

**LYTHE PARISH COUNCIL
MEETING ON MONDAY 7 MARCH 2016, 19:30 IN LYTHE VILLAGE HALL**

Recording of meeting. None made.

Public question time. None present.

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

Present: Cllrs P Cornforth, D Lancaster(Chairman), M Norman (Vice Chairman), L Smith, G Templeton, J A Clark (Clerk).

1.0 To receive apologies for absence

Councillors Casson and Lloyd.

2.0 Minutes of meetings

3.1 Minutes of the meeting held on 1 February 2016 were proposed as a true and accurate record by Cllr Templeton, seconded by Cllr Smith, all agreed and were duly signed by the Chairman.

3.0 To receive information on the following ongoing issues and decide further action where necessary

- 3.1 Whitby Rural SNT police report/discussion*. Circulated. Complete
- 3.1.1 Vehicles speeding through Lythe*. As the original request did not fall within the new speed management protocol, resubmit request for data logger installation. Clerk
- 3.2 Planning applications. None to feedback.
- 3.3 North Yorkshire CC Highways issues. See attached.
- 3.4 Clerk's duties/training, feedback. None, retain on agenda. Clerk
- 3.5 Sandsend revetment/slope stabilisation. Update on NHY sheet. Arrange update meeting with Balfour Beatty. Clerk
Contact Newholm PC and Cllr Chance to progress improved footpath installation. Clerk
- 3.6 YLCA, Transparency Code for Smaller Councils, including order with the Conversion Company*. Confirmed that full grant money requested now received. Cllr Casson had confirmed that an order had been placed with the Conversion Company. Retain on agenda for updates. Clerk
- 3.7 The Pensions Regulator+. Attach a signed copy of email confirming that the current Clerk did not wish to participate in a pension scheme. Clerk
- 3.8 East Row Bridge, included on Highways sheet.
- 3.9 'Dog' stencils on slipways. Collect stencils/paint to enable installation on appropriate slipways. Clerk
- 3.10 Sandsend beach clean events, commencing in March 2016, including 'Clean for the Queen'. Following a successful event, it is hoped that the events will become a regular feature within the Parish. Cllr Smith Send a 'thank you' email to participants and a letter to the Queen so that the response can be displayed on notice boards. Clerk
- 3.11 Sandsend public toilets and 'walkabout around Sandsend'*. Health & Safety related issues had been reported to the appropriate authorities. Group remaining issues according to topic so that action plan can be agreed. Clerk
- 3.12 LPC draft timetable of events. Retain on agenda. Clerk
- 3.13 LPC draft health check (YLCA template)*. Update document and include proposals for filling any gaps in requirements. Clerk
- 3.14 NYCC, Parish Emergency Plan. Report back on discussion with NYCC at the next meeting. Clerk
- 3.14.1 Development of Plan.
- 3.14.2 Yorkshire Water flooding/drainage during the January 2016 flash flood*. Response received from Yorkshire Water, no further action suggested by them. Complete
- 3.14.3 Flood risk areas throughout the Parish. A number of areas at Lythe/Goldsborough identified. Retain on agenda to determine which areas should be included in an emergency plan. Clerk
- 3.15 YLCA, Changes to the External Audit Regime*. Proposed not to opt out of the regime proposed by Cllr Templeton, seconded by Cllr Smith, all agreed, no further action required. Complete
- 3.16 YLCA, The Queen's 90th Birthday Beacons*. Discuss beacon lighting with Mulgrave Estate. Cllr Norman
- 3.17 Statement of Terms, Clerk. Retain on agenda. Clerk
- 3.18 Installation of lighting columns on the footpath to the North of the Boatyard housing development. Progress the request again. Clerk
- 3.19 Litter bins, Sandsend. Confirmed by SBC that no new bins would be installed in this financial year. Retain on agenda. Clerk

