

LYTHE PARISH COUNCIL

MEETING HELD REMOTELY VIA 'ZOOM' VIDEO LINK ON WEDNESDAY 7 APRIL 2021, COMMENCED AT 18:30.

Recording of meeting: None made.

Public question time: Six present for item 5.1.2.

Declaration of interest in agenda item(s): Non pecuniary interest declared in item 4.1.1 and 5.1.2 by Cllrs Metcalfe and Spark and 5.1.2 Cllr Smith.

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

ITEM	SUBJECT	ACTION
1.0	To receive apologies for absence, including approval by the Council of the reason. Apologies received from Cllr Williams post meeting due to childcare issues, the reason was accepted by the Council at the meeting on 5 May 2021.	
2.0	Minutes of meetings	
2.1	The minutes of the meeting held on 3 March 2021 were proposed as true and accurate by Cllr DL, seconded by TS, all agreed. RESOLVED to obtain the Chairman's signature.	Clerk
3.0	To receive information on the following ongoing issues and agree further actions	
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	21/00306/HS Single Storey Rear Extension Beach Cottage East Row Sandsend*. Feedback sent.	Complete
3.2.2	21/00307/LB Single Storey Rear Extension Beach Cottage East Row Sandsend*. Feedback sent.	Complete
3.2.3	21/00241/LB Existing timber windows in white finish to be replaced with timber sash spiral balance windows in cream finish to front elevation Langholm East Row Sandsend*. Feedback sent.	Complete
3.2.4	20/02840/HS Erection of two storey rear extension 16 Meadowfields Sandsend*. Feedback sent.	Complete
3.2.5	NYM/2020/0985/FL – New application land north of Oakleigh, Lythe*. Feedback sent.	Complete
3.3	Items from 'Goldsborough/Kettleness/Lythe/Sandsend items to address. Updated spreadsheet circulated. Retain on agenda.	Clerk
3.4	Siting of benches along East Row beck (including additional groundworks) and fencing. As it had been some time since any site visit (due to COVID) and also since the new fence had been installed RESOLVED to arrange a visit to determine the number of benches that could be available for sponsorship. Noted that there had been a lot of positive comments on the fence installation, RESOLVED to send thanks to Saunders Sawmill for the work.	Clerk Clerk
3.5	Christmas trees, Lythe and Sandsend. RESOLVED to present quotes for changing electrical socket at Lythe when received.	Clerk
3.6	AJ1 Project Road Safety Fund*, inc. potential funding sources for additional matrix sign. Confirmed that £330 included in the 2021/2 budget to enable installation of speed monitoring strips in Lythe and Sandsend. Deployment in Lythe confirmed for two weeks commencing 31 May (one week prior to the next matrix deployment and then the following week). Deployment in Sandsend for one week commencing 31 May. RESOLVED to include on the July agenda once reports on deployment received.	Complete Complete Clerk
3.7	Replacement sign for the Roman Signal Station Goldsborough. RESOLVED to carry out further investigation.	Cllrs HC/JM
3.8	Defibrillator, Lythe, Guardian(s). ME had confirmed that the new Stiddy tenants would take over responsibility.	Complete
3.9	Grit bin near East Row footbridge. Awaiting response from request, RESOLVED to progress again.	Clerk
3.10	NYMNPA, 22 April 2021 Parish Forum @ 19:00*. Cllr JM advised that she was no longer available to attend RESOLVED to advise NYMNPA.	Clerk
3.11	Housing Needs survey report.	NAR

3.12	North Yorkshire reorganisation. The two proposals were discussed briefly and it was RESOLVED that the Council had no preference between either of the proposals.	Complete
3.13	Lythe War Memorial – whether or not further restoration required. Noted that the War Memorial Trust were reviewing the memorial photographs to determine what, if any, restoration could be carried out. RESOLVED to continue to progress. Noted that LPCC informed of the above.	Clerk Complete
3.14	Vehicle parking opposite 'zig zag' lines outside Lythe Primary School. Headteacher at the school had been advised of NYH contact.	Complete
3.15	Feeding of sea birds, East Row. Confirmed that the three main takeaway food businesses had been contacted to request that their customers not to feed the sea birds. A positive response had been received from Fish Cottage.	Complete
3.16	Waste bins, East Row. No response yet from SBC, RESOLVED to progress again.	Clerk
3.17	<ul style="list-style-type: none"> Seasonal Caretaker - Reported that whilst the caretaker had commenced, no response from SBC yet on details of tasks, RESOLVED to progress again. Dog Stencils – SBC advised that the Council had no objections to installation. Notice boards – the original contractor had confirmed that rework would be undertaken at no additional cost to LPC. RESOLVED to retain both items on the agenda. 	Clerk Complete Clerk
4.0	Planning Issues	
4.1.	To consider the following planning applications	
4.1.1	21/00548/HS, External alterations to form covered walkway, Stream Cottage, The Valley, Sandsend*. RESOLVED that there were no objections, advise SBC.	Clerk
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
4.2.1	NYM/2020/0985/FL – Land north of Oakleigh, Lythe. Approved with conditions.	NAR
5.0	Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)	
5.1	Correspondence requiring decisions	
5.1.1	YLCA	
	<ul style="list-style-type: none"> Consultation on Local Government Reorganisation in North Yorkshire*. 	NAR
	<ul style="list-style-type: none"> Finance Related Training Courses by The Parkinson Partnership*. 	NAR
	<ul style="list-style-type: none"> New Code of Conduct produced by The Local Government Association, training recommended prior to adoption*. RESOLVED that whilst the new Code will not be adopted by LPC until formal training undertaken, Cllrs should familiarise themselves with it. 	Cllrs
	<ul style="list-style-type: none"> The future of remote meetings and annual meetings in May 2021*. Noted that, currently, the last date that remote meetings can be lawfully held is 6 May 2021. 	Cllrs to note
5.1.2	SBC	
	<ul style="list-style-type: none"> Consultation on Housing and Other Site Submissions - Local Plan, including presentation by Mr Steve Wilson, Planning Policy and Conservation Manager*. Very informative presentation by Mr Wilson from SBC followed by a Q&A forum. RESOLVED to include on the next agenda to enable a considered response to the consultation. 	Clerk
5.1.3	<ul style="list-style-type: none"> BT, Proposed removal of the two public telephone boxes in Sandsend*. RESOLVED to request BT to leave the box outside the Pyman for emergency calls only if possible. RESOLVED to contact Newholm cum Dunsley PC for them to request the Raven Hill box was also retained for emergency calls. 	Clerk Clerk
5.2	Correspondence for information (excluding financial matters included in 7.0)	
5.2.1	YLCA	
	<ul style="list-style-type: none"> White Rose Update 5, 19 March 2021*. 	NAR
5.2.2	Cllr David Chance,	
	<ul style="list-style-type: none"> Team North Yorkshire Weekly Bulletin – 10, 17, 24 March*. 	NAR
5.2.4	AngloAmerican, Airborne Geophysical Survey*.	NAR

6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	Annual Parish Assembly Meeting. RESOLVED to arrange for w/c 26 April via Zoom and invite the following speakers: <ul style="list-style-type: none"> Mr Steve Wilson, SBC Planning Policy and Conservation Manager – Local Plan. Mr Colin Huby, SBC Scarborough & Ryedale Rural Housing Enabler – Housing needs survey. Mr Robert Childerhouse, Estates Director, Mulgrave Estate – update on Estate issues. Cllr David Chance - update on NY issues. 	Clerk
7.0	To receive information on Financial matters and approve spend as appropriate	
7.1	Balance of accounts	
	Current	£0.05 credit
	Savings	£9,185.79 credit
7.2	Money received	
		£535.40 VAT refund
	Money paid	
		£67.00 SLCC membership, Clerk
		£1329.60 6 months Clerk fees/tax
		£14.39 Zoom (March), Clerk
7.3	Invoices, processed. As above.	
7.4	Invoices for approval (at agenda publication). <ul style="list-style-type: none"> YLCA, £9.31, Good Councillors Guide x 2. YLCA Membership Subscription Invoice, £132.00, 1 April 2021 - 31 March 2022. Saunders Sawmill, £2219.40 (includes VAT), fence, East Row, Sandsend. Noted to request agreed contribution from ME. RESOLVED to approve. RESOLVED to arrange payments.	Clerk
7.5	2020/1 Budget, end of year financial statement. Spreadsheet had been circulated and showed that LPC had healthy financial reserves as not all planned expenditure had occurred.	Complete
7.6	Model Agreement Expenditure 2020/21. RESOLVED to send return to SBC.	Clerk
7.7	2021/2 Budget. The Chairman discussed the budget, highlighting where changes had been made.	Complete
7.8	NY0365 Lythe Parish Council - 2020/21 AGAR external auditor instructions. RESOLVED to complete.	Clerk
8.0	To receive information on actions, routine and/or urgent, carried out by Council members on behalf of LPC outside formal meeting (including where known prior to meeting).	
	None.	
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
9.1	Additional policies/procedures for LPC.	
10.0	To confirm the details of the next meeting	
	To confirm the next meetings as Wednesday 5 May 2021, via Zoom, commencing at 18:30, for the Annual Parish Council meeting, followed by the ordinary May meeting.	
 Meeting closed at 20:34.	

*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

Glossary			
AGAR	Annual Governance and Accountability Return	NYFRS	North Yorkshire Fire and Rescue Service
CCG	Clinical Commissioning Group	NYH	North Yorkshire Highways
LPC	Lythe Parish Council	NYMNPA	North Yorkshire Moors National Park Authority
LPCC	Lythe Parochial Church Council	SBC	Scarborough Borough Council
NAR	No action required	SLCC	Society of Local Council Clerks
ME	Mulgrave Estate	YAS	Yorkshire Ambulance Service
NYCC	North Yorkshire County Council	YLCA	Yorkshire Local Councils Association

LYTHE PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD REMOTELY VIA 'ZOOM' VIDEO LINK ON WEDNESDAY 5 MAY 2021,
COMMENCED AT 18:30

Recording of meeting: None made.

Public question time: None present.

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

The Chairman and Vice Chairman stood down, the Clerk then asked for nominees for the Chairman position.

**1 TO ELECT A CHAIRMAN (LOCAL GOVERNMENT ACT 1972, SECTION 15, PARAGRAPH 2).
RESOLVED** to elect Cllr Smith as Chairman.

**2 TO ELECT A VICE CHAIRMAN (LPC POLICY).
RESOLVED** to elect Cllr Lancaster as Vice Chairman.

**3 TO ARRANGE FOR THE SIGNED DECLARATION OF ACCEPTANCE OFFICE FROM THE
CHAIRMAN (LOCAL GOVERNMENT ACT 1972, SECTION 83, PARAGRAPH 4 AND VICE
CHAIRMAN (LPC POLICY).
RESOLVED** to obtain signed declarations. **Action:** Clerk

4 TO RECEIVE DECLARATION OF INTEREST(S) BY MEMBERS.
None.

**5 TO RECEIVE APOLOGIES FOR ABSENCE, INCLUDING APPROVAL BY THE COUNCIL OF
THE REASON.**
Apologies due to childcare issues received from Cllr Cornforth. **RESOLVED** to accept the reason.

6 TO RECEIVE A SUMMARY OF THE CHAIRMAN'S REPORT FOR THE 2020/21 YEAR.
When I wrote my last annual report, we were just 10 days into the first lockdown and I don't think anyone expected us to be still unable to hold indoor gatherings. But we are getting there. Whilst in no way demeaning the impact the virus has had on some individuals and their families and local businesses, the parish has fared better than many and I for one am very grateful for that.

We did however lose 2 councillors last year. Cllr Malcolm Lloyd who passed away in July after 7 Years of service to the council and Cllr Mike Norman who resigned in September after 10 Years of service. Both councillors made very valuable contributions to the parish and the council, and were difficult shoes to fill.

However, when we looked for new councillors, we were fortunate to have 2 very good candidates. Tom Spark and Bryony Williams, who have in themselves, brought very different life experiences to the council. It may seem odd to say that I have never actually met Tom other than via Zoom so I am looking forward to the re-commencement of face to face parish council meetings so that I can speak to him in person.

Last year, the Parish Council took over the responsibility of the Parish Christmas trees. So we thank Mulgrave estate for continuing to provide them, the retained firemen of Lythe station for erecting and decorating them and Tides and Broadwood Pianos for providing the electricity to power them for free. This year we hope to get an electrician to upgrade the power supply to the tree in Lythe so that we can provide it with new lights. We did receive many positive comments, with people feeling that in the strange times we were in, it was good to maintain such traditions.

Ongoing maintenance was kept to a minimum last year with the usual grass cutting, the Scarborough caretaker performing his duties over the summer and the painting of the bus shelter in Sandsend, as

well as parish noticeboards. The noticeboards are actually to be done again free of charge as the varnish has peeled badly after just one winter.

We are hopefully on our way out of the 3rd lockdown and we are already seeing day trippers and holiday makers returning to the parish and it is sometimes uncomfortably busy. However, this is a price we must pay for living in a beautiful coastal parish and be grateful for the money they are bringing in, especially for the small businesses in the area.

March saw the installation of the new fence alongside East Row. After many discussions at the parish council, it was agreed that this was the best way to stop the irresponsible and illegal parking on the verge. Once again, we have had many positive comments and, as far as I'm aware, only 1 complaint.

Does this allow us now to proceed with the installation of additional memorial benches in that area? We still have people interested in sponsoring them and this is to be discussed at the parish council meeting next week.

We are also reviewing the need for speed matrix signs at the north and south entrances to the parish and there is more about this initiative on a later slide.

The council is working towards achieving the General Power of Competence. This will give the council much more flexibility in how we raise funds and what we can spend them on. This was identified as an issue when we were discussing the purchase of the speed matrix signs as a Parish Council does not actually have the lawful power to purchase them. As such, we felt it was such an important issue that we should invest in achieving it.

Ongoing maintenance will continue with grass cutting, the refurbishment of parish council owned benches.

The precept (Parish Council tax) for this year increased by 6% which does seem a lot however –

- Reduction in contributing households
- 6% increase equates to £1.20 pa
- Band D Equivalent of £17.82 pa

For the first time whilst I have been chairman of the parish council, the agreed budget for 2021 exceeds the income expected as a result of -

- Contribution to East Row fence
- Achieving the General Power of Competence
- New matrix sign

However, the council felt that this was justified as the items we were looking to spend money on were of benefit to the parish. However, this still leaves the council with a healthy bank balance of over £4,000 so we are by no means being profligate.

For the past 4 years, we have had a contract for temporary matrix sign at the north entrance to the parish near Sport Mulgrave, and more importantly the school. This was funded by a grant from the Normanby Trust and the parish council. The last deployment is due in June this year. Knowing this, the parish council applied for and received a grant for a new matrix sign of £2,900 from the AJ1 Road Safety fund. However, we felt that we needed to be sure that there is evidence that they actually work as we were unable to find any, it was all anecdotal. It may seem as though we put the cart before the horse but we had to meet the deadline for the grant application.

To obtain this necessary evidence, we have now planned for speed monitoring strips to be installed at the 30mph sign when approaching Sandsend from Whitby, and where the temporary sign is placed in Lythe. These will be in place for one week before, and the first week of the final matrix sign deployment. Hopefully the results will prove conclusively that they do work and we can proceed with the implementation of a permanent sign at the location where it is most needed, which the council

still feels is near Lythe school. The council will fund the difference in cost which will be in the region of £1,000.

The council does not have the funds to buy the sign for Sandsend but we will look at other fund raising options such as raffles, crowd funding and all possible means of obtaining the required money. Incidentally, should the speed monitoring strips prove that matrix signs don't reduce speeds, the grant will be returned.

