at agenda publication date</b>	
4.2.1	20/00236/FL Construction of 1 no. 4 bed dwelling with integral garages Land To Rear (South) Of Daneholm East Row Sandsend. Permission refused.	
<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, NALC Briefing – L02-20: Employment Law Changes 2020*. <b>RESOLVED</b> to review implications for the Clerk.	Cllr LS/Clerk
5.1.2	NYMNPA, Forestry Commission's Public Consultation Register for Grant Schemes, Felling and EIA applications, response by 30 April 2020*.	NAR
5.1.3	SBC, Local Plan Review Update and Site Request*. <b>RESOLVED</b> to complete.	Cllr LS/Clerk
<b>5.2</b>	<b>Correspondence for information (excluding financial matters included in 7.0)</b>	
5.2.1	YLCA <ul style="list-style-type: none"> <li>White Rose Update 3, 9, 17, 24 April*.</li> <li>Election Regulations, Burials and Cemeteries Update and Webinar on The Services of The Public Works Loans Board*.</li> </ul>	NAR
5.2.2	Cllr Chance <ul style="list-style-type: none"> <li>Coved-19 updates*.</li> <li>Support flowchart*.</li> <li>Funding support for local voluntary organisations who are facing challenges as a result of the pandemic*.</li> </ul>	NAR
5.2.3	SBC, Standards, Community Support Update*.	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	Bus shelter/notice board painting. <b>RESOLVED</b> to obtain two quotations for the painting of Sandsend bus shelter and the notice boards in Goldsborough and Sandsend.	Clerk
6.2	Lights in Lythe. Cllr Norman reported that new lights had been installed in Lythe and they were waiting for electricity connection.	NAR
6.3	Community Public Access Defibrillator, Sandsend, weekly checks update. Noted that those who carried out weekly checks had to complete and return information via an email link to YAS as well as completing the form in the cabinet.	Those completing defib check
6.4	Annual beach dog ban*. Noted that whilst the dog ban on the beach was still in place, no enforcement would be carried out.	NAR

<b>7.0</b>	<b>To receive information on Financial matters and approve spend as appropriate</b>		
7.1	<b>Balance of accounts</b>		
	Current	£0.04	
	Savings	£7374.15	
7.2	<b>Money received</b>		
		£2951.19	SBC Precept and Model Agreement
	<b>Money paid</b>		
		£1800.00	NYCC matrix sign
		£129.00	YLCA membership fee
7.3	Invoices, processed. See 7.2 above.		
7.4	Invoices for approval- Reimbursement to Clerk for Ink Cartridges £38.50 proposed by Cllr Lancaster, seconded by Cllr Metcalfe, all agreed. Parish Council insurance £408.24 proposed by Cllr Norman, seconded by Cllr Casson, all agreed. Reimbursement to Chairman for Zoom meeting cost £14.39 proposed by Casson, seconded by Cllr Lloyd, all agreed. <b>RESOLVED</b> to arrange payments.		Clerk
7.5	Grass cutting increase in cost/cut. Confirmed that to the contractor that the increase in cost/cut had been approved. The contractor had confirmed that they did not have the machinery to remove cuttings.		Complete
7.6	SBC, Model Agreement Expenditure 2019/20. Form returned to SBC.		Complete
7.7.	2019/20 Limited assurance reporting season. Covered in the Annual Parish Council meeting.		NAR
<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>		
	Grass cut on Lythe Common, litter pick carried out on Sandsend trail.		
<b>9.0</b>	<b>To notify the Clerk of matters for inclusion on the agenda of the next meeting</b>		
	Grass cutting and wild flowers. <b>RESOLVED</b> to send the policy to Cllr Casson.		Clerk
<b>10.0</b>	<b>To confirm the details of the next meeting</b>		
	The next meeting was confirmed as Monday 1 June 2020, commencing at 19:30. This meeting may be held remotely due to Government advice on Coronavirus.		
	..... <b>Meeting closing at 20:13.</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>			
AGAR	Annual Governance and Accountability Return	NYH	North Yorkshire Highways
CCG	Clinical Commissioning Group	NYMNPA	North Yorkshire Moors National Park Authority
LPC	Lythe Parish Council	SBC	Scarborough Borough Council
LPCC	Lythe Parochial Church Council	SLCC	Society of Local Council Clerks
NAR	No action required	YAS	Yorkshire Ambulance Service
NYCC	North Yorkshire County Council	YLCA	Yorkshire Local Councils Association
NYFRS	North Yorkshire Fire and Rescue Service		

**LYTHE PARISH COUNCIL**

**MINUTES OF MEETING HELD REMOTELY VIA 'ZOOM' VIDEO LINK ON MONDAY 1 JUNE 2020, COMMENCED AT 19:30**

**Declaration of interest in agenda item(s):** Cllr Smith in item 7.4.

**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>	
	Apologies received from Cllr Cornforth, Fire Brigade training.	
2.0	<b>Minutes of meetings</b>	
2.1	To confirm the minutes of the meetings held on 4 May 2020 as true and accurate. The minutes of the Annual Parish Council meeting were proposed as true and accurate, by Cllr Casson, seconded by Cllr Lancaster, all agreed. Following minor amendments, the minutes of the May meeting were proposed as true and accurate by Cllr Lancaster, seconded by Cllr Metcalfe, all agreed. <b>RESOLVED</b> to arrange for Chairman's signature.	Clerk
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. Last three reports had not been received. <b>RESOLVED</b> to circulate when received.	Clerk
3.2	Planning applications to feedback to Authorities.	
	20/00671/FL Conversion of former guest house and residential annex (C1/C3) to create 2no. dwellings (C3). Response sent to SBC.	Complete
3.3	Items from 'Goldsborough, Kettleless, Lythe and Sandsend items to address*. Contact details at NYH provided to parishioner to enable them to send thank you for work undertaken on Lythe bank footpath. It was agreed that work carried out to date had made a significant improvement to the bank and also other areas within the parish where similar work had been completed. <b>RESOLVED</b> to send thank you to NYH. <b>RESOLVED</b> that Cllr Casson would provide the Clerk with proposed areas that would benefit from resurfacing to enable debate at the next meeting. <b>RESOLVED</b> to retain on agenda.	Complete Clerk Cllr HC Clerk
3.4	Siting of benches along East Row beck (including additional groundworks). <b>RESOLVED</b> to arrange and hold a further site visit now that lockdown rules had changed allowing six people to meet in the open air.	Clerk
3.5	Parking outside Village shop, Lythe. Awaiting feedback from NYH on whether or not yellow lines could be installed. <b>RESOLVED</b> to retain on agenda.	Clerk
3.6	Rusting defibrillator cabinet, Sandsend. <b>RESOLVED</b> to contact ME for installation.	Clerk
3.7	Christmas trees, Lythe and Sandsend. <b>RESOLVED</b> to retain on agenda for discussion at the next face to face meeting.	Clerk
3.8	Planning training presentation(s). <b>RESOLVED</b> to retain on agenda.	Clerk
3.9	Lythe Annual Parish Meeting. <b>RESOLVED</b> to retain on agenda.	Clerk
3.10	Reported for repair. The new 'Out' sign had been ordered by SBC and would be installed when received. <b>RESOLVED</b> to progress as a matter of urgency now that the car park had reopened.	Clerk
3.11	Concerns raised by residents regarding people travelling to second homes within the Parish during ban on non-essential travel. The Clerk advised that following concerns raised by a number of Parishioners, to date a total of 25 properties within the Parish had been highlighted to the Community Impact Team for investigation. The Parishioners felt that the owners were acting in breach of The Health Protection (Coronavirus Regulations) (England) 2020 and were also compromising the health of people within the Parish. The Team had investigated and taken action where appropriate.	Ongoing throughout lockdown
3.12	YLCA, NALC Briefing – L02-20: Employment Law Changes 2020*. <b>RESOLVED</b> that this would be combined and progressed with 3.16.	Cllr LS
3.13	SBC, Local Plan Review Update and Site Request*. Information returned to SBC.	Complete
3.14	Bus shelter/notice board painting. The Clerk had received two quotations for the work, both of which were from painters who both carried out good quality work. Following	

	debate, <b>RESOLVED</b> to accept the lower quote. <b>RESOLVED</b> to arrange for the work to be undertaken and to inform the firm whose quote wasn't successful.	Clerk Clerk
3.15	Grass cutting and wild flowers. Policy sent to Cllr Casson.	Complete
3.16	Clerks employment contract and salary. The Chairman was undertaking work on this and <b>RESOLVED</b> to report on progress at the next meeting.	Cllr LS
<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	<p>NYM/2020/0315/FL Application for use of land for the siting of 10 no. touring caravans and 10 no. tents with associated internal access road, parking and landscaping works at Lythe Caravan and Camping Park, High Street, Lythe. Following lengthy debate, <b>RESOLVED</b> that the following response would be sent.</p> <p>In this case, the Parish Council would support the decision of the National Park Planning Authority, with the following provisos;</p> <ul style="list-style-type: none"> <li>• That cognisance is taken of Core Policy A - Delivering National Park Purposes and Sustainable Development, i.e. priority is given to development which is of a scale and level of activity that will not have an unacceptable impact on the wider landscape or the quiet enjoyment, peace and tranquillity of the Park, nor detract from the quality of life of local residents or the experience of visitors. Priority is given to providing developments in locations which are of a scale which will support the character and function of individual settlements, conserving and enhancing the landscape, settlement, building features and historic assets of the landscape character areas, strengthening and diversifying the rural economy.</li> <li>• Any public health regulations/requirements are adhered to.</li> <li>• That all of the planning conditions and requirements in the previous application in 2011/2 have been or will be fulfilled.</li> </ul>	Clerk
4.1.2	20/00481/FL Two storey rear extension to provide self-contained hotel managers accommodation, Beach Hotel, The Parade, Sandsend. <b>RESOLVED</b> that there were 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>	
4.2.1	None at agenda publication.	
<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>	
	None at agenda publication.	
<b>5.2</b>	<b>Correspondence for information (excluding financial matters included in 7.0)</b>	
5.2.1	YLCA <ul style="list-style-type: none"> <li>• White Rose Update – 7, 15 May 2020.</li> </ul>	NAR
5.2.2	Cllr David Chance <ul style="list-style-type: none"> <li>• COVID 19 Bulletins, Social Distancing- plans, NYCC Chief Executive note,</li> </ul>	NAR
5.2.3	SBC, Updated Statement of Community Involvement*.	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	Grass cutting, when should first cut take place? Deemed that the only areas requiring cutting currently were Goldsborough lanes and Lythe, <b>RESOLVED</b> to arrange cuts for these areas.	Clerk
6.2	Millennium walk up on to the Rigg, Sandsend. This item had been withdrawn by the parishioner prior to the meeting as they had been informed that the permissive footpath up to the Rigg and Millennium seat would remain once fencing for cattle installed.	NAR

<b>7.0</b>	<b>To receive information on Financial matters and approve spend as appropriate</b>		
7.1	<b>Balance of accounts</b>		
	Current	£408.28	
	Savings	£6913.02	
7.2	<b>Money received</b>		
		£0.00	
	<b>Money paid</b>		
		£38.50	Clerk for ink cartridges
		£14.39	Chairman for May Zoom meeting
7.3	Invoices, processed. As above.		
7.4	Invoices for approval (at agenda publication). Reimbursement to Clerk of £27.60 for mobile telephone calls, payment proposed by Cllr Lancaster, seconded by Cllr Norman, all agreed. Reimbursement of £14.39 to Chairman for the June Zoom meeting, payment proposed by Cllr Lancaster, seconded by Cllr Metcalfe, agreed. <b>RESOLVED</b> to 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	Grass strimmed on Common, planters watered in Lythe. Litter picks throughout Sandsend and on the trail, weeds cleared on Raven Hill steps, planters planted and watered.		
<b>9.0</b>	<b>To notify the Clerk of matters for inclusion on the agenda of the next meeting</b>		
9.1	Methods of encouraging people to keep the Parish clean and tidy.		
9.2	RNLI lifeguards at Sandsend.		
9.3	Village Caretaker.		
9.4	Matrix sign in Lythe – the four year contract is up for renewal in the next financial year. Is the sign still of benefit, if so how is it to be funded.		
<b>10.0</b>	<b>To confirm the details of the next meeting</b>		
	The next meeting was confirmed as Monday 6 July 2020, commencing at 19:30. This meeting may be held remotely due to Government advice on Coronavirus.		
	<b>..... Meeting closed at 21:05</b>		

\*circulated via email.

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<b>Glossary</b>			
AGAR	Annual Governance and Accountability Return	NYFRS	North Yorkshire Fire and Rescue Service
CCG	Clinical Commissioning Group	NYH	North Yorkshire Highways
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
ME	Mulgrave Estate	YAS	Yorkshire Ambulance Service
NYCC	North Yorkshire County Council	YLCA	Yorkshire Local Councils Association

**LYTHE PARISH COUNCIL**

**MINUTES OF MEETING HELD REMOTELY VIA 'ZOOM' VIDEO LINK ON MONDAY 6 JULY 2020, COMMENCED AT 19:30**

**Declaration of interest in agenda item(s):** Non pecuniary interests declared in 4.1.1 and 4.1.2 by Cllrs Cornforth, Norman and Smith and in item 7.4 pecuniary interest by Cllr Smith NB: item 7.4 chaired by Cllr Lancaster.