- 3.20 Boatyard housing development, site state*. Response received from the developer confirming that he anticipates work will recommence in April 2016. SBC had confirmed that there was no time limit on developments once planning permission granted. Complete
- 3.21 Notice boards - Sandsend & Goldsborough. Awaiting quotation from M Coates, retain on agenda. Clerk
Notice board - Lythe, check with Mulgrave Estate to see if they would install a new board. Cllr Norman
- 3.22 Clerk & Councils Direct, January & February 2016+. Circulated. Complete
- 3.23 YLCA, sector led body for audit, further information*. NAR
- 4.0 Planning applications:**
- 4.1 To consider the following planning applications**
None.
- 4.2 To consider any other planning applications published on the relevant websites between the date of agenda publication and meeting**
None.
- 4.3 To receive the following planning decision/information (full information on websites) as at agenda publication date**
None.
- 5.0 Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)**
- 5.1 Correspondence requiring decisions**
- 5.1.1 YLCA, Revised model financial regulations 2016*. Include on the agenda for the next meeting to enable full discussion. Clerk/Cllrs
- 5.1.2 NYCC, Proposal to amalgamate Eskdale School and Caedmon College, Whitby*. NAR
- 5.1.3 YLCA, a petition to give local councils the right to appeal planning decisions*. Respond to petition individually. Cllrs
- 5.1.4 NYMNP, Adopt a Stream event - Esk and Coastal Streams, 7 March 2016, 13:30*. NAR
- 5.2 Correspondence for information (excluding financial matters that are included in 7.0)**
- 5.2.1 Sandsend Coastal Protection, issue 4*. NAR
- 5.2.2 NYCC Planning Application hydraulic fracturing*. NAR
- 5.2.3 SBC, Changes To The External Audit Regime - Important Information For All Council or Parish Council Meetings*. NAR
- 5.2.4 YLCA, PKF Littlejohn LLP - local council audit, year ended March 2016*. NAR
- 5.2.5 SBC, HM Queen Birthday Celebration*. (NB: forwarded to Village Hall Committee). NAR
- 5.2.5 YLCA, NALC'S funding and grants bulletin*. NAR
- 5.2.6 YLCA, NALC – Digital Councils event, 18 May 2016*. NAR
- 6.0 To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk**
- 6.1 Sandsend public conveniences, possible closure*. Cllr Templeton had circulated SBC reported prior to the meeting, but to date no formal consultation received from SBC. Early discussion required involving Cllrs Chance, Harland and Knox. Retain on agenda. Clerk
- 6.2 Planters opposite Sandside Cafe, additional plants. Request made to SBC, progress again. Additionally, investigate with SBC the most appropriate method to prevent parking. Clerk
- 7.0 To receive information on Financial matters and approve spend as appropriate**
- 7.1 Balance of accounts. Current £108.35, Savings £6,102.88 both credit.
- 7.2 Monies received and paid. Received - £1588.32 grant from YLCA, £50 Clerk expenses 2014/5, £40 Lythe Village Hal hire.
- 7.3 Grass cutting paperwork 2016/7. Awaiting insurance documents, progress again if not received. Clerk
- 7.4 Parish precept 2016/7*. SBC had confirmed the precept request for the 2016/7 financial year. Complete
- 7.5 To ensure all invoices for Lythe Village Hall received/paid. All invoices now received/paid. Complete
- 7.6 To approve the Clerk's fees October 2015 - March 2016 (6 months) and expenses for the year 2015/6. Fees and expenses approved, raise cheques. Clerk
- 7.7 To confirm VAT return completed. Completed, retain on agenda until refund received. Clerk

- 7.8 To approve invoices for the Village Hall, The Conversion Company Ltd, SLCC Clerk membership. All invoices approved, raise/despatch cheques. Clerk
- 7.9 SBC, Model Agreement Actual Expenditure 2015/16*. Complete and return to SBC at the end of the financial year. Clerk
- 8.0 To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting**
None.
- 9.0 To notify the Clerk of matters for inclusion on the agenda of the next meeting**
- 9.1 To appoint a new Chairman/Vice chairman.
- 10.0 To confirm details of the next Parish Council Meeting**
The next meeting was confirmed as Monday 4 April 2016, 19:00, Lythe Village Hall, this will follow the Annual Parish Meeting at 18:30.

+circulated in paper format, *circulated via email.
NAR - No action required.

Meeting closed at 20:50

DRAFT

**LYTHE PARISH COUNCIL
MEETING ON MONDAY 4 APRIL 2016, 19:00 IN LYTHE VILLAGE HALL**

Recording of meeting. None made.

