

LYTHE PARISH COUNCIL

MEETING ON MONDAY 9 APRIL 2018 COMMENCED 20:25, LYTHE VILLAGE HALL

Recording of meeting. None made.

Public question time. No questions raised.

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

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

ITEM	SUBJECT	
1.0	To receive apologies for absence Apologies received from Cllr Casson and Cllr Cornforth.	
2.0	Minutes of meetings	
2.1	The minutes of the March LPC meeting were proposed as a true and accurate record by Cllr Lancaster, seconded by Cllr Norman, all agreed and were duly signed by the Chair.	Complete
3.0	To receive information on the following ongoing issues and decide further action where necessary	
3.1	Police and speeding related activities.	
3.1.1	Police Report*. Circulated.	Complete
3.1.2	Vehicles speeding through Lythe and on the mid/base of Lythe Bank. Confirmed that residents who had expressed concern regarding speeding in this area had been informed that the NYH data had not reflected their perception of speeding. Following debate, it was resolved as there was not an issue, a community speed watch would not be implemented.	Complete
3.2	Planning applications to feedback to Authorities.	
3.2.1	18/00335/LB, 18/00334/HS. Ivy Cottage The Valley Sandsend. Feedback sent.	Complete
3.2.2	Our Ref 18/00415/FL. Sandside Cafe East Row Sandsend. Feedback sent.	Complete
3.3	LPC Website. No updates. Resolved to retain on agenda.	Clerk
3.4	Items from 'Goldsborough, Kettleness, Lythe and Sandsend walkabouts*'. Resolved to continue to progress issue, update as spreadsheet and retain on agenda.	Clerk
3.5	YLCA, Reform of data protection legislation and intro of the general data protection regulations, including toolkit, training course on 17 April 2018*. Resolved that the Clerk would update the Council following the course.	Clerk
3.6	Broadband, Goldsborough & Kettleness. Awaiting feedback from questionnaires.	Cllr Cornforth
3.7	YLCA, Scarborough Branch Meeting, 22 February 2018, presentation slides. Slides still not received. Resolved to progress again.	Clerk
3.8	Parish Council facilitated Beach Litter Pick. Undertaken on 7 April. Resolved to contact participants to clarify whether or not they would be interested in future events. Resolved to thank cafes for providing refreshments for participants.	Clerk
3.9	Battles over, a nation's tribute and WW1 beacons of light, 11 November 2018. Cllr Metcalfe outlined outcomes from initial meeting with herself/Chair/Clerk. Resolved to progress further.	Cllr Metcalfe, Smith, Clerk
3.10	Annual Parish Meeting. Meeting organised and held.	Complete
3.11	Status of Legacy boards for the revetment. No further update from NYH, resolved to retain on agenda.	Clerk
4.0	Planning Issues	
4.1	To consider the following planning applications (including those applications published between agenda publication and meeting)	
	None.	
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
4.2.1	18/00335/LB, 18/00334/HS. Demolition of single storey side extension and proposed 2 storey side extension. Ivy Cottage The Valley Sandsend. Permitted with conditions.	NAR

5.0	Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)	
5.1	Correspondence requiring decisions	
5.1.1	NYMNP, Coastal Area Parish Forum - Tuesday, 24 April 2018 at 19:00*. Resolved that Cllrs would let Clerk know if they want to attend.	Cllrs
5.1.2	YAS/NHS, Letter re Community Public Access Defibrillators (cPAD) in your Parish*. Resolved that the Parish Council wish to retain the cPAD and would look to increase the precept over the forthcoming years in anticipation of future costs. Resolved to inform YAS/NHS of this decision. Resolved to request the Fire Station to complete the weekly defibrillator check.	Clerk Clerk
5.1.3	NYMNP/Yorkshire Esk Rivers Trust, Esk and Coastal Streams newsletter*. Place on website.	Cllr Casson
5.1.4	NYCC, Proposed Amendment and Extension of Pay & Display Zone - A174, Sandsend Road, Sandsend*. Resolved that there were no objections and therefore response to NYCC not required.	Complete
5.1.5	NYCC, Parish survey on VAS signs or Speed Indicator Devices*. Resolved to discuss further at the May meeting and also to complete/return the questionnaire and obtain information on costs of signs from other organisations.	Clerk Clerk
5.1.6	SBC, Lighting - Sandsend, Main Rd A 174, wall S23* & Lodge Road, Lythe. Resolved to inform SBC that any replacement on Caedmon House, Sandsend and on Lodge Road, Lythe should be 'in keeping' with the surroundings.	Clerk
5.2	Correspondence for information (excluding financial matters that are included in 7.0)	
5.2.1	NALC Chief Executive's Bulletins 2018, No's 6,7,8, 9,10, 11,12*.	NAR
5.2.2	SBC, Community-led housing event: Whitby Thursday 22nd March*.	NAR
5.2.3	NHS, <ul style="list-style-type: none"> • CCG Governing Body meeting – Thursday 22 March 2018*. • Whitby Heath News - March Edition*. • Notice of Joint Commissioning of Primary Care Committee meeting 3 April*. • HRW CCG Newsletter March 2018*. 	NAR
5.2.4	Yorkshire Moors & Coast Area Committee 21 March 2018*.	NAR
5.2.5	Police & Crime Commissioner, £3m of improvements on the way for North Yorkshire's 999 and 101 services*.	NAR
5.2.6	SBC, Disposal of large household items*.	NAR
5.2.7	Cllr Nock, <ul style="list-style-type: none"> • Revetment at Sandsend*. • Sandsend Car Park Wall Damage*. 	NAR
5.2.8	Hinterland - Rural intelligence from behind the headlines, 23 March, 2018*.	NAR
5.2.9	NYH, Traffic Controls and surface dressing*. https://roadworks.org?tm=105153069	NAR
5.2.10	Local government boundary commission, final recommendations for Scarborough*.	NAR
5.2.11	SBC, Big Community Switch*. Resolved to put notice on website.	Cllr Casson
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	Fencing Meadowfields/East Row, Sandsend*. This topic had been discussed at length at the preceding Annual Parish Meeting and actions allocated. Concern was raised regarding the need for Councillors to abide by the seven Nolan Principles and also be aware of potential conflict of interests. In this instance, Cllr Casson is the owner of Fairhaven and therefore benefits from the new fence aimed at preventing illegal parking in this area. It was resolved to review appropriate documents and seek advice from YLCA as to whether or not this is an actual conflict.	Clerk

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

7.1 Balance of accounts.

Current	£36.01	credit
Savings	£5415.77	credit

7.2 Money received.

	£0	
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Money paid.

Lythe Village Hall	£10.00	Hall hire, March 2018
Clerks fees	£480.00	Fees October '17 – March '18
HMRC	£120.00	Tax for Clerks fees
Conversion Company	£77.00	Hosting website, annual fee
Society Local Council Clerks	£59.00	Membership fee

7.3	Invoices. YLCA membership fee 01/04/18 – 31/03/19 proposed by Cllr Smith, seconded by Cllr Lancaster. Arrange payment.	Clerk
7.4	VAT refund. Submitted, awaiting receipt of finances.	Clerk
7.5	Asset Register. Update and circulate prior to Annual Parish Council meeting.	Clerk
7.6	Clerks fees, October 2017 – March 2018 inclusive. Paid.	Complete
7.7	SBC, Model Agreement Actual Expenditure 2017/18, required by 20 April 2018.	Clerk
7.8	YLCA, The Practitioners' Guide for 2018/19 and Schedule of Amendments*. Review.	Clerk/Chair
7.9	Clerk's expenses for ink cartridges. Reimbursement of £30 expenditure by the Clerk proposed by Cllr Smith, seconded by Cllr Lancaster. Arrangement payment.	Clerk
8.0	To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting None.	
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting <ul style="list-style-type: none"> • Accounts. • Budget. • Policies. • Asset Register. 	
10.0	The next meeting was confirmed as Tuesday 8 May 2018 commencing at 19:30, following the Annual Parish Council meeting commencing at 19:00, Lythe Village Hall. NB: Change of published date. Noted that apologies received from Cllr Lancaster.	
	Meeting closed at 21:44	

*circulated via email.

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LYTHE PARISH COUNCIL

MEETING ON TUESDAY 8 MAY 2018 COMMENCED AT 19:30, LYTHE VILLAGE HALL

Recording of meeting. None made.

Public question time. No questions raised.

Declaration of interest in agenda item(s). Cllr Casson left the meeting room for agenda item 3.17.

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

ITEM	SUBJECT	
1.0	To receive apologies for absence Apologies already received from Cllrs Cornforth, Lancaster,.	
2.0	Minutes of meetings	
2.1	The minutes of the April LPC had been amended to reflect apologies from Cllr Cornforth post meeting and were then proposed as a true and accurate record by Cllr Norman, seconded by Cllr Metcalfe, all agreed.	Complete
3.0	To receive information on the following ongoing issues and decide further action where necessary	
3.1	Police and speeding related activities.	
3.1.1	Police Report*. Circulated.	Complete
3.2	Planning applications to feedback to Authorities. None to feedback.	NAR
3.3	LPC Website. Website updated with information on lifeguards, car park entrance wall. Review website in preparation for General Data Protection Regulation (GDPR).	Clerk
3.4	Items from 'Goldsborough, Kettleless, Lythe and Sandsend walkabouts*'. Updated spreadsheet circulated. Resolved to progress remaining issues.	Clerk
3.5	YLCA, Reform of data protection legislation and intro of the general data protection regulations, including toolkit, training course on 17 April 2018*. Despite the imminent introduction of the legislation, it appears that there are still a number of issues to be determined. Resolved to complete an audit to identify where LPC is against legislation.	Clerk
3.6	Broadband, Goldsborough & Kettleless. Awaiting return of questionnaires.	Cllr Cornforth
3.7	YLCA, Scarborough Branch Meeting, 22 February 2018, presentation slides. Slides not received. Resolved not to progress further.	Complete
3.8	Parish Council facilitated Beach Litter Pick. 'Thank you' cards given to Sandside/Tides for providing refreshments. Still to contact participants to clarify whether or not they would be interested in future events.	Clerk
3.9	Battles over, a nation's tribute and WW1 beacons of light, 11 November 2018. Reverend Jackson had confirmed that he would be interested in a commemoration. Arrange further meeting.	Chair, Cllr Metcalfe, Clerk
3.10	Status of Legacy boards for the revetment. Despite numerous requests no boards had been installed. Resolved that as it was NYCC responsibility, not to be progressed again.	Complete
3.11	NYMNPA, Coastal Area Parish Forum - Tuesday, 24 April 2018 at 19:00*. Cllrs Metcalfe and Norman had attended. Resolved to obtain code for NYMNPA planning website page.	Clerk
3.12	YAS/NHS, Letter re Community Public Access Defibrillators (cPAD) in your Parish*. Form completed and returned confirming that the Parish Council would take over responsibility. The Clerk had also requested a box that would withstand the severe weather conditions. The Clerk had asked a retained fireman about weekly testing of equipment and he thought it unlikely that the fire service would carry it out. Resolved to progress again when transfer date of equipment is known.	Complete Complete
3.13	NYMNPA/Yorkshire Esk Rivers Trust, Esk and Coastal Streams newsletter*. Resolved to send to Cllr Casson for website inclusion.	Clerk Cllr Casson