**Present:** Cllrs H Casson, P Cornforth, D Lancaster, J Metcalfe, M Norman, L Smith (Chairman).  
J A Clark (Clerk).  
Ms E Smith for 4.1.1 and Mr R Childerhouse for 4.1.1 and 4.1.2.

ITEM	SUBJECT	ACTION
1.0	<b>To receive apologies for absence</b> Apologies received from Cllr Lloyd, illness.	
2.0	<b>Minutes of meetings</b>	
2.1	The minutes of the meeting held on 1 June 2020 were proposed as true and accurate by Cllr Lancaster, seconded by Cllr Casson, all agreed. <b>RESOLVED</b> to arrange for Chairman's signature.	Clerk
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. No reports received. <b>RESOLVED</b> to request reports.	Clerk
3.2	Planning applications to feedback to Authorities.	
3.2.1	NYM/2020/0315/FL Application for use of land for the siting of 10 no. touring caravans and 10 no. tents with associated internal access road, parking and landscaping works at Lythe Caravan and Camping Park, High Street, Lythe. Response sent to NYMNPA.	Complete
3.2.2	20/00481/FL Two storey rear extension to provide self-contained hotel managers accommodation, Beach Hotel, The Parade, Sandsend. Response sent to SBC.	Complete
3.3	Items from 'Goldsborough, Kettleless, Lythe and Sandsend items to address. Spreadsheet circulated, continue to progress issues. <b>RESOLVED</b> to retain on agenda.	Clerk
3.4	Siting of benches along East Row beck (including additional groundworks). Following considerable debate on this topic and including inconsiderate and dangerous parking, it was <b>RESOLVED</b> ; <ul style="list-style-type: none"> <li>• Erect fencing between footpath and grass verges mirroring that on the other side of the beck.</li> <li>• To obtain two estimates for erecting the fencing.</li> <li>• Discuss quotes with ME when obtained who will consider making a financial contribution.</li> <li>• To draft and place a consultation notice within the area and on the website.</li> <li>• ME have offered to install removable bollards on the entrance to the slipway square at their expense.</li> <li>• To enquire with NYH whether or not a bench could be installed on the opposite side of the beck on their land.</li> <li>• Dependant on the above, advise potential sponsors that only three benches could now be accommodated in this area so unlikely that all of those who had registered interest could be fulfilled. Obtain confirmation from them as to whether or not they were still interested in progressing their sponsorship request.</li> <li>• That due to the issues related to maintaining planters to a high standard in this particular area, they could not be included in the overall plan. Advise potential sponsors of this.</li> <li>• Calculate total revised project costs.</li> </ul>	Clerk
3.5	Parking outside Village shop, Lythe. Awaiting feedback from NYH on whether or not yellow lines could be installed. <b>RESOLVED</b> to retain on agenda.	Clerk
3.6	Rusting defibrillator cabinet, Sandsend. New plastic cabinet installed by SBC, 'thank you' email sent.	Complete

3.7	Christmas trees, Lythe and Sandsend. <b>RESOLVED</b> to retain on agenda for discussion at the next face to face meeting, anticipated that this may be September.	Clerk
3.8	Planning training presentation(s). <b>RESOLVED</b> to retain on agenda.	Clerk
3.9	Lythe Annual Parish Meeting. <b>RESOLVED</b> to retain on agenda.	Clerk
3.10	Concerns raised by residents regarding people travelling to second homes within the Parish during ban on non-essential travel. The Clerk advised that following concerns raised by a number of Parishioners, a total of 33 properties within the Parish had been highlighted to the Community Impact Team for investigation. The Parishioners felt that the owners were acting in breach of The Health Protection (Coronavirus Regulations) (England) 2020 and were also compromising the health of people within the Parish. The Team had investigated and taken action where appropriate.	Complete
3.11	Bus shelter/notice board painting. Work commenced. <b>RESOLVED</b> to retain on agenda until complete.	Clerk
3.12	Clerks employment contract and salary. The Chairman reported that work was ongoing and she anticipated that a proposal would be tabled at the September meeting.	Cllr ES
3.13	Grass cutting. <b>RESOLVED</b> to request cuts on Lythe bank and in Sandsend.	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	NYM/2020/0409/FL change of use of and alterations to outbuildings to form nursery with ancillary office and retail space and associated parking and fenced external play areas at High Farm, High Street, Lythe. <b>RESOLVED</b> that the Council were supportive of this application, advise NYMNPA.	Clerk
4.1.2	<p>NYM/2020/0315/FL Application for use of land for the siting of 6 no. touring caravans and 10 no. tents with associated internal access road, parking and landscaping works at Lythe Caravan and Camping Park, High Street, Lythe. <b>RESOLVED</b> that the Council welcomed the reduction in caravan pitches and that they would support the decision of the authority in this application and that the response to the authority remain as before with the following provisos;</p> <ul style="list-style-type: none"> <li>• That cognisance is taken of Core Policy A - Delivering National Park Purposes and Sustainable Development, i.e. priority is given to development which is of a scale and level of activity that will not have an unacceptable impact on the wider landscape or the quiet enjoyment, peace and tranquillity of the Park, nor detract from the quality of life of local residents or the experience of visitors. Priority is given to providing developments in locations which are of a scale which will support the character and function of individual settlements, conserving and enhancing the landscape, settlement, building features and historic assets of the landscape character areas, strengthening and diversifying the rural economy.</li> <li>• Any public health regulations/requirements are adhered to.</li> <li>• That all of the planning conditions and requirements in the previous application in 2011/2 have been or will be fulfilled.</li> </ul> <p>Advise the NYMNPA of this.</p> <p>There had been some concerns regarding sewage leaking from the site on to the fire station. Mr Childerhouse, Estates Director, ME, agreed to investigate and instigate action if appropriate.</p>	<p>Clerk</p> <p>Mr RC, ME</p>
4.2	<b>To receive the following planning decision/information (full information on websites) as at agenda publication date</b>	
4.2.1	20/00481/FL Two storey rear extension to provide self-contained hotel managers accommodation, Beach Hotel The Parade Sandsend. Permitted with conditions.	NAR

<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>Electronic Training Programme (June To July)*. <b>RESOLVED</b> that the Clerk would attend a July Planning webinar and feedback content to the Council.</li> <li>New Model Code of Conduct for Local Councils – Consultation by The Local Government Association*. (respond by 17 August 2020). <b>RESOLVED</b> that Councillors would complete the survey individually.</li> </ul>	Clerk Cllrs
5.1.2	AJ1 Project Road Safety Fund*. (see 6.4). Following considerable debate, it was <b>RESOLVED</b> to; <ul style="list-style-type: none"> <li>Draft an application to submit to the AJ1 Project Road Safety Fund to see if funding could be obtained to install permanent matrix signs in Lythe and Sandsend. NB: Closing date for receipt of applications 31 August 2020.</li> <li>Check if traffic speed data was available from the Fire Brigade, this would then contribute to evidence as to whether or not matrix signs were beneficial.</li> <li>Agreed that should data not prove the benefit of signs the application should then be withdrawn.</li> </ul>	Clerk Cllr PC Clerk
5.1.3	NMNPA, The North York Moors Traditional Black and White Finger Posts*. <b>RESOLVED</b> that Cllr Casson would take photographs and send to the Clerk for forwarding to NYMNP. <b>RESOLVED</b> that Cllrs would advise Cllr Casson of location of posts within their vicinity.	Cllr HC/ Clerk/ Cllrs
<b>5.2</b>	<b>Correspondence for information (excluding financial matters included in 7.0)</b>	
5.2.1	YLCA <ul style="list-style-type: none"> <li>Scarborough Branch Annual Meeting - 30 June 2020</li> <li>White Rose update 29 May, 5, 19 June 2020*.</li> <li>Joint statement from NALC and SLCC on face-to-face council meetings*.</li> <li>YLCA office re-opening*.</li> </ul>	NAR NAR NAR NAR
5.2.2	NYCC, North Yorkshire Buy Local*.	NAR
5.2.3	NYMNP, Update on the North York Moors Draft Local Plan*.	NAR
5.2.4	Cllr David Chance, NYCC Chief Executive Notes*.	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	Methods of encouraging people to keep the Parish clean and tidy. <b>RESOLVED</b> that as SBC now emptying bins regularly again and the Village Caretaker had commenced, this was no longer an issue.	Complete
6.2	RNLI lifeguards at Sandsend. Due to commence on 11 July 2020.	Complete
6.3	Village Caretaker. Keith, who had been the Caretaker last year had commenced in the role again.	Complete
6.4	Matrix sign in Lythe, the 4-year contract is up for renewal in 2021/2, benefits, funding? Covered in 5.1.2 above.	NAR
6.5	Further footpath improvements Lythe Bank*. <b>RESOLVED</b> to check if NYH; <ul style="list-style-type: none"> <li>could cut back overgrown footpath towards the entrance to Station House.</li> <li>would cut back/eradicate the Valerian on the wall at the base of Lythe Bank.</li> <li>had completed all the footpath resurfacing/vegetation cutting back work in the area.</li> </ul>	Clerk

<b>7.0</b>	<b>To receive information on Financial matters and approve spend as appropriate</b>			
7.1	<b>Balance of accounts</b>			
	Current	£0.04		
	Savings	£6874.37		
7.2	<b>Money received</b>			
		£0.		
	<b>Money paid</b>			
		£408.24	BHIB annual insurance	
		£27.60	Clerk mobile phone costs	
		£14.39	Cllr Smith June Zoom meeting	
7.3	Invoices, processed. As above.			
7.4	Invoices for approval (at agenda publication). Zoom July meeting £14.39, Planning Webinar £22.50, Clerk mobile telephone calls £5.08. <b>RESOLVED</b> to pay the invoices and to arrange payment. No further invoices received.			Clerk
7.5	Budget 2020/1 review. The Chairman reported that the spreadsheet circulated had not highlighted any issues of concern.			Complete
<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	Dangerous handrail on the steps to the beach, dangerous parking Sandsend, Sandsend sign collection, damaged fencing Lythe bank, street lights for repair in Lythe, additional dog sign Sandsend.			
8.2	<p>The Chairman and Clerk had attended a meeting at Mulgrave Estate and the Chairman advised that in addition to items already covered, the following issues were covered;</p> <ul style="list-style-type: none"> <li>• ME are going to install camping carriages alongside Station in House in Sandsend for holiday use with an anticipated date of September 2020. <b>RESOLVED</b> to clarify with ME whether or not planning consent was required.</li> <li>• ME anticipated that they could be in a position in September to consult on a proposed new car parking facility in the East Row area.</li> <li>• ME had agreed to arrange for the hedges on Lythe to be cut back.</li> <li>• ME had requested that a notice be added to the Parish Council website requesting people to respect the opening days of Mulgrave Woods and the permissive paths throughout the Parish.</li> </ul>			Clerk  Clerk/ Cllr HC
<b>9.0</b>	<b>To notify the Clerk of matters for inclusion on the agenda of the next meeting</b>			
9.1	Individual review of Declaration of Interest Forms.			
9.2	Policies and Procedures review.			
9.3	Dog sign on the sea wall pressure washing required.			
<b>10.0</b>	<b>To confirm the details of the next meeting</b>			
	The next meeting was confirmed as Monday 7 September 2020, commencing at 19:30, unless an August meeting is required. This meeting may be held remotely due to Government advice on Coronavirus.			
	..... <b>meeting closed at 21:19.</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>			
AGAR	Annual Governance and Accountability Return	NYFRS	North Yorkshire Fire and Rescue Service
CCG	Clinical Commissioning Group	NYH	North Yorkshire Highways
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
ME	Mulgrave Estate	YAS	Yorkshire Ambulance Service
NYCC	North Yorkshire County Council	YLCA	Yorkshire Local Councils Association

## LYTHE PARISH COUNCIL

**MEETING HELD REMOTELY VIA 'ZOOM' VIDEO LINK ON MONDAY 10 AUGUST 2020, COMMENCED AT 18:30**

**Declaration of interest in agenda item(s):** Non pecuniary interest declared in 2.1.2 by Cllr Smith.

**Present:** Cllrs H Casson, D Lancaster, J Metcalfe, M Norman (joined the meeting from item 2.1.2 onwards due to technical issues with Zoom), L Smith (Chairman). J A Clark (Clerk).  
Mr R Childerhouse (ME) for 2.1.2.