Public question time. None present.

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

Present: Cllrs H Casson, M Lloyd, M Norman (Chairman), L Smith, G Templeton, J A Clark (Clerk).

A Appointment of Chairman/Vice Chairman

Cllr Norman was proposed as Chairman by Cllr Templeton, seconded by Cllr Smith, all agreed, The Chairman duly signed the Acceptance of Office.

Cllr Smith was proposed as Vice Chairman by Cllr Templeton, seconded by Cllr Lloyd, all agreed, The Vice Chairman duly signed the Acceptance of Office.

1.0 To receive apologies for absence

Councillors Cornforth and Lancaster.

2.0 Minutes of meetings

2.1 After the amendment under 6.1 to read Cllr Nock, the minutes of the meeting held on 7 March 2016 were proposed as a true and accurate record by Cllr Templeton, seconded by Cllr Smith, all agreed and were duly signed by the Chairman.

3.0 To receive information on the following ongoing issues and decide further action where necessary

3.1 Whitby Rural SNT police report/discussion*. Circulated. Complete

3.1.1 Vehicles speeding through Lythe*. No update. Request made in October 2015 for data logger in Lythe, new request submitted to ensure that it falls within the speed management protocol. Retain on agenda. Clerk

3.2 Planning applications. None to feedback.

3.3 [North Yorkshire CC Highways issues.](#) See attached.

3.4 Clerk's duties/training, feedback. Clerk had drafted the Finance assignment and following minor additions, would despatch for marking this week. Clerk

3.5 Sandsend revetment/slope stabilisation. Arrange update meeting with Balfour Beatty. Update on NHY sheet. Clerk

3.6 YLCA, Transparency Code for Smaller Councils*. Cllr Casson has been developing the LPC website, Cllrs asked to review and inform him of any suggested changes. Cllrs

In order to develop the website further a two year 'starter package' was required for Weebly, it was proposed by Cllr Casson, seconded by Cllr Templeton, all agreed that the cost of £78 would be supported by LPC. Purchase package and then reclaim from LPC. Cllr Casson

In addition to the website, unique email addresses were being created, if not already done, inform Cllr Casson of preferred password. Cllrs

3.7 The Pensions Regulator+. Attach a signed copy of email to March 2016 minutes confirming that the current Clerk did not wish to participate in a pension scheme. Clerk

3.8 East Row Bridge, include on Highways sheet.

3.9 'Dog' stencils on slipways. Stencils/paint left at Chomley Way site for collection could not be found when Clerk had gone to collect them, request again. Clerk

3.10 Sandsend beach clean events, commenced in March 2016, including 'Clean for the Queen'. It was agreed that as there was a beach survey by the MCS in April, future events would be organised on a needs basis. Complete

3.11 Items identified from 'walkabout around Sandsend'*. The items had been grouped by type, circulate to Cllrs and progress issues, with the exception of those related to public conveniences. Clerk

3.12 LPC draft timetable of events. Retain on agenda. Clerk

3.13 LPC draft health check (YLCA template)*. Document had been updated, circulate along with draft template documents to fill gaps in requirements. Clerk

3.14 NYCC, Parish Emergency Plan. The Clerk confirmed that she had discussed the development of a plan with a NYCC representative and also looked at the Community Resilience website and confirmed that plans could be very simple or go in to a lot of detail. Send link to the above website to Councillors and arrange a NYCC representative to attend a future LPC meeting. Clerk