3.14	NYCC, Parish survey on VAS signs or Speed Indicator Devices*. Survey completed and returned. Costs from other organisations not obtained due to NYCC outlining the need for uniformity in the survey introduction. Progress, if relevant, in the future. Resolved to request speed camera signs from NYH at the entrances to Lythe and Sandsend Villages.	Complete Clerk
3.15	SBC, Lighting - Sandsend, Main Rd A 174, wall S23* & Lodge Road, Lythe. Request for lighting in keeping with surroundings sent to SBC.	Complete
3.16	SBC, Big Community Switch*. Resolved to resend the information to Cllr Casson for inclusion on website.	Clerk/ Cllr Casson
3.17	Fencing Meadowfields/East Row, Sandsend*. The Clerk reported that she had met with Cllr Chance for a site visit and together they devised a list of possible options for the Parish Council to consider. Following considerable debate, it was resolved to put one of these options to Cllr Chance who would then discuss it with NYCC. Noted that two communications had been sent to residents who had raised concerns to inform them of progress. Retain on agenda.	Clerk
4.0	Planning Issues	
4.1	To consider the following planning applications (including those applications published between agenda publication and meeting)	
4.1.1	NYM2018/0202/LB Mulgrave Cottage, Sandsend, Grid Reference 485639 512608. Application for Listed Building consent for alterations to balcony including erection of replacement steel staircase. Resolved no objections. Inform NYMNPA.	Clerk
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
4.2.1	None.	
5.0	Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)	
5.1	Correspondence requiring decisions	
5.1.1	SBC, Consultation - Street Naming Policy*.	NAR
5.1.2	NYMNPA, 2018 Community Facilities Survey*. Complete and return.	Chair/Clerk
5.1.3	Appeal for North Yorkshire communities to have their say on rural crime*. Complete on an individual basis.	Cllrs/Clerk
5.1.4	SBC- Statement of Licensing Policy – consultation*.	NAR
5.1.5	NHS, 'HEN' rep application form*.	NAR
5.2	Correspondence for information (excluding financial matters that are included in 7.0)	
5.2.1	NHS <ul style="list-style-type: none"> Local people encouraged to join a network to learn more about health services*. Join a local NHS workshop and help plan for your future*. HRW CCG News, April 2018*. 	NAR
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	Parish Plan*. Resolved that due to the resources required and complexity of the task, this would not be progressed. Inform parishioners who had raised this.	Cllr Lloyd
6.2	Grass cutting. Resolved to request cut prior to the next Bank Holiday.	Clerk
6.3	Portable signs – 'no dogs on the beach'. The Clerk reported that on the three days the signs had been placed on two of the three slipways, there had been no dogs on the beach. Resolved to request the lifeguards, via SBC, to positions/removes two of the three signs and to request, via SBC, that the Village Caretaker, positions/removes the remaining sign.	Clerk Clerk

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

7.1 Balance of accounts.

Current	£9.01	
Savings	£6778.02	

7.2 Money received.

	£632.25	VAT refund
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	£754.00	SBC, Model Agreement
	£1976.00	SBC, Parish Precept
Money paid.		
NYCC	£1800.00	2 nd instalment, matrix sign
Clerk	£30.00	Reimbursement for ink cartridges
Lythe Village Hall	£25.00	Hall hire, April 2018
YLCA	£45.00	Clerk's GDPR course attendance
YLCA	£127.00	Annual membership fee

7.3	Invoices. YLCA membership fee 01/04/18 – 31/03/19. Paid.	Complete
7.4	VAT refund. Received.	Complete
7.5	Asset Register. Circulated for year end March 2018. Update and circulate register as at 01/04/18.	Clerk
7.6	SBC, Model Agreement Actual Expenditure 2017/18. Returned.	Complete
7.7	YLCA, The Practitioners' Guide for 2018/19 and Schedule of Amendments*. Review.	Chair/Clerk
7.8	Clerk's expenses for ink cartridges. Paid. Resolved that future expenses to be deducted from Transparency Fund.	Complete
7.9	2018/9 Budget. Budget spreadsheet as at 01/04/18 circulated.	Complete
8.0	To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting	
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
9.1	Overnight motorhome parking.	
9.2	Resident's parking, particularly Meadowfields - Sandsend.	
9.3	Parish Boundary, including Ugthorpe Lane.	
10.0	The next meeting was confirmed as Monday 4 June 2018	
	Meeting closed at 21:45	

*circulated via email.

Judy Clark

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LYTHE PARISH COUNCIL

MINUTES OF MEETING ON MONDAY 4 JUNE 2018 COMMENCED AT 19:30, LYTHE VILLAGE HALL

Recording of meeting. None made.

Public question time. No questions raised.

Declaration of interest in agenda item(s). Cllrs Lloyd/Norman declared a non-pecuniary interest in 6.2.

Present: Cllrs P Cornforth, D Lancaster, M Lloyd, J Metcalfe, M Norman, L Smith (Chair).
J A Clark (Clerk). Cllr Nock attended for items 3.12 and 6.2.

ITEM	SUBJECT	
1.0	To receive apologies for absence Apologies received from Cllr Casson.	
2.0	Minutes of meetings	
2.1	The minutes of the 8 May LPC meeting were proposed as a true and accurate record by Cllr Lloyd, seconded by Cllr Metcalfe, all agreed and were duly signed by the Chair.	
3.0	To receive information on the following ongoing issues and decide further action where necessary	
3.1	Police and speeding related activities.	
3.1.1	Speed camera signs at the entrances to Lythe and Sandsend Villages. NYH had confirmed that these could not be erected and those already in place throughout the County were being removed.	Complete
3.1.2	Vehicles speeding in front of The Boatyard housing development. A property owner had expressed concern regarding this and suggested the introduction of a Community Speed Watch. The Clerk had informed them that a request for speed camera signs had been made and that currently a Community Speed Watch was not planned.	Complete
3.1.3	Police Report*. Circulated.	Complete
3.2	Planning applications to feedback to Authorities.	
3.2.1	NYM2018/0202/LB Mulgrave Cottage, Sandsend, Grid Reference 485639 512608. Feedback sent.	Complete
3.3	LPC Website. Items added covered elsewhere in the minutes. Resolved to retain on agenda.	Clerk
3.4	Items from 'Goldsborough, Kettleless, Lythe and Sandsend walkabouts*'. Updated spreadsheet circulated. Resolved to continue to progress items, circulate updates.	Clerk
3.5	YLCA, Reform of data protection legislation and intro of the general data protection regulations. The Clerk had reviewed the legislation and whilst some work is required, there was not the volume that was initially anticipated. Resolved to continue to review. Resolved to inform YLCA that LPC may require their services/guidance for the DPO role.	Clerk Clerk
3.6	Broadband, Goldsborough & Kettleless. Resolved to summarise those questionnaires that had been completed/returned and circulate prior to the next meeting.	Cllr Cornforth Clerk
3.7	Parish Council facilitated Beach Litter Pick. Participants from outside the area had been contacted to determine their interest in future events.	Complete
3.8	Battles over, a nation's tribute and WW1 beacons of light, 11 November 2018. Resolved to meet for a further discussion on action plan.	Cllrs Smith, Metcalfe, Clerk
3.9	NYMNP, Coastal Area Parish Forum - Tuesday, 24 April 2018 at 19:00*. Clerk reported that NYMNP would inform her of password for planning applications, she would then inform Cllrs.	Clerk
3.10	NYMNP/Yorkshire Esk Rivers Trust, Esk and Coastal Streams newsletter*. On website.	Complete
3.11	SBC, Big Community Switch*. On website.	Complete
3.12	Fencing Meadowfields/East Row, Sandsend*. Clerk still awaiting update from NYH via Cllr Chance. A photograph received by Cllr Nock showed an example of short posts that had been installed at Runswick Bay. He advised that these would not be appropriate for this site due to health and safety concerns.	Clerk
3.13	NYMNP, 2018 Community Facilities Survey*. Completed and returned.	Complete

3.14	Parish Plan*. Cllr Lloyd had informed residents who had raised this that due to the time commitment required, the development of a plan was not planned currently.	Complete
3.15	Grass cutting. Undertaken.	Complete
3.16	Portable signs – ‘no dogs on the beach’. The RNLI lifeguards were placing the signs on the slipways near Tides and Sandside cafes and the signs seem to be making a real difference to reducing the number of dogs on the beach. Resolved to add an arrow to a third sign to enable the Chair to place it on Witsend slipway when able.	Clerk Cllr Smith
4.0	Planning Issues	
4.1	To consider the following planning applications (including those applications published between agenda publication and meeting)	
4.1.1	NYM2018/0276/FL - Mulgrave Cottage, Sandsend. Application for alterations to balcony including erection of replacement steel staircase (retrospective) at Mulgrave Cottage, Sandsend, Grid Reference 485639 512608. Resolved to inform NYMNPA no objections.	Clerk
4.1.2	Application for change of use of dwelling to Bed & Breakfast accommodation and garden as tea garden at Voebroch, Kettleless, Grid Reference 483141 515647. Resolved to inform NYMNPA that there are concerns regarding the lack of sufficient availability of parking for vehicles. Confirmation is needed that the proposed additional parking spaces are enough for all aspects of the business	Clerk
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
4.2.1	Insertion of bay window to provide counter for external sales and display window Sandside Cafe East Row Sandsend, Ref. No: 18/00415/FL Permitted with Conditions	
4.2.2	Demolition of single storey side extension and proposed 2 storey side extension, Ivy Cottage The Valley Sandsend, Ref. No: 18/00334/HS, 18/00335/FL, Permitted with Conditions	
5.0	Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)	
5.1	Correspondence requiring decisions	
5.1.1	SBC, Consultation - Review of Scarborough Borough Council's Statement of Licensing Policy (Gambling Act 2005)*.	NAR
5.1.2	YLCA, Revision to NALC'S Model Standing Orders*. Resolved to review and circulate prior to the next LPC Meeting.	Cllr Smith/ Clerk
5.1.3	YLCA, Scarborough Branch meeting, 31 May 2018, 19:00*. No one had attended.	NAR
5.1.4	PCC, Share your views on Neighbourhood Policing in North Yorkshire*. Resolved to complete on an individual basis as appropriate.	NAR
5.2	Correspondence for information (excluding financial matters that are included in 7.0)	
5.2.1	NHS <ul style="list-style-type: none"> Briefing - Overview of feedback from our capacity and capability review*. Next CCG Governing Body meeting – Thursday 24 May 2018*. 	NAR
5.2.2	Cllr Nock, surgery at Hinderwell, 2 June 2018*.	NAR
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	Overnight motorhome parking, The Parade, Sandsend. A property owner had expressed concern that a motorhome had parked overnight near his property. The Clerk had advised him to monitor the situation and inform the Parish Council should it be an ongoing issue.	Complete
6.2	Boat parking, near Sandsend South slipway. It was proposed by Cllr Lancaster, seconded by Cllr Cornforth, and all eligible Cllrs resolved to undertake further investigation and to retain on the agenda for discussion at the next meeting. Resolved to circulate an email from Boat Club secretary regarding importance of the boat parking.	Clerk Clerk
6.3	Parish Boundary, including Ugthorpe Lane. Circulated.	Complete

6.4	Transfer of Ownership of Defibrillator and Cabinet. Resolved to check if equipment covered by insurance policy, add to the Asset Register and to inform Cllrs and Mrs Lloyd when transfer complete.	Clerk						
7.0	To receive information on Financial matters and approve spend as appropriate							
7.1	Balance of accounts.							
	<table border="1"> <tr> <td>Current</td> <td>£9.01</td> <td>credit</td> </tr> <tr> <td>Savings</td> <td>£6388.48</td> <td>credit</td> </tr> </table>	Current	£9.01	credit	Savings	£6388.48	credit	
Current	£9.01	credit						
Savings	£6388.48	credit						
7.2	Money received.							
	<table border="1"> <tr> <td></td> <td>£0</td> <td></td> </tr> </table>		£0					
	£0							
	Money paid.							
	<table border="1"> <tr> <td>Insurance</td> <td>£389.54</td> <td></td> </tr> </table>	Insurance	£389.54					
Insurance	£389.54							
7.3	Invoices. None to pay.	NAR						
7.4	Asset Register*. Register @01/04/18 circulated.	Complete						
7.5	YLCA, The Practitioners' Guide for 2018/19 and Schedule of Amendments*. Clerk had reviewed and confirmed that guide had related to the annual audit.	Complete						
7.6	2018/9 Budget. Budget spreadsheet as at 31/05/18* circulated and showed LPC on budget for the year to date. Resolved that the Clerk would circulate every other month.	Complete Clerk						
7.7	Parish Council Insurance. Detailed review undertaken by Cllr Lloyd and subsequently insurance renewed.	Complete						
8.0	To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting None.							
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting							
9.1	Resident's parking, particularly Meadowfields, Sandsend.							
10.0	The next meeting was confirmed as Monday 2 July 2018 commencing at 19:30.							
	Meeting closed at 20:50.							

*circulated via email.

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**LYTHE PARISH COUNCIL
EXTRAORDINARY MEETING ON MONDAY 25 JUNE 2018 COMMENCED AT 17:00,
LYTHE VILLAGE HALL**

Recording of meeting. None made.

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

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

ITEM	SUBJECT	
1.0	To receive apologies for absence Cllr Cornforth not in attendance.	
2.0	Planning Issues	
2.1	To consider the following planning applications	
2.1.1	Revised plans, Application for change of use of dwelling to Bed & Breakfast accommodation and garden as tea garden at Voebroch, Kettleless, Grid Reference 483141 515647. It was resolved to send the following comments to North York Moors National Park Authority; <ul style="list-style-type: none"> • “The Council objects to the tea room/garden part of the planning application as the Council feels that the revised plan does not address the lack of parking facilities which are wholly inadequate”. 	Clerk
2.1.2	18/01034/HS, Installation of replacement windows in uPVC, Flat 2 Whitehaven The Parade Sandsend. It was resolved to send the following comments to Scarborough Borough Council; <ul style="list-style-type: none"> • “The Council objects to the application as it is believed that the installation of UPVC windows is inappropriate as all other windows in the building are of wooden construction”. 	Clerk

Website: www.lytheparishcouncil.org

**LYTHE PARISH COUNCIL
MEETING ON MONDAY 2 JULY 2018 COMMENCED AT 19:30, LYTHE VILLAGE HALL**

Recording of meeting. None made.