As usual, I have a long list of people to thank for their support of Lythe Parish Council throughout the year, and without whom, our job would be much more difficult. They are -

- North Yorkshire County Council
- North Yorkshire Police and Rescue Service
- North Yorkshire Highways
- Scarborough Borough Council
- Mulgrave Estate
- Cllr Harry Casson
- Cllrs Paul Cornforth, David Lancaster, Joyce Metcalfe, Tom Sparks, Bryony Williams

I have picked out Cllr Casson for particular mention for his dedication to the Lythe Parish Council website. If you have never looked at it, please do so for news about the parish, Scarborough and North Yorkshire councils and, if that doesn't appeal to you, hopefully the great photos will do!

My final thanks must go to Judy Clark, our Clerk, without whom my job would be nigh impossible. And finally, please don't forget that you can find contact details for the Clerk to report any problems within the Parish and keep up to date with Parish Council news and activities on our website, www.lytheparishcouncil.org.

7 TO APPROVE THE ASSET REGISTER.

Subject to a minor change it was **RESOLVED** to approved the register. **RESOLVED** to clarify with the internal auditor whether additional information, such as depreciation, should be included on the register. **Action:** Clerk

8 TO APPROVE ACCOUNTS (INTERNALLY AUDITED) FOR THE 2020/21 YEAR.

RESOLVED to approve the accounts.

9 TO CONFIRM ELECTION OF INTERNAL AUDITOR FOR 2021/2.

RESOLVED to approve Mrs Heather Russell as internal auditor and confirm this with Mrs Russell. **Action:** Clerk

10.0 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2020/21 - LOCAL COUNCILS WITH GROSS INCOME OR EXPENDITURE NOT EXCEEDING £25,000.

RESOLVED to amend lytheparishcouncil.weebly.com to lytheparishcouncil.org on all AGAR documents. **Action:** Clerk

10.1 To certify Lythe Parish Council as exempt form external audit for fiscal year 2020/21.

As the Council had gross income/expenditure less than £25K and did not require a Limited Assurance Review, it was certified as exempt. **RESOLVED** to arrange for Exemption form to be sent to PFK Littlejohn, external auditor, by 30 June 2021. **Action:** Clerk

10.2 To note the Annual Internal Audit Report for 2020/21 included at page 4 of the Annual Governance and Accountability Return 2020/21.

Report noted.

10.3 To approve Section 1 - Annual Governance Statement 2020/21 for Lythe Parish Council on page 5 of the Annual Governance and Accountability Return 2020/21.

RESOLVED to approve.

10.4 To approve Section 2 - Accounting Statements 2020/21 for Lythe Parish Council on page 6 of the Annual Governance and Accountability Return 2020/2021.

RESOLVED to approve.

10.5 To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.

RESOLVED to approve the following:

- Annual Internal Audit Report for 2020/21.
- Section 1 - Annual Governance Statement 2020/21.
- Section 2 - Accounting Statements 2020/1.
- Certificate that Lythe Parish Council as exempt form external audit for fiscal year 2020/21.
- Analysis of variances.
- Bank reconciliation.
- Exercise of public rights.

RESOLVED to arrange for signatures and publication on the Council website.

Action: Clerk/Cllrs Smith & Casson

11 PUBLIC QUESTION TIME.

11.1 To discuss and make resolutions on any issues submitted to the Clerk.

No issues submitted.

Meeting closed at 18:49

LYTHE PARISH COUNCIL

MINUTES OF MEETING HELD REMOTELY VIA 'ZOOM' VIDEO LINK ON WEDNESDAY 5 MAY 2021, COMMENCED AT 18:50.

Recording of meeting: None made.

Public question time: None present.

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

ITEM	SUBJECT	ACTION
1.0	Councillor Issues	
1.1	To receive declaration of interest(s) by members. Non pecuniary interest declared in items related to Mulgrave Estate by Cllrs Metcalfe and Spark and in 3.13 by Cllr Smith.	
1.2	To receive apologies for absence, including approval by the Council of the reason. Apologies due to childcare issues received from Cllr Cornforth. RESOLVED to accept the reason.	
2.0	Minutes of meetings	
2.1	The minutes of the meeting held on 7 April 2021 were amended to reflect that Cllr Williams had tendered apologies, due to childcare issues, post meeting and that the Council had RESOLVED to accept the reason. RESOLVED that the minutes were true and accurate and the Chairman's signature would be obtained.	Clerk
3.0	To receive information on the following ongoing issues and resolve further actions	
3.1	Police and speeding related activities.	
3.1.1	Police Report. Circulated.	Complete
3.2	Planning applications to feedback to Authorities.	
3.2.1	21/00548/HS, External alterations to form covered walkway, Stream Cottage, The Valley, Sandsend*. Feedback sent to SBC.	Complete
3.3	Items from 'Goldsborough/Kettleiness/Lythe/Sandsend items to address. RESOLVED to circulate updated spreadsheet.	Clerk
3.4	Siting of benches along East Row beck (including additional groundworks) and fencing. Confirmed that a site meeting had been held and four locations for new benches had been identified on the north side of the beck and two on the south side. RESOLVED to progress again with NYH the possibility of locating two benches on the south side. Noted that there had been six expressions of interesting in sponsoring benches.	Clerk
3.5	Christmas trees, Lythe and Sandsend. Details of fuse box/sockets sent to a contractor who had expressed interested in quoting for changing the electrical socket. RESOLVED to present quote at the next meeting.	Clerk
3.6	AJ1 Project Road Safety Fund*, inc. potential funding sources for additional matrix sign. RESOLVED to retain on the agenda until data on the speed monitoring strips deployment is received.	Clerk
3.7	Replacement sign for the Roman Signal Station Goldsborough. Cllr Casson reported that research was taking longer than anticipated, RESOLVED to continue to progress.	Cllrs HC/JM
3.8	NYMNPA, 22 April 2021 Parish Forum @ 19:00*. Apologies sent to NYMNPA to confirm that LPC was unable to send a representative.	Complete
3.9	Lythe War Memorial – whether or not further restoration required. Confirmed that information had been received from The War Memorials Trust who had confirmed that the Conservation Officer at NYMNPA could assist. RESOLVED to continue to progress with the Conservation Officer.	Clerk
3.10	Waste bins, East Row. SBC had confirmed that waste bins would be made level and that 'do not feed the gulls' signs would be added to all bins. RESOLVED to retain on agenda until work complete.	Clerk

3.11	<p>Seasonal Caretaker, Dog Stencils, Notice boards – rework on varnish.</p> <ul style="list-style-type: none"> Seasonal caretaker - had commenced and had made a positive start to the role. RESOLVED to advise him of tasks in addition to the standard ones allocated by SBC. Dog Stencils - SBC had confirmed that stencils would be added to slipways subject to confirmation from other Parish Councils. Notice Boards – The Clerk had arranged to meet the original contractor three weeks ago and he hadn't turned up for the meeting, a follow up email had been sent requesting a discussion. RESOLVED to retain on the agenda. 	<p>Clerk</p> <p>Complete</p> <p>Clerk</p>
3.12	New Code of Conduct produced by The Local Government Association*. Cllrs confirmed that they had read the Code. Retain on agenda whilst awaiting details of training that would enable the Code to be formally adopted.	Clerk
3.13	Consultation on Housing and Other Site Submissions - Local Plan*. Following considerable debate, RESOLVED that a response drafted by Cllr Casson would be sent to the Clerk/Chairman for review prior to circulating to Cllrs for comment.	Cllr HC Cllr LS/Clerk
3.14	BT, Proposed removal of the two public telephone boxes in Sandsend*. Confirmed that a request to retain the box for emergency calls only had been sent to SBC who were the link with BT. Confirmed that Newholm cum Dunsley had been contacted and confirmed that they had requested the box in their parish remained fully operational.	Complete
3.15	Annual Parish Assembly Meeting. Meeting held.	Complete
4.0	Planning Issues	
4.1.	To consider the following planning applications	
4.1.1	21/00406/HS, Extension to existing balcony and replacing of existing window with bi-fold door, Aldersyde The Valley Sandsend*. RESOLVED that there were no objections, advise SBC.	Clerk
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
	<ul style="list-style-type: none"> 21/00548/HS, External alterations to form covered walkway, Stream Cottage, The Valley, Sandsend. Permitted with conditions. 21/00241/LB Existing timber windows in white finish to be replaced with timber sash spiral balance windows in cream finish to front elevation Langholm East Row Sandsend. Refused. 	
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 <ul style="list-style-type: none"> Webinar Remote Training Programme - May 2021*. 	NAR
5.1.2	NYMNPA <ul style="list-style-type: none"> Opportunity to be involved in a potential renewables project*. 	NAR
5.2	Correspondence for information (excluding financial matters included in 7.0)	
5.2.1	YLCA <ul style="list-style-type: none"> White Rose Update 1 & 23 April 2021*. RESOLVED to progress possibility of obtaining .gov email addresses and domain name. RESOLVED that Cllr Casson would send information from The Computer Centre to Cllr ES/Clerk who would review the necessity for any changes for LPC. NALC Chief Executive's Bulletin - 23 April 2021*. 	Cllr HC Cllr LS/Clerk NAR
5.2.2	Cllr David Chance, <ul style="list-style-type: none"> Team North Yorkshire Weekly Bulletin – 31 March, 7 April*. Roadmap Poster Step 2*. 	NAR NAR
5.2.4	NYH, Surface dressing Convoy*.	NAR
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
	None.	

7.0	To receive information on Financial matters and approve spend as appropriate		
7.1	Balance of accounts		
	Current	£0.05	
	Savings	£10,889.76	
7.2	Money received		
		£2,275.50	SBC, Precept.
		£789.18	SBC, Model Agreement.
		£1,000.00	ME, contribution to East Row fence.
	Money paid		
		£132.00	YLCA membership fee
		£9.31	YLCA booklets.
		£2,219.40	Saunders Sawmill, East Row fence.
7.3	Invoices, processed. As above.		
7.4	Invoices for approval (at agenda publication). <ul style="list-style-type: none"> Zoom £14.39 April 2021. Zoom payment for May 2021 £14.39 had been made by the Clerk after agenda publication. RESOLVED to reimburse both payments. 		Clerk
7.5	Model Agreement Expenditure 2020/21. Information returned to SBC.		Complete
7.6	NY0365 Lythe Parish Council - 2020/21 AGAR external auditor instructions.		Complete
8.0	To receive information on actions, routine and/or urgent, carried out by Council members on behalf of LPC outside formal meeting (including where known prior to meeting).		
	Removed ivy from side of blacksmith's shop, Lythe.		
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting		
9.1	Additional policies/procedures for LPC, including dealing with anonymous correspondence.		Clerk
10.0	To confirm the details of the next meeting		
	As the legislation to hold remote meetings expires on 6 May 2021, it was confirmed that the next meeting would be held physically on Tuesday 1 June 2021 in Lythe Village Hall, commencing at 18:30. It was also confirmed that future meetings would be held, wherever possible on the first Tuesday in each month. RESOLVED to book Lythe Village Hall and advise Councillors of the dates.		Clerk
 Meeting closed 20:10.		

*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

Glossary			
AGAR	Annual Governance and Accountability Return	NYFRS	North Yorkshire Fire and Rescue Service
CCG	Clinical Commissioning Group	NYH	North Yorkshire Highways
LPC	Lythe Parish Council	NYMNPA	North Yorkshire Moors National Park Authority
LPCC	Lythe Parochial Church Council	SBC	Scarborough Borough Council
NAR	No action required	SLCC	Society of Local Council Clerks
ME	Mulgrave Estate	YAS	Yorkshire Ambulance Service
NYCC	North Yorkshire County Council	YLCA	Yorkshire Local Councils Association

LYTHE PARISH COUNCIL

MINUTES OF MEETING HELD IN LYTHE VILLAGE HALL, TUESDAY 1 JUNE 2021, COMMENCED AT 18:30.

Recording of meeting: None made.

Public question time: None present.

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

ITEM	SUBJECT	ACTION
1.0	Councillor Issues	
1.1	To receive declaration of interest(s) by members. Non pecuniary interest declared in items related to Mulgrave Estate by Cllrs Metcalfe and Spark and in 4.1.3 by Cllr Smith.	
1.2	To receive apologies for absence, including approval by the Council of the reason. Apologies due to childcare issues received from Cllr Williams. RESOLVED to accept the reason. Apologies received from Cllr Cornforth post meeting due to change of meeting date, approval or otherwise required at the July 2021 meeting.	Councillors
2.0	Minutes of meetings	
2.1	To confirm the minutes of the meetings held on 5 May 2021. RESOLVED that the minutes of the Annual Parish Council meeting and the May Parish Council meeting were true and accurate and that the Chairman's signature would be obtained.	Clerk
3.0	To receive information on the following ongoing issues and resolve further actions	
3.1	Police and speeding related activities.	
3.1.1	Police Report. Circulated.	Complete
3.2	Planning applications to feedback to Authorities.	
3.2.1	21/00406/HS, Extension to existing balcony and replacing of existing window with bi-fold door, Aldersyde The Valley Sandsend*. Feedback sent.	Complete
3.3	Items from 'Goldsborough/Kettleness/Lythe/Sandsend items to address. Spreadsheet updated, no significant changes. RESOLVED to circulated revised spreadsheet.	Clerk
3.4	Siting of benches along East Row beck (including additional groundworks) and fencing. Confirmed that a site meeting had been held and four locations for new benches had been identified on the north side of the beck and two on the south side. Still awaiting contact from NYH regarding siting two benches on the South side of the beck. RESOLVED to progress again.	Clerk
3.5	Christmas trees, Lythe and Sandsend. Details of fuse box/sockets sent to a contractor who had expressed interested in quoting for changing the electrical socket. RESOLVED to progress again and present quote when received.	Clerk
3.6	AJ1 Project Road Safety Fund*, inc. potential funding sources for additional matrix sign and feedback to police on work to date. The clerk reported that she had advised the AJ1 project of the speed monitoring strip deployment to gain additional data. RESOLVED to retain on agenda.	
3.7	Replacement sign for the Roman Signal Station Goldsborough. RESOLVED to contact SBC/NYCC/ME/NYMNPA/Historic England/Whitby Museum for assistance in replacing the interpretation board.	Clerk
3.8	Lythe War Memorial – whether or not further restoration required. Reported that the clerk had contacted the Conservation Officer at NYMNPA. The Officer had been in touch with a local stonemason for advice and had also agreed to meet the Clerk on site w/c 7 or 14 June. RESOLVED to report back on the site meeting.	Clerk
3.9	New Code of Conduct produced by The Local Government Association*. RESOLVED to contact YLCA to determine when training for the new Code will be available.	Clerk
3.10	Consultation on Housing and Other Site Submissions - Local Plan*. Response sent to SBC.	Complete
3.11	Obtaining .gov email addresses and domain name. RESOLVED to clarify with YLCA whether or not these were essential.	Clerk