3.14.1 Development of Plan. See 3.14 above.

3.14.2 Flood risk areas throughout the Parish. See 3.14 above.

- 3.15 YLCA, The Queen's 90th Birthday Beacons*. Mulgrave Estate had confirmed that they were investigating lighting the beacon. Retain on agenda. Clerk
- 3.16 Statement of Terms, Clerk. Retain on agenda. Clerk
- 3.17 Installation of lighting columns on the footpath to the North of the Boatyard housing development. Contact Doctors surgery to identify lighting planned for the surgery. Clerk
- 3.18 Litter bins, Sandsend. Contact SBC to determine the plan for new bins installation in Sandsend in this financial year. Clerk
- 3.19 Notice boards - Sandsend, Goldsborough, Lythe. Progress again quotation for Sandsend and Goldsborough re varnishing along with time scale. Clerk
Discuss with Mulgrave Estate the possibility of a new board for Lythe. Cllr Norman
- 3.20 YLCA, Revised model financial regulations 2016*. Check whether or not these regulations required for LPC due to the small council size. Clerk
- 3.21 YLCA, a petition to give local councils the right to appeal planning decisions*. Cllrs had responded to this petition on an individual basis, no further action required by LPC. Complete
- 3.22 Sandsend public conveniences. A number of draft meeting possibilities had been obtained from SBC and Councillors, confirm meeting details as a matter of urgency. Clerk
- 3.23 Planters opposite Sandside Cafe, additional plants, methods of preventing parking. A request for additional primula plants had been made to SBC, progress again. Clerk
Contact SBC to identify the most appropriate method to prevent illegal parking. Clerk

4.0 Planning applications:

4.1 To consider the following planning applications

None to consider.

4.2 To consider any other planning applications published on the relevant websites between the date of agenda publication and meeting

None to consider.

4.3 To receive the following planning decision/information (full information on websites) as at agenda publication date

An amendment to an application for Holmrigg, Sandsend was on the SBC website, noted that only neighbours were being consulted and not the Parish Council.

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, Consultation on Public Convenience provision*. See 3.22 above.
- 5.1.2 NYMNPA, Coastal Area Parish Forum - Wednesday, 27 April 2016 at 19:00, Hinderwell Village Hall*. Cllr Norman to attend and feedback at the next LPC meeting. Cllr Norman
- 5.1.3 NYMNPA, North York Moors National Park Authority Parish Training Event - 26 April 2016*. No nominations. Complete
- 5.1.4 SBC, Consultations*. Retain on agenda. Clerk

5.2 Correspondence for information (excluding financial matters that are included in 7.0)

- 5.2.1 YLCA, Scarborough Borough Council - New Code of Conduct*. Retain on agenda until clarification received. Clerk
- 5.2.2 YLCA, White Rose Update March 2016*. NAR
- 5.2.3 YLCA, New audit regime: third communication from the smaller authorities audit appointments Ltd (SAAA)*. NAR
- 5.2.4 YLCA, Local Government Act 1972: Section 137 expenditure limit 2016/7*. NAR
- 5.2.5 NYCC, Yorkshire Coast & Moors County Area Committee, held 23 March*. NAR
- 5.2.6 NYCC, Changes to Supported Local Bus Services from April 2016*. NAR
- 5.2.7 NYCC, Changes to the Household Waste Recycling Centres*. NAR
- 5.2.8 SBC, Police and Crime Commissioners Election 5 May 2016 - Notice of Election*. NAR
- 5.2.9 YLCA, Bulletin on National Developments and Meetings - 24 March 2016*. NAR

6.0 To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk

- 6.1 Request for donation from Lythe Village Hall Committee for Queen's Birthday picnic for entertainment. A £200 donation was proposed by Cllr Templeton, seconded by Cllr Norman all agreed. Cllr Smith to advise Lythe Village Hall Committee that funds were available. Cllr Smith
Raise cheque when entertainment agreed. Clerk
- 7.0 To receive information on Financial matters and approve spend as appropriate**
- 7.1 Balance of accounts. The Clerk had not brought the information to the meeting and agreed to circulate the following day and include in the meeting minutes. Clerk
- 7.2 Monies received and paid. See 7.1
- 7.3 Grass cutting paperwork 2016/7. Insurance document received. Complete
- 7.4 VAT refund confirmation. Refund received. Complete
- 7.5 SBC, Model Agreement Actual Expenditure 2015/16*. Return form to SBC. Clerk
- 7.6 2015/6 External Audit. Paperwork received, draft audit once accounts complete. Clerk
- 8.0 To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting**
Cllr Smith advised that Yorkshire Water would be carrying out work in The Valley, Sandsend in Autumn 2016.
- 9.0 To notify the Clerk of matters for inclusion on the agenda of the next meeting**
- 9.1 Presentation of 2015/6 Accounts for approval. Clerk
- 9.2 Feedback on discussions with Mulgrave Estate regarding request for refurbishment of pathways in and removal of dangerous benches in The Valley, Sandsend, new notice board for Lythe, Cllr Norman
- 10.0 To confirm details of the next Parish Council Meeting**
The next meeting was confirmed as Monday 9 May 2016, 19:00, Lythe Village Hall, this will follow the Annual Parish Council Meeting at 18:30.