Public question time. No questions raised.

Declaration of interest in agenda item(s). Cllrs Lloyd/Norman declared a non-pecuniary interest in 3.11. Cllr Casson declared a non-pecuniary interest in 3.9 and left the room for this item.

Present: Cllrs H Casson, P Cornforth, D Lancaster, M Lloyd, J Metcalfe, M Norman, L Smith (Chair), J A Clark (Clerk). Cllr Chance attended for item 3.11.

ITEM	SUBJECT	ACTION
1.0	To receive apologies for absence None, all present.	
2.0	Minutes of meetings	
2.1	The minutes of the 4 June LPC meeting and the extraordinary meeting on 25 June 2018 were proposed as a true and accurate record by Cllr Lancaster, seconded by Cllr Metcalfe, all agreed and were duly signed by the Chair.	
3.0	To receive information on the following ongoing issues and decide further action where necessary	
3.1	Police and speeding related activities.	
3.1.1	Police Report*. Circulated.	Complete
3.2	Planning applications to feedback to Authorities.	
3.2.1	NYM2018/0276/FL - Mulgrave Cottage, Sandsend. Feedback sent.	Complete
3.2.2	Voebroch, Kettleness, Grid Reference 483141 515647. Feedback sent.	Complete
3.3	LPC Website. Resolved to obtain Register of Interest form for Cllr Metcalfe for inclusion both SBC and LPC websites.	Clerk/ Cllr Casson
3.4	Items from 'Goldsborough, Kettleness, Lythe and Sandsend walkabouts'*. Resolved to continue to progress items, circulate updates.	Clerk
3.5	YLCA, Reform of data protection legislation and intro of the GDPR.general data protection regulations. Including Record Management Policy. Template received from YLCA re record management policy. Resolved to review/amend as appropriate for adoption by LPC and continue to review compliance by LPC wrt the legislation.	Clerk
3.6	Broadband, Goldsborough & Kettleness. Resolved to retain on agenda for next meeting.	Cllr Cornforth /Clerk
3.7	Battles over, a nation's tribute and WW1 beacons of light, 11 November 2018. Cllr Metcalfe reported that work is ongoing and a meeting is scheduled to discuss the event with Lythe school/Reverend Malcolm. Mulgrave Estate has agreed to fire the stiddy and she suggested that it would be good to have a person with a connection to the armed forces to fire it and also to have a bugle played. Resolved to continue to progress.	Cllrs Metcalfe, Smith, Clerk
3.8	Password for NYMNPA planning applications. Resolved that as the Council was able to access applications, password would not be required.	Complete
3.9	Fencing Meadowfields/East Row, Sandsend*. The Clerk had sent photos of the suggested changes to the fence to NYH who were going to contact the property owners to discuss the proposals. Retain on agenda.	Clerk
3.10	Portable signs – 'no dogs on the beach'. Sign for the Wits End slipway now has	

	appropriate arrow and is to be deployed in the next few days. The Council agreed that the signs are having a positive impact on the number of dogs on the beach. Retain on agenda.	Clerk
3.11	Boat parking, near Sandsend South slipway. Cllr Chance reported that negotiations ongoing with NYCC to enable LPC to rent this piece of land at £0 cost and then sublet to Sandsend Boat club at £0 cost. Resolved to retain on agenda.	Clerk
3.12	Transfer of Ownership of Defibrillator and Cabinet. The Clerk confirmed that NHS had not delivered a stainless-steel cabinet as agreed, awaiting delivery of correct cabinet. Mulgrave Estate had agreed to affix the new cabinet and an electrical spur to prevent the equipment being switched off. The Estate had quoted £100 for the electrical work. Resolved to obtain a number of quotes to get best value.	Clerk
3.13	YLCA, Revision to NALC'S Model Standing Orders*. Cllr Smith/Clerk had reviewed and amended the model to reflect LPC where appropriate and circulated to Cllrs. It was proposed by Cllr Lancaster, seconded by Cllr Norman and resolved to adopt the orders. Add footnote, and forward to Cllr Casson for inclusion on website.	Clerk/ Cllr Casson
4.0	Planning Issues	
4.1	To consider the following planning applications (including those applications published between agenda publication and meeting)	
4.1.1	Application for temporary change of use (for up to 3 years) of agricultural buildings and yard to building materials and equipment storage and works depot including temporary siting of storage containers, welfare unit and office unit, temporary installation of security fencing, gravel/hard surfacing, parking and storage areas and demolition of existing dilapidated shed at Raw Pastures Farm, Goldsborough, Grid Reference 483560 514716. Resolved that there were no objections, inform NYMNPAs.	Clerk
4.1.2	Voebroch, Kettleless, - NYM/2018/0243/CU. Change of use to B&B. Resolved that there were no objections, inform NYMNPAs.	Clerk
4.1.3	18/01397/HS, Whitehaven, Sandsend (Flat 3). Installation of rear dormer to replace existing rear dormers, Flat 3 Whitehaven The Parade Sandsend. Resolved that there were no objections, inform SBC.	Clerk
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
	None.	
5.0	Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)	
5.1	Correspondence requiring decisions	
5.1.1	SBC, Review of the Council's Cumulative Impact Assessment 2018 – 2021*. Resolved to complete individually as appropriate.	Council
5.2	Correspondence for information (excluding financial matters that are included in 7.0)	
5.2.1	<ul style="list-style-type: none"> • NHS, HRW CCG News*. • Latest news for the Whitby area*. • Celebrate NHS 70th birthday, join local GPs at a care planning workshop*. • Technology in local care homes helps reduce the number of hospital visits*. • Primary Care Commissioning Committee meeting*. 	NAR
5.2.2	YLCA, NALC – Chief executive's bulletin 21, 22, bulletin of 15 June, 22 June*.	NAR
5.2.3	YLCA, White Rose Update June 2018 Edition*.	NAR
5.2.4	NYCC, Scarborough and Whitby Area Constituency Committee - 20 June 2018*.	NAR

5.2.5	SBC, Alum Yard Wall Scheduled Monument, Sandsend Car Park*. Restoration work has commenced.	NAR
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	East Row beck pool. As a result of safety concerns expressed by a resident an SBC engineer had undertaken a site visit to the pool and had confirmed that as it was not very deep, no action would be taken to drain it. LPC were also advised that they have no legal responsibility for the pool and the quality of water within it. Inform resident who had raised this issue.	Cllr Lancaster
6.2	Resident's parking, particularly Meadowfields, Sandsend. NYH had confirmed that there was no resident's parking currently being introduced within the Borough. Resolved not to progress this further.	Complete
6.3	Grass cutting, 2 nd cut. Resolved to request the contractor for a second cut and also cut the North side of the T junction leading to Goldsborough.	Clerk

7.0	To receive information on Financial matters and approve spend as appropriate			
7.1	Balance of accounts.			
	Current	£9.01	credit	
	Savings	£5776.48	credit	
7.2	Money received.			
		£0		
	Money paid.			
		£ 612.00	Grass cutting (1 st cut)	

7.3	Invoices. Resolved to pay Cllr Norman £8.59 for slate chippings used during the blacksmith wheel renovation and £51.00 to the Clerk for the purchase of printer ink cartridges. Arrange payments.	Clerk
8.0	To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting Cllr Norman had oiled the two benches on Lythe Common and cut grass around them. Cllr Casson had repainted and re-planted the planters on the corner of Meadowfields/East Row.	
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
9.1	2018/9 Budget, review of spend vs budget to be circulated prior to the next meeting.	Clerk
9.2	Mulgrave Estate, hedges covering 30mph speed signs.	Clerk
10.0	The next meeting was confirmed as Monday 3 September 2018 commencing at 19:30.	
 Meeting closed at 20:42	

*circulated via email.
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**LYTHE PARISH COUNCIL
MEETING ON MONDAY 3 SEPTEMBER 2018 COMMENCED AT 19:30, LYTHE VILLAGE
HALL**

Recording of meeting. None made.

Public question time. No questions raised.

Declaration of interest in agenda item(s). Cllr Casson declared a non-pecuniary interest in 3.8 and left the room for this item.

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

ITEM	SUBJECT	ACTION
1.0	To receive apologies for absence Apologies received from Cllr Cornforth.	
2.0	Minutes of meetings	
2.1	The minutes of the 2 July LPC meeting were proposed as a true and accurate record by Cllr Metcalfe, seconded by Cllr Norman, all agreed and were duly signed by the Chair.	
3.0	To receive information on the following ongoing issues and decide further action where necessary	
3.1	Police and speeding related activities.	
3.1.1	Police Report*. Circulated.	Complete
3.2	Planning applications to feedback to Authorities.	
3.2.1	Application for temporary change of use at Raw Pastures Farm, Goldsborough. Feedback sent.	Complete
3.2.2	Voebroch, Kettleness, - NYM/2018/0243/CU. Feedback sent.	Complete
3.2.3	18/01397/HS, Whitehaven, Sandsend (Flat 3). Feedback sent.	Complete
3.3	LPC Website, including register of interest forms. Resolved to obtain forms and include on LPC website.	Clerk/ Cllr Casson
3.4	Items from 'Goldsborough, Kettleness, Lythe and Sandsend walkabouts'*. The Chair took the Council through items on the spreadsheet. Resolved to continue to progress and circulate revised spreadsheet.	Clerk
3.5	YLCA, Reform of data protection legislation and intro of the GDPR.general data protection regulations. Including Record Management Policy. Template received from YLCA re record management policy. Resolved to review/amend as appropriate for adoption by LPC and continue to review compliance by LPC wrt the legislation. Clerk to progress.	Clerk
3.6	Broadband, Goldsborough & Kettleness. Resolved to send details of households experiencing difficulties with broadband access/speed to Cllr Nock.	Cllr Cornforth Clerk
3.7	Battles over, a nation's tribute and WW1 beacons of light, 11 November 2018. Following information tabled by Cllr Metcalfe, confirming that Adrian Trowsdale would act as Master of Ceremony and a buglar booked, it was resolved to: <ul style="list-style-type: none"> - Submit an article for the Parish Magazine outlining the event and to request loan of memorabilia and volunteers to provide scones, biscuits, cakes. - Confirm booking with the Village Hall and clarify who would be responsible for hire cost. - Contact the primary school to discuss further the pupil involvement, poems etc. - Contact Reverend Jackson regarding church involvement. - Check with Mulgrave Estate whether or not Lord Normanby wished to light the stiddy. If not, to contact Ralph Bagnall-Wild to see whether or not he wished to light it. 	Cllrs JM, LS. Clerk Clerk Cllr JM Cllr JM. Clerk

		Cllr Norman
3.8	Fencing Meadowfields/East Row, Sandsend*. Despite a number of communications with NYH/Cllr Chance, no formal decision received yet. Resolved to continue to progress.	Clerk
3.9	Portable signs – ‘no dogs on the beach’. Whilst the signs had been deemed to be successful during the day, feedback from a parishioner had highlighted the number of dog walkers early morning/evening using the beach. Resolved to inform SBC of this for appropriate action.	Clerk
3.10	Boat parking, near Sandsend South slipway. The Clerk reported that Cllr Chance was continuing discussion with NYCC to obtain the best financial opportunity. Resolved to retain on the agenda.	Clerk
3.11	Transfer of Ownership of Defibrillator and Cabinet. The Clerk reported that NHS would retain ownership/responsibility for the defibrillator until the issue of mild powder coated steel/stainless steel for the cabinet was resolved.	Complete
3.12	YLCA, Revision to NALC'S Model Standing Orders*. The Chair/Clerk Cllr Smith/Clerk had reviewed and amended the model again as a result of further information from YLCA particularly in relation to GDPR, the Chair highlighted proposed changes. It was proposed by Cllr Casson, seconded by Cllr Lancaster and resolved to adopt the orders. Resolved to add footnote, and forward to Cllr Casson for inclusion on website.	Clerk/ Cllr Casson
3.13	East Row beck pool. SBC had added a drain channel to the pool to enable water to drain away.	NAR
3.14	Grass cutting, 2 nd cut. Undertaken.	Complete
4.0	Planning Issues	
4.1	To consider the following planning applications (including those applications published between agenda publication and meeting) None.	
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
	Available on SBC and NYMNPA websites.	
5.0	Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)	
5.1	Correspondence requiring decisions	
5.1.1	YLCA one-day Conference 28 September 2018*. Resolved that no one would attend.	Complete
5.1.2	YLCA, NALC Policy consultation – regeneration of seaside towns and communities*. Respond by 25 September 2018*. Resolved that individuals to respond on a personal basis.	Council Members
5.1.3	YLCA, Community led housing conference, 16 October 2018*.	NAR
5.1.4	SBC, Dog Control Public Space Protection Order Consultation*. Respond by 14 October. Resolved that individuals to respond on a personal basis.	Council Members
5.1.5	SBC, Community Switch newsletter*.	NAR
5.1.6	North Yorkshire Police, Rural watch meeting*. Resolved to place notice on boards.	Clerk
5.2	Correspondence for information (excluding financial matters that are included in 7.0)	
5.2.1	NALC Chief Executives bulletin 6, 27 July, 15, 24 August*.	NAR
5.2.2	YLCA, White Rose updates, July, August*.	NAR
5.2.3	NHS <ul style="list-style-type: none"> • CCG Governing Body meeting – Thursday 26 July 2018*. • Whitby Hospital redevelopment plans event 14 August*. 	NAR
5.2.4	YLCA, NALC Newsletter and the star council's awards 2018*.	NAR