**NB: Prior to the meeting commencement, Cllr Smith outlined the valuable contribution that the late Councillor Malcolm Lloyd had made to the Parish Council and a minute's silence was subsequently held.**

ITEM	SUBJECT	ACTION
1.0	<b>To receive apologies for absence</b> Apologies received post meeting from Cllr Cornforth (technical issues with Zoom).	
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/2020/0506/FL Construction of two storey side and single storey rear extensions together with replacement porch at 2 Railway Cottages, Kettleless. <b>RESOLVED</b> that there were no objections, inform NYMNPA.	Clerk
2.1.2	20/00974/FL Siting of 2 no. railway carriages for use as tourist accommodation with erection of metal access gantry and steps. Former Railway Station, Lythe Bank, Sandsend. Mr R Childerhouse reported that two railway carriages were due to be delivered w/c 14 September 2020 and that Lythe Bank would need to be closed for a day to enable the carriages to be placed on site. He anticipated that, due to timing, the planning application may be decided retrospectively. Mr Childerhouse also advised that to ensure only those permitted to enter the land leading to Railway House and the carriages, a fence/gate would be erected between the NYCC and ME boundary. <b>RESOLVED</b> that there were no objections to the application, inform SBC.	Clerk
2.1.3	20/01416/HS Two storey side and rear extensions, raised terrace as first floor, alterations to the roof to create third floor with balcony and alterations to existing windows and doors. 42 Meadowfields Sandsend YO21 3SX. <b>RESOLVED</b> that there were no objections, inform SBC.	Clerk
2.1.4	20/01455/HS Single storey extension to front elevation. The Retreat 23A Meadowfields Sandsend YO21 3SX <b>RESOLVED</b> that there were no objections, inform SBC.	Clerk
3.0	<b>Update on siting of benches along East Row beck (including additional groundworks).</b> The Clerk advised that there had been two objections received to the fencing installation proposal. <b>RESOLVED</b> to inform those objecting that safety was the prime objective for the installation and the reasons behind this. The Clerk also advised that quotations had been requested from two contractors, to date only one had been to measure the site.	Clerk
4.0	<b>To confirm the details of the next meeting</b> The next meeting was confirmed as Monday 7 September 2020, commencing at 19:30. Anticipated that this meeting may be held remotely due to Government advice on Coronavirus.	
	<b>..... Meeting ended at 18:59</b>	

\*circulated via email.

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<b>Glossary</b>			
AGAR	Annual Governance and Accountability Return	NYFRS	North Yorkshire Fire and Rescue Service
CCG	Clinical Commissioning Group	NYH	North Yorkshire Highways
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
ME	Mulgrave Estate	YAS	Yorkshire Ambulance Service
NYCC	North Yorkshire County Council	YLCA	Yorkshire Local Councils Association

## LYTHE PARISH COUNCIL

**MEETING HELD REMOTELY VIA 'ZOOM' VIDEO LINK ON MONDAY 7 SEPTEMBER 2020, COMMENCED AT 18:30.**

**Recording of meeting:** None made.

**Public question time:** None present.

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

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

**NB: Prior to the meeting commencement, Cllr Smith outlined the valuable contribution made by Cllr Mike Norman who, after almost 10 years on the Council, had resigned as a Councillor.**

ITEM	SUBJECT	ACTION
1.0	<b>To receive apologies for absence</b> Apologies received from Cllr Cornforth (attending Fire Service meeting), which were accepted and approved.	
2.0	<b>Minutes of meetings</b>	
2.1	The minutes of the meeting held on 6 July were proposed as true and accurate by Cllr Lancaster, seconded by Cllr Metcalfe, all agreed. The minutes of the meeting held on 10 August 2020 were proposed as true and accurate by Cllr Casson, seconded by Cllr Lancaster, all agreed. <b>RESOLVED</b> to obtain the Chairman's signature.	Clerk
3.0	<b>To receive information on the following ongoing issues and decide further action where necessary</b>	
3.1	<b>Police and speeding related activities.</b>	
3.1.1	Police Report. Circulated.	Complete
3.2	<b>Planning applications to feedback to Authorities.</b>	
3.2.1	NYM/2020/0409/FL change of use of and alterations to outbuildings to form nursery with ancillary office and retail space and associated parking and fenced external play areas at High Farm, High Street, Lythe. Response sent.	Complete
3.2.2	NYM/2020/0315/FL Application for use of land for the siting of 6 no. touring caravans and 10 no. tents with associated internal access road, parking and landscaping works at Lythe Caravan and Camping Park, High Street, Lythe. Response sent.	Complete
3.2.3	NYM/2020/0506/FL Construction of two storey side and single storey rear extensions together with replacement porch at 2 Railway Cottages, Kettleless. Response sent.	Complete
3.2.4	20/00974/FL Siting of 2 no. railway carriages for use as tourist accommodation with erection of metal access gantry and steps. Former Railway Station, Lythe Bank, Sandsend. Response sent.	Complete
3.2.5	20/01416/HS Two storey side and rear extensions, raised terrace as first floor, alterations to the roof to create third floor with balcony and alterations to existing windows and doors. 42 Meadowfields Sandsend YO21 3SX. Response sent.	Complete
3.2.6	20/01455/HS Single storey extension to front elevation. The Retreat 23A Meadowfields Sandsend YO21 3SX. Response sent.	Complete
3.3	Items from 'Goldsborough/Kettleless/Lythe/Sandsend items to address. Spreadsheet circulated, <b>RESOLVED</b> to continue to progress issues and retain on agenda.	Clerk
3.4	Siting of benches along East Row beck (including additional groundworks). <b>RESOLVED</b> to obtain further quotes for bench installation and fencing before progressing any further. <b>RESOLVED</b> to advise those who had submitted quotes of this.	Clerk Clerk
3.5	Parking outside Village shop, Lythe. Following investigations into the collision rate on Lythe High Street and the necessary prioritisation of higher, proven accident hotspots, NYH had confirmed that double yellow lines would not be installed due to highest priority work being carried out.	Complete
3.6	Christmas trees, Lythe and Sandsend. <b>RESOLVED</b> to identify those involved with Lythe and Sandsend tree installation and lights.	Cllr JM Clerk
3.7	Planning training presentation(s). <b>RESOLVED</b> to retain on agenda.	Clerk
3.8	Lythe Annual Parish Meeting. <b>RESOLVED</b> that it would not be beneficial to parishioners	

	to hold a virtual meeting and to organise meeting next year in accordance with government guidelines.	Council
3.9	Bus shelter/notice board painting. Undertaken.	Complete
3.10	Clerks employment contract and salary. New contract and salary proposed by Cllr LS, seconded by Cllr DL, and following one abstention, <b>RESOLVED</b> to issue new contract hours and schedule a further review of hours/salary prior to the end of the financial year.	Cllr LS/ Clerk
3.11	Grass cutting. Undertaken.	Complete
3.12	Lythe Caravan Site, sewage leaking from the site on to the fire station.	Complete
3.13	YLCA planning webinar. Clerk attended and slides circulated.	Complete
3.14	YLCA New Model Code of Conduct for Local Councils. Cllrs had completed survey on an individual basis.	Complete
3.15	AJ1 Project Road Safety Fund*. Application submitted Clerk advised that it will be reviewed towards the end of September. Retain on agenda.	Clerk
3.16	NMNPA, The North York Moors Traditional Black and White Finger Posts*. Cllr Casson reported that none had been identified. <b>RESOLVED</b> to inform NYMNPA.	Clerk
3.17	Further footpath improvements Lythe Bank*. The Clerk reported that the overgrown footpath towards the entrance to Station House and the Valerian on the wall at the base of Lythe Bank had been cut back. NYH had confirmed that all the footpath re-surfacing work in the area was complete.	Complete
3.18	Dangerous handrail on the steps to the beach, The Parade, Sandsend. Work currently underway to replace all handrails on the steps to the beach. <b>RESOLVED</b> to retain on the agenda until complete.	Clerk
3.19	Damaged fencing Lythe bank. <b>RESOLVED</b> to retain on agenda until repaired.	Clerk
3.20	Street lights for repair in Lythe. Repaired.	Complete
3.21	Additional dog sign Sandsend. Signage now received from SBC, <b>RESOLVED</b> to make portable sign and place on the northern slipway of East Row beck.	Clerk
3.22.	Opening days of Mulgrave Woods and the permissive paths throughout the Parish. <b>RESOLVED</b> to add a link to Mulgrave Estate website on the LPC website	Cllr HC
3.23	Individual review of Declaration of Interest Forms. All forms reviewed, <b>RESOLVED</b> to send those with amendments to Cllr HC for inclusion on website.	Clerk/ Cllr HC
3.24	Policies and Procedures review. Following review by the Chairman and Clerk, the only changes required were to the Financial Risk Assessment. Adoption of the changes were proposed by Cllr LS, seconded by Cllr DL, all agreed. <b>RESOLVED</b> to add revision date footer and send to Cllr HC for website.	Clerk/ Cllr HC
3.25	Dog sign on the sea wall pressure washing required. Undertaken by Mr & Mrs Marygold, many thanks to them.	Complete
<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	None at agenda publication.	
<b>4.2</b>	<b>To receive the following planning decision/information (full information on websites) as at agenda publication date</b>	
4.2.1	NYM/2020/0409/FL change of use of and alterations to outbuildings to form nursery with ancillary office and retail space and associated parking and fenced external play areas at High Farm, High Street, Lythe. Approved with conditions.	
4.2.2	NYM/2020/0315/FL Application for use of land for the siting of 6 no. touring caravans and 10 no. tents with associated internal access road, parking and landscaping works at Lythe Caravan and Camping Park, High Street, Lythe. Approved with conditions.	
<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>• Training E-Bulletin - 7 August*.</li> <li>• Update to NALC Legal Briefing Lo1-20*.</li> </ul>	NAR NAR
5.1.2	SBC <ul style="list-style-type: none"> <li>• Building a better Borough*. <b>RESOLVED</b> to add to the website.</li> </ul>	Cllr HC

5.1.3	Local government reorganisation, including on line seminar with NYCC and Zoom with SBC. Some council members had attended these sessions. The Council felt that more information was required but they didn't have strong feelings on either proposal, seeing pros and cons for both and having good relationships with both NYCC and SBC.	Complete	
5.1.4	North York Moors National Park Dark Sky Reserve* (respond by 21 September 2020). <b>RESOLVED</b> to send an email in support of the Reserve.	Clerk	
<b>5.2</b>	<b>Correspondence for information (excluding financial matters included in 7.0)</b>		
5.2.1	YLCA <ul style="list-style-type: none"> <li>White Rose update 3, 17, 31 July, 14, 28 August 2020*.</li> </ul>	NAR	
5.2.2	SBC <ul style="list-style-type: none"> <li>Housing needs survey*.</li> <li>Dog Control Public Space Protection Order Review*.</li> </ul>	NAR	
5.2.3	NYMNPA <ul style="list-style-type: none"> <li>Partnership working*.</li> </ul>	NAR	
5.2.4	NHS North Yorkshire CCG <ul style="list-style-type: none"> <li>News 3 July, August*.</li> </ul>	NAR	
5.2.5	Cllr David Chance <ul style="list-style-type: none"> <li>COVID 19 Bulletin - Wednesday 8, 15, 22, 29 July, 5, 12, 20 August 2020*.</li> </ul>	NAR	
5.2.6	Sandsend toilets. The Clerk reported that she had responded to an email complaining about the poor state of the toilets. In addition, she had been advised by SBC that all capital schemes, including the refurbishment of Sandsend North and South toilets, were under review.	NAR	
5.2.7	NYCC <ul style="list-style-type: none"> <li>Better Deal For Bus Users, Funding For Supported Bus Services-2020/21*.</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>		
<b>6.1</b>	<b>Parking/road traffic in Sandsend raised by parishioners.</b>		
6.1.1	East Row (including behind Sandsend South toilets and Boatyard houses), Meadowfields, The Parade and The Valley, including requests for: <ul style="list-style-type: none"> <li>Double yellow lines.</li> <li>One-way traffic flow.</li> <li>Resident's parking.</li> <li>Traffic calming measures.</li> <li>Parking for the Doctor's surgery.</li> </ul> <p>As the majority of these issues relate to NYH and, as legislation dictates that some requests would require a public consultation, <b>RESOLVED</b> to discuss with NYH which requests would be possible to progress to consultation. <b>RESOLVED</b> to advise those parishioners of this next step.</p>	Clerk Clerk	
6.1.2	Use of personal traffic cones on the Highway. The Clerk confirmed that parishioners should not place personal traffic cones on the highway as it was in breach of legislation and therefore unlawful.	NAR	
6.2	Vacancies for Councillors. The Clerk outlined the process for filling the two vacancies i.e. they must be advertised and if 10 electors for each vacancy make a request for an election to SBC, an election would be held May 2021 (delay due to Covid). Should there not be a request, the Council could co-opt and follow the LPC policy for this. <b>RESOLVED</b> to advertise the vacancies on notice boards on the LPC website.	Clerk/Cllr HC	
<b>7.0</b>	<b>To receive information on Financial matters and approve spend as appropriate</b>		
7.1	<b>Balance of accounts</b>		
	Current	£6414.43	
	Savings	£0.05	
7.2	<b>Money received</b>		
		None	
	<b>Money paid</b>		
		£417.96	Bus Shelter/Notice Board painting.
		£14.39	Zoom July meeting £14.39 (L Smith).
		£22.50	Planning Webinar £22.50.