+circulated in paper format, *circulated via email.

NAR = No action required.

Meeting closed at 21:05

**LYTHE PARISH - ANNUAL PARISH MEETING
MONDAY 4 APRIL 2016, COMMENCED AT 18:30, LYTHE VILLAGE HALL**

Present: Harry Casson, Malcolm Lloyd, Michael Norman, Graham Templeton, Judy Clark
(Clerk to Lythe Parish Council), Liz Smith, Clare Churley, Rosina Rothwell.

Michael Norman, Vice Chairman of Lythe Parish Council welcomed everyone to the meeting.

REPORTS FROM COMMUNITY GROUPS

LYTHE PARISH COUNCIL

Report by Michael Norman, Vice Chairman of Lythe Parish Council (Chairman for this meeting)

Your councillors and clerk have been busy during the past year with the following :-

1. Improving and maintaining the charm of our parish by

- a. arranging for street lights to be replaced.
- b. making these donations :-
 - i. to Lythe Gardening Club to maintain flowerbeds and expressing our appreciation for the work.
 - ii. to Lythe PCC for maintain the cemetery.
 - iii. to the Good Neighbour Transport Service.
 - iv. to the RNLI for employing lifeguards on the beach over the summer; this is a joint programme with Scarborough BC, who assist financially. and is seen as enhancing the safety aspect for young and old alike.
- c. managing grass cutting on all the relevant verges in the Parish.
- d. supporting the Marine Conservation Society's bi-annual beach clean.
- e. work with the dog warden to eliminate fouling and enforce summer dog ban on the beach, monitoring dog sign-age and looking into the use of stencilled signs on slipways enc..
- f. watching out for and reporting corrosion and deterioration of footpaths and bridges.
- g. working with the National Park, reporting problems with gates, stiles and pathways in the area.
- h. tidy up the Parish and beach (Clean for the Queen) using a mix of volunteers and willing councillors, tools and safety gear kindly supplied by Balfour Beatty, it is hoped that we can repeat this as and when necessary.
- i. liaise with SBC over the painting of memorial benches.
- j. monthly meetings with Mulgrave Estate to, hopefully, deal with local issues that affect both ourselves and Mulgrave.

2. Safety issues, by

- a. working with police, Highways officers and County councillor to reduce accidents in our area.
- b. working with police to reduce vehicle speed throughout the villages.
- c. following a very bad accident and numerous near misses, asking NYCC for improved safety measures on East Row Bridge. These have so far taken shape with extra sign-age, plus the promise of a new, separate, footbridge by the autumn of 2016 .
- d. new railings installed at the bottom of Raven Hill, requested from SBC and subsequently fitted.

3. Legal matters, by

- a. developing and implementing standing orders and policies on such matters as filming of council meetings, dealing with aggressive behaviour and making available minutes of meetings, continue to follow as new legislation unfolds.
- b. commented on planning applications
- c. supporting the clerk's training.
- d. setting up an LPC website ; funding obtained for new computer and scanner to aid development of a Parish website to comply with the Transparency Code.

4. Financial matters, by

- a. balancing budget, monitoring income (made up of precept from Lythe parish tax, model agreement from SBC and expenditures.
- b. setting precept.
- c. keeping accounts.
- d. arranging for annual audit.

5. Other matters, by

- a. liaising with Borough and County officers regarding improvements to revetment and Sandsend road, met contractor Balfour Beatty. It should be mentioned at this stage the amount of cooperation and sympathetic assistance we have been afforded by the team at Balfour Beatty. I am sure the openness and willingness to answer any questions/worries we may have had, has helped the whole revetment operation to run smoothly for everyone, whether working on or watching.
- b. attending County, Borough and National Park area committees.
- c. request to Traffic Enforcement Officers to help residents coping with problems arising from paid parking arrangements and effects on side streets.
- d. questions to SBC councillors about specific anomalies regarding planning applications. Two representatives from SBC planning management did their best to answer most of the questions posed.
- e. our two newest councillors have undergone all necessary training to bring them "up to speed"