5.2.5	NYCC, slope remediation works and reseeded*. Although outside the Parish, work scheduled to commence on this today.	NAR
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	2018/9 Budget, review of spend vs budget. The Chair led Cllrs through the circulated spreadsheet that confirmed that the Council was within agreed spend.	Complete
6.2	Mulgrave Estate, hedges covering 30mph speed signs. Work undertaken.	Complete
6.3	Installation of dropped kerb @ new East Row footbridge. Resolved to request NYH to install a dropped kerb to enable safe crossing for wheelchair/pushchair users.	Clerk
6.4	Bins on pavement, The Parade, Sandsend. Bins had appeared again outside collection dates. Resolved that SBC contact property owners to request bins to be put out/taken in on refuse collection days.	Clerk
6.5	Discussion at Mulgrave Estate. The Chair/Clerk had had a meeting with Mulgrave Estate where the main topic areas were; <ul style="list-style-type: none"> - proposed developments at Sandsend where it was confirmed that the public consultation had been put back until late 2018/early 2019. - Gabion baskets in The Valley, Sandsend where it was agreed that LPC would request SBC if they could assist in restoring the baskets that they had installed in c.2000. 	Clerk
6.6	Pop up Pizza selling, Meadowfields, Sandsend. The Chair had discussed whether or not the business could operate lawfully. Resolved to obtain final decision from SBC.	Clerk
6.7	Signage - cliff stability on the beach. As a result of the Summer fatality at Staithes, the Clerk had contacted SBC to determine whether or not additional signage required on Sandsend Beach. SBC had confirmed that following investigation, further signage was not required at present.	Complete
6.8	Vehicles on Sandsend beach. The Clerk confirmed that following discussion with SBC there were no byelaws in place to prevent vehicles on the beach. SBC had advised that they should be contacted if vehicles were acting in a dangerous manner. It was considered prudent that all drivers, including Sandsend Boat Club members should undertake a formal risk assessment for vehicles on the beach'. As members of the Boat Club, Cllrs Lloyd and Norman to progress this on a personal basis.	Complete
7.0	To receive information on Financial matters and approve spend as appropriate	
7.1	Balance of accounts.	
	Current	£9.01 credit
	Savings	£5779.53 credit
7.2	Money received.	
		£0
	Money paid.	
		£0
7.3	Invoices, including reimbursement to Cllr Norman and Clerk (agreed at the July mtg). Reimbursement made to Cllr Norman. Arrange reimbursement to Clerk.	Clerk
8.0	To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting	
8.1	Grass cut around Lythe Common by Cllr Norman.	
8.2	Sendsend car park litter pick by Cllr Smith.	
8.3	Garden tidy up requested by Cllr Smith and work complete.	

9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
9.1	Dog walkers in Lythe.	
9.2	Recycle facility for bottles/cans, check with SBC.	
10.0	The next meeting was confirmed as Monday 1 October 2018 commencing at 19:30. Noted apologies received from Cllr Casson.	
 Meeting closed at 20:58	

*circulated via email.

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**LYTHE PARISH COUNCIL
MEETING ON MONDAY 1 OCTOBER 2018 COMMENCED AT 19:30, LYTHE VILLAGE
HALL**

Recording of meeting. None made.

Public question time. A member of the public attended to express concerns regarding the street furniture (fencing) that had been installed at the base of Meadowfields, Sandsend. They considered it an eyesore and were disappointed that a more elegant solution had not been implemented. They also felt that the latest proposal (agenda item 3.8) from NYH did not address the parking problems caused by the fence on Meadowfields. They appreciated the reason the barrier was erected and felt that with a bit more thought it could be acceptable. They also felt that local democracy had been sidestepped.

It was appreciated that LPC supported Sandsend Boat Club and the extremely important need to have an area to move the boats to quickly in a storm.

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

Present: Cllrs P Cornforth, D Lancaster, M Lloyd, J Metcalfe, M Norman,
L Smith (Chair), J A Clark (Clerk).
One member of the public for public question time only.

ITEM	SUBJECT	ACTION
1.0	To receive apologies for absence Apologies received from Cllr Casson.	
2.0	Minutes of meetings	
2.1	The minutes of 3 September 2018 meeting were amended to reflect that in 6.8 'it was considered prudent that all drivers, including Sandsend Boat Club members should undertake a formal risk assessment for vehicles on the beach'. The minutes were then proposed as a true and accurate record by Cllr Norman, seconded by Cllr Metcalfe, all agreed and following amendment would be signed by the Chair.	Clerk/ Chair
3.0	To receive information on the following ongoing issues and decide further action where necessary	
3.1	Police and speeding related activities. Cllr Smith advised that NYCC had now approved Parish Councils purchasing Vehicle Activated Speed Signs and we were awaiting further information and costs.	
3.1.1	Police Report*. Circulated.	Complete
3.2	Planning applications to feedback to Authorities. None to feedback.	NAR
3.3	LPC Website, including register of interest forms. The Clerk confirmed that register of interest forms should be included on the LPC website. Cllr Metcalfe to complete her form and return to the Clerk for despatch to SBC and inclusion on both websites.	Cllr JM/ Clerk
3.4	Items from 'Goldsborough, Kettleiness, Lythe and Sandsend walkabouts'*. The spreadsheet had been circulated prior to the meeting. Resolved to continue to progress issues. In addition to the updates circulated, the Clerk confirmed that the concrete plinth had been scheduled for installation the previous week and the bench installed this week. Cllr Cornforth confirmed that the plinth had not been installed. Resolved to check with SBC why not.	Clerk Clerk

3.5	YLCA, Reform of data protection legislation and introduction of the GDPR.general data protection regulations. Including Record Management Policy. The Clerk and Chair had undertaken an audit of LPC compliance that had confirmed that further work must be completed to ensure compliance.	Clerk/ Chair
3.6	Broadband, Goldsborough & Kettleless. Cllr Cornforth had provided addresses for residents experiencing difficulties with broadband connectivity/speed. This information was forwarded to Cllr Nock for him to progress.	Complete
3.7	Battles over, a nation's tribute and WW1 beacons of light, 11 November 2018. <ul style="list-style-type: none"> - An article had been published in the Parish Magazine outlining the event and requesting the loan of memorabilia and volunteers to provide scones, biscuits, cakes. Further more detailed article to be submitted for November magazine. - Village Hall booked at £0 cost to LPC. - Contact the primary school to discuss further the pupil involvement, poems etc. - Contact Reverend Jackson regarding church involvement. - Mulgrave Estate had been unable to confirm whether or not Lord Normanby wished to light the stiddy. Resolved to progress again. If not, contact Ralph Bagnall-Wild to see whether or not he wished to light it. 	Complete Cllr JM/ Clerk Complete Cllr JM/ Clerk Cllr JM/Clerk Cllr Norman Clerk
3.8	Fencing Meadowfields/East Row, Sandsend*. The Chair outlined the latest proposal from NYH which was to remove a horizontal section from the fences adjacent to East Row and Meadowfields. This proposal was circulated to concerned parishioners prior to the LPC meeting and responses collated anonymously and circulated to Councillors. The Chair also advised that as this was the final proposal that if LPC voted against it, it was her feeling that LPC could no longer be involved in further discussions with NYH as she felt that all possible options had been exhausted. Those parishioners who had objected to the fence would be advised to contact NYH directly to voice their concerns as it was believed that more may be achieved by them following this course of action. The Chair proposed that due to the sensitivity of this issue, that the vote for or against should be held in secret. This was seconded by Cllr Lancaster, all agreed. Following the vote, it was resolved to reject the NYH proposal. Clerk to advise NYH and to inform appropriate parishioners. Cllr Lloyd proposed and it was resolved that NYH be requested to consult LPC on any issues relevant to the Parish to prevent a similar situation occurring in the future.	Clerk Clerk
3.9	Portable signs – 'no dogs on the beach' + of dog walkers early morning/evening. The signs had been removed and would be returned to SBC until the 2019 dog ban. The Clerk had contacted SBC to discuss how to prevent dog walkers on the beach early morning/evening during dog ban. The Clerk had asked how many prosecutions had been made during the 2018 dog ban period and was awaiting a response. Resolved to retain on the agenda.	Clerk
3.10	Boat parking, near Sandsend South slipway. Cllr Chance was still in talks with NYCC regarding leasing the land to LPC. Resolved to retain on the agenda.	Clerk
3.11	YLCA, Revision to NALC'S Model Standing Orders*. The Chair and Clerk had updated LPC Standing Orders further, changes due mainly to GDPR. Footnote added and sent to Cllr Casson for inclusion on the LPC website.	Clerk/ Cllr Casson

3.12	North Yorkshire Police, Rural watch meeting*. The Clerk had recently placed a poster on notice boards outlining the scheme and asking interested parties to contact the police direct.	Complete
3.13	Installation of dropped kerb @ new East Row footbridge. A request had been made to NYH to enable safe access/egress from East Row car park. A request had also been made to Cllr Chance to see if a contribution could be made to the costs from his budget. Resolved to retain on the agenda and move the issue to the 'Parish Walkabout' spreadsheet.	Clerk Clerk
3.14	Bins on pavement, The Parade, Sandsend. The Clerk had reported this to SBC and was awaiting a response. Resolved to retain on the agenda.	Clerk
3.15	Gabion baskets in The Valley, Sandsend. At the request of Mulgrave Estate, the Clerk had contacted SBC to see whether or not they installed the baskets and also to determine if they could contribute towards repairing them. Resolved to retain on the agenda.	Clerk
3.16	Pop up Pizza selling, Meadowfields, Sandsend. Resolved to review email received by the Chair and progress further with SBC as appropriate.	Clerk
4.0	Planning Issues	
4.1	To consider the following planning applications (including those applications published between agenda publication and meeting) None.	
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date Available on SBC and NYMNPA websites.	
5.0	Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)	
5.1	Correspondence requiring decisions	
5.1.1	NHS <ul style="list-style-type: none"> Developing the Long-Term Plan for NHS, response by 26 September*. Next CCG Governing Body meeting – Thursday 27/09/18*. 	NAR
5.1.2	YLCA, Scarborough Branch Meeting - Thursday, 4 October*. Resolved that no one available to attend.	Complete
5.1.3	SBC, Consultation on Affordable Housing SPD Update, respond by 26/09/18*.	NAR
5.1.4	NYMNPA, Coastal Area Parish Forum - Thursday, 25 October 2018 at 19:00. Resolved to await the full agenda available and forward to Cllrs to enable them to decide whether or not they would attend.	Clerk
5.1.5	Remembrance Day Silhouette Grants for Councils. Following a debate, it was resolved that LPC would not apply for a grant.	Complete
5.1.6	SBC, WWI Centenary Tree*. Resolved to check with Jim Mortlock at Mulgrave Estate the most appropriate tree to withstand weather conditions in St Oswald's churchyard and then contact LPCC to determine whether or not they wished to have a tree.	Clerk
5.2	Correspondence for information (excluding financial matters that are included in 7.0)	
5.2.1	NHS <ul style="list-style-type: none"> Campaign, 'React to Red Skin'*. Join our Journey: issue 1*. Local CCG gets 'outstanding' rating for cancer services*. Latest Whitby news*. Local NHS supports national campaign to improve dementia diagnosis rates*. 	NAR
5.2.2	YLCA, NALC Chief executive's bulletins; 7, 21 September*.	NAR

5.2.3	SBC, Anti-Social Behaviour, Crime or Vulnerability, Community Impact Team. The Clerk reported that more information is required. Resolved to circulate to Cllrs when information received.	Clerk
5.2.4	SBC, Scarborough and Whitby Area Constituency Committee – 26/09/18*.	NAR
5.2.5	NYMNP, new community scheme piloting in Whitby with Living Well. The Clerk reported that more information is required. Resolved to circulate to Cllrs when information received.	Clerk
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	Dog walkers in Lythe. It appears that the area that had been allocated for dog walkers on the camping site in Lythe was being utilised for caravans/tents. Discuss with Mulgrave Estate at the next LPC/Estate meeting.	Clerk/Chair
6.2	Recycle facility for bottles/cans. The Clerk advised that SBC had confirmed that currently a facility would not be installed due to contaminated waste being put in recycle bins and the cost of additional collections that negated any recycling benefits. Resolved to contact SBC to determine whether or not posters can be added suggesting recyclable materials taken home for disposal.	Complete Clerk
6.3	Grass cutting, 3 rd cut. Wait for two weeks to see if/when it would be appropriate to request a 3 rd cut.	Clerk
7.0	To receive information on Financial matters and approve spend as appropriate	
7.1	Balance of accounts.	
	Current	£8.42 credit
	Savings	£7773.53 credit
7.2	Money received.	
	SBC	£754.00 Model Agreement
	SBC	£1976.00 Precept
	Money paid.	
	A R Clay	£612.00 Grass cutting, 2 nd cut
	Clerk	£59.59 Ink cartridges, slate for blacksmith
	Lythe Village Hall	£65.00 Hall hire May/June/July
7.3	Invoices. None to approve.	NAR
8.0	To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting	
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting Financial spend vs Budget 2018/9.	
10.0	To confirm the details of the November 2018 meeting. The next meeting was confirmed as Monday 12 November commencing at 19:30.	
	The meeting closed at 20:47.	