		£5.08	Clerk mobile telephone calls.	
7.3	Invoices, processed. As above.			
7.4	Invoices for approval (at agenda publication). <ul style="list-style-type: none"> <li>• Payment to Clerk for Ink Cartridges £38 (proposed by Cllr JM, seconded by Cllr HC, all agreed), Zoom payment September 2020 £14.39 (proposed by Cllr HC, seconded by Cllr LS, all agreed).</li> <li>• Data Protection Fee £40.00 (proposed by Cllr DL, seconded by Cllr HC, all agreed).</li> <li>• Grass cutting £768.00 (proposed by Cllr HC, seconded by Cllr DL, all agreed).</li> </ul> <b>RESOLVED</b> to make payments.			Clerk
7.5	Maintenance fee Lythe Gardening Club. A fee of £120.00 was proposed by Cllr DL, seconded by Cllr JM, all agreed. <b>RESOLVED</b> to make payment.			Clerk
8.0	<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	Car on old railway line, prohibited vehicles Witsend car park, drain overflow outside East Row Lodge.			
9.0	<b>To notify the Clerk of matters for inclusion on the agenda of the next meeting</b> None.			
10.0	<b>To confirm the details of the next meeting</b> The next meeting was confirmed as <b>Thursday 8 October 2020</b> , commencing at <b>18:30</b> , however this may be changed due to Councillor availability. This meeting may be held remotely due to Government advice on Coronavirus.			
	..... <b>Meeting closed at 20:36</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>			
AGAR	Annual Governance and Accountability Return	NYFRS	North Yorkshire Fire and Rescue Service
CCG	Clinical Commissioning Group	NYH	North Yorkshire Highways
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
ME	Mulgrave Estate	YAS	Yorkshire Ambulance Service
NYCC	North Yorkshire County Council	YLCA	Yorkshire Local Councils Association

## LYTHE PARISH COUNCIL

**MEETING HELD REMOTELY VIA 'ZOOM' VIDEO LINK ON THURSDAY 8 OCTOBER 2020, COMMENCED AT 18:30.**

**Recording of meeting:** None made.

**Public question time:** None present.

**Declaration of interest in agenda item(s):** Non pecuniary interest declared by Cllr Smith in 4.1.1.

**Present:** Councillors H Casson, P Cornforth, D Lancaster, J Metcalfe, L Smith. J A Clark (Clerk).

ITEM	SUBJECT	ACTION
1.0	<b>To receive apologies for absence</b> None, all present.	
2.0	<b>Minutes of meetings</b>	
2.1	The minutes of the meeting held on 7 September 2020 were proposed as true and accurate by Cllr Lancaster, seconded by Cllr Metcalfe, all agreed. Arrange for Chairman's signature.	Clerk
3.0	<b>To receive information on the following ongoing issues and decide further action where necessary</b>	
3.1	<b>Police and speeding related activities.</b>	
3.1.1	Police Report. Circulated.	Complete
3.2	<b>Planning applications to feedback to Authorities.</b>	
	None to feedback.	
3.3	Items from 'Goldsborough/Kettleness/Lythe/Sandsend items to address. SS updated and circulated. <b>RESOLVED</b> that as one area on Goldsborough Lane has started to flood again, Clerk to contact Highways.	Clerk
3.4	Siting of benches along East Row beck (including additional groundworks) and fencing. <b>RESOLVED</b> to progress the fencing quotation that was both the lowest price and where the contractors work was known locally. <b>RESOLVED</b> to advise those whose quotations wouldn't be progressed. <b>RESOLVED</b> to request fencing funding, initially from ME. <b>RESOLVED</b> to advise potential bench sponsors that groundworks and bench installation would be progressed in Spring 2021.	Clerk Clerk Clerk Clerk
3.5	Christmas trees, Lythe and Sandsend. <b>RESOLVED</b> to confirm with ME that Christmas trees needed for both Lythe and Sandsend. <b>RESOLVED</b> to obtain quotes for PAT/light installation and whether or not lights required for the Lythe tree.	Clerk Clerk
3.6	Planning training presentation(s). <b>RESOLVED</b> to arrange presentations when physical meetings recommence.	Complete
3.7	Clerks employment contract and salary. Noted that the Clerk had accepted the new contract effective from 1 October 2020.	Complete
3.8	AJ1 Project Road Safety Fund*. Due to the volume of applications received, the Clerk had been advised that applications would be reviewed in late October rather than late September as originally planned. Retain on agenda.	Clerk
3.9	NYMNPA, The North York Moors Traditional Black and White Finger Posts*. The Clerk had advised NYMNPA that there were no posts in the Parish.	Complete
3.10	Dangerous handrail on the steps to the beach, The Parade, Sandsend. All handrails on the steps had been replaced.	Complete
3.11	Damaged fencing Lythe bank. Fencing repaired.	Complete
3.12	Additional dog sign Sandsend. Additional sign made and is ready for use when the 2021 dog ban commences.	Complete
3.13	Opening days of Mulgrave Woods and the permissive paths throughout the Parish. <b>RESOLVED</b> to add a link to Mulgrave Estate website on the LPC website	Cllr HC
3.14	Individual review of Declaration of Interest Forms. All revised forms added to the website. Noted that Cllr Smith had subsequently updated her form again and that this would be added to the website.	Cllr HC
3.15	Policies and Procedures review. Revised Financial Risk Assessment added to website.	Complete
3.16	SBC, Building a better Borough*. Link to the survey added to the website.	Complete
3.17	North York Moors National Park Dark Sky Reserve*. Letter of support sent.	Complete

3.18	<p><b>Parking/road traffic in Sandsend raised by parishioners.</b>  East Row (including behind Sandsend South toilets and Boatyard houses), Meadowfields, The Parade and The Valley, including requests for:</p> <ul style="list-style-type: none"> <li>• Double yellow lines.</li> <li>• One-way traffic flow.</li> <li>• Resident's parking.</li> <li>• Traffic calming measures.</li> <li>• Parking for the Doctor's surgery.</li> </ul> <p>◦ Following discussions with NYH and Cllr Chance, the Clerk confirmed that the first three requests could not be progressed by the Parish Council due to higher priority areas/cost implications for Highways in North Yorkshire. In addition, it was noted that regarding the requests for:</p> <ul style="list-style-type: none"> <li>- double yellow lines on Meadowfields. Should there be severe traffic congestion where vehicles could not travel on the highway, a temporary Traffic Order could be requested.</li> <li>- one-way traffic flow behind the Boatyard houses. NYH felt that the introduction could encourage vehicles to speed, however additional signage could be installed warning of pedestrians in the road.</li> </ul> <p>◦ In respect of the traffic calming measures it was noted that the 40mph limit would be extended beyond Raithwaite Hall entrance. In addition, the Parish Council had applied for a grant to install Matrix signs in the Parish including one at the southern entrance to Sandsend, it is hoped that both of these could contribute to speed reduction.</p> <p>◦ No discussion could be held on the request related to parking for the Doctors Surgery as the Council was awaiting clarification on current and future parking requirements from the Surgery. This request will be added to a meeting agenda when this information is received.</p> <p><b>RESOLVED</b> to advise relevant parishioners of the above.</p>	Clerk
3.19	Vacancies for Councillors. <b>RESOLVED</b> to place final poster on parish notice boards, website and Facebook.	Clerk/ Cllr HC
4.0	<b>Planning Issues</b>	
4.1.	<b>To consider the following planning applications (including those applications published between agenda publication and meeting</b>	
	Noted that the two applications below had been received since the agenda publication.	
4.1.1	20/02024/HS, Erection of single storey extension to rear and replacement of garage door, Fairlead Cottage Sandsend Road Sandsend YO21 3SN. <b>RESOLVED</b> that the Council had no comments, advise SBC.	Clerk
4.1.2	NYM/2020/0713/LB, Application for Listed Building consent for installation of 8 no. replacement windows, 2 no. external lights and 1 no. flue to front elevation at High Leas Farm, Low Lane, Lythe. <b>RESOLVED</b> that the Council had no comments, advise NYMNPA.	Clerk
4.2	<b>To receive the following planning decision/information (full information on websites) as at agenda publication date</b>	
4.2.1	Single storey extension to front elevation, The Retreat 23A Meadowfields Sandsend. Permitted with Conditions.	To note
4.2.2	Two storey side and rear extensions, raised terrace as first floor, alterations to the roof to create third floor with balcony and alterations to existing windows and doors. 42 Meadowfields Sandsend. Permitted with Conditions.	To note
4.2.3	Siting of 2 no. railway carriages for use as tourist accommodation with erection of metal access gantry and steps, Former Railway Station Lythe Bank Sandsend. Permitted with Conditions.	To note
4.2.4	NYM/2020/0506/FL Construction of two storey side and single storey rear extensions together with replacement porch at 2 Railway Cottages, Kettleless. Approved with conditions.	To note

4.2.5	APP/W9500/D/19/3238355 Sea View, Victoria Square, Lythe, Whitby YO21 3RW, The appeal is allowed and planning permission is granted for construction of single storey extension. Subject to conditions.	To note
<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	SBC	
	<ul style="list-style-type: none"> <li>Community-led housing consultation with Parish and Town Councils, respond by 16 October 2020*. <b>RESOLVED</b> that as a similar survey had been undertaken by SBC, no further action required.</li> <li>Local Plan Review*.</li> </ul>	NAR NAR
5.1.2	YLCA	
	<ul style="list-style-type: none"> <li>VAT and Budget Setting Webinar sessions*.</li> <li>Remote financial training from the Parkinson Partnership*.</li> <li>Training E-Bulletin - 2 October 2020*.</li> </ul> <p>The Chairman confirmed that should any Council member be notified of a training event between meetings and wished to attend, they should contact the Clerk.</p>	NAR NAR NAR Cllrs
<b>5.2</b>	<b>Correspondence for information (excluding financial matters included in 7.0)</b>	
5.2.1	YLCA	
	<ul style="list-style-type: none"> <li>White Rose update – 11, 25 September 2020*.</li> <li>NALC statement, town/parish councils and parish meetings and ‘the rule of 6’*.</li> <li>Training E-Bulletin - 18 September 2020*.</li> <li>Fields in Trust with Jamie Leeson, Fields in Trust Webinar (already held)*.</li> <li>Councillors discussion forums*.</li> <li>Scarborough Branch Meeting (already held)*.</li> <li>Transparency Code for Smaller Councils (with a t/o not exceeding £24k) held.*</li> </ul>	NAR NAR NAR NAR NAR NAR NAR
5.2.2	Cllr David Chance	
	<ul style="list-style-type: none"> <li>Team North Yorkshire update – 16, 24, 30 September 2020*.</li> <li>Direct appeal to public of North Yorkshire as cases surge*.</li> <li>Chief Executive Note*.</li> </ul>	NAR NAR 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	Days/Dates of future meetings. <b>RESOLVED</b> that for the remainder of the financial year, meetings would be held, via videoconferencing, on Wednesday evenings commencing at 18:30. This was due to Councillor availability and current government advice on Coronavirus.	
6.2	East Row pavement access. NYH had confirmed that pavement around the Doctors surgery/Sea Level was publicly maintained and that the adjoining pavement behind the Boatyard houses was deemed private land.	Complete
6.3	Seasonal caretaker. It had been confirmed that the caretaker’s contract had been extended until the end of October, <b>RESOLVED</b> to advise the Clerk of any tasks that could be completed by him in this period.	Cllrs
6.4	Repair required for blacksmith’s wheel, Lythe. Repaired.	Complete