4.0	Planning Issues	
4.1.	To consider the following planning applications	
4.1.1	<p>NYM/2020/1018/FL Revised plan - Application for change of use of sawmill timber yard to visitor car park with associated works including surfacing, installation of associated infrastructure (pay stations, cctv poles, cycle stands/lockers, electric vehicle charging points, boundary treatment and signage) construction of vehicle bridge and creation of section of footpath at Former Saw Mill Timber Yard, East Row, Sandsend. RESOLVED that the following response would be sent:</p> <ul style="list-style-type: none"> • It was noted that the data within the Sanderson Associates (Consulting Engineers) Ltd report: <ul style="list-style-type: none"> ○ in respect of the Automatic Traffic Count (ATC), data was collected in November 2017 and whilst there had been account taken of predicted traffic growth in the report, it was felt that this did not reflect seasonal traffic volumes and therefore must be reviewed by the North Yorkshire Highways who have the necessary skills and expertise to make a competent assessment. ○ A road safety audit took place on 1 March 2021, a time period during the third national lockdown due to covid19, again comments on the data contained within this section should be made by North Yorkshire Highways. • The Council understands that 24-hour access is required at the Yorkshire Water pumping station located by the entrance to the proposed pedestrian bridge in the current East Row car park. This is to enable vacuum tankers to carry out work to prevent foul water discharge into East Row beck and subsequently the sea. The Council assume that Yorkshire Water will be consulted via the Environment Agency. • Whilst it appears that the proposed pedestrian bridge on Brewery Lane aims to ensure pedestrians use this bridge solely for access/egress to the car park and not veer elsewhere, methods should be employed to ensure that they do not veer elsewhere. 	Clerk
4.1.2	20/02831/FL Upgrade of existing junction onto A174, widening of access road, installation of footpath and pedestrian footbridge Existing Junction Onto A174 And Access Road/track At East Row, Sandsend. RESOLVED that the response as agreed in 4.1.1. would be sent.	Clerk
4.1.3	21/01097/HS, Haywood East Row Sandsend. Single storey side/rear extension*. NB: Cllr ES left the room during this debate and Cllr DL chaired this item. RESOLVED that there were no objections and to advise SBC of this.	Clerk
4.1.4	21/00940/FLA - South Villa East Row Sandsend Variation of condition 1 on decision 20/00671/FL to allow alterations to roof of rear extension*. RESOLVED that there were no objections and to advise SBC of this.	Clerk
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
	21/00306/HS, 21/00307/LB Single Storey Rear Extension, Beach Cottage East Row Sandsend Whitby North Yorkshire YO21 3SU. Permitted with Conditions.	
	20/02840/HS Erection of 2 storey rear extension, 16 Meadowfields Sandsend. Withdrawn.	
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	
	<ul style="list-style-type: none"> • Scarborough Annual Branch Meeting - Thursday, 3 June 2021*. 	NAR
5.1.2	<p>SBC</p> <ul style="list-style-type: none"> • Safer Streets Consultation, end date 6 June 2021*. RESOLVED that individual should respond. • Welcome Back funding grant offer, respond by 30 June 2021*. RESOLVED that an application would be made for a matrix sign. 	Council Clerk

5.2	Correspondence for information (excluding financial matters included in 7.0)							
5.2.1	YLCA							
	<ul style="list-style-type: none"> White Rose Update 2021*. FDCMS Rural Broadband Consultation*, NB: response date passed. Law and Governance bulletin*. 	NAR NAR NAR						
5.2.2	Cllr David Chance,							
	<ul style="list-style-type: none"> Team North Yorkshire Weekly Bulletin – 28 April, 12, 19, 26 May*. 	NAR						
5.2.3	SBC							
	<ul style="list-style-type: none"> SBC, Design Vision and Characterisation - Town/Parish Council and Civic Society Discussions, Videocon 2 June 2021*. RESOLVED that the clerk would participate and report back to the Council Removal of phone boxes*. 	Clerk NAR						
5.2.4	NALC							
	<ul style="list-style-type: none"> Chief Executive's Bulletin - 7 May 2021*. 	NAR						
5.2.5	NYH							
	<ul style="list-style-type: none"> NY Highways Launch - 1 June 2021*. 	NAR						
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk							
6.1	Additional policies/procedures for LPC, including dealing with anonymous correspondence. RESOLVED to adopt the policy statement regarding anonymous correspondence, send to Cllr HC for inclusion on the website.	Clerk/Cllr HC						
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>£0.05 credit</td> </tr> <tr> <td>Savings</td> <td>£10,823.48 credit</td> </tr> </table>	Current	£0.05 credit	Savings	£10,823.48 credit			
Current	£0.05 credit							
Savings	£10,823.48 credit							
7.2	Money received							
	<table border="1"> <tr> <td></td> <td>£0.00</td> <td></td> </tr> </table>		£0.00					
	£0.00							
	Money paid							
	<table border="1"> <tr> <td></td> <td>£28.78</td> <td>Zoom x 2 months</td> </tr> <tr> <td></td> <td>£37.50</td> <td>YLCA training</td> </tr> </table>		£28.78	Zoom x 2 months		£37.50	YLCA training	
	£28.78	Zoom x 2 months						
	£37.50	YLCA training						
7.3	Invoices, processed. As above.							
7.4	Invoices for approval (at agenda publication). The Conversion Company (domain hosting), £91.00. RESOLVED to arrange payment.	Clerk						
7.5	AGAR forms. RESOLVED to forward to Cllr HC for inclusion on the website.	Clerk/Cllr HC						
8.0	To receive information on actions, routine and/or urgent, carried out by Council members on behalf of LPC outside formal meeting (including where known prior to meeting).							
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting							
	Budget, grass cutting, Sandsend Trail.							
10.0	To confirm the details of the next meeting							
	The next meeting was confirmed as Tuesday 6 July 2021.							
 Meeting closed at 19:41.							

*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

Glossary			
AGAR	Annual Governance and Accountability Return	NYH	North Yorkshire Highways
CCG	Clinical Commissioning Group	NYMNPA	North Yorkshire Moors National Park Authority
LPC	Lythe Parish Council	PCC	Police and Crime Commissioner
LPCC	Lythe Parochial Church Council	SBC	Scarborough Borough Council
NAR	No action required	SLCC	Society of Local Council Clerks
ME	Mulgrave Estate	YAS	Yorkshire Ambulance Service
NYCC	North Yorkshire County Council	YLCA	Yorkshire Local Councils Association
NYFRS	North Yorkshire Fire and Rescue Service		

LYTHE PARISH COUNCIL

MINUTES OF MEETING, TUESDAY 6 JULY 2021, COMMENCED AT 18:30, LYTHE VILLAGE HALL

Recording of meeting: None made.
Public question time: None present.
Present: Councillors H Casson, P Cornforth, D Lancaster (Vice Chairman), L Smith (Chairman), B Williams. J A Clark (Clerk).

ITEM	SUBJECT	ACTION
1.0	Councillor Issues	
1.1	To receive declaration of interest(s) by members. None.	
1.2	To receive apologies for absence, including approval by the Council of the reason. Apologies received for the June meeting from Cllr Cornforth due to change of date. Apologies received for this meeting from Cllr Spark due to childcare issues and Cllr Metcalfe due to her Husband's bereavement. RESOLVED to accept the apologies and reasons.	Complete
2.0	Minutes of meetings	
2.1	To confirm the minutes of the meeting held on 1 June 2021. RESOLVED that the minutes were true and accurate and that the Chairman's signature would be obtained.	Clerk
3.0	To receive information on the following ongoing issues and resolve further actions	
3.1	Police and speeding related activities.	
3.1.1	Police Report. Circulated.	Complete
3.2	Planning applications to feedback to Authorities.	
3.2.1	NYM/2020/1018/FL Revised plan - Application for change of use of sawmill timber yard to visitor car park with associated works including surfacing, installation of associated infrastructure (pay stations, cctv poles, cycle stands/lockers, electric vehicle charging points, boundary treatment and signage) construction of vehicle bridge and creation of section of footpath at Former Saw Mill Timber Yard, East Row, Sandsend. Feedback sent.	Complete
3.2.2	20/02831/FL Upgrade of existing junction onto A174, widening of access road, installation of footpath and pedestrian footbridge Existing Junction onto A174 And Access Road/track At East Row, Sandsend. Feedback sent.	Complete
3.2.3	21/01097/HS, Haywood East Row Sandsend. Single storey side/rear extension*. Feedback sent.	Complete
3.2.4	21/00940/FLA - South Villa East Row Sandsend Variation of condition 1 on decision 20/00671/FL to allow alterations to roof of rear extension*. *. Feedback sent.	Complete
3.3	Items from 'Goldsborough/Kettleness/Lythe/Sandsend items to address. Updated circulated, retain on agenda. RESOLVED to check when potholes on Goldsborough Lanes would be attended to as well as progressing other issues.	Clerk
3.4	Siting of benches along East Row beck (including additional groundworks) and fencing. Still awaiting contact from NYH regarding siting two benches on the South side of the beck. RESOLVED to progress again.	Clerk
3.5	Christmas trees, Lythe and Sandsend. Further information sent to Hume Electrical to enable a quotation to be provided. Retain on agenda.	Clerk
3.6	AJ1 Project Road Safety Fund*, inc. potential funding sources for additional matrix sign and feedback to police on work to date. To include data on speed research recently carried out. RESOLVED to discuss further traffic calming measures, particularly in Lythe, with Cllr Chance and NYH. RESOLVED to retain on the agenda.	Clerk/Cllr LS Clerk
3.7	Replacement sign for the Roman Signal Station Goldsborough. As there were still a number of organisations that had not responded to the second email request it was RESOLVED to contact the following organisations for a response: <ul style="list-style-type: none"> • Whitby Museum. • NYCC and the remaining organisations. 	Cllr LS Clerk
3.8	Lythe War Memorial – whether or not further restoration required. The Conservation Officer at NYMNPA had advised that further restoration not required at present.	Complete

3.9	New Code of Conduct produced by The Local Government Association*. YLCA had confirmed that they anticipated received training material shortly and then training and the new code of conduct could be issued. RESOLVED to retain on agenda.	Clerk
3.10	Obtaining .gov email addresses and domain name. YLCA had advised that changes were not required, RESOLVED that no further work required. A discussion ensued regarding the removal of 'Weebly' on the website address to avoid confusion in the future. RESOLVED to progress with the Computer Centre.	Complete Cllr HC
3.11	Welcome Back funding grant offer, respond by 30 June 2021*. Application sent and grant money confirmed for the matrix sign. RESOLVED to retain on agenda.	Clerk
3.12	SBC, Design Vision and Characterisation - Town/Parish Council and Civic Society Discussions, Videocon 2 June 2021*. Clerk had attended and gave a very brief report on the meeting.	Complete
3.13	Additional policies/procedures for LPC, including dealing with anonymous correspondence. Policy statement on dealing with anonymous correspondence added to website. RESOLVED that additional policies/procedures would be developed over the coming months and presented to the Council from September 2021 onwards.	Complete Clerk
4.0	Planning Issues	
4.1.	To consider the following planning applications	
4.1.1	NYM/2021/0401/FL, for replacement of existing French doors and window with bi-fold doors at Voebroch, Kettleless*. RESOLVED no objections, advise NYMNPA.	Clerk
4.1.2	21/01384/HS Erection single storey side extension with balcony and one and two storey, rear extension. Craigmere East Row Sandsend*. RESOLVED no objections, advise SBC.	Clerk
4.1.3	NYM/2020/1018/FL Revised plan - Application for change of use of sawmill timber yard to visitor car park with associated works including surfacing, installation of associated infrastructure (pay stations, cctv poles, cycle stands/lockers, electric vehicle charging points, boundary treatment and signage) construction of vehicle bridge and creation of section of footpath at Former Saw Mill Timber Yard, East Row, Sandsend. RESOLVED as comments had already been sent, no further action required.	NAR
4.1.4	20/02831/FL Upgrade of existing junction onto A174, widening of access road, installation of footpath and pedestrian footbridge Existing Junction onto A174 And Access Road/track At East Row, Sandsend. RESOLVED as comments had already been sent, no further action required.	NAR
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
4.2.1	21/01097/HS, Haywood East Row Sandsend. Single storey side/rear extension*. 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	YLCA <ul style="list-style-type: none"> The Queen's Platinum Jubilee Beacons - 2nd June 2022*. RESOLVED to send information to Lythe Village Hall committee and Fire Brigade. 	Clerk
5.1.2	SBC <ul style="list-style-type: none"> Public Space Protection Order (PSPO) Car Cruising, respond by 16 July 2021*. 	NAR
5.1.3	North Yorkshire Fire & Rescue, Request to Work Together*. As the role of the Fire & Rescue Service had changed, RESOLVED to invite to a future meeting.	Clerk
5.1.4	NYCC, Renewal of Subsidised Local Bus Services Scarborough and Selby Areas*.	NAR
5.1.5	North Yorkshire Police, Fire and Crime Panel seek independent co-opted members, respond by 15 July 2021*.	NAR
5.1.6	North Yorkshire Police, Community Messaging Service*. RESOLVED not relevant.	Complete
5.2	Correspondence for information (excluding financial matters included in 7.0)	
5.2.1	YLCA <ul style="list-style-type: none"> White Rose Update 28 May, 18 June 2021*. YLCA website – Councillor's log-in updated June 2021*. Law and Governance Bulletin 16 June 2021*. 	NAR NAR NAR
5.2.2	Cllr David Chance,	

	<ul style="list-style-type: none"> Team North Yorkshire Weekly Bulletin – 2, 9, 23 June 2021*. 	NAR
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	Budget. Spreadsheet on budget and spend @ 5 July 2021 circulated.	Complete
6.2	Grass cutting. First cut undertaken.	Complete
6.3	Sandsend Trail. Information received from NYMNPA on work regarding the landslip and alternative route circulated.	Complete
6.4	Timing of future meetings. RESOLVED to retain commencement time as 18:30.	Complete
7.0	To receive information on financial matters and approve spend as appropriate	
7.1	Balance of accounts (both credit)	
	Current £0.05	
	Savings £10,324.91	
7.2	Money received	
	£0.00	
	Money paid	
	£412.61	BHIB, parish council insurance (approved by three signatories outside formal meeting).
	£91.00	The Conversion Company, domain hosting
7.3	Invoices, processed. As above.	
7.4	Invoices for approval (at agenda publication). None, however one for £14.39 for Zoom (June) and one for Ink Cartridges for £38.49 for the Clerk. RESOLVED to arrange reimbursement.	Clerk
7.5	AGAR forms. Despatched and on LPC website.	Complete
8.0	To receive information on actions, routine and/or urgent, carried out by Council members on behalf of LPC outside formal meeting (including where known prior to meeting).	
	None.	
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
	None.	
10.0	To confirm the details of the next meeting	
	The next meeting was confirmed Tuesday 7 September 2021, unless urgent business required in the interim.	
 Meeting closed at 19:44.	