*circulated via email.

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LYTHE PARISH COUNCIL

MEETING ON MONDAY 12 NOVEMBER 2018 COMMENCED AT 19:30, LYTHE VILLAGE HALL

Recording of meeting. None made.

Public question time. None present.

Declaration of interest in agenda item(s). Cllr Casson in 3.7 (Cllr Casson left the room during this item), Cllrs Lloyd and Norman in 3.9.

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

ITEM	SUBJECT	
1.0	To receive apologies for absence Cllr Cornforth (post meeting).	
2.0	Minutes of meetings	
2.1	The minutes of 1 October 2018 meeting were proposed as a true and accurate record by Cllr Lloyd, seconded by Cllr Lancaster, all agreed and were duly signed by the Chair.	Complete
3.0	To receive information on the following ongoing issues and decide further action where necessary	
3.1	Police and speeding related activities.	
3.1.1	Police Report*.	NAR
3.2	Planning applications to feedback to Authorities. None to feedback.	NAR
3.3	LPC Website, including register of interest forms. Register of interest form completed by Cllr Metcalfe and forwarded to SBC. Resolved that Cllr Casson would add to LPC website.	Cllr HC
3.4	Items from 'Goldsborough, Kettleless, Lythe and Sandsend walkabouts'*. Resolved to update the spreadsheet and circulate to Cllrs.	Clerk
3.5	YLCA, Reform of data protection legislation and introduction of the GDPR general data protection regulations. Including Record Management Policy. Clerk confirmed that a policy is not required. Further work to be undertaken to ensure compliance.	Clerk/ Chair
3.6	Battles over, a nation's tribute and WW1 beacons of light, 11 November 2018. The event had been very well attended and appeared to have been well received. The Chair thanked the work of Cllrs Metcalfe, Norman and the Clerk. The Head of the Lythe CE School had expressed interest in develop a continuing relationship with the Parish Council and the wider Parish.	Complete
3.7	Fencing Meadowfields/East Row, Sandsend*. Following the request by LPC to NYH for the Parish Council to be consulted on issues that affect the Parish, the following had been received "I can confirm that we will endeavour to consult or inform you of any significant alterations to the highway that we intend to undertake in your parish. There will however, be some activities that we will not consult on, such as routine maintenance activities, winter treatments, emergency responses etc." A further email had been received from a resident regarding perceived lack of support from LPC for suggested action. Resolved to respond to the email confirming the reasons behind the request for individuals to contact NYH.	Complete Clerk/ Chair
3.8	Portable signs – 'no dogs on the beach' + of dog walkers early morning/evening. SBC had confirmed that only one prosecution and three warnings issued during the dog ban period due, in the main, to sickness absence. Resolved to meet with the warden to agree actions prior to the next dog ban period. An email had been from a resident expressing concerns regarding the number of dogs on the beach during the ban period and the potential dangers, particularly to children. The Council agreed with the serious nature of the concerns and it was resolved to include these items in with SBC regarding an action plan. It was also resolved to request the resident to contact the Clerk immediately should there be a reoccurrence next year.	Clerk Clerk
3.9	Boat parking, near Sandsend South slipway. Resolved to arrange a meeting between Cllrs Lloyd, Smith and the Clerk to review the lease and insurance documents in order to progress.	Clerk/Cllrs ML/EAS
3.10	YLCA, Revision to NALC'S Model Standing Orders*. Placed on website.	Complete

3.11	Bins on pavement, The Parade, Sandsend. Awaiting response from SBC to the request for bins to be kept within property curtilages. Resolved to clarify with Highways whether or not the bins were on private land.	Clerk
3.12	Pop up Pizza selling, Meadowfields, Sandsend. Progress resolution from previous meeting to review email received by the Chair and progress further with SBC as appropriate.	Clerk
3.13	NYMNPA, Coastal Area Parish Forum - Thursday, 25 October 2018 at 19:00. No one had been available to attend and the Clerk had tendered LPC apologies.	Complete
3.14	SBC, WWI Centenary Tree*. The tree had been planted in a Lythe Common planter as an interim measure until a permanent location agreed. Resolved to discuss at the meeting with Mulgrave Estate on 19 November.	Clerk/ Chair
3.15	SBC, Anti-Social Behaviour, Crime or Vulnerability, Community Impact Team. Resolved that the Clerk would obtain further information.	Clerk
3.16	NYMNPA, new community scheme piloting in Whitby with Living Well. Post meeting it was determined that this pilot did not cover any area within the Parish.	Complete
3.17	Dog walkers in Lythe. Whilst the problem has appeared to have decreased, it was resolved to discuss at the meeting with Mulgrave Estate on 19 November.	Clerk/ Chair
3.18	Recycle facility for bottles/cans. Progress resolution from previous meeting to contact SBC to determine whether or not posters can be added suggesting recyclable materials taken home for disposal.	Clerk
3.19	Grass cutting, 3 rd cut. Cut requested and would be undertaken during appropriate weather conditions. Retain on agenda.	Clerk
4.0	Planning Issues	
4.1	To consider the following planning applications (including those applications published between agenda publication and meeting)	
	None received.	
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
	Available on SBC and NYMNPA websites.	
5.0	Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)	
5.1	Correspondence requiring decisions	
5.1.1	Defibrillator, Sandsend*. Yorkshire Ambulance NHS had sent a letter from the cabinet supplier confirming that it was made of stainless steel. Resolved to obtain two quotations from electricians to enable the new cabinet to be installed. Inform YA NHS of this.	Clerk Clerk
5.1.2	North York Moors National Park Authority - Draft Land Availability Assessment, comments by 9 November*. It was resolved to inform NYMNPA that LPC "are unable to comment unless more details of the proposed developments are available".	Clerk
5.1.3	SBC, Whitby Market Consultation*. Resolved that the Council members to reply on a personal basis as appropriate.	Council
5.1.4	SBC, Model Agreement Estimates and Parish Council Precepts 2019/20*. Resolved that no action currently required, however it will discussed at the January 2019 meeting.	Complete
5.1.5	SBC, Scarborough Borough Council Polling District & Polling Places Review - 1 - 22 November 2018*. Resolved that no action required.	Complete
5.2	Correspondence for information (excluding financial matters that are included in 7.0)	
5.2.1	YLCA, NALC Chief executive's bulletins; 28 September*.	NAR
5.2.2	Fraud Roadshows*. Resolved to provide details to the Village Hall Chairman for her to discuss with 'Farmer's Breakfast Talks' provider.	Clerk
5.2.3	North Yorkshire Local Access Forum - Recruitment of Voluntary Members*. Place on notice boards.	Clerk
5.2.4	Citizens Advice, Warm and Well in Yorkshire*. Place notices on boards/website.	Clerk/ Cllr HC
5.2.5	SBC, Local Plan Update*.	NAR
5.2.6	YLCA and National Association of Local Councils Subscription Fee 2019/2020. Noted that the increase in fees was negligible.	NAR

5.2.7	NHS, <ul style="list-style-type: none"> • HRW CCG News October 2018*. • New website to support children and young people's mental health*. • Update on Whitby Hospital*. 	NAR										
5.2.8	NYH, A64 Weekend Closure. Noted that this work now complete.	NAR										
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk											
6.1	Financial spend vs Budget 2018/9. Following the spreadsheet circulation, Cllr Smith confirmed that the Council were within budget, noted that that there were some large invoices that would need to be paid before the financial year end.	Complete										
7.0	To receive information on Financial matters and approve spend as appropriate											
7.1	Balance of accounts. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Current</td> <td style="width: 15%; text-align: right;">£8.42</td> <td style="width: 15%;">Credit</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>Savings</td> <td style="text-align: right;">£7,773.53</td> <td>Credit</td> <td></td> <td></td> </tr> </table>	Current	£8.42	Credit			Savings	£7,773.53	Credit			
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	£0											
7.3	Invoices.											
7.3.1	To approve Clerk's fees April – September 2018. £600 fee proposed by Cllr Smith, seconded by Cllr Lancaster, all agreed. Arrange payment of fees/tax.	Clerk										
7.3.2	Invoice of £95.40 to Baker Printing for WW1 booklet, approved. Arrange payment.	Clerk										
7.3.3	Payment of £10 to the Clerk approved for purchase of Sainsbury's gift voucher for the trumpet player at the WW1 event.	Clerk										
8.0	To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting None.											
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting											
9.1	Signage relating to cliff fall material.											
9.2	Daffodil bulbs on Lythe Bank grass verges.											
9.3	Sandsend (North and South) toilets.											
9.4	Items for consideration for 2019/20 budget inclusion.											
9.5	The removal of earth below hedging from Lythe Fire Station to Church and associated hedge cutting.											
9.6	Dates for 2019/20 meetings.											
9.7	NYCC, Proposed diversion of public footpath 30.26/007, Raws Farm, Goldsborough, Lythe.											
10.0	To confirm the details of the December 2018 meeting. The next meeting was confirmed as Monday 3 December commencing at 19:30.											
 Meeting closed at 20:39.											

*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

LYTHE PARISH COUNCIL

MEETING ON MONDAY 3 DECEMBER 2018 COMMENCED AT 19:30, LYTHE VILLAGE HALL

Recording of meeting. None made.

Public question time. None present.

Declaration of interest in agenda item(s). Cllrs Lloyd and Norman in 3.8.