<b>7.0</b>	<b>To receive information on Financial matters and approve spend as appropriate</b>		
7.1	<b>Balance of accounts</b>		
	Current	£0.05	
	Savings	£8,385.23	
7.2	<b>Money received</b>		
		£783.69	Model Agreement
		£2167.50	Parish Precept
		£3.34	Bank interest
	<b>Money paid</b>		
		£40.00	Info Commissioners Office fee
		£120.00	Lythe Garden Club, Maint fee
		£768.00	A R Clay, Grass cutting (1 <sup>st</sup> cut)
		£38.00	Reimburse Clerk, Ink cartridges
		£14.39	Reimburse Clerk, Zoom, Sept
7.3	Invoices, processed. As above.		
7.4	Invoices for approval (at agenda publication). Zoom payment October 2020 £14.39, reimbursement to Clerk. Proposed by Cllr JM, seconded by Cllr DL, all agreed. <b>RESOLVED</b> to arrange payment.		Clerk
7.5	Maintenance fee Lythe Gardening Club. Fee paid.		Complete
7.6	Approval of Clerk's fees of £600 for the 6 months, 1 April – 30 September 2020 inclusive. Proposed by Cllr DL, seconded by Cllr JM, all agreed. <b>RESOLVED</b> to make payment.		Clerk
7.7	2020/1 Budget, spend against budget*. Spreadsheet circulated. Cllr Smith advised the Council that budget was balanced after the first six months of the current financial year. Cllr Smith offered to go through the budget with any Cllr who required clarification.		Cllrs
<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>		
	Rubbish removed from Lythe bus shelter, graffiti removed from RNLI sign, hedge around warning sign at top of Raven Hill trimmed so sign visible, Lythe blacksmiths wheel repaired, request to ME to trim hedges around 30mph signs when hedges are cut.		
<b>9.0</b>	<b>To notify the Clerk of matters for inclusion on the agenda of the next meeting</b>		
	<ul style="list-style-type: none"> <li>• Presentation by Cllr Chance on North Yorkshire devolution.</li> <li>• Grass cutting, whether or not another cut required this year.</li> <li>• Signage for Roman Signal Station at Goldsborough.</li> <li>• Funding for broadband at Kettleless.</li> </ul>		
<b>10.0</b>	<b>To confirm the details of the next meeting</b>		
	<p>The next meeting was therefore confirmed as Wednesday 4 November 2020. Meetings for the remainder of the financial year will be on the first Wednesday of the month i.e.</p> <ul style="list-style-type: none"> <li>• 4 November.</li> <li>• 2 December.</li> <li>• 6 January.</li> <li>• 3 February.</li> <li>• 3 March.</li> </ul> <p><b>RESOLVED</b> to update the website.</p>		Cllr HC
	..... <b>Meeting closed at 19:47.</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>			
AGAR	Annual Governance and Accountability Return	NYFRS	North Yorkshire Fire and Rescue Service
CCG	Clinical Commissioning Group	NYH	North Yorkshire Highways
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
ME	Mulgrave Estate	YAS	Yorkshire Ambulance Service
NYCC	North Yorkshire County Council	YLCA	Yorkshire Local Councils Association

## LYTHE PARISH COUNCIL

**MEETING HELD REMOTELY VIA 'ZOOM' VIDEO LINK ON WEDNESDAY 4 NOVEMBER 2020, COMMENCED AT 18:30.**

**Recording of meeting:** None made.

**Public question time:** One parishioner present.

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

**Present:** Councillors H Casson, P Cornforth, D Lancaster, J Metcalfe, L Smith. J A Clark (Clerk).  
Mr R Childerhouse (Mulgrave Estate).

**RESOLVED** to exclude any individuals not part of the Council for agenda item 3.10 due to confidential nature of the discussion.

ITEM	SUBJECT	
1.0	<b>To receive apologies for absence</b> None, all present.	
2.0	<b>Minutes of meetings</b>	
2.1	The minutes of the meeting held on 8 October 2020 were proposed as true and accurate by Cllr Lancaster, seconded by Cllr Casson, all agreed. Obtain the Chairman's signature.	Clerk
3.0	<b>To receive information on the following ongoing issues and decide further action where necessary</b>	
3.1	<b>Police and speeding related activities.</b>	
3.1.1	Police Report. <b>RESOLVED</b> to circulate when received.	Clerk
3.2	<b>Planning applications to feedback to Authorities.</b>	
3.2.1	20/02024/HS, Erection of single storey extension to rear and replacement of garage door, Fairlead Cottage Sandsend Road Sandsend YO21 3SN. Response sent to SBC.	Complete
3.2.2	NYM/2020/0713/LB, Application for Listed Building consent for installation of 8 no. replacement windows, 2 no. external lights and 1 no. flue to front elevation at High Leas Farm, Low Lane, Lythe. Response sent to NYMNPA.	Complete
3.3	Items from 'Goldsborough/Kettleiness/Lythe/Sandsend items to address. Updated spreadsheet had been circulated. Noted that the ongoing issue relating to flooding on Goldsborough Land had been reported to NYH with a request that they contact ME and/or the tenant farmer as the problem appeared to be on land that was not NYH responsibility. ME had been advised of this.	Complete
3.4	Siting of benches along East Row beck (including additional groundworks) and fencing. Noted that potential bench sponsors that groundworks and bench installation had been advised that work on this would be reviewed/progressed again in Spring 2021. Companies who had provided quotations had been advised that the Council was seeking financial funding for the fencing erection and had submitted their quote, along with others, to a potential sponsor and that would be contacted again once further information was available. ME had now advised that they would make a financial contribution towards the fencing in relation to the Parish Council's preferred contractor. <b>RESOLVED</b> to advise the contractor whose quote was successful and also those whose quotes would not be progressed. <b>RESOLVED</b> to discuss additional funding at the next meeting.	Clerk Clerk Council
3.5	Christmas trees, Lythe and Sandsend. <b>RESOLVED</b> to request trees from ME for delivery in early December. <b>RESOLVED</b> to request retained firemen to erect both trees. <b>RESOLVED</b> to purchase two sets of 3000 multi coloured lights, one set/tree. <b>RESOLVED</b> to draft notice to accompanying each tree thanking those involved and obtain quotation from Vinyl Signs. <b>RESOLVED</b> to check insurance to ensure correct cover is in place for tree erection.	Clerk Cllr PC Clerk Clerk Clerk
3.6	AJ1 Project Road Safety Fund*. Information had been received by the Clerk today that the Parish Council had been awarded a partial grant towards purchase of three matrix signs, providing that match funding could be obtained. As there were a number of points were unclear in the correspondence, <b>RESOLVED</b> that clarification would be obtained. Noted that there was a short timescale, 15 December, to obtain match funding and accept the grant, <b>RESOLVED</b> to convene a separate short Council meeting if required.	Clerk  Clerk

3.7	Opening days of Mulgrave Woods and the permissive paths throughout the Parish. Noted that links to ME website had been added to LPC website.	Complete
3.8	Individual review of Declaration of Interest Forms. All forms now on the website.	Complete
3.9	Parking/road traffic in Sandsend raised by parishioners. The Council had now received clarification from the Doctors surgery on current/future parking requirements and details of the lease currently in place. The Doctors surgery preferred solution would be to use the area behind the public toilets for their sole use. However, they are not yet fully utilising the NHS funded allocated spaces at the North end of the Boatyard development. Following a site visit, Cllr Smith proposed that the extension of this area would be a better solution losing only two public parking spaces due to the extension of the dropped kerb. Whilst this may not provide all of the required spaces, it would also continue to allow other parking behind the public toilets. <b>RESOLVED</b> to advise the Doctors surgery and the parishioner of this for them to progress with SBC.	Clerk
3.10	Vacancies for Councillors. Noted that ME left the meeting during this item. The Council had received two applications for the position of Councillor. Both applications demonstrated the qualities required to be a good Councillor and were known to a number of existing Councillors. Due to the current COVID restrictions, it was <b>RESOLVED</b> to invite both applicants to become members of the Council without a formal interview.	Clerk
3.11	Seasonal caretaker. Noted that the caretaker had now completed his contract.	NAR
<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>	
	None.	NAR
<b>4.2</b>	<b>To receive the following planning decision/information (full information on websites) as at agenda publication date</b>	
	None.	NAR
<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	SBC	
	<ul style="list-style-type: none"> <li>Update On Local Plan and Free Tree Pack Information (respond by 06/11/20)*.</li> </ul>	NAR
5.1.2	YLCA	
	<ul style="list-style-type: none"> <li>Training E Bulletin 16 October*.</li> <li>Online Training Opportunities with Nimble*.</li> <li>Training Programme - November and December 2020*.</li> <li>Code of Conduct – further consultation by the Committee for Standards in Public Life (CSPL)*.</li> <li>A basic understanding of the planning system, led by planning consultant, Andrew Towlerton Webinar session - Wednesday, 4 November 6pm to 7.30pm*.</li> </ul> <b>RESOLVED</b> to advise the Clerk should any Council member wished to attend training.	Council
5.1.3	NYCC	
	<ul style="list-style-type: none"> <li>Parish/town council working group, Devolution, 28 October (Clerk participated)*. Noted that work on the NYCC proposal was at a strategic level and that Cllr Chance had confirmed that he would attend the December meeting to advise on progress.</li> </ul> <b>RESOLVED</b> to invite a SBC representative to a future meeting to outline the Borough's proposal.	Clerk
	<ul style="list-style-type: none"> <li>NYCC publishes proposal for single unitary council*. As above.</li> </ul>	Clerk
		NAR
<b>5.2</b>	<b>Correspondence for information (excluding financial matters included in 7.0)</b>	
5.2.1	YLCA	
	<ul style="list-style-type: none"> <li>White Rose Update 9, 26 October 2020*. Noted that there was no update on 14 October.</li> <li>COVID 19 And Remembrance Sunday Events Guidance*.</li> </ul>	To note
		NAR
5.2.2	Cllr David Chance	
	<ul style="list-style-type: none"> <li>Team North Yorkshire update – 7,21 October 2020*.</li> <li>Chief Executive note, 2, 28 October 2020*.</li> </ul>	NAR
		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	Cllr Chance on North Yorkshire devolution – scheduled for December 2020 meeting.		Clerk
6.2	Grass cutting, whether or not another cut required this year. <b>RESOLVED</b> that a further cut was not required by the end of the calendar year.		Complete
6.3	Broadband at Kettleless. Cllr Cornforth advised whilst there is no public funding for broadband at Kettleless, high speed broadband is available at an initial set up cost of £200/household and a monthly fee.		Complete
<b>7.0</b>	<b>To receive information on Financial matters and approve spend as appropriate</b> Noted that this information was not available at the meeting, however included below.		
7.1	<b>Balance of accounts</b>		
	Current	£0.05	
	Savings	£7,770.84	
7.2	<b>Money received</b>		
		£0.00	
	<b>Money paid</b>		
		£14.39	Reimburse Clerk, Zoom, October.
7.3	Invoices, processed. As above.		
7.4	Invoices for approval (at agenda publication). None at publication, however Zoom payment for November 2020 £14.39, reimbursement to Clerk subsequently received. Reimbursement proposed by Cllr Casson, seconded by Cllr Cornforth, all agreed <b>RESOLVED</b> to make payment.		Clerk
7.5	Clerk's fees of £600 for the 6 months, 1 April – 30 September 2020 inclusive. Payment made.		Complete
<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>		
	Replacement sign for the Roman Signal Station Goldsborough requested. The Clerk had received notification that funding was not available to replace the sign as the organisation that had installed it was no longer in existence. <b>RESOLVED</b> that Cllr Metcalfe would provide the Clerk with a contact at NYMNPA who may be able to assist in having the sign replaced.		Cllr JM Clerk
<b>9.0</b>	<b>To notify the Clerk of matters for inclusion on the agenda of the next meeting</b>		
9.1	Model Agreement Estimate 2021/22 and Parish Council Precept 2021/22*.		
9.2	Donation to LPCC.		
<b>10.0</b>	<b>To confirm the details of the next meeting</b>		
	The next meeting was confirmed as Wednesday 2 December 2020, commencing at 18:30 to be held via 'Zoom'.		
	..... <b>Meeting closed at 19:56</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>			
AGAR	Annual Governance and Accountability Return	NYFRS	North Yorkshire Fire and Rescue Service
CCG	Clinical Commissioning Group	NYH	North Yorkshire Highways
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
ME	Mulgrave Estate	YAS	Yorkshire Ambulance Service
NYCC	North Yorkshire County Council	YLCA	Yorkshire Local Councils Association

## LYTHE PARISH COUNCIL

### MEETING HELD REMOTELY VIA 'ZOOM' VIDEO LINK ON WEDNESDAY 2 DECEMBER 2020, COMMENCED AT 18:30.

**Recording of meeting:** None made.

**Public question time:** None.

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

**Present:** Councillors H Casson, P Cornforth, D Lancaster (Vice Chairman), J Metcalfe, L Smith (Chairman), T Spark, B Williams. J A Clark (Clerk). Cllr D Chance for item 3.10.

Prior to the commencement of the meeting, the Chairman welcomed newly co-opted Councillors - Tom Spark and Bryony Williams to their first meeting.