*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

Glossary			
AGAR	Annual Governance and Accountability Return	NYH	North Yorkshire Highways
CCG	Clinical Commissioning Group	NYMNPA	North Yorkshire Moors National Park Authority
LPC	Lythe Parish Council	PCC	Police and Crime Commissioner
LPCC	Lythe Parochial Church Council	SBC	Scarborough Borough Council
NAR	No action required	SLCC	Society of Local Council Clerks
ME	Mulgrave Estate	YAS	Yorkshire Ambulance Service
NYCC	North Yorkshire County Council	YLCA	Yorkshire Local Councils Association
NYFRS	North Yorkshire Fire and Rescue Service		

**LYTHE PARISH COUNCIL
MEETING ON TUESDAY 10 AUGUST 2021, COMMENCED AT 18:30, LYTHE VILLAGE HALL**

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

ITEM	SUBJECT	ACTION
1.0	Councillor Issues	
1.1	To receive declaration of interest(s) by members. Cllr Lancaster declared an interest in 4.1.1.	
1.2	To receive apologies for absence, including approval by the Council of the reason. Apologies received from Cllrs Cornforth and Spark due to work commitments and from Cllr Williams due to self-isolation. RESOLVED to accept the apologies and reasons.	Complete
2.0	Minutes of meetings	
2.1	RESOLVED that the minutes of the meeting held on 6 July 2021 were true and accurate and that the Chairman's signature would be obtained.	Clerk
3.0	To receive information on the following ongoing issues and resolve further actions	
4.0	Planning Issues	
4.1.	To consider the following planning applications	
4.1.1	<p>21/01190/HS Proposed extensions to the rear of the dwelling, a new rear dormer and the enlargement of an existing detached garage for use as a garage with sunroom above. 26 Meadowfields, Sandsend*.</p> <p>Following debate, RESOLVED that the following would be sent to SBC:</p> <ul style="list-style-type: none"> • that there were no objections to the planning proposal in respect of the main house. • the following comments were made in respect of the proposal for the detached garage with sunroom above i.e. <ul style="list-style-type: none"> ○ concerns regarding the overlooking/loss of privacy for neighbours, particularly for those at 24 Meadowfields, due to closeness of the outbuilding to the boundary with the adjacent property. ○ it was noted from the plans that there appeared to be no service/utility connections e.g. electricity. Should there be such connections, there were concerns that lighting could affect neighbouring properties. ○ the erection of a two storey outbuilding would create a very serious and undesirable precedent. <p>Notwithstanding the above, the Council felt that should this planning application be approved, the balcony glazing should be raised and made of obscured glass.</p>	Clerk
	Meeting closed at 18:44.	

*circulated via email.

LYTHE PARISH COUNCIL

MEETING, TUESDAY 7 SEPTEMBER 2021, COMMENCED AT 18:30, LYTHE VILLAGE HALL

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

ITEM	SUBJECT	ACTION
1.0	Councillor Issues	
1.1	To receive declaration of interest(s) by members. Non pecuniary interest declared in item 4.1.1 by Cllr Spark.	Complete
1.2	To receive apologies for absence, including approval by the Council of the reason. Apologies received from Cllr Cornforth. RESOLVED to accept the apologies and reason. Cllr Williams not in attendance, no reason given.	Complete
2.0	Minutes of meetings	
2.1	To confirm the minutes of the meeting held on 10 August 2021. RESOLVED that the minutes had been amended to reflect the final LPC response to the planning application discussed and would be circulated to Councillors. Subject to the amendment, the minutes were agreed as true and accurate and that the Chairman's signature would be obtained.	Clerk Clerk
3.0	To receive information on the following ongoing issues and resolve further actions	
3.1	Police and speeding related activities.	
3.1.1	Police Report. Circulated.	Complete
3.2	Planning applications to feedback to Authorities.	
3.2.1	21/01190/HS Proposed extensions to the rear of the dwelling, a new rear dormer and the enlargement of an existing detached garage for use as a garage with sunroom above. 26 Meadowfields, Sandsend*. Response sent to SBC.	Complete
3.3	Items from 'Goldsborough/Kettleiness/Lythe/Sandsend items to address. No updates. Retain on agenda.	Clerk
3.4	Siting of benches along East Row beck, including additional groundworks. RESOLVED that now COVID restrictions have been lifted, the project now needs to be progressed again and the following would information would be obtained: <ul style="list-style-type: none"> • Dates when potential sponsors contacted the Council expressing interest, these may need to be used if bench sponsorship has to be prioritised. • Licence from NYH, it is now a considerable time since request made for siting additional benches on the South side of the beck. • Draft a consultation notice in the event that the Council obtains a licence by NYH. • Up to date groundworks costs. • Up to date bench costs. 	Clerk
3.5	Christmas trees, Lythe and Sandsend, including carols (carol events requested via the LPCC). RESOLVED to: <ul style="list-style-type: none"> • Contact ME to confirm: <ul style="list-style-type: none"> • whether or not they would provide the trees this year. • whether or not they would support two carol singing events around each of the Christmas trees. • Contact the retained fire station to determine whether or not they would provide firefighters again to erect the trees/lights. • Obtain quote for updated external electrical socket at Lythe. • Check LPC insurance for carol singing events. • Check with LPCC on carol singing events organisation responsibility. 	Clerk

ITEM	SUBJECT	ACTION
3.6	<p>AJ1 Project Road Safety Fund*, inc. potential funding sources for additional matrix sign and feedback to police on work to date. To include data on speed research recently carried out. The Chairman talked around the data that had been received from the latest speed monitoring strips in Lythe and outcome from site visit with Cllr Chance and NYH personnel. It was noted that 67% of the traffic travelling away from Whitby, through Lythe, exceeded the 30 mph speed limit, and 33% travelling towards Whitby, through Lythe, exceeded the speed. She confirmed that all the data from the speed monitoring strips had indicated that the priority for speed calming measures was in Lythe followed by Sandsend.</p> <p>RESOLVED that the following would be obtained from NYH:</p> <ul style="list-style-type: none"> • Up to date costs of matrix signs. • Type of sign acceptable to NYH and whether this would be static or portable NB: likely to be portable as it had been deemed by NYH that these were most effective. • Whether or not NYH; <ul style="list-style-type: none"> • would install further rumble strips or refresh current ones. • could install additional repeater milage signs. • could recommend a particular type of village Gateway sign and who would bear the cost i.e. NYH or LPC. 	Clerk
3.7	Replacement sign for the Roman Signal Station Goldsborough. RESOLVED that Cllr Casson would become involved with the NYMNP project to replace the sign.	Cllr HC
3.8	New Code of Conduct produced by The Local Government Association*. Awaiting training details from YLCA. RESOLVED to retain on the agenda.	Clerk
3.9	Removal of 'Weebly' on the website address, costs. RESOLVED that this was not necessary at present.	Complete
3.10	Welcome Back funding grant offer, grant money confirmed for the matrix sign. RESOLVED to include this in AJ1 Project agenda item in future.	Clerk
3.11	Additional policies/procedures for LPC. The Clerk advised the Council that there were a number of policies that required review and additional policies needed. RESOLVED that they would be presented for adoption over the coming months, commencing in October.	Clerk/Cllr LS
3.12	YLCA, The Queen's Platinum Jubilee Beacons - 2nd June 2022*. Details sent to Lythe Village Hall Committee and the Fire Service.	Complete
4.0	Planning Issues	
4.1.	To consider the following planning applications	
4.1.1	<p>21/00748/FL Installation of gabion retaining walls, formation of additional hard standing and widening of access road. Land Adjacent to Sandsend Beck, The Valley, Sandsend.</p> <p>RESOLVED that the following response would be sent to SBC; The Council supports the need for the gabion baskets to reinforce the water course banks, the improvements to the car park surface and additional car parking.</p> <p>However, the Council does not understand how the planning application intends to widen the access road. Whilst this is mentioned in the Design & Access & Heritage Impact Assessment, how this is to be achieved is not discussed in any of the supporting documentation.</p>	Clerk
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
4.2.1	NYM/2021/0401/FL, Voebroch, Kettleness, replacement of existing French doors and window with bi-fold doors. Approved with conditions.	NAR
4.2.2	NYM/2020/1018/FL Former Saw Mill Timber Yard, East Row, Sandsend. Change of use of sawmill timber yard to visitor car park with associated works including. Approved 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, Minerals and Waste Joint Plan – Main Modifications Consultation*. (Respond 15 September 2021). RESOLVED that as this was not relevant to LPC response would not be sent.	Complete

ITEM	SUBJECT	ACTION						
5.1.2	NYCC unitary council / parish and town council working group*. RESOLVED that the Clerk would be involved as appropriate.	Clerk						
5.1.3	NYMNPA North York Moors Youth Voice*.	NAR						
5.1.4	YLCA							
	<ul style="list-style-type: none"> Scribefest - Virtual Conference, 29 September 2021*. 	NAR						
	<ul style="list-style-type: none"> Remote Conference 17-18 September 2021*. 	NAR						
5.1.5	SBC, Barriers to Renewable Technologies, Customer Research Survey, respond by 31 October 2021*. RESOLVED that individuals and not the Council should respond.	NAR						
5.1.6	Police and Crime Plan and Fire and Rescue Plan consultation*, respond by 7 November. RESOLVED that individuals and not LPC should respond to this.	NAR						
5.2	Correspondence for information (excluding financial matters included in 7.0)							
5.2.1	YLCA							
	<ul style="list-style-type: none"> White Rose Update 2, 16, 30 July, 20 August 2021* 	NAR						
	<ul style="list-style-type: none"> HM Land Registry (HMLR) Parish Land Ownership Survey*. 	NAR						
	<ul style="list-style-type: none"> Law and Governance Bulletin 9, 28 July 2021*. 	NAR						
	<ul style="list-style-type: none"> Councillor's discussion forums*. 	NAR						
	<ul style="list-style-type: none"> The North Yorkshire Rural Commission, Rural North Yorkshire: The Way Forward*. 	NAR						
	<ul style="list-style-type: none"> NALC – Guidance for Member Councils/Parish Meetings from Monday, 19 July*. 	NAR						
	<ul style="list-style-type: none"> National Resilience Strategy Call for Evidence*. 	NAR						
	<ul style="list-style-type: none"> Councillor's discussion forums*. 	NAR						
5.2.2	Cllr David Chance, Team North Yorkshire Weekly Bulletin, 7, 14, 21, 28 July, 12, 18, 25 August, 1 September 2021*.	NAR						
5.2.3	NALC, Chief Executives Bulletin 2, 9, 16, 30 July, 6, 13, 20, 27 August 2021*	NAR						
5.2.4	SBC							
	<ul style="list-style-type: none"> Invite for Parish Council Chairs and Clerks, 'drop in' session 12 July 2021*. The Clerk had attended, but confirmed that there were no major issues to feedback. 	NAR						
	<ul style="list-style-type: none"> Draft Cultural Strategy for the Borough of Scarborough*. (consultation closed). 	NAR						
5.2.5	North Yorkshire Police, new PCSO*. RESOLVED to invite the new PCSO to the beginning of a future meeting as an introduction means.	Clerk						
5.2.6	NYCC, Local Government Reorganisation*.	NAR						
5.2.7	Whitby United Charities*.	NAR						
5.2.8	North Yorkshire National Bus Strategy & Bus Service Improvement Plan Engagement*. (consultation closed).	NAR						
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk							
6.1	Sandsend Seasonal Caretaker. Agreed that Neil was doing a superb job. RESOLVED to speak to his manager to identify when his finish date is, request that he returns to Sandsend next season and confirm whether or not it is acceptable to give him a reward, financial or otherwise.	Clerk						
6.2	Christmas trees, Lythe and Sandsend – donated or purchase? Carols. Covered in 3.5.	NAR						
6.3	Annual Costs to remove the Weebly name from LPC website*. Covered in 3.9.	Complete						
7.0	To receive information on financial matters and approve spend as appropriate							
7.1	Balance of accounts (both credit)							
	<table border="1"> <tr> <td>Current</td> <td>£0.05</td> </tr> <tr> <td>Savings</td> <td>£9624.03</td> </tr> </table>	Current	£0.05	Savings	£9624.03			
Current	£0.05							
Savings	£9624.03							
7.2	Money received							
	<table border="1"> <tr> <td></td> <td>£0.00</td> </tr> </table>		£0.00					
	£0.00							
	Money paid							
	<table border="1"> <tr> <td></td> <td>£14.39</td> <td>Zoom (June).</td> </tr> <tr> <td></td> <td>£38.49</td> <td>Ink Cartridges for £38.49 for the Clerk.</td> </tr> </table>		£14.39	Zoom (June).		£38.49	Ink Cartridges for £38.49 for the Clerk.	
	£14.39	Zoom (June).						
	£38.49	Ink Cartridges for £38.49 for the Clerk.						
7.3	Invoices, processed. As above.							
7.4	Invoices for approval (at agenda publication). Lythe Village Hall hire £24.75. ICO, Data Protection fee £40.00. RESOLVED to arrange payment.	Clerk						

ITEM	SUBJECT	ACTION
8.0	To receive information on actions, routine and/or urgent, carried out by Council members on behalf of LPC outside formal meeting (including where known prior to meeting).	
	None.	
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
	Clerk's fee payment.	
10.0	To confirm the details of the next meeting	
	The next meeting was confirmed as Tuesday 5 October 2021, 18:30, Lythe Village Hall.	
 Meeting closed at 19:41.	

*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

Glossary			
AGAR	Annual Governance and Accountability Return	NYH	North Yorkshire Highways
CCG	Clinical Commissioning Group	NYMNP	North Yorkshire Moors National Park Authority
LPC	Lythe Parish Council	PCC	Police and Crime Commissioner
LPCC	Lythe Parochial Church Council	SBC	Scarborough Borough Council
NAR	No action required	SLCC	Society of Local Council Clerks
ME	Mulgrave Estate	YAS	Yorkshire Ambulance Service
NYCC	North Yorkshire County Council	YLCA	Yorkshire Local Councils Association
NYFRS	North Yorkshire Fire and Rescue Service		

LYTHE PARISH COUNCIL

MINUTES OF MEETING, TUESDAY 5 OCTOBER 2021, COMMENCED AT 18:30, LYTHE VILLAGE HALL

Recording of meeting: None made.

Public question time: None present.

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

ITEM	SUBJECT	ACTION
	The Chairman opened the meeting on congratulating the Clerk on the successful achievement of her CiLCA qualification.	NAR
1.0	Councillor Issues	
1.1	To receive declaration of interest(s) by members. Non pecuniary interest declared in items related to Mulgrave Estate by Cllr Spark.	Complete
1.2	To receive apologies for absence, including approval by the Council of the reason. Cllr Cornforth's apologies received after the meeting which were accepted by the Council.	Complete
2.0	Minutes of meetings	
2.1	RESOLVED that the minutes of the meeting held on 7 September 2021 were true and accurate and that the Chairman's signature would be obtained.	Clerk
3.0	To receive information on the following ongoing issues and resolve further actions	
3.1	Police and speeding related activities.	
3.1.1	Police Report. RESOLVED to circulate the latest report when received.	Clerk
3.2	Planning applications to feedback to Authorities.	
3.2.1	21/00748/FL Installation of gabion retaining walls, formation of additional hard standing and widening of access road. Land Adjacent to Sandsend Beck, The Valley, Sandsend. Response sent to SBC.	Complete
3.3	Items from 'Goldsborough/Kettleiness/Lythe/Sandsend items to address. Updated spreadsheet circulated. The ongoing issue of standing water on Goldsborough Lane had been reported, RESOLVED to add this to the spreadsheet and to retain on the agenda.	Clerk
3.4	Siting of benches along East Row beck, including additional groundworks. The Clerk confirmed that: <ul style="list-style-type: none"> The dates when potential sponsors had contacted the Council expressing interest, were available. It had now been established that the land on the South side of the beck did not belong to NYH/NYCC/SBC, but ME. RESOLVED to contact ME regarding siting of additional benches on the South side of the beck. The same consultation notice used previously would be used in the event that ME grants permission to site the benches. RESOLVED to obtain up to date groundwork cost from the original potential groundwork contractor. A further contractor had been identified and had a site visit, they would provide a groundwork and bench installation quotation. RESOLVED to provide a specification to enable quotation. Bench costs had increased by £30/bench. 	Complete Clerk Complete Clerk Clerk Complete
3.5	Christmas trees, Lythe & Sandsend, including carols (carol events requested via the LPCC). The Clerk confirmed that: <ul style="list-style-type: none"> ME had confirmed that they would: <ul style="list-style-type: none"> provide Christmas trees this year. support two carol singing events around each of the Christmas trees. Noted that LPCC would consider on 6 October whether both Lythe and Sandsend required events as there were a number of events planned for Sandsend. RESOLVED to feedback their decision to the November meeting. The retained fire fighters had agreed to erect the trees/lights. Two quotations received for updated external electrical socket at Lythe. RESOLVED to progress the lower quotation with that contractor. RESOLVED to check with the PCC at their meeting on 6 October, whose responsibility it will be to organise the carol singing events. 	Complete Clerk Complete Clerk Clerk