I would like to thank my colleagues, Harry Casson, Paul Cornforth, David Lancaster, Malcolm Lloyd, Graham Templeton and the clerk, Judy Clark for these achievements this year. and to welcome on board our newest recruit Cllr Liz Smith. None of this could have happened without cooperation and a lot of hard work. Thanks also go to our Borough and County Councillor David Chance and officers at the Borough, County and National Park.
Vice Chairman Michael Norman

MULGRAVE BOWLING CLUB

Report by David Lancaster, Chairman of Mulgrave Bowling Club, read on his behalf

Mulgrave Bowling Club has completed its fifth full season & is looking forward to the season starting in April this year.

Last year was a difficult year and although starting well in the Scarborough Veterans League, we were relegated back to the second division (by one point in the final match)! There was, however, an improvement in the Langbaugh Triples League, showing that Mulgrave Bowling Club can compete against the best teams.

The new business league was a great success. We did gain an extra new member so another similar competition is being held this year. We are always looking for new members, so anyone who would like to try is welcome to come up to the club & give it go! We also play friendlies against a large number of local clubs. There is an internal singles, doubles & triples tournament, which always causes much interest.

Besides playing bowls, there is a good social side with quizzes, dominoes & the annual dinner & prize giving.

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

Anybody wishing to play can turn up at the green on most days or contact a committee member.

Thank you

LYTHE VILLAGE HALL

Report by Rosina Rothwell, Chairman, Lythe Village Hall

The Village Hall was fully refurbished in 2009/10 and now needs some further refurbishment, particularly on roof work.

- There are a lot of regular activities that take place in the hall for example;
- Lunch club that is held on the 3rd Thursday of the month when c. 20 people attend.
 - The Village Hall committee meet once a month.
 - There is a 'Toddlers' group held on a Wednesday afternoon.
 - Eskvale Art Group meet on a Thursday afternoon and evening.
 - Whilst the Tennis Club play on courts outside, they also use the Hall facilities.

- Children's parties.
- An Art Exhibition has been held in May.
- Whitby WI.
- Mulgrave shoot.
- Fitball.
- There are two music groups who have booked weeks in August.

There is an Open Gardens event at Mulgrave Castle on 26 June 2016 to raise funds, everyone most welcome to visit.

Helpers are required to help with running the Village Hall, particularly with the Lunch Club.

People also welcome to join the Village Hall Committee, there were originally ten people, this is now down to four or five.

The Secretary for the Village Hall is Jeanette Trowsdale and anyone interested in booking the Village Hall should contact Jeanette.

LYTHE GARDENING CLUB **Report by Clare Churley**

There is a small group of eight or nine people who meet on a Tuesday morning, between 10:00 and 12:00.

The Club members generally do not meet over the Winter months.

The Club has an allotment in Lythe where members will shortly plant vegetables, they have planted trees in the Sandsend allotment and are, hopefully, going to plant more shortly to develop an orchard.

The Club has also maintained flower beds in Lythe and Sandsend.

New members most welcome.

LYTHE COMMUNITY SHOP **Report by Clare Churley**

The shop is a success, it is run as a community beneficial society and any profits made go back in to the running of the shop and to pay money to shareholders who bought shares prior to the shop opening.

It is hoped that the shop will be able to employ someone in the future and discussions have been held with the Plunkett Foundation to discuss this, possibly via an apprenticeship.

The shop tries to use local suppliers and has recently starting selling coffee products supplied by Roost in Malton.

Shop users have been increasing and there are some issues with the Post Office as the shop is paid so little to provide a service.

Assistance is welcomed from people who could help in the shop and on the Committee.

Meeting closed at 19:00

LYTHE PARISH COUNCIL

MEETING ON MONDAY 9 MAY 2016, 19:00 IN LYTHE VILLAGE HALL

Recording of meeting. None made.

Public question time. None present.

Declaration of interest in agenda item(s). Cllr Casson expressed a personal pecuniary interest in agenda item 4.2 and left the room during the discussion on this item.

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

1.0 To receive apologies for absence

Cllr Cornforth.