ITEM	SUBJECT	
1.0	<b>To receive apologies for absence</b> None, all present.	
2.0	<b>Minutes of meetings</b>	
2.1	The minutes of the meeting held on 4 November 2020 were proposed as true and accurate by Cllr DL, seconded by Cllr JM, all Cllrs at meeting agreed. <b>RESOLVED</b> to obtain the Chairman's signature.	Clerk
3.0	<b>To receive information on the following ongoing issues and decide further where necessary</b>	
3.1	<b>Police and speeding related activities.</b>	
3.1.1	Police Report. Last reported circulated. <b>RESOLVED</b> to circulate new report when received.	Clerk
3.2	<b>Planning applications to feedback to Authorities.</b>	
	None.	NAR
3.3	Items from 'Goldsborough/Kettleness/Lythe/Sandsend items to address. Updated spreadsheet had been circulated. <b>RESOLVED</b> to retain on the agenda.	Clerk
3.4	Siting of benches along East Row beck (including additional groundworks) and fencing. Noted that a contribution to the fencing had been promised. In order to obtain the balance to install the fence <b>RESOLVED</b> to contact the seven businesses in the immediate vicinity to seek sponsorship for the fencing, with a suggestion of either £125 (where the business name would be included on a plaque), or £50. <b>RESOLVED</b> that if the total balance was not obtained, alternative plans would need to be considered.	Clerk Council
3.5	Christmas trees, Lythe and Sandsend, including Risk Assessment for Christmas tree/light installation. Following amendment to the risk category for tree installation, <b>RESOLVED</b> to confirm the Risk Assessment. <b>RESOLVED</b> to obtain a copy public liability insurance from the landowner i.e. ME and to arrange a certified electrician to plug in the lights as both were required by LPC insurers. <b>RESOLVED</b> to pay £20/tree to the electrician. Noted that the anticipated installation date of 6 December. <b>RESOLVED</b> to advise Tides and Broadwood Pianos of the date.	Clerk Clerk Clerk Clerk Cllr PC/Clerk Clerk
3.6	AJ1 Project Road Safety Fund*. An interim LPC project meeting had been held where it had been <b>RESOLVED</b> that, due to lack of grant funding from the AJ1 project, one permanent matrix sign would be purchased and installed in Lythe. The difference between grant and cost would be funded by LPC. Noted that the Clerk had returned documentation to North Yorkshire Police and was waiting confirmation on whether or not the downgraded project from three matrix signs to one sign was acceptable. <b>RESOLVED</b> that the warranty duration would be identified along with an estimate of ongoing maintenance fees, to enable inclusion in the draft precept request and budget.	Clerk Clerk Clerk/Chairman
3.7	Parking/road traffic in Sandsend raised by parishioners. Confirmed that the Doctors Surgery and parishioner had been advised of the LPC proposal.	Complete
3.8	Vacancies for Councillors. Bryony Williams and Tom Spark now co-opted on to the Council.	Complete
3.9	Councillor attending training. Cllr JM had circulated a brief report to the Council on benefits of attending the event.	Complete
3.10	NYCC Devolution, Cllr David Chance. Cllr Chance reported on the NYCC proposal on devolution, thinking behind it and potential cost savings.	Complete
3.11	Replacement sign for the Roman Signal Station Goldsborough. Work ongoing, <b>RESOLVED</b>	Cllrs HC/JM

	to report back at the next meeting.					
<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>					
	None.					
4.2	<b>To receive the following planning decision/information (full information on websites) as at agenda publication date</b>					
4.2.1	20/02024/HS, Erection of single storey extension to rear and replacement of garage door, Fairlead Cottage Sandsend Road Sandsend YO21 3SN. Permitted with conditions.	NAR				
<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	SBC					
	<ul style="list-style-type: none"> <li>Wayfinding Project (respond by 4 December 2020)*.</li> <li>Local Government Reorganisation*.</li> </ul>	NAR NAR				
<b>5.2</b>	<b>Correspondence for information (excluding financial matters included in 7.0)</b>					
5.2.1	YLCA					
	<ul style="list-style-type: none"> <li>White Rose Update 6, 20 November*.</li> </ul>	NAR				
5.2.2	Cllr David Chance					
	<ul style="list-style-type: none"> <li>Chief Executive note – 11, 18, 25 November 2020*.</li> <li>Covid-19 update*.</li> </ul>	NAR NAR				
5.2.3	NYCC <ul style="list-style-type: none"> <li>Local Government Re-organisation of North Yorkshire*.</li> </ul>	NAR				
5.2.4	SBC, Census 2021*.	NAR				
<b>6.0</b>	<b>To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk</b>					
	None.					
<b>7.0</b>	<b>To receive information on Financial matters and approve spend as appropriate</b>					
7.1	<b>Balance of accounts</b>					
	<table border="1"> <tr> <td>Current</td> <td>£0.05</td> </tr> <tr> <td>Savings</td> <td>£7,756.45</td> </tr> </table>	Current	£0.05	Savings	£7,756.45	
Current	£0.05					
Savings	£7,756.45					
7.2	<b>Money received</b>					
	<table border="1"> <tr> <td></td> <td>£0.00</td> <td></td> </tr> </table>		£0.00			
	£0.00					
	<b>Money paid</b>					
	<table border="1"> <tr> <td></td> <td>£14.39</td> <td>Reimburse Clerk, Zoom, Nov</td> </tr> </table>		£14.39	Reimburse Clerk, Zoom, Nov		
	£14.39	Reimburse Clerk, Zoom, Nov				
7.3	Invoices, processed. As above.					
7.4	Invoices for approval (at agenda publication). Reimbursement to Clerk for two sets of Christmas tree lights £186.00 proposed by Cllr JM, seconded by Cllr HC all agreed. Zoom payment for December 2020 £14.39 had been made by the Clerk after agenda publication, reimbursement proposed by Cllr HC, seconded by Cllr DL, all agreed. <b>RESOLVED</b> to arrange payment.	Clerk				
7.5	Model Agreement Estimate 2021/22 and Parish Council Precept 2021/22*. Noted that the Model Agreement Estimate had to be returned to SBC by the end of the year. <b>RESOLVED</b> to consider proposed items of expenditure in the next financial year and advise the Clerk who would then prepare draft documents with the Chairman. <b>RESOLVED</b> to discuss and agree the precept requirement at the next meeting.	Clerk Cllrs Clerk/ Chairman				
7.6	Donation to Lythe Parochial Church Council for churchyard maintenance. A donation of £250 was proposed by Cllr LS, seconded by Cllr DL, all agreed. <b>RESOLVED</b> to 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>	
	Request to NYH to clear detritus on Goldsborough Lane A174 junction. Request to SBC to repair street light. Visit to Lythe to view slurry spill on road and action clearance. Sandsend notice board, opener added. Cllr Spark added to the rota for the Lythe Defibrillator.	NAR
<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 Wednesday 6 January 2021, commencing at 18:30, to be held via 'Zoom'.	
	..... <b>meeting concluded 19:57.</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>			
AGAR	Annual Governance and Accountability Return	NYFRS	North Yorkshire Fire and Rescue Service
CCG	Clinical Commissioning Group	NYH	North Yorkshire Highways
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
ME	Mulgrave Estate	YAS	Yorkshire Ambulance Service
NYCC	North Yorkshire County Council	YLCA	Yorkshire Local Councils Association

## LYTHE PARISH COUNCIL

**MEETING HELD REMOTELY VIA 'ZOOM' VIDEO LINK ON WEDNESDAY 6 JANUARY 2021, COMMENCED AT 18:30.**

**Recording of meeting:** None made.

**Public question time:** None.

**Declaration of interest in agenda item(s):** Non pecuniary interest declared in item 4.1.1 by Cllrs Cornforth, Metcalfe and Spark.

**Present:** Councillors H Casson, P Cornforth, D Lancaster (Vice Chairman), J Metcalfe, L Smith (Chairman), T Spark, B Williams. J A Clark (Clerk).

ITEM	SUBJECT	ACTION
1.0	<b>To receive apologies for absence.</b> None, all present.	Clerk
2.0	<b>Minutes of meetings</b>	
2.1	Subject to annotating Chairman/Vice Chairman's names, the minutes of the meeting held on 2 December 2020 were proposed as true and accurate by Cllr DL, seconded by Cllr JM, all agreed. <b>RESOLVED</b> to obtain the Chairman's signature.	Clerk
3.0	<b>To receive information on the following ongoing issues and agree further actions</b>	
3.1	<b>Police and speeding related activities.</b>	
3.1.1	Police Report. Circulated. <b>RESOLVED</b> to circulate latest report when received.	Clerk
3.2	<b>Planning applications to feedback to Authorities.</b>	
	None to feedback.	NAR
3.3	Items from 'Goldsborough/Kettlewell/Lythe/Sandsend items to address. No updates. <b>RESOLVED</b> to retain on agenda.	Clerk
3.4	Siting of benches along East Row beck (including additional groundworks) and fencing. Noted that further to the resolution at the December 2020 meeting, businesses had not been contacted for a financial contribution towards fencing erection. Following considerable debate, it was <b>RESOLVED</b> that Council members would meet separately, if available, to discuss alternative methods of raising funds due to the impact of Covid on local businesses. Zoom meeting to be arranged.	Cllrs/ Clerk
3.5	Christmas trees, Lythe and Sandsend. Noted that trees would be taken down by retained firefighters when they are available. <b>RESOLVED</b> to thank those businesses who had supported the displays. <b>RESOLVED</b> to investigate possibility of changing the power supply to the Lythe tree before next Christmas so that LED lights can be used.	Clerk Clerk
3.6	AJ1 Project Road Safety Fund*, including potential funding sources for additional matrix sign. The Clerk reported that North Yorkshire Police had confirmed that contribution towards one matrix sign was acceptable for receipt of funding. It was also confirmed that the warranty duration for the matrix sign was five years. <b>RESOLVED</b> that that raising funds for additional signs would be discussed during Zoom meeting to be arranged for issues raised in 3.4. <b>RESOLVED</b> to progress speed monitoring strips deployment with NYFRS. <b>RESOLVED</b> to identify future Lythe matrix sign deployment periods. <b>RESOLVED</b> to check insurance cover for matrix sign.	Complete Complete Cllrs Cllr PC Clerk Clerk
3.7	Replacement sign for the Roman Signal Station Goldsborough. Work ongoing, <b>RESOLVED</b> to report back at the next meeting.	Cllrs HC/JM
4.0	<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/2020/0985/FL land north of Oakleigh, Lythe. construction of 2 no. principal residence dwellings with associated access, parking, amenity space and landscaping works. <b>RESOLVED</b> that there were no objections, advise NYMNPA.	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	Whitby to Staithes Cycle Route Feasibility Study*	NAR
5.1.2	NYCC, Budget Consultation Update to Parish Council (respond by 11/01/21)*.	NAR
5.1.3	YLCA, Remote Training Programme - January and February 2021*. Proposed by Cllr HC, seconded by Cllr DL, all agreed that Cllr TS nominated to attend the event on 19/01/21. <b>RESOLVED</b> to book Cllr TS on to the event.	Clerk
5.1.4	Police Fire & Crime Commission Precept consultation 2021 / 2022 (respond by 13/01/21)*.	NAR
<b>5.2</b>	<b>Correspondence for information (excluding financial matters included in 7.0)</b>	
5.2.1	YLCA	
	<ul style="list-style-type: none"> <li>• White Rose Update 4, 18 December 2020*.</li> <li>• Training Bulletin 24 December 2020*.</li> </ul>	NAR NAR
5.2.2	Cllr David Chance, Chief Executive note – 2, 21 December 2020*.	NAR
5.2.3	NYCC, Extension to 40 mph speed limit - A174 Sandsend*.	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	Declaration of Interest forms Cllrs Spark and Williams. Cllr Spark's form required some amendments and he agreed to update and return the form to The Clerk. Cllr Williams form had been completed and was now on the LPC website.	Cllr TS Complete
6.2	2021 Defibrillator timetable*. <b>RESOLVED</b> that the timetable was confirmed. <b>RESOLVED</b> to show Cllr BW how to complete the defibrillator check and complete the JOT form.	Clerk
6.3	2021/2 Meeting dates*. Subject to amendment of the April meeting date and removal of the Annual Parish meeting which would be scheduled between 1 March - 1 June 2021 if physical meetings can be held. <b>RESOLVED</b> to add to the website. <ul style="list-style-type: none"> <li>• Wednesday 6 January 2021 18:30 Parish Council Meeting</li> <li>• Wednesday 3 February 2021 18:30 Parish Council Meeting</li> <li>• Wednesday 3 March 2021 18:30 Parish Council Meeting</li> <li>• Wednesday 7 April 2021 18:30 Parish Council Meeting</li> <li>• Wednesday 5 May 2021 18:30 <b>Annual Parish Council Meeting</b></li> <li>• Wednesday 5 May 2021 19:00 Parish Council Meeting</li> <li>• Wednesday 2 June 2021 18:30 Parish Council Meeting</li> <li>• Wednesday 7 July 2021 18:30 Parish Council Meeting</li> <li>• Wednesday 4 August 2021 18:30 Parish Council Meeting (to be held if urgent decisions required).</li> <li>• Wednesday 1 September 2021 18:30 Parish Council Meeting</li> <li>• Wednesday 6 October 2021 18:30 Parish Council Meeting</li> <li>• Wednesday 3 November 2021 18:30 Parish Council Meeting</li> <li>• Wednesday 1 December 2021 18:30 Parish Council Meeting</li> <li>• Wednesday 5 January 2022 18:30 Parish Council Meeting</li> <li>• Wednesday 2 February 2022 18:30 Parish Council Meeting</li> <li>• Wednesday 2 March 2022 18:30 Parish Council Meeting.</li> </ul>	Cllr HC
6.4	Footpath, Lodge Road, Lythe. <b>RESOLVED</b> to request NYH for repair. <b>RESOLVED</b> to contact ME to clear the path of the hedge cuttings.	Clerk Clerk

<b>7.0</b>	<b>To receive information on Financial matters and approve spend as appropriate</b>		
7.1	<b>Balance of accounts</b>		
	Current	£0.05 credit	
	Savings	£10,176.66 credit	
7.2	<b>Money received</b>		
		£2,914.80	Police & Crime Commissioner
		£3.80	Bank interest
	<b>Money paid</b>		
		£250.00	LPCC Churchyard maintenance
		£186.00	Reimb to Clerk, Christmas lights
		£48.00	YLCA, Cllr JM course attendance
		£14.39	Reimb to Clerk, Zoom December
7.3	Invoices, processed. As above.		
7.4	Invoices for approval (at agenda publication). Zoom payment for January 2021 £14.39 had been made by the Clerk after agenda publication, reimbursement proposed by Cllr LS, seconded by Cllr HC, all agreed. <b>RESOLVED</b> to arrange payment.		Clerk
7.5	Model Agreement Estimate 2021/22 returned to SBC. Parish Council Precept 2021/22*. After extensive debate <b>RESOLVED</b> to request a 6.49% in precept.		Complete Clerk
7.6	Donation to Lythe Parochial Church Council for churchyard maintenance. £250 paid.		Complete
<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>		
	Broken street light Lythe.		
<b>9.0</b>	<b>To notify the Clerk of matters for inclusion on the agenda of the next meeting</b>		
	Signage Fish Cottage Sandsend, standing water – Goldsborough Lane (photographs to be taken by Cllr PC).		Cllr PC
<b>10.0</b>	<b>To confirm the details of the next meeting</b>		
	The next meeting was confirmed as Wednesday 3 February 2021, commencing at 18:30, to be held via 'Zoom'.		
	..... <b>J A Clark, Meeting closed 20:23</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>			
AGAR	Annual Governance and Accountability Return	NYFRS	North Yorkshire Fire and Rescue Service
CCG	Clinical Commissioning Group	NYH	North Yorkshire Highways
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
ME	Mulgrave Estate	YAS	Yorkshire Ambulance Service
NYCC	North Yorkshire County Council	YLCA	Yorkshire Local Councils Association

MEETING HELD REMOTELY VIA 'ZOOM' VIDEO LINK ON WEDNESDAY 3 FEBRUARY 2021,  
COMMENCED AT 18:30.