ITEM	SUBJECT	ACTION
3.6	<p>AJ1 Project Road Safety Fund and Welcome back funding*, inc. potential funding sources for additional matrix sign and feedback to police on work to date. The Clerk confirmed that:</p> <ul style="list-style-type: none"> The matrix sign cost was still £3250, plus £250 for installation of a post on a site used previously or £500 for installation of a post on a new location. Noted that the supplier was sending a formal quotation. There is one sign acceptable to NYH and they had recommended a portable sign as they deemed these were most effective. Noted that portable signs could only be placed in locations where posts were installed. RESOLVED to send photographs of proposed location in Lythe to NYH for them to determine whether or not it was appropriate, following which, the appropriate landowner would be contacted for installation permission. Still awaiting confirmation from NYH as to whether or not they; <ul style="list-style-type: none"> would install further rumble strips or refresh current ones. could install additional repeater mileage signs. could recommend any particular type of village Gateway sign. <p>RESOLVED to progress again and retain on the agenda.</p> <ul style="list-style-type: none"> NYH had confirmed that any cost of a village gateway sign would be borne by LPC. 	<p>Complete</p> <p>Complete</p> <p>Complete Clerk</p> <p>Clerk</p>
3.7	Replacement sign for the Roman Signal Station Goldsborough. No further updates from Cllr HC. RESOLVED to continue to progress.	Cllr HC
3.8	New Code of Conduct produced by The Local Government Association*. RESOLVED to contact YLCA to determine if a recording of the training was available and the cost involved.	Clerk
3.9	Additional policies/procedures for LPC. RESOLVED to adopt the new Training & Development policy. Following review of the current Co-option and Complaints policies by the Chairman and Clerk, with a minor revision to the Co-option policy RESOLVED that no further changes were necessary. RESOLVED to add appropriate document footnotes and add to the LPC website.	Clerk Cllr HC
3.10	YLCA, The Queen's Platinum Jubilee Beacons 2 June 2022*. Additional email from Mickleby PC*. RESOLVED to contact Mickleby Parish Council to determine whether or not an open gardens event in Mulgrave Castle grounds would be suitable for the jubilee celebration. If this was the case, LPC to contact ME to determine if this was possible. Once this was clarified, RESOLVED to establish a joint working group with Mickleby and Ugthorpe Parish Councils, subject to volunteers being available from LPC.	Clerk Clerk
3.11	North Yorkshire Police, new PCSO*. RESOLVED to invite the PCSO to a future meeting.	Clerk
3.12	Sandsend Seasonal Caretaker. The Clerk confirmed that she had spoken to the Seasonal Caretaker's, manager who had confirmed; <ul style="list-style-type: none"> Neil will finish work in the Parish at the end of October. it could not be confirmed whether or not he will be deployed to Sandsend next season. it would be acceptable to give him a reward for the superb job he has done, but this must not be monetary as this would have tax implications. RESOLVED to purchase a gift card for £100 for Neil. 	Clerk
4.0	Planning Issues	
4.1.	To consider the following planning applications	
4.1.1	NYM/2021/0705/LB Application for Listed Building consent for installation of replacement windows and doors, installation of 2 no. rooflights and oil-fired boiler together with internal works including but not limited to the creation of internal doorway, installation of log burner and retention/replacement of doors/architraves at Raw Pastures Farmhouse, Goldsborough. RESOLVED that there were no objections to the application and to advise NYMNPA of this.	Clerk
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
4.2.1	Upgrade of existing junction onto A174, widening of access road, installation of footpath and pedestrian footbridge. Existing junction onto A174 And Access Road/track At East Row, Sandsend. Permitted with Conditions.	

ITEM	SUBJECT	ACTION						
5.0	Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)							
5.1	Correspondence requiring decisions							
5.1.1	SBC							
	<ul style="list-style-type: none"> Have Your Say on SBC Services*. Reply by 31 October. 	NAR						
	<ul style="list-style-type: none"> Housing Strategy Consultation, respond by 5 November 2021 (briefing session can be arranged if required)*. 	NAR						
5.1.2	NALC policy consultation briefing – Local Nature Recovery Strategies*.	NAR						
5.1.3	NYMNPA							
	<ul style="list-style-type: none"> Coastal Area Parish Forum - Monday, 25 October 2021 at 19.00. As there was no one available to attend, RESOLVED to send apologies. 	Clerk						
	<ul style="list-style-type: none"> Invitation to Parish Planning Training - Thursday, 21 October 2021 at 17.15. RESOLVED that the Clerk would attend by video link and report back. 	Clerk						
5.1.4	YLCA							
	<ul style="list-style-type: none"> Queen's Green Canopy Initiative - Plant a Tree for the Jubilee*. 	NAR						
	<ul style="list-style-type: none"> Complaint (sic) Councils Hub - Breakthrough Communications*. RESOLVED that this was deemed an unnecessary expense and would not be progressed. 	Complete						
	<ul style="list-style-type: none"> Understanding the Local Government Association (LGA) Code of Conduct for Local Councils Webinar Session – Wednesday, 6 October 2021 6.30pm to 8.00pm. See 3.8. 							
	<ul style="list-style-type: none"> Scarborough Branch Meeting - Thursday, 7 October 2021*. RESOLVED that as no one was available to attend, apologies would be tendered. 	Clerk						
5.2	Correspondence for information (excluding financial matters included in 7.0)							
5.2.1	YLCA							
	<ul style="list-style-type: none"> Law And Governance Bulletin – 3 September 2021. 	NAR						
	<ul style="list-style-type: none"> White Rose Update 10 September 2021*. 	NAR						
	<ul style="list-style-type: none"> North Yorkshire Funding Summit 30 September 2021*. 	NAR						
	<ul style="list-style-type: none"> Ministry of Housing, Communities and Local Government name change*. 	NAR						
5.2.2	Cllr David Chance, Team North Yorkshire Weekly Bulletin, 15, 22 September 2021*.	NAR						
5.2.3	NALC, Chief Executives Bulletin 10, 17, 24 September 2021*	NAR						
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk							
6.1	LPC to confirm and adopt the General Power of Competence as an eligible Council*. As LPC meets the two eligibility criteria to adopt the Power, i.e., two thirds of the Councillors are elected and has a CiLCA qualified clerk, RESOLVED to adopt the Power which remains in place until the next 'relevant' annual meeting i.e., the annual meeting of the council after the next ordinary election has taken place.	Complete						
6.2	Overnight sleeping in campervans/motorhomes etc. in Sandsend (North) car park and the pay & display layby on Sandsend Road. RESOLVED to clarify with SBC whether or not the ban on overnight sleeping in motorhomes/camper van is enforceable in Sandsend (North) car park. NB: the layby on Sandsend Road is outside Lythe parish boundary.	Clerk						
7.0	To receive information on financial matters and approve spend as appropriate							
7.1	Balance of accounts (both credit)							
	<table border="1"> <tr> <td>Current</td> <td>£0.05</td> </tr> <tr> <td>Savings</td> <td>£12,201.82</td> </tr> </table>	Current	£0.05	Savings	£12,201.82			
Current	£0.05							
Savings	£12,201.82							
7.2	Money received							
	<table border="1"> <tr> <td></td> <td>£2,275.50</td> <td>SBC Precept</td> </tr> <tr> <td></td> <td>£367.04</td> <td>SBC Model Agreement</td> </tr> </table>		£2,275.50	SBC Precept		£367.04	SBC Model Agreement	
	£2,275.50	SBC Precept						
	£367.04	SBC Model Agreement						
	Money paid							
	<table border="1"> <tr> <td></td> <td>£24.75</td> <td>Lythe Village Hall</td> </tr> <tr> <td></td> <td>£40.00</td> <td>Information Commissioners Office</td> </tr> </table>		£24.75	Lythe Village Hall		£40.00	Information Commissioners Office	
	£24.75	Lythe Village Hall						
	£40.00	Information Commissioners Office						
7.3	Invoices, processed. As above.							
7.4	Invoices for approval (at agenda publication). Lythe Village Hall hire £13.50, NYCC speed monitoring strips £396.00. RESOLVED to approve, arrange payment.	Clerk						

ITEM	SUBJECT	ACTION
7.5	2021/2 Spend vs budget*. A spreadsheet had been circulated. Noted that there had been a reduction of £422.13 in the amount of model agreement paid due to there being less money spent on grass cuts in the previous financial year.	Complete
7.7	Clerk's fees payment/tax. RESOLVED to pay £1329.60 and arrangement payment of salary/tax.	Clerk
7.8	Reimbursement of CiLCA fees for the Clerk. Following the Clerk's achievement of CiLCA RESOLVED to reimburse £610 for the fees paid.	Clerk
8.0	To receive information on actions, routine and/or urgent, carried out by Council members on behalf of LPC outside formal meeting (including where known prior to meeting).	
8.1	Arranged for the removal of racist graffiti and excrement from walls/floor/door of Sandsend (North) toilets. RESOLVED to obtain details of the toilet refurbishments.	Clerk
8.2	Completion of monitoring form, locality budget funding. The Clerk advised that the form in respect of the Boatstand, Sandsend had been completed and returned.	Complete
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
9.1	Future of LPC following devolution.	
9.1	Community engagement.	
10.0	To confirm the details of the next meeting	
	The next meeting was confirmed as Tuesday 2 November 2021, 18:30, Lythe Village Hall.	
 <i>J A Clark, Clerk/Responsible Financial Officer to the Council</i>	

*circulated via email.

Judy Clark, Clerk to the Council, Lythe Parish Council, c/o Cliff View, East Row, Sandsend, North Yorkshire YO21 3SU.
Email: clerk@lytheparishcouncil.org

Glossary			
AGAR	Annual Governance and Accountability Return	NYFRS	North Yorkshire Fire and Rescue Service
CCG	Clinical Commissioning Group	NYH	North Yorkshire Highways
CiLCA	Certificate in Local Council Administration	NYMNP	North Yorkshire Moors National Park Authority
LPC	Lythe Parish Council	PCC	Police and Crime Commissioner
LPCC	Lythe Parochial Church Council	SBC	Scarborough Borough Council
NAR	No action required	SLCC	Society of Local Council Clerks
ME	Mulgrave Estate	YAS	Yorkshire Ambulance Service
NYCC	North Yorkshire County Council	YLCA	Yorkshire Local Councils Association

LYTHE PARISH COUNCIL

MEETING, TUESDAY 2 NOVEMBER 2021, COMMENCED AT 18:30, LYTHE VILLAGE HALL

Recording of meeting: None made.
Public question time: None present.
Present: Councillors P Cornforth, D Lancaster (Vice Chairman), J Metcalfe, L Smith (Chairman), B Williams, J A Clark (Clerk).

ITEM	SUBJECT	ACTION
1.0	Councillor Issues	
1.1	To receive declaration of interest(s) by members. Cllr Lancaster in 4.1.1.	Complete
1.2	To receive apologies for absence, including approval by the Council of the reason. Apologies received from Cllr Cornforth post October meeting and the reason approved by the Council. Apologies already received from Cllrs Casson and Spark for this meeting, the reasons were approved by the Council.	Complete
2.0	Minutes of meetings	
2.1	Following a minor amendment regarding apology for absence, RESOLVED that the minutes of the meeting held on 5 October 2021 were confirmed as true and accurate and that the Chairman's signature would be obtained.	Clerk
3.0	To receive information on the following ongoing issues and resolve further actions	
3.1	Police and speeding related activities.	
3.1.1	Police Report. Circulated.	Complete
3.2	Planning applications to feedback to Authorities.	
3.2.1	NYM/2021/0705/LB Listed Building consent at Raw Pastures Farmhouse, Goldsborough. Comments sent to NYMNPA.	Complete
3.3	Items from 'Goldsborough/Kettleness/Lythe/Sandsend items to address. Updated spreadsheet circulated including the ongoing issue of standing water on Goldsborough Lane, RESOLVED to retain on the agenda.	Clerk
3.4	Siting of benches along East Row beck, including additional groundworks. The Clerk reported that the; <ul style="list-style-type: none"> • additional contractor had confirmed that, after receiving the specification, they did not wish to quote for the work. • current costs had been received from the original contractor. • Mulgrave Estate required information on access/egress before considering permission to site additional benches on South side of the beck. RESOLVED to progress with ME. 	Complete Complete Clerk
3.5	Christmas trees, Lythe & Sandsend, including carols (carol events requested via the PCC). The Clerk reported that the <ul style="list-style-type: none"> • LPCC were planning an event in Lythe on 22 December. • Identified contractor had been requested to install the new socket by 3rd week in November. RESOLVED to ensure installation date met. • LPCC would organise the carol singing event with limited support from LPC. • RESOLVED to check with ME when Christmas trees would be available for collection, ideally last week in November/first week in December. 	Complete Clerk Clerk Clerk
3.6	AJ1 Project Road Safety Fund and Welcome back funding*, inc. potential funding sources for additional matrix sign and feedback to police on work to date. The Clerk advised that photographs of the proposed sign location had been sent to NYH who had confirmed that the location was acceptable to Highways. Subsequently ME had been contacted who had concerns about the proposed location and the detrimental effect on Mulgrave properties. A discussion between the Chairman, Clerk and ME had been arranged for 12 November to discuss these concerns. RESOLVED to feedback at the December meeting. As feedback was still awaited from NYH on a number of highways calming measures, the Clerk would progress again with NYH.	Cllr LS/ Clerk Clerk
3.7	Replacement sign for the Roman Signal Station Goldsborough. RESOLVED to retain on agenda for feedback from Cllr Casson at the next meeting.	Clerk Cllr HC
3.8	New Code of Conduct produced by The Local Government Association*. The Clerk advised that, post COVID, recording of training sessions would not be available from YLCA RESOLVED that the Clerk would attend a November training session and feedback to LPC	Complete Clerk