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

ITEM	SUBJECT	
1.0	To receive apologies for absence Apologies received from Cllr Casson.	
2.0	Minutes of meetings	
2.1	The minutes of 12 November 2018 were proposed as a true and accurate record by Cllr Lancaster, seconded by Cllr Norman, all agreed and were duly signed by the Chair.	Complete
3.0	To receive information on the following ongoing issues and decide further action where necessary	
3.1	Police and speeding related activities.	
3.1.1	Police Report*.	NAR
3.2	Planning applications to feedback to Authorities. None to feedback.	NAR
3.3	LPC Website, including register of interest forms. Cllr Metcalfe's Register of Interest is now on SBC website, add to LPC website.	Cllr HC
3.4	Items from 'Goldsborough, Kettleiness, Lythe and Sandsend walkabouts'*. Current spreadsheet circulated. Resolved to continue progressing issues.	Clerk
3.5	YLCA, Reform of data protection legislation and introduction of the GDPR general data protection regulations. Including Record Management Policy and Security Incident Policy. Further work to be undertaken to ensure compliance.	Cllr Smith/ Clerk
3.6	Fencing Meadowfields/East Row, Sandsend*. Confirmed that an email outlining the reasons behind the request for individuals to contact NYH sent to resident.	Complete
3.7	Portable signs – 'no dogs on the beach' + of dog walkers early morning/evening. Email sent to the resident who had expressed concerns regarding the number of dogs on the beach during the ban period confirming that a meeting with the warden to agree actions prior to the next dog ban period would be held. Resident requested to contact the Clerk/Cllrs immediately should there be a reoccurrence next year.	Complete
3.8	Boat parking, near Sandsend South slipway. The draft lease from NYCC had been amended at the request of LPC, further work to be undertaken. Resolved to discuss proposed amendments with NYCC. Cllr Lloyd confirmed that Sandsend Boat Club public liability insurance had been increased and now met this part of the lease requirement. Resolved that Cllr Lloyd would discuss the proposal with boat club members. Resolved that licence required between LPC and the Boat Club. Resolved that Cllr Chance be informed of activities as the boat parking area will be at £0 cost to LPC.	Clerk Cllr Lloyd Cllrs Lloyd Smith/Clerk Clerk
3.9	Bins on pavement, The Parade, Sandsend. The Clerk confirmed that NYH identified that an initial search suggested that the land where bins were being placed was highway maintained, however detailed search being undertaken. Resolved if highways maintained, LPC to request house owner to remove bins from pavement if possible. Cllr Lloyd reported that SBC proposals were to have lane end collections throughout the Borough in the future.	Clerk
3.10	Pop up Pizza selling, Meadowfields, Sandsend. The Clerk reported that SBC planning had confirmed that they should be contacted if the pop up pizza commences in the future, they would then undertake appropriate review/action.	Complete

3.11	SBC, WWI Centenary Tree*. Interim planting undertaken.	Complete
3.12	SBC, Anti-Social Behaviour, Crime or Vulnerability, Community Impact Team.	NAR
3.13	Dog walkers in Lythe. This issue has now decreased due reduced numbers using the caravan park. During the recent meeting at Mulgrave Estate the site plan included in the original planning application was passed to them. This site plan showed that an area originally designated for dog walking was now used for additional pitches. Mulgrave to follow up with site manager.	Complete
3.14	Recycle facility for bottles/cans. The Clerk advised that SBC do not want LPC to add recycling notices to the bins in Witsend car park.	Complete
3.15	Grass cutting, 3 rd cut. Undertaken.	Complete
3.16	Defibrillator, Sandsend*. The Clerk reported that whilst LPC had confirmed that LPC would take on ownership once the cabinet material clarified, YAS appeared to have a different understanding. Resolved to discuss the situation with YAS again and also to identify whether one organisation could undertake checking/maintenance of three defibrillators in the Parish. Cllr Norman to obtain details of another organisation who performs this task. `Identify who currently maintains the machines at Kettleless and on The Stiddy.	Clerk Cllr MN Clerk
3.17	North York Moors National Park Authority - Draft Land Availability Assessment*. Response sent.	Complete
3.18	Fraud Roadshows*. Details sent to Village Hall Committee to disseminate as appropriate.	Complete
3.19	North Yorkshire Local Access Forum - Recruitment of Voluntary Members*. Recruitment completed end October 2018.	NAR
3.20	Citizens Advice, Warm and Well in Yorkshire*. Posters placed on notice boards.	Complete
4.0	Planning Issues	
4.1	To consider the following planning applications (including those applications published between agenda publication and meeting)	
4.1.1	<p>18/02666/HS Hazelwood The Parade Sandsend. Draft response and circulate to Cllrs for Comment. Once comments received, it was resolved to inform SBC. See below for the final response.</p> <ul style="list-style-type: none"> • Hazelwood is within the Sandsend Conservation Area and as such, it is imperative that special attention is afforded to this proposal, i.e. what may be deemed as permitted development in some areas, must not be classified as such in this particular case. • The proposed glass balustrade is out of keeping with the two other similarly styled terraced properties built at the same time, i.e. Peacehaven and Ravenswood and any balustrade should sympathetically match and/or complement the other properties, the proposal does neither. The wooden balustrade at Ravenswood was recently replaced with an exact replica in keeping with the adjacent properties. The impact on the three properties as a whole should be regarded when considering any change to the front of any of them. • There are significant concerns regarding the proposed new parking area. <ul style="list-style-type: none"> ○ This proposal, in reality, would remove at least two if not three parking spaces from The Parade and would have a detrimental effect on parking availability which, in Sandsend particularly in this location, is extremely limited. ○ There are concerns regarding the cutting back of the land and using gabion baskets to prop up/secure the land rather than using piling or other appropriate engineering means, as this could result in potential structural movement in other properties on The Parade. ○ If the proposal was approved, it could result in a precedent where other properties in the locale would undertake similar works that could result in the issues already outlined. 	Clerk Clerk

	<ul style="list-style-type: none"> ○ It should also be noted that whilst there were three new properties built on The Parade next to the Pyman Institute in c.2016 there was no loss of parking as there was originally a large garage on the site with access over the pavement. ○ The cutting back of the land and the vertical face required to hold up the land behind, including the proposed suspended seating area above part of the parking area, would be again out of keeping with the sloping land in front of Peacehaven and Ravenswood. 	
4.1.2	18/02635/HS Coble Cottage East Row Sandsend. Resolved that there were no objections to this proposal. Inform SBC.	Clerk
4.1.3	NYCC, Proposed diversion of public footpath 30.26/007, Raws Farm, Goldsborough, Lythe. Resolved that there were no objections to this proposal. Inform NYCC.	Clerk
4.1.4	Lythe Shop Signage. Resolved that there were no objections to this proposal. Inform NYMNPA.	Clerk
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
	Available on SBC and NYMNPA websites.	
5.0	Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)	
5.1	Correspondence requiring decisions	
5.1.1	YLCA, Planning Seminars 2019*. Resolved that there were no nominations.	Complete
5.1.2	YLCA, Compliance with GDPR/DPA - Security Incident Policy*. Resolved to review security incident policy and draft LPC policy.	Cllr Smith/ Clerk
5.1.3	Community payback*. Resolved to request payback individuals to repaint Sandsend toilets.	Clerk
5.2	Correspondence for information (excluding financial matters that are included in 7.0)	
5.2.1	NHS <ul style="list-style-type: none"> • Next CCG Governing Body meeting, Thursday 22 November 2018*. • Briefing - Single Accountable Officer for North Yorkshire CCGs*. • People experiencing anxiety and depression encouraged to contact local service*. 	NAR
5.2.2	NALC Chief Executive's Bulletin, week commencing 12/11/18*.	NAR
5.2.3	YLCA, White Rose Update November Issue*.	NAR
5.2.4	YLCA is Tweeting*.	NAR
5.2.5	North Yorkshire Fire and Rescue Authority – Change in governance*.	NAR
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	Signage relating to cliff fall material*. The Clerk confirmed a request to SBC, had resulted in the following, "You will be aware that following the sad events of the 8 th of August last the North Yorkshire Coroner held an inquest and concluded that the death of Miss Harriet Forster was accidental. However, the Coroner has now written formally to the Council's Chief Executive and issued a Regulation 28 report (Report to prevent Future Deaths) and this requires, by law, a response within 56 days. On receipt of this communication a small working group has been set up to consider all the Coroner's Concerns and we will be examining a number of issues including land ownerships, responsibilities, foreshore access and existing/future warning signage and on completion of this process I/we will keep you fully informed of our intentions".	Complete
6.2	Daffodil bulbs on Lythe Bank grass verges*. The Clerk confirmed that following a request to NYH individuals could not be afforded a licence. Resolved that LPC would apply for a licence on behalf of a resident to enable bulbs to be planted on the verge between the Fire Station and St Oswald's church.	Clerk
6.3	Sandsend (North and South) toilets*. The Clerk confirmed that following a request for an update from SBC, the following had been received, "We are still	

	<p>interested in a development on the site of Sandsend South toilets (which would incorporate toilet provision) however this has not progressed either.</p> <p>We are in the process of updating all our full condition surveys on the toilets and the outstanding works will be fed into the Council's Capital Strategy. It is hoped that funds will become available to upgrade some of our facilities but this will be subject to prioritisation against other projects.</p> <p>I am due to take a further update report to the Council's Cabinet in February outlining the next steps and I'll endeavor to keep you updated on any developments".</p>	Complete																																																																
6.4	Items for consideration for 2019/20 budget inclusion. Resolved to obtain costs for Grass Cutting, Defibrillator, Election charges.	Clerk																																																																
6.5	The removal of earth below hedging from Lythe Fire Station to Church and associated hedge cutting. As a result of narrowing of the footpath, it was resolved to request estimates for the work from Clay and Nobles.	Clerk																																																																
6.6	<p>Dates for 2019/20 meetings*. Following discussion on location of meetings, it was resolved that as Lythe Village Hall is central within the Parish, meetings would continue to held there. Details confirmed as follows:</p> <table border="1"> <thead> <tr> <th colspan="4">LYTHE PARISH COUNCIL, MEETINGS 2019/20, LYTHE VILLAGE HALL</th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td>1 April 2019</td> <td>19:00</td> <td>Annual Parish Meeting</td> </tr> <tr> <td>Monday</td> <td>1 April 2019</td> <td>19:30</td> <td>Parish Council Meeting</td> </tr> <tr> <td>Monday</td> <td>13 May 2019</td> <td>19:00</td> <td>Annual Parish Council Meeting</td> </tr> <tr> <td>Monday</td> <td>13 May 2019</td> <td>19:30</td> <td>Parish Council Meeting</td> </tr> <tr> <td>Monday</td> <td>3 June 2019</td> <td>19:30</td> <td>Parish Council Meeting</td> </tr> <tr> <td>Monday</td> <td>1 July 2019</td> <td>19:30</td> <td>Parish Council Meeting</td> </tr> <tr> <td>Monday</td> <td>5 August 2019*</td> <td>19:30</td> <td>Parish Council Meeting*</td> </tr> <tr> <td>Monday</td> <td>2 September 2019</td> <td>19:30</td> <td>Parish Council Meeting</td> </tr> <tr> <td>Monday</td> <td>7 October 2019</td> <td>19:30</td> <td>Parish Council Meeting</td> </tr> <tr> <td>Monday</td> <td>4 November 2019</td> <td>19:30</td> <td>Parish Council Meeting</td> </tr> <tr> <td>Monday</td> <td>2 December 2019</td> <td>19:30</td> <td>Parish Council Meeting</td> </tr> <tr> <td>Monday</td> <td>6 January 2020</td> <td>19:30</td> <td>Parish Council Meeting</td> </tr> <tr> <td>Monday</td> <td>3 February 2020</td> <td>19:30</td> <td>Parish Council Meeting</td> </tr> <tr> <td>Monday</td> <td>2 March 2020</td> <td>19:30</td> <td>Parish Council Meeting</td> </tr> <tr> <td colspan="4">* Provisional, will only be held if urgent decisions required.</td> </tr> </tbody> </table>	LYTHE PARISH COUNCIL, MEETINGS 2019/20, LYTHE VILLAGE HALL				Monday	1 April 2019	19:00	Annual Parish Meeting	Monday	1 April 2019	19:30	Parish Council Meeting	Monday	13 May 2019	19:00	Annual Parish Council Meeting	Monday	13 May 2019	19:30	Parish Council Meeting	Monday	3 June 2019	19:30	Parish Council Meeting	Monday	1 July 2019	19:30	Parish Council Meeting	Monday	5 August 2019*	19:30	Parish Council Meeting*	Monday	2 September 2019	19:30	Parish Council Meeting	Monday	7 October 2019	19:30	Parish Council Meeting	Monday	4 November 2019	19:30	Parish Council Meeting	Monday	2 December 2019	19:30	Parish Council Meeting	Monday	6 January 2020	19:30	Parish Council Meeting	Monday	3 February 2020	19:30	Parish Council Meeting	Monday	2 March 2020	19:30	Parish Council Meeting	* Provisional, will only be held if urgent decisions required.				
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7.3.3	Payment of £10 to the Clerk approved for the trumpet player. Paid.	Complete																																																																
7.4	Invoices, for approval. Resolved to pay £240.00 external audit fee.	Clerk																																																																
7.5	Conclusion of external audit. Resolved to place forms on website/noticeboards.	Clerk/ Cllr HC																																																																

7.6	Donation to LPCC towards maintenance of the Churchyard. Discuss at next meeting.	Clerk
8.0	To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting	
8.1	NE-IFCA – Cllr Norman reported that he had contacted IFCA to try to report the amount of detritus left during cart (fish bait) manufacture in Witsend car park.	
8.2	Meeting with Mulgrave Estate. The Chair reported that during a meeting with ME, it had been confirmed that: <ul style="list-style-type: none"> • A deer park of 260 fallow and 60 red will be established on castle land towards Ugthorpe • Following the end of the lease with the current occupier of The Stiddy, it will be updated/improved along with developments within the caravan park. • The Estate is reviewing the potential to put a caravan/camping site nr the Fox & Hounds, Goldsborough. • Developments at East Row are changing, it is anticipated that more detail will be available in February 2019 and a public consultation will be held. • Developments at Witsend are currently in abeyance due to East Row focus. • There will be a concert, 'The Elephant at the Castle' in June 2019. 	
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
9.1	Cart (fish bait) manufacturers detritus in Witsend car park.	
9.2	SBC, Model Agreement Estimates and Parish Council Precepts 2019/20*.	
9.3	Donation to LPCC towards maintenance of the Churchyard.	
9.4	Budget 2018/19, spend to date.	
10.0	To confirm the details of the next meeting The next meeting was confirmed as Monday 7 January 2019 commencing at 19:30.	
	Meeting closed 21:05	

*circulated via email.