2.0 Minutes of meetings

2.1 The minutes of the meeting held on 4 April 2016 were proposed as a true and accurate record by Cllr Lloyd, seconded by Cllr Casson, all agreed.

3.0 To receive information on the following ongoing issues and decide further action where necessary

3.1 Whitby Rural SNT police report/discussion*. Circulated.

3.1.1 Vehicles speeding through Lythe*. Confirmed that data logger deployed in Lythe, awaiting data analysis.
Retain on agenda. Clerk

3.2 Planning applications. None to feedback.

3.3 [North Yorkshire CC Highways issues](#). See attached.

3.4 Clerk's duties/training, feedback. No additional progress, report at next meeting.

3.5 Sandsend revetment/slope stabilisation. Arrange a discussion to update on project to date/completion and also items that Balfour Beatty may be able to assist with in Sandsend. Clerk

3.6 YLCA, Transparency Code for Smaller Councils*. Draft article for Parish Magazine that includes details of website. ????

The Computer Centre to contact Cllrs this week to discuss Parish Council email addresses. To note

3.7 The Pensions Regulator+. A signed copy of email from Clerk attached to March 2016 minutes confirming that the current Clerk did not wish to participate in a pension scheme. Complete

3.8 East Row Bridge. NYCC had confirmed that bridge scheduled for installation from September 2016.
Retain on agenda. Clerk

3.9 'Dog' stencils on slipways. Agreed that trial stencils would be installed at Lythe Bank end. Clerk

3.10 Items identified from 'walkabout around Sandsend'*.

3.11 LPC draft timetable of events. Retain on agenda. Clerk

3.12 LPC draft health check (YLCA template)*. Retain on agenda. Clerk

3.13 NYCC, Parish Emergency Plan. Web link circulated. Arrange for NYCC representative to attend a future meeting. Clerk

3.14 YLCA, The Queen's 90th Birthday Beacons*. Beacon not lit by the Estate. Complete

3.15 Statement of Terms, Clerk. Retain on agenda. Clerk

3.16 Installation of lighting columns on the footpath to the North of the Boatyard housing development. Retain on agenda. Clerk

3.17 Litter bins, Sandsend. Awaiting response from SBC re new litter bin provision. Retain on agenda. Clerk

3.18 Notice boards - Sandsend, Goldsborough, Lythe. Confirmed that M Coates no longer wished to provide an estimate for Sandsend/Goldsborough, request quote from B Jackson. Clerk

The Estate had confirmed that they would not supply a new board for Lythe. Complete

3.19 YLCA, Revised model financial regulations 2016*. YLCA had agreed to review LPC financial standing orders against the model regulations to determine whether or not LPC orders are adequate. Send copies to YLCA. Clerk

3.20 Sandsend public conveniences. Following considerable debate it was agreed to draft a poster and an article for the Whitby Gazette opposing SBC proposals to close the toilets/invite tenders from the private sector. Cllr Smith/Clerk

3.21 Planters opposite Sandside Cafe, additional plants, methods of preventing parking. Initial questions had not clarified the situation, contact NYH/SBC again. Clerk