ITEM	SUBJECT	ACTION
3.9	Additional policies/procedures for LPC. Following review by the Clerk of the Media Policy and Publication Scheme and minor amendments, RESOLVED to adopt the revised documents, add appropriate footnotes and send to Cllr Casson for publication on the LPC website.	Clerk Cllr HC
3.10	YLCA, The Queen's Platinum Jubilee Beacons 2 June 2022*. The Clerk advised that Mickley Parish Council had been contacted to determine whether or not an open gardens event in Mulgrave Castle grounds would be suitable to them for the jubilee celebration. Noted that the Mickley Parish Council meeting was scheduled for 11 November 2021 and that LPC would be advised of the resolution. If RESOLVED that an open gardens event was suitable, LPC would contact ME to determine if such an event was possible. Item to be added to the December agenda for discussion, including establishment of a working group.	Clerk Clerk
3.11	North Yorkshire Police, new PCSO*. The Clerk had contacted the PCSO but had not yet received a response to the invitation to attend an LPC meeting. RESOLVED to progress again.	Clerk
3.12	Sandsend Seasonal Caretaker. The Clerk confirmed that a gift card had been purchased for Neil, the Caretaker, but she had been unable to contact him as he had left the Sandsend role earlier than she had been advised. RESOLVED to contact Neil as matter of urgency to pass the card to him.	Clerk
3.13	Coastal Area Parish Forum - Monday, 25 October 2021 at 19.00. Apologies sent.	Complete
3.14	NYMNP Parish Planning Training - Thursday, 21 October 2021 at 17.15. The Clerk apologised and advised that she had inadvertently missed the Zoom training session. A further training event was planned next year.	Complete
3.15	Scarborough Branch Meeting - Thursday, 7 October 2021*. Apologies sent.	Complete
4.0	Planning Issues	
4.1.	To consider the following planning applications	
4.1.1	21/02230/HS Erection of single storey rear extension 21 Meadowfields Sandsend. RESOLVED that there were no objections and to advise SBC.	Clerk
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
4.2.1	None at agenda publication.	NAR
5.0	Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)	
5.1	Correspondence requiring decisions	
5.1.1	SBC	
	<ul style="list-style-type: none"> Interim Polling District Review 2021, respond by 5 November 2021*. RESOLVED to send response to SBC objecting to the removal of a polling station in Sandsend. Consultations at Scarborough Borough Council (various response dates)*. 	Cllr LS/Clerk NAR
5.2	Correspondence for information (excluding financial matters included in 7.0)	
5.2.1	YLCA	
	<ul style="list-style-type: none"> Bilsdale Mast and lack of TV services – information to pass to residents*. RESOLVED to add to notice boards. Bilsdale TV transmitter - Launch of voucher scheme*. RESOLVED to add to notice boards. 	Clerk Clerk
5.2.2	Cllr David Chance, Team North Yorkshire Weekly Bulletin, 29 September 14 October 2021*.	NAR
5.2.3	NALC	
	<ul style="list-style-type: none"> Chief Executives Bulletins 1, 8, 15, 22 October 2021*. RESOLVED to complete and return survey on remote meetings. New guide on website accessibility*. RESOLVED that the Clerk and Cllr HC review the guide and feedback findings at the December meeting. 	Clerk Clerk/ Cllr HC
5.2.4	Police, Fire & Crime Commissioner By-Election*.	NAR

ITEM	SUBJECT	ACTION
5.2.5	NYCC, Parish & Town Council briefings on the new Council for North Yorkshire*. RESOLVED that, subject to their availability, members would attend one of the following briefings on the new unitary authority, details already circulated; <ul style="list-style-type: none"> Wednesday 1 December 2021, 19:00 to 20:30 or Friday 3 December 2021, 14:00 to 15:30. 	Cllrs/Clerk
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the ...Clerk	
6.1	Future of LPC following devolution. See 5.2.5.	
6.2	Community engagement. The Clerk suggested that LPC may want to consider more ways of encouraging methods of the community participating with the parish council. RESOLVED to discuss at the December meeting.	Cllrs/ Clerk
6.3	Sandsend toilets refurbishment. The Clerk advised that SBC had confirmed that refurbishment would commence on 6 December 2021 on Sandsend South toilets and North toilets in early January 2022. SBC had advised a scheme of work would be provided and the clerk would forward to councillors when received.	Clerk
7.0	To receive information on financial matters and approve spend as appropriate	
7.1	Balance of accounts (both credit)	
	Current £0.05	
	Savings £9762.47	
7.2	Money received	
	£0.00	
	Money paid	
	£3.75 Lythe Village Hall, hire	
	£265.92 HMRC, Clerk's tax	
	£1063.68 J A Clark, Clerk's salary	
	£610.00 J A Clark, CiLCA fee reimbursement	
	£100.00 Amazon, gift card, seasonal caretaker	
7.3	Invoices, processed (including Clerk's fees payment/tax and reimbursement of CiLCA fees). As above.	
7.4	Invoices for approval (at agenda publication). None.	
8.0	To receive information on actions, routine and/or urgent, carried out by Council members on behalf of LPC outside formal meeting (including where known prior to meeting).	
8.1	Excavation works at the entrance to The Valley, Sandsend. As a result of resident's concerns, the Clerk had requested clarification from SBC as to whether or not planning permission was required for the work undertaken. RESOLVED to progress again with SBC.	Clerk
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
9.1	Title of Chairman, Lythe Parish Council.	
10.0	To confirm the details of the next meeting	
	The next meeting was confirmed as Tuesday 7 December 2021, 18:30, Lythe Village Hall.	
 Meeting closed at 19:30.	

*circulated via email.

Judy Clark, Clerk to the Council, Lythe Parish Council, c/o Cliff View, East Row, Sandsend, North Yorkshire YO21 3SU.
Email: clerk@lytheparishcouncil.org

Glossary			
AGAR	Annual Governance and Accountability Return	NYFRS	North Yorkshire Fire and Rescue Service
CCG	Clinical Commissioning Group	NYH	North Yorkshire Highways
CiLCA	Certificate in Local Council Administration	NYMNP	North Yorkshire Moors National Park Authority
LPC	Lythe Parish Council	PCC	Police and Crime Commissioner
LPCC	Lythe Parochial Church Council	SBC	Scarborough Borough Council
NAR	No action required	SLCC	Society of Local Council Clerks
ME	Mulgrave Estate	YAS	Yorkshire Ambulance Service
NYCC	North Yorkshire County Council	YLCA	Yorkshire Local Councils Association

LYTHE PARISH COUNCIL

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

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

ITEM	SUBJECT	ACTION
1.0	Councillor Issues	
1.1	To receive declaration of interest(s) by members. Cllr Spark declared a non-pecuniary interest in any item relating to ME.	
1.2	To receive apologies for absence, including approval by the Council of the reason. Apologies received from Cllrs Casson, Cornforth and Metcalfe, the reasons were approved by the Council. Cllr Williams not present.	Complete
2.0	Minutes of meetings	
2.1	It was RESOLVED that the minutes of the meeting held on 2 November 2021 were true and accurate and that the Chairman's signature would be obtained.	Clerk
3.0	To receive information on the following ongoing issues and resolve further actions	
3.1	Police and speeding related activities.	
3.1.1	Police Report. Two reports had been circulated since the last meeting. Introduction of PCSO to the Council. RESOLVED that as a number of Cllrs had tendered apologies, the new PCSO would be invited to a future meeting.	Complete Clerk
3.2	Planning applications to feedback to Authorities.	
3.2.1	21/02230/HS Erection of single storey rear extension 21 Meadowfields Sandsend. Comments sent to SBC.	Complete
3.3	Items from 'Goldsborough/Kettleiness/Lythe/Sandsend items to address. Updated SS circulated, RESOLVED to retain on the agenda.	Clerk
3.4	Siting of benches along East Row beck, including additional groundworks. RESOLVED to contact those who had expressed interest initially to advise them of the cost of sponsorship i.e., £1400/bench to include maintenance costs to confirm whether not they wished to progress sponsorship.	Clerk
3.5	Christmas trees, Lythe & Sandsend, including carols (carol events requested via the PCC). The Clerk reported that; <ul style="list-style-type: none"> The contractor had installed the new socket in the timescale requested. It had been suggested to the LSPCC that they may want to have a joint carol singing event with The Stiddy on 19 December. Christmas trees had been installed first week in December. RESOLVED to liaise with Fraser Camfield regarding loan of extension lead to enable lights illumination. RESOLVED to send email to ME thanking the Estate for the trees. 	Complete NAR Cllr TS Clerk
3.6	AJ1 Project Road Safety Fund and Welcome back funding*, inc. potential funding sources for additional matrix sign. The Chairman and Clerk reported on the correspondence and meeting held with R Childerhouse on behalf of ME who had advised that a formal response from ME would be unlikely this year. RESOLVED that should there be no response by the January LPC meeting, an alternative approach on matrix installation would be discussed. RESOLVED to progress additional traffic calming measures again with NYH.	Clerk Clerk
3.7	Replacement sign for the Roman Signal Station Goldsborough. Cllr Casson had circulated latest update to the Council. RESOLVED to retain on the agenda.	Clerk/Cllr HC
3.8	New Code of Conduct produced by The Local Government Association*. RESOLVED to circulate slides in preparation for discussion at the February Meeting.	Clerk
3.9	Additional policies/procedures for LPC. RESOLVED to discuss at the next meeting.	Clerk
3.10	YLCA, The Queen's Platinum Jubilee Beacons 2 June 2022*. Further to the suggestion by Mickleby Parish Council to hold a joint event, they had confirmed that they would discuss this issue with ME. RESOLVED that no further action required currently by LPC.	Complete
3.11	North Yorkshire Police, new PCSO*. See 3.1.1. above.	NAR

ITEM	SUBJECT	ACTION
3.12	Sandsend Seasonal Caretaker. A letter of thanks and gift voucher had been sent to Neil as a token of appreciation of his hard work in the Parish, letter copied to his manager.	Complete
3.13	Interim Polling District Review 2021, respond by 5 November 2021*. Response sent.	Complete
3.14	Bilsdale Mast and lack of TV services – information to pass to residents*. Notices posted on boards. Noted that additional issues had arisen today.	Complete NAR
3.15	NALC Chief Executives Bulletins, survey on remote meetings*. Survey submitted.	Complete
3.16	NALC New guide on website accessibility*. RESOLVED to discuss at the next meeting.	Clerk/Cllr HC
3.17	NYCC, The new Council for North Yorkshire,	
	<ul style="list-style-type: none"> Parish & Town Council briefings, including election costs, on either 1 or 3 December 2021*. Main issue arising was that there would be parish council elections in May 2022 and those elected will serve for five years rather than four. RESOLVED to circulate slides and information. RESOLVED to include money for election in the 2022/3 budget. 	Clerk Clerk/Cllr LS
	<ul style="list-style-type: none"> An update on progress towards a new single council for North Yorkshire, Issue 1. 	NAR
3.18	Excavation works at the entrance to The Valley, Sandsend. RESOLVED that as there had been no response from SBC and that the person who had raised concerns initially had changed email address and was not contactable, no further action would be taken.	Complete
3.19	Community engagement. RESOLVED to include on agenda when more Councillors in attendance.	Clerk
3.20	Sandsend toilets refurbishment. RESOLVED that as work had commenced in line with the project plan circulated previously, no further action required.	Complete
4.0	Planning Issues	
4.1.	To consider the following planning applications	
4.1.1	NYM/2021/0870/FL Application for construction of single storey garden room extension at Seatoller, Kettlewell. No objections, RESOLVED to advise NYMNP.	Clerk
4.1.2	21/02356/HS Demolition of existing annexe and erection of new annexe, Spindrift The Old Steps The Parade Sandsend. No objection, RESOLVED to advise SBC.	Clerk
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
4.2.1	21/02230/HS, 21 Meadowfields Sandsend, Erection of single storey rear extension. Permitted with Conditions.	NAR
5.0	Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)	
5.1	Correspondence requiring decisions	
5.1.1	SBC	
	<ul style="list-style-type: none"> Scarborough & Whitby Area Constituency Committee, 3 December 2021 10.30*. 	NAR
5.2	Correspondence for information (excluding financial matters included in 7.0)	
5.2.1	YLCA	
	<ul style="list-style-type: none"> White Rose Weekly Bulletin 5, 12, 19, 26 November 2021*. 	NAR
5.2.2	NALC	
	<ul style="list-style-type: none"> Chief Executive's bulletin 5, 12, 19, 26 November 2021*. 	NAR
5.2.3	Extra Care Housing – Whitby, proposal to develop housing on Whitby hospital site*.	NAR
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	Title of Chairman of Lythe Parish Council. RESOLVED to include on agenda when more Councillors in attendance.	Clerk
6.2	Defibrillator checking dates 2022. RESOLVED to include on agenda when more Councillors in attendance.	Clerk
6.3	Meeting dates 2022/3. RESOLVED to include on agenda when more Councillors in attendance.	Clerk

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

*Circulated via email.

Judy Clark, Clerk to the Council, Lythe Parish Council, c/o Cliff View, East Row, Sandsend, North Yorkshire YO21 3SU.

Email: clerk@lytheparishcouncil.org

Glossary			
AGAR	Annual Governance and Accountability Return	NYFRS	North Yorkshire Fire and Rescue Service
CCG	Clinical Commissioning Group	NYH	North Yorkshire Highways
CiLCA	Certificate in Local Council Administration	NYMNPA	North Yorkshire Moors National Park Authority
LPC	Lythe Parish Council	PCC	Police and Crime Commissioner
LSPCC	Lythe & Sandsend Parochial Church Council	SBC	Scarborough Borough Council
NAR	No action required	SLCC	Society of Local Council Clerks
ME	Mulgrave Estate	YAS	Yorkshire Ambulance Service
NYCC	North Yorkshire County Council	YLCA	Yorkshire Local Councils Association

**LYTHE PARISH COUNCIL
MEETING, TUESDAY 4 JANUARY 2022, COMMENCED AT 18:30, LYTHE VILLAGE HALL**

Recording of meeting: None made.
Public question time: None present.
Present: Councillors H Casson, L Smith (Chairman), J Metcalfe.
 J A Clark (Clerk).

ITEM	SUBJECT	ACTION
1.0	Councillor Issues	
1.1	To receive declaration of interest(s) by members. None.	
1.2	To receive apologies for absence, including approval by the Council of the reason. Apologies received from Cllrs Lancaster, Spark and Williams, the reasons were approved by the Council. Absent, Cllr Cornforth, apologies received post meeting.	Complete
2.0	Minutes of meetings	
2.1	RESOLVED that the minutes of the meeting held on 7 December 2021 were true and accurate and the Chairman's signature would be obtained.	Clerk
3.0	To receive information on the following ongoing issues and resolve further actions	
3.1	Police and speeding related activities.	
3.1.1	Police Report. RESOLVED to circulate when received. PCSO attendance. RESOLVED to invite to a future meeting as appropriate.	Clerk Clerk
3.2	Planning applications to feedback to Authorities.	
3.2.1	NYM/2021/0870/FL Application for construction of single storey garden room extension at Seatoller, Kettleless. Comments sent to SBC.	Complete
3.2.2	21/02356/HS Demolition of existing annexe and erection of new annexe, Spindrift The Old Steps The Parade Sandsend. Comments sent to SBC.	Complete
3.3	Items from 'Goldsborough/Kettleless/Lythe/Sandsend items to address. Updated spreadsheet circulated. RESOLVED to check whether or not further work required on Kettleless benches.	Cllr LS
3.4	Siting of benches along East Row beck, including additional groundworks. The Clerk confirmed that four sponsors had confirmed their interest in sponsoring benches at the revised cost. This would enable bench installation on the North side of the beck. RESOLVED that: <ul style="list-style-type: none"> • A sponsorship agreement would be drafted. • Sponsors would be contacted to confirm that their application had been approved, provided with an agreement and payment requested. Details of what sponsors would like on the bench plaque would be requested and be approved by LPC. • Benches would be allocated, where possible, by sponsor preference and based in order of payment receipt. • Noble Groundworks would be contacted to confirm the work and request a commencement/completion date. • Benches would be ordered once payment had been received from the sponsors. • A date would be identified when all works had been completed and the sponsors could then see the installation of their bench plaque. 	Clerk
3.5	Christmas trees, Lythe & Sandsend, including carols (carol events requested via the PCC). RESOLVED to thank owners of Broadwood Pianos and Tides would be thanked for enabling illumination of tree lights. RESOLVED to arrange for dismantling of trees/lights.	Clerk Clerk
3.6	AJ1 Project Road Safety Fund and Welcome back funding*, inc. potential funding sources for additional matrix sign. After an email to ME on 4 October 2021 requesting permission to erect a pole and a matrix sign on a ME grass verge in Lythe, follow up emails and a meeting with a ME representative, RESOLVED that it was reasonable to request a decision from ME by 14 January 2022.	Clerk