**Recording of meeting:** None made.

**Public question time:** None present.

**Declaration of interest in agenda item(s):** Non pecuniary interest declared in item 4.1.1., 4.1.2.,4.1.3. by Cllrs Cornforth, Metcalfe and Spark.

**Present:** Councillors H Casson, P Cornforth, D Lancaster (Vice Chairman), J Metcalfe, L Smith (Chairman), T Spark, B Williams. J A Clark (Clerk).

ITEM	SUBJECT	ACTION
1.0	To receive apologies for absence. None, all present.	
<b>2.0</b>	<b>Minutes of meetings</b>	
2.1	The minutes of the meeting held on 6 January were proposed as true and accurate by Cllr DL, seconded by Cllr HC, all agree. <b>RESOLVED</b> to obtain the Chairman's signature.	Clerk
<b>3.0</b>	<b>To receive information on the following ongoing issues and agree further actions</b>	
<b>3.1</b>	<b>Police and speeding related activities.</b>	
3.1.1	Police Report. Not received, circulate when obtained.	Clerk
<b>3.2</b>	<b>Planning applications to feedback to Authorities.</b>	
3.2.1	NYM/2020/0985/FL land north of Oakleigh, Lythe. construction of 2 no. principal residence dwellings with associated access, parking, amenity space and landscaping works. Feedback sent.	Complete
3.3	Items from 'Goldsborough/Kettleness/Lythe/Sandsend items to address. Updated spreadsheet circulated. <b>RESOLVED</b> to retain on agenda.	Clerk
3.4	Siting of benches along East Row beck (including additional groundworks) and fencing. ME had confirmed that their financial contribution towards the fence could be given in this or the next financial year. As there was money available in the budget for the fence, it was <b>RESOLVED</b> to contribute £800 towards the fence installation and arrangements would be made with Saunders Sawmill to install, ideally in March. <b>RESOLVED</b> , as a courtesy, to advise Cllr Chance of the installation.	Complete Clerk Clerk
3.5	Christmas trees, Lythe and Sandsend. Business who had supported the displays had been thanked. ME had confirmed that they would support the investigation of changing the power supply for the next Christmas tree. <b>RESOLVED</b> to obtain two quotes for the work.	Complete Clerk
3.6	AJ1 Project Road Safety Fund*, including potential funding sources for additional matrix sign. As the NYFRS could not guarantee that they could install speed monitoring strips, it was <b>RESOLVED</b> to include £220 in the 2021/2 budget to enable installation by NYCC. Noted that three weeks notice required by NYCC for installation of these strips. <b>RESOLVED</b> to check insurance cover for matrix sign. Future Lythe matrix sign deployment periods had been confirmed as 8 February to 22 March and 7 June to 26 July. A number of Council members had met separately to discuss methods of raising funds. However due to the Council being restricted on financial spend against S137 of the 1972 LG Act in each financial year, this issue could not be progressed now. <b>RESOLVED</b> to check with suppliers whether or not invoice could split between two financial years. If the Council achieves The General Power of Competence status later in the year, further work would be undertaken.	Clerk Clerk Complete Clerk Council
3.7	Replacement sign for the Roman Signal Station Goldsborough. Work ongoing, particularly in finding the original artwork. <b>RESOLVED</b> to report back at the next meeting.	Cllrs HC/JM
3.8	Declaration of Interest forms Cllr Spark. Returned and added to the website.	Complete
3.9	2021 Defibrillator timetable*. <b>RESOLVED</b> to show Cllr BW how to complete the defibrillator check and complete the JOT form.	Clerk
3.10	2021/2 Meeting dates*. Added to the website.	Complete

3.11	Footpath, Lodge Road, Lythe. NYH had confirmed that they would arrange for a repair to be made. Add to Items to address spreadsheet.	Clerk
3.12	YLCA, Remote Training Programme - January and February 2021*.	NAR
<b>4.0</b>	<b>Planning Issues</b>	
<b>4.1.</b>	<b>To consider the following planning applications</b>	
4.1.1	<p>NYM/2020/1018/FL, Former Saw Mill Timber Yard, East Row, Sandsend. Change of use of sawmill timber yard to visitor car park with associated works including surfacing, installation of associated infrastructure (pay stations, cctv poles, cycle stands/lockers, electric vehicle charging points, boundary treatment and signage) construction of vehicle bridge and creation of section of footpath. Following a comprehensive and lengthy debate, it was <b>RESOLVED</b> that the following response would be sent to NYMNPA.</p> <p>The application <b><u>was supported</u></b> by the Council, with a number of caveats i.e.</p> <ul style="list-style-type: none"> <li>toilet facilities should be provided, at least during the peak holiday periods, as the absence of such facilities are deemed to be a public health issue as there are no toilets nearby. It is understood that historically there were public toilets at the current entrance to the 'ad hoc' car park, perhaps this could be investigated further.</li> <li>traffic calming measures should be put in place at the main entrance from the A174 to the new bridges across the beck/new car park, including the separation of pedestrians and vehicles.</li> <li>provision of adequate waste bins to provide facilities to enable the disposal of rubbish, this waste should be removed regularly.</li> <li>the car park is managed and inspected regularly to ensure that there is no antisocial behaviour.</li> </ul> <p>In addition, the following concerns were raised in respect of Brewery Lane i.e.</p> <ul style="list-style-type: none"> <li>the safety of pedestrians could be compromised as there is currently vehicular access for properties on the Lane.</li> <li>at the junction with the A174, the pavement is very narrow and if there is a high volume of pedestrians, their personal safety could be at risk from traffic approaching and crossing the road bridge</li> <li>much of the Lane consists of cobbles and is also uneven in many places. As it is in the Sandsend Conservation Area, it may not be possible to lay a smooth surface to the appropriate standard.</li> </ul> <p>Please note that in the Planning, Design &amp; Access Statement paragraph 5.23 it states inaccurately that the 'Parish Council have not required the provision [of toilets] as part of this scheme'.</p>	Clerk
4.1.2	20/02831/FL, Existing Junction onto A174 And Access Road/track At East Row, Sandsend. Upgrade of existing junction onto A174 and widening of access road, installation at footpath and pedestrian footbridge. See the resolution in 4.1.1 above, <b>RESOLVED</b> to send the same response to SBC.	Clerk
4.1.3	20/02476/FL The Fisherman's Cottage, East Row, Sandsend. Removal of window in front elevation and replacement with stable door to enable hot food takeaway use; relocation of extraction unit on rear elevation. (Part retrospective). <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	YLCA <ul style="list-style-type: none"> <li>North Yorkshire police, 'ask the experts safer internet session': 9 February*. Added to website.</li> <li>Branch meetings, survey about attendance, their format and purpose*.</li> </ul>	Complete NAR						
5.1.2	SBC, Heating for vulnerable residents - off gas properties*. Added to website.	Complete						
<b>5.2</b>	<b>Correspondence for information (excluding financial matters included in 7.0)</b>							
5.2.1	YLCA <ul style="list-style-type: none"> <li>White Rose Update 8, 22 January 2021*.</li> <li>Local Elections May 2021*.</li> <li>The right to regenerate*.</li> </ul>	NAR NAR NAR						
5.2.2	Cllr David Chance, Team North Yorkshire Weekly Bulletin 6, 13, 21 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	Signage Fish Cottage Sandsend. <b>RESOLVED</b> to clarify with NYH whether or not the signage had potential to distract drivers therefore creating potential for harm.	Clerk						
6.2	Standing water – Goldsborough Lane. Reported to NYH for inspection. Subsequently reported again along with detritus reported for inspection/removal. Add to Items to Address spreadsheet.	Clerk						
6.3	Individual feeding the ducks, The Valley, Sandsend. <b>RESOLVED</b> that as this was private land, the parishioner should be advised to contact ME direct	Clerk						
6.4	Defibrillator, Lythe, Guardian(s). ME had requested that LPC take over responsibility for the equipment. Prior to any debate on this, it was <b>RESOLVED</b> to check with ME whether or not there were any guarantees/warranties in place for the equipment and cabinet.	Clerk						
6.5	Relocation of grit bin. <b>RESOLVED</b> that a request would be sent to NYH for relocation of the bin from outside Sea View to a location nearer to East Row footbridge.	Clerk						
6.6	COVID vaccinations – notice. <b>RESOLVED</b> to add the notices provided by the Doctors Surgery to notice boards and website.	Cllr HC/ Clerk						
<b>7.0</b>	<b>To receive information on Financial matters and approve spend as appropriate</b>							
7.1	<b>Balance of accounts</b>							
	<table border="1"> <tr> <td>Current</td> <td>£0.05 credit</td> <td></td> </tr> <tr> <td>Savings</td> <td>£10,162.27 credit</td> <td></td> </tr> </table>	Current	£0.05 credit		Savings	£10,162.27 credit		
Current	£0.05 credit							
Savings	£10,162.27 credit							
7.2	<b>Money received</b>							
	<table border="1"> <tr> <td></td> <td>£0.00</td> <td></td> </tr> </table>		£0.00					
	£0.00							
	<b>Money paid</b>							
	<table border="1"> <tr> <td></td> <td>£14.39</td> <td>Zoom January</td> </tr> </table>		£14.39	Zoom January				
	£14.39	Zoom January						
7.3	Invoices, processed. As above.							
7.4	Invoices for approval (at agenda publication). <ul style="list-style-type: none"> <li>Reimbursement of £38.50 to Clerk for ink cartridges purchase, reimbursement proposed by Cllr LS, seconded by Cllr JM, all agreed.</li> <li>YLCA £48.00 Cllr Spark course attendance payment proposed by Cllr LS, seconded by Cllr BW, all agreed.</li> <li>Zoom payment for February 2021 £14.39 had been made by the Clerk after agenda publication, reimbursement proposed by Cllr LS, seconded by Cllr BW, all agreed.</li> </ul> <b>RESOLVED</b> to arrange payments.	Clerk						
7.5	Parish Council Precept 2021/22*. Precept request sent to SBC.	Complete						
7.6	CiLCA training, Clerk. NB: The Clerk was not present during this discussion. <b>RESOLVED</b> that this training would be supported and that the Clerk would be reimbursed for fees paid (£610) on achievement of the qualification.	Complete						
<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>							
	Damaged lifebelt stand, fence and pavement opposite Witsend, The Boardwalk Sandsend - reported for inspection/repair. Litter picks undertaken.							
<b>9.0</b>	<b>To notify the Clerk of matters for inclusion on the agenda of the next meeting</b>							
	<ul style="list-style-type: none"> <li>Planning application 20/02840/HS - Erection of two storey rear extension at 16 Meadowfields, Sandsend.</li> </ul>							

	<ul style="list-style-type: none"> <li>• Grass cutting – need for a cut before the end of the financial year.</li> <li>• Lythe War Memorial – whether or not further restoration required.</li> <li>• Vehicle parking opposite ‘zig zag’ lines outside Lythe Primary School.</li> </ul>	
<b>10.0</b>	<b>To confirm the details of the next meeting</b>	
	The next meeting was confirmed as Wednesday 3 March, commencing at 18:30, via ‘Zoom’.	
	..... <b>Meeting closed at 20:39.</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>			
AGAR	Annual Governance and Accountability Return	NYFRS	North Yorkshire Fire and Rescue Service
CCG	Clinical Commissioning Group	NYH	North Yorkshire Highways
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
ME	Mulgrave Estate	YAS	Yorkshire Ambulance Service
NYCC	North Yorkshire County Council	YLCA	Yorkshire Local Councils Association

## LYTHE PARISH COUNCIL

**MEETING HELD REMOTELY VIA 'ZOOM' VIDEO LINK ON WEDNESDAY 3 MARCH 2021, COMMENCED AT 18:30.**

**Recording of meeting:** None made.

**Public question time:** None present.

**Declaration of interest in agenda item(s):** Non pecuniary interest declared in item 4.1.4 by Cllr Lancaster and in 4.1.5 by Cllrs Metcalfe and Spark,

**Present:** Councillors H Casson, D Lancaster (Vice Chairman), J Metcalfe, L Smith (Chairman), T Spark, B Williams. J A Clark (Clerk).