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LYTHE PARISH COUNCIL

MEETING ON MONDAY 7 JANUARY 2019 COMMENCING AT 19:30, LYTHE VILLAGE HALL

Recording of meeting. None made.

Public question time. None present.

Declaration of interest in agenda item(s). Cllr Smith in 4.1.1 and Cllr Norman in 3.6.

Present: Cllrs D Lancaster (Chair), H Casson, J Metcalfe, M Norman, L Smith (acting as Clerk).

ITEM	SUBJECT	ACTION
1.0	To receive apologies for absence Apologies received from Cllr Lloyd, Cllr Cornforth and Clerk Judy Clark	
2.0	Minutes of meetings	
2.1	The minutes of 3 December 2018 were proposed as a true and accurate record by Cllr Norman, seconded by Cllr Metcalfe, all agreed and were duly signed by the Chair.	Complete
	To receive information on the following ongoing issues and decide further action where necessary	
3.1	Police and speeding related activities.	
3.1.1	Police Report*. Circulated.	NAR
3.2	Planning applications to feedback to Authorities.	
3.2.1	18/02666/HS Hazelwood The Parade Sandsend. Feedback sent.	Complete
3.2.2	18/02635/HS Coble Cottage East Row Sandsend. Feedback sent.	Complete
3.2.3	NYCC, Proposed diversion of public footpath 30.26/007, Raws Farm, Goldsborough, Lythe. Feedback sent.	Complete
3.2.4	Lythe Shop Signage. Feedback sent.	Complete
3.3	LPC Website, including register of interest forms. Cllr Casson advised that the website has been updated with various documents including Cllr Metcalfe's Register of Interests form.	Complete
3.4	Items from 'Goldsborough, Kettleiness, Lythe and Sandsend walkabouts'*. Resolved to continue to progress and circulate revised spreadsheet.	Clerk
3.5	YLCA, Reform of data protection legislation and introduction of the GDPR general data protection regulations. Including Record Management Policy and Security Incident Policy. Further work to be undertaken to ensure compliance.	Clerk/ Cllr Smith
3.6	Boat parking, near Sandsend South slipway. The draft lease is to be presented to Sandsend Boat Club for their approval. If agreed, resolved that LPC need to formally agree with NYCC and a licence is required between LPC and the Boat Club.	Cllr Lloyd Cllrs Lloyd/ Smith/Clerk
3.7	Bins on pavement, The Parade, Sandsend. No update.	Clerk
3.8	Defibrillator, Sandsend*. LPC is now responsible for the guardianship of the defibrillator and a rota has been drawn up to ensure it is checked on a weekly basis by councillors. Resolved to add Cllr Norman to the rota and send councillors. The defibrillator battery and pads have recently been replaced and it was resolved to purchase backups at a cost of £180+VAT and £23+VAT respectively.	Clerk Clerk
3.9	YLCA, Compliance with GDPR/DPA - Security Incident Policy*. A draft policy as been written and sent to the Clerk. Resolved to review this and send to Cllrs for comment and subsequent approval at the next LPC meeting.	Clerk/Cllr Lancaster
3.10	Community payback*. No update.	Clerk
3.11	Daffodil bulbs on Lythe Bank grass verges*. No update	Clerk
3.12	Items for consideration for 2019/20 budget inclusion. No other new items were identified for inclusion in the budget. Cllr Smith advised that Clay's have kindly kept the cost of grass cutting at the same price as this year.	Complete
3.13	The removal of earth below hedging from Lythe Fire Station to Church and associated hedge cutting. A site meeting is to be held with Clay's, Nobles and Clerk in January to discuss requirements.	Clerk
3.14	External audit. Relevant forms placed on noticeboards and website. Invoice paid.	Complete

4.0	Planning Issues	
4.1	To consider the following planning applications (including those applications published between agenda publication and meeting)	
4.1.1	18/03002/FL Replacement windows in upvc at first and second floor level Beach Hotel The Parade Sandsend. After a discussion, it was resolved to inform SBC that LPC would not object to the proposed plans if the replacement upvc windows are a like-for-like design to the existing windows, in both appearance and style of opening.	Clerk
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
	Available on SBC and NYMNPA websites.	
5.0	Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)	
5.1	Correspondence requiring decisions	
5.1.1	NYCC, Give your views on council services, respond by 21 January*. Added to LPC website.	Complete
5.1.2	Cllr Nock, forwarded email from Dept for Digital, Culture, Media and Sport, broadband provision*. Resolved to provide Cllr Nock with details of the houses in Goldsborough and Kettlethorpe which have previously reported slow broadband speeds.	Clerk
5.1.3	North Yorkshire Police Fire and Crime Commissioner, Precept consultation - Investing in our local police and fire and rescue service*. Added to LPC website.	Complete
5.2	Correspondence for information (excluding financial matters that are included in 7.0)	
5.2.1	Scarborough and Whitby Area Constituency Committee - 12 December 2018*.	NAR
5.2.2	News from Allerton Waste Recovery Park*.	NAR
5.2.3	YLCA, NALC, Chief Executives Bulletins, two for December 2018*.	NAR
5.2.4	YLCA, evening telephone service.	NAR
5.2.5	NHS <ul style="list-style-type: none"> • GP online consultations launched across Hambleton, Richmondshire and Whitby*. • HRW CCG News, December 2018*. 	NAR
5.2.6	White Rose Update December 2018 Edition*.	NAR
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	Cart (fish bait) manufacturers detritus in Witsend car park. Following a discussion, resolved to contact Cllr Nock with details of the problem to determine if anything can be done to prevent this activity.	Cllr Norman/ Clerk
6.2	SBC, Model Agreement Estimates and Parish Council Precepts 2019/20*. Cllr Smith took the councillors through a document which outlined the additional expenditure which LPC is liable for in 2019/20. These include defibrillator support and election costs. These latter costs could be in excess of £1,000 should an election be required in May 2019 to elect councillors to LPC. Cllr Smith proposed that as LPC does not have sufficient monies in reserve to pay for this if required, the precept should be increased to re-coup this money over the next 4 years. If an election is not required, the precept in 2020/21 will reflect that this additional money is not required. Following considerable debate, it was resolved to request a precept of £4262 to compensate for the reduction of Band D equivalents and to allow for the potential additional expenditure. This equates to an increase of 10%, or £1.50/annum/Band D. Send new precept amount to SBC.	Clerk
6.3	Donation to LPCC towards maintenance of the Churchyard. It was proposed by Cllr Lancaster, seconded by Cllr Metcalfe to donate £250 to LPCC, all in favour.	Clerk
6.4	Budget 2018/19, spend to date. Cllr Smith advised that LPC are currently within expected expenditure for 2018/19.	Complete

6.5	Tour de Yorkshire. It was resolved to discuss this at the next meeting. In the interim, Councillors are to consider how the TdeY coming to the parish on 4 th May 2019 should be celebrated.	All
7.0	To receive information on Financial matters and approve spend as appropriate	
7.1	Balance of accounts.	
	Current	£79.42 credit
	Savings	£6,120.13 credit
7.2	Money received.	
		£0
	Money paid.	
	Littlejohn	£240 Audit
	Clays	£612 3 rd grass cut
	Village Hall hire	£15
7.3	Invoices, processed.	
7.3.1	External audit fee. Paid	Complete
7.4	Invoices, for approval. None	Complete
8.0	To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting	
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
9.1	Mulgrave Estate presentation – to be confirmed. Mobile phone coverage throughout the Parish.	
10.0	To confirm the details of the next meeting To confirm the next meeting as Monday 4 February 2019 commencing at 19:30. Cllr Smith gave her apologies in advance.	
	Meeting closed 20:59.	

*circulated via email.

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LYTHE PARISH COUNCIL

MEETING ON MONDAY 4 FEBRUARY 2019 COMMENCED AT 19:30, LYTHE VILLAGE HALL

Recording of meeting. None made.

Public question time. None present.

Declaration of interest in agenda item(s). None

Present: Cllrs P Cornforth, D Lancaster - Chairman for this meeting, M Lloyd, J Metcalfe, M Norman, J A Clark - Clerk

ITEM	SUBJECT	ACTION
1.0	To receive apologies for absence Apologies received from Cllrs Casson and Smith.	
2.0	Minutes of meetings	
2.1	The minutes of 4 January 2019 were proposed as a true and accurate record by Cllr Metcalfe, seconded by Cllr Norman and signed by the meeting Chairman.	
3.0	To receive information on the following ongoing issues and decide further action where necessary	
3.1	Police and speeding related activities.	
3.1.1	Police Report*. Circulated.	Complete
3.1.2	YLCA, VAS signs*.	NAR
3.2	Planning applications to feedback to Authorities.	
3.2.1	18/03002/FL Replacement windows in upvc at first and second floor level Beach Hotel The Parade Sandsend. Comments sent to SBC.	Complete
3.3	Items from 'Goldsborough, Kettleless, Lythe and Sandsend walkabouts*'. Updated spreadsheet circulated. Noted that 'Joan Dove' bench refurbished to a high standard and reinstalled by SBC. RESOLVED to continue to progress and circulate revised spreadsheet when appropriate.	Clerk
3.4	YLCA, Reform of data protection legislation and introduction of the GDPR general data protection regulations. RESOLVED that further work to be undertaken to ensure compliance.	Clerk/Cllr Smith
3.5	Boat parking, near Sandsend South slipway. The Clerk confirmed that the lease between LPC and NYCC had been signed and returned and that the grant (from Cllr Chance's locality budget) application had been signed and returned. Noted that when the grant is received by LPC it will be returned to NYCC for reallocation within the County Council. A further document relating to the Landlord and Tenant Act 1954 had to be signed by an appropriately qualified solicitor and it was RESOLVED that the Clerk would arrange this. RESOLVED that the licence drafted between LPC and Sandsend Boat Club would be sent to the designated members for signed agreement on behalf of the Boat Club.	Clerk Clerk Clerk
3.6	Bins on pavement, The Parade, Sandsend. Concerns had been raised regarding bins on the pavement and the negative impact on the street scene. In addition, correspondence had been received from a property owner regarding potential erection of a bin store. Following considerable debate, it was RESOLVED that as the proposal from the property owner was for erection of a store on Highways maintained land, advice would be sought from Cllr Nock/SBC/NYH.	Clerk
3.7	Defibrillator, Sandsend*. As Cllr Lloyd was unable to act as a Guardian due to St Mary's commitments, the Clerk volunteered to cover his number of checks and it was RESOLVED to redraft and circulate the revised draft timetable. It was also RESOLVED to obtain costs availability for CPR training.	Clerk Clerk
3.8	YLCA, Compliance with GDPR/DPA - Security Incident Policy*. RESOLVED adoption of the draft policy. Forward to Cllr Casson for inclusion on LPC website.	Clerk/Cllr Casson
3.9	Community payback*. The Clerk reported that she had submitted a request for individuals to paint Sandsend South toilets. However, as these were not a LPC asset it was RESOLVED to inform SBC of the request.	Clerk
3.10	Daffodil bulbs on Lythe Bank verges*. A map outlining where bulbs were to be planted had been received. A request for a licence was signed by the meeting Chairman, RESOLVED to return to NYH to enable them to issue a licence.	Clerk