ITEM	SUBJECT	ACTION
3.7	Replacement sign for the Roman Signal Station Goldsborough. RESOLVED that as no further updates had been received, the item would be removed from the agenda and added to the 'Items to address' spreadsheet.	Clerk
3.8	New Code of Conduct produced by The Local Government Association*. RESOLVED to circulate slides in preparation for discussion at the February Meeting.	Clerk
3.9	Additional policies/procedures for LPC. RESOLVED to review a number of policies for discussion at the February meeting.	Clerk/Cllrs
3.10	NALC New guide on website accessibility*. RESOLVED to review website against guide to submit proposal at the February meeting.	Cllr HC/ Clerk
3.11	NYC, The new Council for North Yorkshire. Q&A document circulated.	Complete
3.12	Community engagement. The Clerk had raised this and felt it not the right time to progress this now. RESOLVED to progress this issue at a relevant future meeting.	NAR
4.0	Planning Issues	
4.1.	To consider the following planning applications	
4.1.1	21/02493/FLA Variation of condition 1 on decision 21/00940/FLA to allow alterations to rear extension and external materials, South Villa East Row Sandsend*. RESOLVED that the were no objections and SBC would be advised of this.	Clerk
4.1.2	21/02577/HS Partial demolition of existing garage, extension of terrace and reduction in width of steps to the side. Site Address Annexe At South Villa East Row Sandsend. RESOLVED that the were no objections from the Parish Council. However, as the steps provided access to a neighbouring property, 'Renton', SBC would be requested to consult with these property owners.	Clerk
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
4.2.1	NYM/2021/0870/FL Application for construction of single storey garden room extension at Seatoller, Kettleless. Approved with conditions.	NAR
5.0	Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)	
5.1	Correspondence requiring decisions	
5.1.1	SBC	
	<ul style="list-style-type: none"> • Consultation: Gambling Act 2005 Statement of Policy*. 	NAR
5.1.2	NYMNPA	
	<ul style="list-style-type: none"> • Village improvement grant*. Following a discussion with Bernie McLinden, NYMNPA Senior Ranger (Coast), he had confirmed that he would review Sandsend Trail signage to determine if replacement required as some signage was out of date due to businesses no longer operating and/or no longer stocking booklets. Concern was expressed regarding the future viability of the important Sandsend Trail. RESOLVED to request an update prior to the February meeting. • RESOLVED to investigate costs of Lythe village gateway signage to be considered in conjunction with 3.6. 	Clerk Clerk
5.1.3	YLCA	
	<ul style="list-style-type: none"> • Training programme information. 	NAR
5.1.4	Police and Crime Commissioner, precept consultation (ends 13/01/22)*. RESOLVED that people should respond individually as appropriate and not on behalf of the Council.	NAR
5.2	Correspondence for information (excluding financial matters included in 7.0)	
5.2.1	YLCA	
	<ul style="list-style-type: none"> • White Rose Weekly Bulletin 3, 10, 17 December 2021*. 	NAR
	<ul style="list-style-type: none"> • Council meetings and face coverings - Covid-19*. 	NAR
5.2.2	NALC	
	<ul style="list-style-type: none"> • Chief Executive's bulletin 3, 10, 17, December 2021*. 	NAR
5.2.3	20s Plenty December Action update and Invitation to County ZOOM (held on 16/12/21)*.	NAR
5.2.4	Northern Powergrid Storm Arwen Compensation Update*.	NAR

ITEM	SUBJECT	ACTION
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	Title of Chairman of Lythe Parish Council. RESOLVED to discuss when the Cllr who had raised this issue was present.	Clerk
6.2	Defibrillator checking dates 2022. RESOLVED that the dates were confirmed for those checking the equipment.	Complete
6.3	Meeting dates 2022/3. RESOLVED to confirm the dates with the exception of January 2023 meeting which would be scheduled for 10 January. RESOLVED to add to the LPC website.	Cllr HC
6.4	Sandsend matrix sign. RESOLVED to discuss in conjunction with the 2022/3 precept requirements as LPC will need to contribute financially towards it.	Clerk
6.5	Slipway Sandsend, rebar sticking out of concrete causing safety concerns, raise with SBC. Due to the H & S concerns this had been reported immediately to SBC who had confirmed they would inspect the slipway and take appropriate action. RESOLVED to request an update from SBC.	Clerk
6.6	Collection of bins from properties alongside Lythe Community Shop. RESOLVED to contact SBC that, due to bins blowing over, to request that they are collected from the bin store rather than from properties.	Clerk
6.7	Monks Trod path in Lythe, confirm the possibility of reinstatement. As this path was on ME land RESOLVED to clarify the precise location from Cllr TS and then pass the request to ME for their consideration – noted that this was not a public right of way.	Clerk
6.8	Insurance for individuals and grass cutting. RESOLVED to check with LPC insurance.	Clerk
7.0	To receive information on financial matters and approve spend as appropriate	
7.1	Balance of accounts (both credit)	
	Current	£0.05
	Savings	£9,229.09
7.2	Money received	
		£0.00
	Money paid	
	£250.00	Contribution to St Oswald's churchyard
	£75.00	Maintenance fee, Lythe Gardening Club
	£38.49	Reimbursement to the Clerk, ink cartridges, LPC printer
	£2.69	Reimbursement to the Clerk for 1 st class signed for letter
	£100.00	Reimbursement to the Clerk for LPC computer repair.
7.3	Invoices, processed. As above.	
7.4	Invoices for approval (at agenda publication), None. RESOLVED that the Clerk would be reimbursed £9.07 – expenditure made to purchase of extension lead for Sandsend Christmas tree.	Clerk
7.5	Maintenance fee for Lythe Gardening Club. See 7.2.	
7.6	Contribution to LSPCC towards churchyard maintenance. See 7.2.	
7.7	SBC Model Agreement Estimates 2022/23 (required by 31 December 2021), estimate sent. Parish Council Precept 2022/23 (required by 31 January 2022)*, As there had been a query on the Band D equivalent properties in the parish, RESOLVED that an additional meeting would be held on 18 January to discuss and agree the precept. RESOLVED that a document providing spend vs budget to date and projected estimate for the financial year end would be prepared and circulated.	Complete Cllrs/Clerk Clerk
8.0	To receive information on actions, routine and/or urgent, carried out by Council members on behalf of LPC outside meeting (include where known prior to meeting).	
	Tidied up area around the Blacksmith's wheel on Lythe common.	
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
	None.	

ITEM	SUBJECT	ACTION
10.0	To confirm the details of the next meeting	
	RESOLVED that an additional meeting would be held on Tuesday 18 January 2022 at 18:30, Lythe Village Hall. The February meeting was confirmed as Tuesday 1 February 2022, 18:30, venue - Lythe Village Hall.	
 Meeting closed at 19:45	

*Circulated via email.

Judy Clark, Clerk to the Council, Lythe Parish Council, c/o Cliff View, East Row, Sandsend, North Yorkshire YO21 3SU.

Email: clerk@lytheparishcouncil.org

Glossary			
AGAR	Annual Governance and Accountability Return	NYFRS	North Yorkshire Fire and Rescue Service
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CiLCA	Certificate in Local Council Administration	NYMNP	North Yorkshire Moors National Park Authority
LPC	Lythe Parish Council	PCC	Police and Crime Commissioner
LSPCC	Lythe & Sandsend Parochial Church Council	SBC	Scarborough Borough Council
NAR	No action required	SLCC	Society of Local Council Clerks
ME	Mulgrave Estate	YAS	Yorkshire Ambulance Service
NYCC	North Yorkshire County Council	YLCA	Yorkshire Local Councils Association

**LYTHE PARISH COUNCIL
MEETING, TUESDAY 18 JANUARY 2022, COMMENCING AT 18:30, LYTHE VILLAGE HALL**

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

ITEM	SUBJECT	ACTION
1.0	Councillor Issues	
1.1	To receive declaration of interest(s) by members. Non pecuniary interest in 4.1.1 declared by Cllr Lancaster.	Complete
1.2	To receive apologies for absence, including approval by the Council of the reason. Apologies received from Cllr Spark, the reason was approved by the Council. Absent Cllrs Cornforth and Williams.	
2.0	Minutes of meetings	
2.1	RESOLVED that the minutes of the meeting held on 4 January 2022 were true and accurate and the Chairman's signature would be obtained.	Clerk
3.0	To receive information on the following ongoing issues and resolve further actions	
3.1	Matrix signs, Lythe and Sandsend. RESOLVED to request a site visit by NYH to ensure that signs were allocated in the most appropriate location to reduce the number of speeding vehicles. As a courtesy, RESOLVED to advise ME of this resolution.	Clerk Clerk
3.2	Siting of benches along East Row beck. Further to the decision at the 4 January meeting it was RESOLVED that, due to impractical method agreed previously, sponsored benches would now be allocated randomly to the sponsors by LPC. All previous resolutions for this topic to remain unchanged.	Cllr LS/Clerk
4.0	Planning Issues	
4.1.	To consider the following planning applications	
4.1.1	21/02788/HS Erection of single storey rear extension, 16 Meadowfields Sandsend. RESOLVED that there were no objections, advise SBC.	Clerk
5.0	To receive information on financial matters and approve spend as appropriate	
5.1	LPC spend vs budget to date and projected estimate to 31 March 2022. Spreadsheet had been circulated to aid discussion in item 3.1 and 5.2.	Complete
5.2	Parish Council Precept 2022/23, requirements (needed by SBC before 31 January 2022)*. RESOLVED to request an increased precept to reduce the financial shortfall as a result of the matrix sign purchases and allow other planned activities in 2022/3 to be achieved.	Clerk
.....	Meeting closed at 19:20	

*Circulated via email.

Judy Clark, Clerk to the Council, Lythe Parish Council, c/o Cliff View, East Row, Sandsend, North Yorkshire YO21 3SU.
 Email: clerk@lytheparishcouncil.org

Glossary			
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LPC	Lythe Parish Council	PCC	Police and Crime Commissioner
LSPCC	Lythe & Sandsend Parochial Church Council	SBC	Scarborough Borough Council
NAR	No action required	SLCC	Society of Local Council Clerks
ME	Mulgrave Estate	YAS	Yorkshire Ambulance Service
NYCC	North Yorkshire County Council	YLCA	Yorkshire Local Councils Association

**LYTHE PARISH COUNCIL
MEETING, TUESDAY 1 FEBRUARY 2022, COMMENCED AT 18:30, LYTHE VILLAGE HALL**

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

ITEM	SUBJECT	ACTION
1.0	Councillor Issues	
1.1	To receive declaration of interest(s) by members. Non-pecuniary interests were declared by Cllr Casson in item 6.2 and by Cllr Spark in any item relating to ME.	Complete
1.2	To receive apologies for absence, including approval by the Council of the reason. None. Absent: Cllrs Cornforth and Williams.	
2.0	Minutes of meetings	
2.1	RESOLVED that the minutes of the meeting held on 18 January 2022 were true and accurate and that the Chairman's signature would be obtained.	Clerk
3.0	To receive information on the following ongoing issues and resolve further actions	
3.1	Police and speeding related activities.	
3.1.1	Police Report. Circulated.	Complete
3.2	Planning applications to feedback to Authorities.	
3.2.1	21/02493/FLA Variation of condition 1 on decision 21/00940/FLA to allow alterations to rear extension and external materials, South Villa East Row Sandsend*. Comments sent to SBC.	Complete
3.2.2	21/02577/HS Partial demolition of existing garage, extension of terrace and reduction in width of steps to the side. Site Address Annexe At South Villa East Row Sandsend. Comments sent to SBC.	Complete
3.2.3	21/02788/HS Erection of single storey rear extension, 16 Meadowfields Sandsend. Comments sent to SBC.	Complete
3.3	Items from 'Goldsborough/Kettleiness/Lythe/Sandsend items to address. Further updates would be added to the spreadsheet and circulated.	Clerk
3.4	Siting of benches along East Row beck, including additional groundworks. The Clerk reported that the sponsorship agreement had been drafted and sent to potential sponsors and that two completed agreements and their sponsorship monies had been received. A reminder had been sent to the remaining two potential sponsors, one of whom had subsequently confirmed that they would not be progressing their application. RESOLVED that once the response date had passed, an advert advertising bench sponsorship availability would be added to the LPC website and Facebook.	Clerk/ Cllr TS
3.5	Christmas trees, Lythe & Sandsend, including carols (carol events requested via the PCC). The Clerk reported that trees dismantled/removed, thanks had been given to Broadwood Pianos and Tides for use of their electricity for lights.	Complete
3.6	AJ1 Project Road Safety Fund and Welcome back funding*, inc. potential funding sources for additional matrix sign in Sandsend. The Clerk reported that two matrix signs, for Lythe and Sandsend, had been ordered and that she had meeting scheduled for 10 February with NYH to agree matrix locations. RESOLVED to report back at the next meeting.	Clerk
3.7	Replacement sign for the Roman Signal Station Goldsborough. The Clerk reported that this item had been added to the 'Items to address spreadsheet'.	Complete
3.8	New Code of Conduct produced by The Local Government Association*. RESOLVED to recirculate new code and slides to enable a decision at the next meeting.	Clerk
3.9	Additional policies/procedures for LPC. RESOLVED to include additional policies for future review/adoption. In addition, see 3.10 below.	Clerk
3.10	NALC New guide on website accessibility*. The Clerk reported that the LPC website had been reviewed by Cllr HC/Clerk and that it met the recommendations within the Guide provided that a Privacy Notice was in place. RESOLVED to adopt the Privacy Notice that had been drafted and add to the LPC website.	Clerk

ITEM	SUBJECT	ACTION
3.11	Meeting dates 2022/3. Added to the LPC website.	Complete
3.12	Slipway Sandsend, rebar sticking out of concrete. The Clerk reported that after reporting the rebar that was deemed dangerous by LPC, SBC had promptly arranged for its removal.	Complete
3.13	Collection of bins from properties alongside Lythe Community Shop. The Clerk reported that a request for change in collection point had recently been submitted to SBC. RESOLVED to report back their response at the next meeting.	Clerk
3.14	Monks Trod path in Lythe, confirm the possibility of reinstatement. The Clerk reported that ME had advised that this could not be reinstated due to a potential increase in public access on private land.	Complete
3.15	Insurance for individuals and grass cutting. The Clerk reported that the LPC insurance covered Council members carrying out grass cutting and other minor works providing that appropriate risk assessments were in place. RESOLVED that should any Council member wish to carry out work, the Clerk must be advised to ensure completion of risk assessments.	Council
3.16	Village improvement grant*. RESOLVED to discuss purchase of two Gateway signs with NYMNPA via the grant scheme and to report back their response at the next meeting..	Clerk
4.0	Planning Issues	
4.1.	To consider the following planning applications	
4.1.1	None.	
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	
	<ul style="list-style-type: none"> Budget Consultation 2022/23 respond by 15/02/22*. RESOLVED that an individual response rather than an LPC response appropriate. 	Council members
5.1.3	YLCA	
	<ul style="list-style-type: none"> Sign the Change.org petition for councils in England to have the choice to meet remotely*. RESOLVED that an individual response rather than an LPC response appropriate. 	Council members
	<ul style="list-style-type: none"> Scarborough Branch Meeting – 3 February 2022*. RESOLVED that no one would attend the meeting, send apologies to YLCA. 	Clerk
5.1.4	NYCC North Yorkshire County Council - Enhanced Partnership Consultation, respond by 7 February*. RESOLVED that an individual response rather than an LPC response appropriate.	Council members
5.2	Correspondence for information (excluding financial matters included in 7.0)	
5.2.1	YLCA	
	<ul style="list-style-type: none"> White Rose Weekly Bulletin 7,14,21 January 2022*. 	NAR
	<ul style="list-style-type: none"> Scarborough Branch Meeting dates for 2022 	NAR
	<ul style="list-style-type: none"> Training Programme January/February and March 2022. RESOLVED to identify dates for the second part of Councillor training and advise Cllr TS to enable him to attend additional training. 	Clerk/ Cllr TS
	<ul style="list-style-type: none"> The Queen's Platinum Jubilee 2022 Updates*. The Clerk reported that format/arrangements for a joint celebration between local Parish Councils and Lythe Village Hall was being led by Mickleby Parish Council. RESOLVED to report on their suggestions at the next meeting. 	Clerk
5.2.2	NALC	
	<ul style="list-style-type: none"> Chief Executive's bulletin 14, 21 January 2022*. 	NAR
5.2.3	20s Plenty National Training and News January 2022*.	NAR
5.2.4	Bilsdale TV transmitter*.	NAR

ITEM	SUBJECT	ACTION
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	Title of Chairman of Lythe Parish Council. RESOLVED that as this had not been raised since the November 2021 meeting, this would be removed from the future agenda.	Complete
6.2	Better illumination of footpath on the corner of Meadowfields and Sandsend Road. RESOLVED to contact NYH for solutions to resolve this issue.	Clerk
7.0	To receive information on financial matters and approve spend	
7.1	Balance of accounts (both credit)	
	Current £0.05	
	Savings £12,025.05	
7.2	Money received	
	£5.03 Bank interest	
	£2,800.00 Bench payments,	
	Money paid	
	£9.07 Clerk, reimburse for ext lead (Xmas Tree).	
7.3	Invoices, processed. As above.	
7.4	Invoices for approval (at agenda publication), RESOLVED that re-imburement of £42.00 to Clerk would be made for repair to LPC email account and £22.00 to Lythe Village Hall for November and December 2021 meetings.	Clerk
7.5	Parish Council Precept 2022/23. LPC requirements sent to SBC.	Complete
8.0	To receive information on actions, routine and/or urgent, carried out by Council members on behalf of LPC outside meeting (include where known prior to meeting).	
	None.	
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
	2022/3 budget, 5 May elections.	
10.0	To confirm the details of the next meeting	
	The next meeting was confirmed as Tuesday 1 March 2022, 18:30, Lythe Village Hall.	
 Meeting closed at 19:18.	