ITEM	SUBJECT	ACTION
1.0	To receive apologies for absence, including approval by the Council of the reason. Cllr PC sent apologies due work commitments, acceptance of the reason proposed by Cllr LS, seconded by Cllr DL, all agreed	Complete
<b>2.0</b>	<b>Minutes of meetings</b>	
2.1	Following a minor amendment, the minutes of the meeting held on 3 February were proposed as true and accurate by Cllr HC, seconded by Cllr BW, all agreed. <b>RESOLVED</b> to obtain the Chairman's signature.	Clerk
<b>3.0</b>	<b>To receive information on the following ongoing issues and agree further actions</b>	
<b>3.1</b>	<b>Police and speeding related activities.</b>	
3.1.1	Police Report. Not received, circulate when obtained.	Clerk
<b>3.2</b>	<b>Planning applications to feedback to Authorities.</b>	
3.2.1	NYM/2020/1018/FL, Former Saw Mill Timber Yard, East Row, Sandsend. Feedback sent.	Complete
3.2.2	20/02831/FL, Existing Junction onto A174 And Access Road/track, East Row, Sandsend. Feedback sent.	Complete
3.2.3	20/02476/FL The Fisherman's Cottage, East Row, Sandsend. Feedback sent.	Complete
3.3	Items from 'Goldsborough/Kettleness/Lythe/Sandsend items to address. Updated spreadsheet circulated. <b>RESOLVED</b> to retain on agenda.	Clerk
3.4	Siting of benches along East Row beck (including additional groundworks) and fencing. Noted that Saunders Sawmill planned to erect the fencing third week in March. <b>RESOLVED</b> that Cllr LS and Clerk would meet on site with Russell Saunders to ensure that fencing erected to LPC requirements.	Cllr LS/ Clerk
3.5	Christmas trees, Lythe and Sandsend. The Clerk had requested quotes from three electrical contractors, <b>RESOLVED</b> to present quotes at the April meeting.	Clerk
3.6	AJ1 Project Road Safety Fund*, inc. potential funding sources for additional matrix sign. <b>RESOLVED</b> to include £330 in the 2021/2 budget to enable installation of speed monitoring strips in Lythe and Sandsend. <b>RESOLVED</b> to request deployment in Lythe would be for two weeks - one week prior to the next matrix deployment and then the following week. Request deployment of monitoring strips in Sandsend one week prior to the matrix deployment in Lythe. Confirmed that insurance cover was in place for matrix signs under street furniture section of the policy. Confirmed that suppliers of matrix signs would split an invoice between two financial years.	Cllr LS/ Clerk Clerk  Complete Complete
3.7	Replacement sign for the Roman Signal Station Goldsborough. Work ongoing, particularly to find the original text. <b>RESOLVED</b> to report back at the next meeting.	Cllrs HC/JM
3.8	2021 Defibrillator timetable*. Cllr BW trained to check defibrillator and complete JOT form. Noted that a swipe card for the Pyman Institute would be included in the defibrillator cabinet and the spares/instruction pack would be held in the Pyman to enable 24-hour access if required.	Complete To note
3.9	Signage Fish Cottage Sandsend. NYH had confirmed that they did not believe that it presented a danger to vehicles/pedestrians. Noted that the Parish Council was not comfortable with this as it was felt that a dangerous precedent had been set in with the potential for additional signage being erected for other businesses.	Complete
3.10	Standing water – Goldsborough Lane. Added to 'Items to Address' spreadsheet.	Complete

3.11	Individual feeding the ducks, The Valley, Sandsend. Parishioner advised to contact ME.	Complete
3.12	Defibrillator, Lythe, Guardian(s). <b>RESOLVED</b> to raise again with ME whether or not there were any guarantees/warranties in place for the equipment and cabinet.	Clerk
3.13	Relocation of grit bin from outside Sea View to a location nearer to East Row footbridge. Noted that NYH had advised that the grit bin was privately owned and did not belong to NYH. <b>RESOLVED</b> to check if a small grit bin could be installed near the footbridge as gritters did not cover the footbridge.	Complete Clerk
3.14	COVID vaccinations – notices. Added to notice boards and relevant links added to website By Cllr HC.	Complete
<b>4.0</b>	<b>Planning Issues</b>	
<b>4.1.</b>	<b>To consider the following planning applications</b>	
4.1.1	21/00306/HS Single Storey Rear Extension Beach Cottage East Row Sandsend*. <b>RESOLVED</b> that there were no objections, advise SBC.	Clerk
4.1.2	21/00307/LB Single Storey Rear Extension Beach Cottage East Row Sandsend*. <b>RESOLVED</b> that there were no objections, advise SBC.	Clerk
4.1.3	21/00241/LB Existing timber windows in white finish to be replaced with timber sash spiral balance windows in cream finish to front elevation Langholm East Row Sandsend*. <b>RESOLVED</b> that there were no objections, advise SBC.	Clerk
4.1.4	20/02840/HS Erection of two storey rear extension 16 Meadowfields Sandsend*. <b>RESOLVED</b> that there were no objections, advise SBC.	Clerk
4.1.5	NYM/2020/0985/FL – New application land north of Oakleigh, Lythe*. <b>RESOLVED</b> that there were no objections, advise NYMNPA.	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	YLCA	
	<ul style="list-style-type: none"> <li>YLCA Remote Conference - 21 and 22 April 2021*.</li> </ul>	NAR
5.1.2	NYMNPA	
	<ul style="list-style-type: none"> <li>22 April 2021 Parish Forum @ 19:00*. <b>RESOLVED</b> that Cllr JM would attend if possible, advise the Clerk so that she could inform NYMNPA.</li> <li>New Management Plan*. Noted that this had been included on the website. <b>RESOLVED</b> that it should be completed as individuals.</li> </ul>	Cllr JM/ Clerk  To note
<b>5.2</b>	<b>Correspondence for information (excluding financial matters included in 7.0)</b>	
5.2.1	YLCA	
	<ul style="list-style-type: none"> <li>Scarborough Branch Meeting - 4 February, information from meeting*.</li> <li>White Rose up date 5 February 2021*.</li> <li>Extraordinary meeting of the Scarborough Branch, 11 February 2021*.</li> </ul>	NAR NAR NAR
5.2.2	Cllr David Chance,	
	<ul style="list-style-type: none"> <li>Team North Yorkshire Weekly Bulletin 3, 17, 24 February 2021*.</li> <li>Local Government Reorganisation in North Yorkshire, City of York*.</li> <li>Planned road closure notification - emergency 28804 Ridge Lane Scaling*.</li> </ul>	NAR NAR NAR
5.2.3	SBC	
	<ul style="list-style-type: none"> <li>Local Government Reorganisation*.</li> <li>Consultation on Housing and Other Site Submissions - Local Plan*. Noted that had been included on the website.</li> </ul>	NAR NAR
5.2.4	NYCC, Letter from the Leader to Parish and Town Councillors*.	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	Grass cutting – need for a cut before the end of the financial year. <b>RESOLVED</b> that cut not required.	NAR

6.2	Lythe War Memorial – whether or not further restoration required. <b>RESOLVED</b> that the Clerk would have further discussions with the War Memorial Trust to determine what work should/could be undertaken to preserve it. As a courtesy, <b>RESOLVED</b> to advise the LPCC of this.	Clerk Clerk									
6.3	Vehicle parking opposite ‘zig zag’ lines outside Lythe Primary School. The Clerk reported that NYH had confirmed that there was not a requirement for yellow lines opposite the zig zag lines. <b>RESOLVED</b> that there was no other action that could be taken by the Parish Council. <b>RESOLVED</b> that the school’s Headteacher would be advised that if the school wish to progress it further, they should contact NYH direct and that Clerk could provide a contact if required.	Complete Cllr TS									
6.4	Feeding of sea birds, East Row. <b>RESOLVED</b> to request that Fish Cottage, Tides and Sandside to request their customers not to feed the sea birds.	Clerk									
6.5	Waste bins, East Row. The Clerk reported that the Fish Cottage owner had offered to sponsor a number of waste bins in Sandsend and she had passed SBC contact details to him. The owner also advised that staff checked the bins regularly and emptied them if necessary. In addition, SBC had confirmed that additional bins would be sited in Sandsend and the Clerk had requested a discussion to ensure an appropriate number of bins were placed in suitable locations. <b>RESOLVED</b> to report the discussion outcome at the April meeting.	Clerk									
6.6	Seasonal Caretaker. <b>RESOLVED</b> to clarify with SBC the contract duration of the caretaker, their duties and management. A small number of Cllrs had advised the Clerk of individual tasks that the caretaker could undertake, <b>RESOLVED</b> to inform the Clerk of any further tasks/duties required. In addition to the Seasonal caretaker role, there were a number of other caretaking issues that were discussed. <ul style="list-style-type: none"> <li>• Dog Stencils, SBC had advised that stencils would be placed on the three main slipways to the beach <b>RESOLVED</b> to confirm with SBC that there were no issues with the stencil placement highlighting dog ban dates.</li> <li>• Parish Council notice boards Goldsborough and Sandsend. Following re-varnishing of the boards in Summer 2020, the varnish had since deteriorated significantly and required rework. <b>RESOLVED</b> to contact the original contractor for remedial work to be completed.</li> </ul>	Clerk Cllrs  Clerk  Clerk									
6.7	2021/2 Budget. <b>RESOLVED</b> to advise the Clerk by 17 March of any further budget items in addition to the fencing and speedstrips already identified.	Cllrs									
<b>7.0</b>	<b>To receive information on Financial matters and approve spend as appropriate</b>										
7.1	<b>Balance of accounts</b>										
	<table border="1"> <tr> <td>Current</td> <td>£0.05</td> <td>credit</td> </tr> <tr> <td>Savings</td> <td>£10,061.38</td> <td>credit</td> </tr> </table>	Current	£0.05	credit	Savings	£10,061.38	credit				
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7.2	<b>Money received</b>										
	<table border="1"> <tr> <td></td> <td>£0.00</td> <td></td> </tr> </table>		£0.00								
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	<b>Money paid</b>										
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	£48.00	YLCA, Cllr Spark, Course									
7.3	Invoices, processed. As above.										
7.4	Invoices for approval (at agenda publication). <ul style="list-style-type: none"> <li>• Payment of SLCC membership for Clerk, £67.00 proposed by Cllr TS, seconded by Cllr BW, all agreed.</li> <li>• Payment of Clerk’s fees £1329.60 proposed by Cllr JM, seconded by Cllr TS, all agreed.</li> <li>• Zoom payment for March 2021 £14.39 had been made by the Clerk after agenda publication, reimbursement proposed by Cllr BW, seconded by Cllr HC, all agreed.</li> </ul> <b>RESOLVED</b> to arrange payments.	Clerk									
7.5	Noted that VAT return from 01/04/20 to 28/02/21 for £535.40 had been submitted for refund.										

<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>	
	Reported for inspection/repair - Landslip Sandsend Trail/Cleveland Way, streetlight Lythe, pothole A174 at base of Raven Hill. Fly tipping at Barnby becks reported to SBC for removal, litter pick on Lythe Bank and Sandsend Trail. <b>RESOLVED</b> to email NYMNPA highlighting that notices on the Sandsend Trail expire on 4 March and that there has been further land slippage.	Clerk
<b>9.0</b>	<b>To notify the Clerk of matters for inclusion on the agenda of the next meeting</b>	
9.1	<ul style="list-style-type: none"> <li>• Housing Needs survey report.</li> <li>• North Yorkshire reorganisation.</li> </ul>	
<b>10.0</b>	<b>To confirm the details of the next meeting</b>	
	The next meeting was confirmed as Wednesday 7 April 2021, commencing at 18:30, via 'Zoom'.	
	..... <b>Meeting closed at 20:00.</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 Website: www.lytheparishcouncil.org

<b>Glossary</b>			
AGAR	Annual Governance and Accountability Return	NYFRS	North Yorkshire Fire and Rescue Service
CCG	Clinical Commissioning Group	NYH	North Yorkshire Highways
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
ME	Mulgrave Estate	YAS	Yorkshire Ambulance Service
NYCC	North Yorkshire County Council	YLCA	Yorkshire Local Councils Association