3.11	The removal of earth below hedging from Lythe Fire Station to Church and associated hedge cutting. The Clerk confirmed that during a site meeting with Clays, Agricultural Contractors, it had become apparent that cutting back the grass verges on both sides of the footpath would not remedy the narrow path. Clays confirmed that they could quote for the work, including tarmac/other surface laying. Following debate and due to the footpath not belonging to LPC, it was RESOLVED to submit a request to NYH to carry out the work.	Clerk
3.12	Cllr Nock, forwarded email from Dept for Digital, Culture, Media and Sport, broadband provision*. Cllr Nock had confirmed that he had notified the Department again of the need to include Goldsborough and Kettleless in the provision. RESOLVED to retain on the agenda.	Clerk
3.13	Cart (fish bait). Whilst the dropping of litter was a criminal offence, it was RESOLVED to continue to monitor the situation to determine if it became a major issue.	Complete
3.14	SBC, Model Agreement Estimates and Parish Council Precepts 2019/20*. Requirements returned to SBC.	Complete
3.15	Donation to LPCC towards maintenance of the Churchyard. Donation sent to LPCC.	Complete
3.16	Tour de Yorkshire. RESOLVED that LPC should facilitate activities where required but should not necessarily organise anything directly. RESOLVED to retain on the agenda for further discussion at the next meeting.	Clerk
4.0	Planning Issues	
4.1	To consider the following planning applications (including those applications published between agenda publication and meeting)	
	None.	
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
	Available on SBC and NYMNPA websites.	
5.0	Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)	
5.1	Correspondence requiring decisions	
5.1.1	SBC - Budget Consultation 2019/20*. RESOLVED that Cllr Lancaster and the Clerk would complete and return.	Clerk/Cllr Lancaster
5.1.2	YLCA, Scarborough Branch Meeting - Thursday, 7 February*. RESOLVED that no one available to attend, inform YLCA.	Clerk
5.1.3	SBC, Supporting Volunteering Survey*. Clerk had forwarded this to The Village Hall and The Community Shop, RESOLVED that no further action required.	NAR
5.1.4	Proposed litter pick, Saturday 20 April 2019. Following debate, it was agreed that litter picks were currently not required in Goldsborough, Kettleless and Lythe and that it was RESOLVED to hold a litter pick on Sandsend beach. Draft a poster and circulate to Cllrs for comments.	Clerk/Cllrs
5.1.5	Proposed Federation of Eskdale School and Caedmon College Whitby*. RESOLVED that Cllr Cornforth would attend and report back at the next meeting,	Cllr Cornforth
5.2	Correspondence for information (excluding financial matters that are included in 7.0)	
5.2.1	NHS <ul style="list-style-type: none"> • Notice of next CCG Governing Body meeting, Thursday 24 January 2019*. • Health body approves Whitby Hospital redevelopment plans. 	NAR
5.2.2	YLCA, NALC Legal briefing L11-18: Section 137 limit for financial year 2019/20*.	NAR
5.2.3	NYMNPA, Conservation Area Photographic Survey - notice of work*.	NAR
5.2.4	Gustav Holst's piano, refurbishment in Lythe*.	NAR
5.2.5	YLCA, 21/1/19, Bulletin from the Chief Executive of the National Association of Local Councils*.	NAR

6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	Mobile telephone phone coverage throughout the Parish. The Clerk reported that she had discussed the poor phone coverage with Cllr Nock who had confirmed that a mast located on a high point was required and that he had suggested contacting Mulgrave Estate. It was RESOLVED that this would be discussed during the next meeting at the Estate.	Chair/ Clerk
6.2	2019 Elections. The Clerk advised the Council that she was attending a briefing with SBC in mid-February and would report back at the next meeting.	Clerk
7.0	To receive information on Financial matters and approve spend as appropriate	
7.1	Balance of accounts.	
	Current	£1.42 credit
	Savings	£5,873.45 credit
7.2	Money received.	
		£0
	Money paid.	
		£78.00 Computer Ctre, domain/hosting.
		£250.00 Contribution to Churchyard maintenance
7.3	Invoices, processed. Computer Centre.	Complete
7.4	Invoices, for approval. None.	NAR
8.0	To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting Noted that the First Responder vehicle now in operation again at Lythe.	
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
9.1	Annual Parish Meeting, topics/speakers.	
10.0	To confirm the details of the next meeting It was confirmed that the next meeting is Monday 4 March 2019 commencing at 19:30.	
	Meeting closed at 20:52	

*circulated via email.

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**LYTHE PARISH COUNCIL
MEETING ON MONDAY 4 MARCH 2019 COMMENCED AT 19:30, LYTHE VILLAGE HALL**

Recording of meeting. None made.

Public question time. None present.

Declaration of interest in agenda item(s). None

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

ITEM	SUBJECT	
1.0	To receive apologies for absence Cllr Cornforth.	
2.0	Minutes of meetings	
2.1	The minutes of 4 February 2019 were proposed as a true and accurate record by Cllr Lloyd, seconded by Cllr Norman, all agreed and were duly signed by the Chair.	Complete
3.0	To receive information on the following ongoing issues and decide further action where necessary	
3.1	Police and speeding related activities.	
3.1.1	Police Report*.	NAR
3.2	Planning applications to feedback to Authorities. None to feedback.	NAR
3.3	Items from 'Goldsborough, Kettleless, Lythe and Sandsend walkabouts'*. Updated spreadsheet circulated. RESOLVED to continue to progress and circulate revised spreadsheet when appropriate. RESOLVED to obtain two quotations for re-stain/re-varnish of the three LPC benches outside the Pyman Institute.	Clerk Clerk
3.4	YLCA, Reform of data protection legislation and introduction of the GDPR general data protection regulations. RESOLVED that further work to be undertaken to ensure compliance.	Clerk/Cllr Smith
3.5	Boat parking, near Sandsend South slipway. It was confirmed that the licence between LPC and the Boat club had been signed and that Cllr Lloyd would return a copy to the Clerk. The Clerk reported that she was awaiting bank details from NYCC to enable the grant money paid to LPC to be transferred. The Clerk confirmed that Cllr Chance was unable to arrange appropriate cordoning off for the area due to purdah in the run up to the elections. RESOLVED that in order to protect the land from damage by parking of unauthorised vehicles, Sandsend Boat club would arrange for appropriate temporary measures, including signage.	Cllr Lloyd Clerk Cllrs Lloyd/ Norman
3.6	Bins on pavement, The Parade, Sandsend. The Clerk reported that following a site visit and discussion with Cllr Nock, he had confirmed that the land for the proposed bin store(s) was owned by SBC and maintained by NYH. He had suggested that should the property owners wish to go ahead with their proposal, they would need planning permission to erect the bin stores. They should undertake a pre-planning discussion with SBC and have an idea of what they want and the location (there are utility points on the pavement where they would not be able to locate the stores). He also believed that the householders would need to purchase the bins. It was RESOLVED to inform the property owner who had raised the original of this and to request that appropriate consultation was undertaken with the Parish Council and other stakeholders should they decide to progress this issue.	Clerk

3.7	Defibrillator, Sandsend. Timetable redrafted and confirmed. RESOLVED to clarify whether or not the checklist could be held within the defibrillator cabinet. RESOLVED that the defibrillator pack would be held at Sandsend Stores. Awaiting costs and availability for CPR training.	Clerk Clerk
3.8	YLCA, Compliance with GDPR/DPA - Security Incident Policy*. Policy added to website.	Complete
3.9	Community payback*. SBC informed of the request to paint Sandsend South Toilets by payback individuals.	Complete
3.10	Daffodil bulbs on Lythe Bank verges*. Licence received from NYH.	Complete
3.11	The removal of earth below hedging from Lythe Fire Station to Church and associated hedge cutting. The Clerk confirmed that NYH had responded that “the reported defect has been inspected but does not meet the criteria for further action” and she had requested further details. RESOLVED to retain on agenda.	Clerk
3.12	Cllr Nock, broadband provision*. RESOLVED to retain on the agenda until a definitive answer received from Cllr Nock at the Annual Parish meeting.	Clerk
3.13	Tour de Yorkshire. Further to decision at the February to facilitate activities if required. RESOLVED that ‘SANDSEND’ would be inscribed on the beach using garden rakes – subject to tide times.	Council members if available
3.14	SBC - Budget Consultation 2019/20*. Survey submitted.	Complete
3.15	YLCA, Scarborough Branch Meeting - Thursday, 7 February*. Apologies submitted.	Complete
3.16	Proposed litter pick, Saturday 20 April 2019. The Clerk confirmed that it was the opinion of Cllrs Lancaster, Smith and herself that it was unlikely that the beach would require a litter pick on the proposed date and a more appropriate time could be after the Tour de Yorkshire. However, she had contacted SBC to determine what extra bins/resources, if any, would be in place for the event and was awaiting a response. RESOLVED to retain on the agenda.	Clerk
3.17	Proposed Federation of Eskdale School and Caedmon College Whitby*. RESOLVED that Cllr Cornforth would report back at the next meeting.	Cllr Cornforth
3.18	Mobile telephone phone coverage throughout the Parish. RESOLVED that this would be discussed during the next meeting with Mulgrave Estate. RESOLVED to remove from agenda until meeting held.	Clerk
3.19	2019 ELECTIONS. The Clerk outlined key dates/items relating to the election process and issued applications to all current Councillors. Some key dates: <ul style="list-style-type: none"> • 13 March - Notice of election. • 14 March - Delivery of nomination papers commence. • 3 April - Last date for delivery of nomination papers. • 4 April - Publish statement as to persons nominated. She also confirmed that applications had to be hand delivered to SBC and offered to do this on Cllrs behalf if required. <p>RESOLVED to draft notice for the LPC website.</p> Cllr Smith had reviewed the revised document ‘recharges to parish/town councils’ and advised there were no significant increase in costs should there be a contested election.	Cllrs/Clerk Clerk
4.0	Planning Issues	
4.1	To consider the following planning applications (including those applications published between agenda publication and meeting)	
4.1.1	19/00212/LB Proposed replacement front door and door frame, Rigg Cottage, Mount Pleasant, Sandsend. RESOLVED that there were no objections, inform SBC.	Clerk
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
	Available on SBC and NYMNPA websites.	

5.0	Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)				
5.1	Correspondence requiring decisions				
5.1.1	Police and Crime Commission, How does the fear of crime affect you and your local community?* RESOLVED that Council members would complete survey as individuals.				Cllrs/Clerk
5.1.2	NYMNP, Coastal Area Parish Forum, Thursday, 11 April, 19:00, Hinderwell*. RESOLVED that Cllrs Metcalfe and Norman to consider attendance.				Cllrs JM/ MN
5.2	Correspondence for information (excluding financial matters that are included in 7.0)				
5.2.1	YLCA, NALC Chief Executives Bulletin 19/02/19*.				NAR
5.2.2	YLCA, Issues with anti-social on-street parking and lack of enforcement, survey, required by 15/03/19*. RESOLVED that Cllr Smith and Clerk to complete.				Cllr Smith/ Clerk
5.2.3	YLCA, White Rose Update February Edition*. RESOLVED that Cllrs Lancaster, Smith, Clerk would undertake the annual review of policies				Cllrs DL/ LS, Clerk
5.2.4	News from Allerton Waste Recovery Park Q1 2019*.				NAR
5.2.5	SBC, Sandsend South Toilets*. The Clerk confirmed that SBC had confirmed that the "report has been delayed to take in additional information from the lessons learned as part of the first phase" and as such no further information was currently available on the future of the toilets.				NAR
5.2.6	SBC, Recharges to Parish & Town Councils 2019*. Information circulated.				Complete
5.2.7	SBC, Village Caretaker, Sandsend*. The Clerk confirmed that a seasonal caretaker for Sandsend would be recruited by SBC for the main holiday period.				NAR
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk				
6.1	Annual Parish Meeting, topics/speakers. The Clerk advised that the following had confirmed attendance – Cllrs Chance, Nock, Mr Childerhouse and a NYH representative. RESOLVED to invite a St Mary's representative.				Clerk
6.2	Lythe Gardening Club. Following considerable debate, it was agreed that the Club maintain flower beds/planters to a high standard. It was RESOLVED to request the club to provide details of an annual fee from them to maintain flower beds at the base of Lythe bank and Lythe planters.				Clerk
6.3	Seasonal dog ban on Sandsend beach. It was RESOLVED that the Clerk would meet the Dog Warden prior to the 2019 ban commencing and, that, in addition to checking appropriate signage etc in place, she would clarify how many visits were scheduled.				Clerk
7.0	To receive information on Financial matters and approve spend as appropriate				
7.1	Balance of accounts.				
	Current	£0.42	credit		
	Savings	£7,696.95	credit		
7.2	Money received.				
		£1850.00	Grant from NYCC for land lease		
	Money paid.				
		£27.50	Lythe Village Hall		
7.3	Invoices, processed. Lythe Village Hall.				
7.4	Invoices, for approval. It was RESOLVED to approve the following and make payments; Cardiac Science – replacement pads for defib (£49.14), SLCC – Clerk membership fee (£63.00), Clerk fee/tax (£600.00).				Clerk
7.5	Review of 2018/19 budget to date*. Spreadsheet circulated.				Complete
8.0	To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting				
	None.				
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting				
9.1	Parking in Sandsend.				
9.2	Domestic waste bins/collection. RESOLVED to obtain information from SBC.				Clerk

10.0	To confirm the details of the next meeting The meetings on Monday 1 April 2019, were confirmed as 19:00 Annual Parish Meeting following which the April Parish Council meeting would be held.	
	Meeting closed at 20:44.	

*circulated via email.

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