*Circulated via email.

Judy Clark, Clerk to the Council, Lythe Parish Council, c/o Cliff View, East Row, Sandsend, North Yorkshire YO21 3SU.

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Glossary			
AGAR	Annual Governance and Accountability Return	NYFRS	North Yorkshire Fire and Rescue Service
CCG	Clinical Commissioning Group	NYH	North Yorkshire Highways
CiLCA	Certificate in Local Council Administration	NYMNP	North Yorkshire Moors National Park Authority
LPC	Lythe Parish Council	PCC	Police and Crime Commissioner
LSPCC	Lythe & Sandsend Parochial Church Council	SBC	Scarborough Borough Council
NAR	No action required	SLCC	Society of Local Council Clerks
ME	Mulgrave Estate	YAS	Yorkshire Ambulance Service
NYCC	North Yorkshire County Council	YLCA	Yorkshire Local Councils Association

**LYTHE PARISH COUNCIL
MEETING, TUESDAY 1 MARCH 2022, COMMENCED AT 18:30, LYTHE VILLAGE HALL**

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

ITEM	SUBJECT	ACTION
1.0	Councillor Issues	
1.1	To receive declaration of interest(s) by members. Non pecuniary interest declared by Cllr TS in any item related to ME.	
1.2	To receive apologies for absence, including approval by the Council of the reason. None, all present.	
2.0	Minutes of meetings	
2.1	To confirm that the minutes of the meeting of 1 February 2022 were true and accurate. Following approval of the reasons for absence that had been received after the meeting, the minutes were confirmed as true and accurate. RESOLVED to obtain the Chairman's signature.	Clerk
3.0	To receive information on the following ongoing issues and resolve further actions	
3.1	Police and speeding related activities.	
3.1.1	Police Report. Circulated.	Complete
3.2	Planning applications to feedback to Authorities.	
3.2.1	None.	
3.3	Items from 'Goldsborough/Kettleiness/Lythe/Sandsend items to address. Updated spreadsheet circulated. RESOLVED to retain on the agenda.	
3.4	Siting of benches along East Row beck. The Clerk reported that: <ul style="list-style-type: none"> • Groundworks, scheduled to commence in early April, once exact date confirmed RESOLVED to add date of works/project details to LPC website. • Bench orders/delivery, three benches had been ordered with a current delivery date of 21 March 2022. • Approval of bench inscriptions. RESOLVED to approve the sponsors bench inscriptions and to advise sponsors. RESOLVED to propose inscription font/size and circulate to Cllrs for approval. • Bench four - availability, advertising, allocation. It had been agreed at the February LPC meeting to advertise the remaining fourth bench as available for sponsorship. However, as a parishioner had expressed interest in sponsorship some time ago, RESOLVED to contact the parishioner to determine whether or not they were still interested. Should the parishioner not wish to progress sponsorship, RESOLVED that an advertisement would be drafted then added to the LPC website and Facebook, RESOLVED to allocate the bench on a 'first come first served' basis. 	Clerk/Cllr HC Clerk Clerk/ Cllr LS Clerk Clerk Clerk
3.5	Matrix signs, including AJ1 Project Road Safety Fund and Welcome back funding*. The Clerk reported that she had had site meetings with NYH who, based on their experience, had confirmed the most appropriate sites for the matrix sign locations in Lythe and Sandsend. Noted that the cost of the matrix posts had increased to £750+ VAT/post, it was RESOLVED to approve this spend. RESOLVED to complete the Installation Agreement, that included the revised spend and return it to NYH. Noted that the matrix signs had been ordered and installation would be planned to be in conjunction with the matrix poles.	Clerk
3.6	New Code of Conduct produced by The Local Government Association*. RESOLVED to adopt the Code. RESOLVED to add a footer to the Code and add it to the LPC website.	Cllr HC/ Clerk
3.7	Additional policies/procedures for LPC. RESOLVED to include additional policies for future review/adoption. In addition, see 3.8 below.	Clerk
3.8	NALC New guide on website accessibility*. Confirmed that this RESOLUTION to adopt the Privacy Notice that had been drafted and the notice to be added to the LPC prior to the next meeting.	Clerk

ITEM	SUBJECT	ACTION
3.9	Collection of bins from properties alongside Lythe Community Shop. Cllr Spark confirmed that the new collection point, initially for a trial period, was in place and operating well.	Complete
3.10	Village improvement grant, possible purchase of two Gateway signs*. The Clerk reported that she had discussed the purchase/installation of two Gateway signs with NYMNP via their grant scheme. She had also received photographs of possible Gateway signs that could be installed which she shared with Cllrs at the meeting. RESOLVED that as the signs did not fit aesthetically in Lythe, the grant application for the signs would not be progressed further at present and NYMNP would be advised of this.	Clerk
3.11	YLCA, Scarborough Branch Meeting – 3 February 2022*. Apologies tendered.	Complete
3.12	YLCA, Training Programme January/February and March 2022. Following the resolution at the February meeting it had been suggested to Cllr Spark by the Clerk and agreed that attendance on the second part of Councillor training would be more appropriate after the May elections. RESOLVED to identify this training post-election.	Clerk
3.13	The Queen's Platinum Jubilee 2022 Updates*. The Clerk reported that she had attended a meeting at Lythe Village Hall regarding the Jubilee and had subsequently circulated notes on the discussions. She confirmed that the next meeting was scheduled for Tuesday 22 March 17:30, Lythe Village Hall and it was RESOLVED that Council members would attend if available.	Council members
3.14	Better illumination of footpath on the corner of Meadowfields and Sandsend Road. As no response had been received from NYH, RESOLVED to progress again and retain on the agenda.	Clerk
4.0	Planning Issues	
4.1.	To consider the following planning applications	
4.1.1	21/02707/HS, Heron The Parade Sandsend, Extension to balcony, erection of new front flood wall and flood gates. RESOLVED that the following response would be sent to SBC; currently vehicle(s) tend to be parked lengthwise in front of this property and there was concern that this may not be possible in the proposed plans. This could then result in vehicle(s) encroaching on to the highway (i.e., pavement).	Clerk
4.1.2	21/02706/HS, Goldfinch The Parade Sandsend, Extension to balcony, erection of new front flood wall, flood gates and erection of new linked study pod to side. RESOLVED that the following response would be sent to SBC; currently vehicle(s) tend to be parked lengthwise in front of this property and there was concern that this may not be possible in the proposed plans. This could then result in vehicle(s) encroaching on to the highway (i.e., pavement).	Clerk
4.1.3	21/02708/HS, Plover The Parade Sandsend, Extension to balcony, erection of new front flood wall and flood gates. RESOLVED that the following response would be sent to SBC; currently vehicle(s) tend to be parked lengthwise in front of this property and there was concern that this may not be possible in the proposed plans. This could then result in vehicle(s) encroaching on to the highway (i.e., pavement).	Clerk
4.1.4	21/02954/HS, Thordisa House East Row Sandsend, Erection of single storey rear extension, enlargement and alteration of rooves, installation of replacement windows and formation of new vehicular access. RESOLVED that there were no objections and that SBC would be advised of this.	Clerk
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
4.2.1	21/01384/HS, Craigmere East Row Sandsend, Erection single storey side extension with balcony and one and two storey rear extension. Permitted with Conditions.	NAR
4.2.2	21/02230/HS, 21 Meadowfields Sandsend, Erection of single storey rear extension. Permitted with Conditions.	NAR
4.2.3	21/02356/HS, Spindrift The Old Steps The Parade Sandsend, Demolition of existing annexe and erection of new annexe. Permitted with Conditions.	NAR
4.2.4	21/02577/HS, Annexe At South Villa East Row Sandsend, Partial demolition of existing garage, extension of terrace and reduction in width of steps to the side. Permitted with Conditions.	NAR

ITEM	SUBJECT	ACTION
4.2.5	21/02788/HS, 16 Meadowfields Sandsend, Erection of single storey rear extension. Permitted with Conditions.	NAR
5.0	Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)	
5.1	Correspondence requiring decisions	
5.1.1	North Yorks Police, Fire and Crime Commissioner meeting 26 May 2022 18:30 – 19:45*. RESOLVED that no one would attend this meeting.	Complete
5.1.2	Boundary Commission England, A further update confirming the 2023 Boundary Review: BCE Second Consultation is now live*. RESOLVED that an individual response rather than an LPC response appropriate.	Council members
5.1.3	Keep Britain Tidy, Great British Spring Clean 2022: Will You Take Part?* RESOLVED that LPC would not participate in part due to Seasonal Caretaker and also willingness of Council members to assist in some cleansing activities if required/available.	Complete
5.2	Correspondence for information (excluding financial matters included in 7.0)	
5.2.1	YLCA	
	<ul style="list-style-type: none"> White Rose Weekly Bulletin 28 January, 4, 11, 18 February 2022*. 	NAR
	<ul style="list-style-type: none"> Law and Governance monthly, February 2022*. 	NAR
	<ul style="list-style-type: none"> Training Programmes February - April 2022, YLCA Branch Meetings and remote conference*. 	NAR
	<ul style="list-style-type: none"> New financial advice bulletins from The Parkinson Partnership*. 	NAR
	<ul style="list-style-type: none"> Advice Note 25: Local Council Elections, various timings and the election timetable as published by the Electoral Commission*. 	NAR
	<ul style="list-style-type: none"> Civility and Respect Project*. 	NAR
	<ul style="list-style-type: none"> Scarborough Branch - Wild flower verges information*. 	NAR
	<ul style="list-style-type: none"> Breakthrough Communications – Facebook*. 	NAR
5.2.2	NALC	
	<ul style="list-style-type: none"> Chief Executive's bulletin 29 January, 4, 11, 18 February 2022*. 	NAR
5.2.3	20s Plenty National Training and News 4 February 2022*.	NAR
5.2.4	Cllr David Chance, County Councillor News*.	NAR
5.2.5	NYP Parking at School - Information for local councils in Scarborough area*.	NAR
5.2.6	NYMNP Parish Member Appointments to the National Park Authority*.	NAR
5.2.7	NYCC	
	<ul style="list-style-type: none"> Second all partner update on LGR in North Yorkshire*. 	NAR
	<ul style="list-style-type: none"> Adoption of Minerals and Waste Joint Plan by North Yorkshire County Council*. 	NAR
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	Elections, 5 May 2022*. The Clerk reported, briefly, on the elections but confirmed that a deal of information had not yet been received. RESOLVED to circulate once further updates had been obtained.	Clerk
6.2	Need for a grass cut in March 2022. RESOLVED that a grass cut was not required.	Complete
6.3	To confirm details of the Annual Parish Council and Annual Parish meetings. RESOLVED to confirm the meetings as: <ul style="list-style-type: none"> Annual Parish Council meeting, Tuesday 10 May commencing at 18:30, following which there would be a monthly LPC meeting. Annual Parish meeting, Tuesday 5 April at 18:00, following which there would be a monthly LPC meeting. RESOLVED to invite the following groups to participate in the Annual Parish Meeting: <ul style="list-style-type: none"> Mulgrave Estate. Lythe Community Shop. Cllr Chance, North Yorkshire reorganisation, local impact. Police Community Support Officer. RESOLVED to hold the meetings in Lythe Village Hall and following confirmation of the bookings with the Village Hall, details would be added to the LPC website. Following a request from a Council member, RESOLVED to commence all future meetings at 19:00, at least in the foreseeable future, amend details on the LPC website.	Clerk Clerk Cllr HC Cllr HC

ITEM	SUBJECT	
7.0	To receive information on financial matters and approve spend	
7.1	Balance of accounts (both credit)	
	Current	£0.05
	Savings	£13,294.30
7.2	Money received	
		£1,400.00 Bench sponsorship.
	Money paid	
		£33.75 YLCA, Clerk, Code of Conduct Briefing.
		£55.00 Lythe Village Hall hire, Nov/Dec/Jan/Feb.
		£42.00 LPC computer repair.
7.3	Invoices, processed. As above.	
7.4	Invoices for approval (at agenda publication). SLCC Clerk membership renewal due 31/03/22, £70.00. RESOLVED to approve the membership renewal and arrange payment.	Clerk
7.5	2022/3 budget. RESOLVED that the following would be taken in to account when developing the budget; <ul style="list-style-type: none"> repainting/revarnishing benches on Lythe Common. repainting/revarnishing benches outside the Pyman Institute. adding wood (or similar) to concrete planters on Lythe Common 	Clerk/ Cllr LS
7.6	VAT claim. The VAT claim had been submitted but was c 1/3 of what had been budgeted for due, in the main, to delays in matrix sign and bench projects.	To note
8.0	To receive information on actions, routine and/or urgent, carried out by Council members on behalf of LPC outside meeting (include where known prior to meeting).	
	None for recording.	
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
9.1	Bin outside Sandsend South public conveniences.	
9.2	Tasks for Seasonal Caretaker, including beginning of Sandsend Trail and near East Row bridge.	
10.0	To confirm the details of the next meeting	
	The next meeting was confirmed as Tuesday 5 April 2022, it would follow the Annual Parish Meeting that had been confirmed to commence at 18:00, Lythe Village Hall.	
 Meeting closed at 19:37.	

*Circulated via email.

Judy Clark, Clerk to the Council, Lythe Parish Council, c/o Cliff View, East Row, Sandsend, North Yorkshire YO21 3SU.
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