3.22 NYMNP, Coastal Area Parish Forum - Wednesday, 27 April 2016. No one available to attend. Complete

3.23 SBC, Consultations*. The consultation relevant to LPC covered in 3.20 above. NAR

- 3.24 YLCA, Scarborough Borough Council - New Code of Conduct*. Awaiting further information from SBC/YLCA, retain on agenda. Clerk
- 3.25 Request for donation from Lythe Village Hall Committee for Queen's Birthday picnic. Raise cheque for £200 for Lythe Village Hall. Clerk
- 3.26 Result of discussions with Mulgrave Estate regarding request for refurbishment of pathways in and removal of dangerous benches in The Valley, Sandsend, new notice board for Lythe. Agreed that Cllr Smith would contact the Estate in her capacity as a Valley resident regarding the pathways. Noted that dangerous benches now removed. Complete
- 4.0 Planning applications:**
- 4.1 To consider the following planning applications**
- 4.1.1 16/00839/NMA | Non-material amendment to decision 13/00088/FL to allow changes to the cladding, render & bin store. NB: Appears on SBC website, but LPC not received consultation. NAR
- 4.1.2 16/00833/FL Alteration and sub-division of Fairhaven and Turnstone Gallery, East Row Sandsend Whitby YO21 3SU. No objections, inform SBC. Clerk
- 4.2 To consider any other planning applications published on the relevant websites between the date of agenda publication and meeting**
None.
- 4.3 To receive the following planning decision/information (full information on websites) as at agenda publication date**
- 4.3.1 16/00661/NMA Holmrigg East Row Sandsend Whitby YO21 3SY Proposal Non material amendment relating to 12/02258/FL amendment sought to raise the proposed building by 300mm Status 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 NYMNPA Community Grant*. NAR
- 5.1.2 YLCA, Access to the website of the National Association of Local Councils (NALC)*. Forward to Cllrs. Clerk
- 5.1.3 YLCA, New edition of 'Governance and Accountability', the financial guide*. Use in statutory annual accounts and governance statements. Clerk
- 5.1.4 War Memorial Cleaning 2016*. NAR
- 5.1.5 YLCA, delivering and devolving - joint conference to explore devolution opportunities*. No nominations. Complete
- 5.1.6 YLCA, Applications to the Smaller Authorities Transparency Fund 2016/2017*. May be ongoing cost for domain name, retain on agenda. Clerk
- 5.1.7 YLCA, Annual Meeting of the Scarborough Branch of the YLCA, Thursday 2 June 2016, Whitby Town Council 19:00*. Attend if available. Cllrs/Clerk
- 5.2 Correspondence for information (excluding financial matters that are included in 7.0)**
- 5.2.1 NYH, Road closure, East Row, Sandsend, for a period of 5 days between 13 and 17 June 2016*. NAR
- 5.2.2 Give parish councils the right to appeal planning decisions. Response received by Clear Templeton. NAR
- 6.0 To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk**
- 6.1 Grass cutting. Request first cut by contractors, ideally prior to the May Bank Holiday. Noted that some areas in Sandsend would be difficult to cut due to ongoing work by Balfour Beatty. Clerk
- 7.0 To receive information on Financial matters and approve spend as appropriate**
- 7.1 Balance of accounts.
- 7.1.1 Savings £7289.14 credit.
- 7.1.2 Current £173.37 credit.
- 7.2 Monies received and paid.
- 7.2.1 Received - £2336.20 model agreement/precept.

- 7.2.2 Paid - £ £633.98 Computer Centre (computer and printer), £20.00 Lythe Village Hall, £63.00 Computer Centre (registration of website).
- 7.3 SBC, Model Agreement Actual Expenditure 2015/16*. Returned to SBC. Complete
- 7.4 2015/6 External Audit. Complete forms for approval at the June 2016 meeting. Clerk
- 7.5 Insurance renewal. Review 2016/7 vs 2015/6, raise cheque if no amendments required. Cllr Lloyd/Clerk

8.0 To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting
None.

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

- 9.1 Feedback on discussions with Mulgrave Estate regarding request for refurbishment of pathways in and removal of dangerous benches in The Valley, Sandsend, new notice board for Lythe. See 3.18, 3.26 above.

10.0 To confirm details of the next Parish Council Meeting

The next meeting was confirmed as Monday 6 June 2016, 19:00, Lythe Village Hall. Post meeting note, due to Village Hall being unavailable, the meeting was changed to Tuesday 7 June 2016, 19:00.

+circulated in paper format, *circulated via email, NAR = No action required.

Meeting closed at 21:05

DRAFT

**LYTHE PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING
MONDAY 9 MAY 2016, IN THE VILLAGE HALL, LYTHE, COMMENCED AT 18:30**

Recording of meeting. None made.

Public question time. None present.

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

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

- 1 To elect a Chairman (Local Government Act 1972, Section 15, paragraph 2).
The Chairman, Cllr Norman stood down from the role and invited nominations for Chairman.
Cllr Norman was proposed as Chairman by Cllr Casson, seconded by Cllr Templeton, all agreed.
- 2 To elect a Vice Chairman.
Cllr Smith was proposed as Vice Chairman by Cllr Lancaster, seconded by Cllr Norman, all agreed.
- 3 To receive the signed declaration of acceptance office from the Chairman (Local Government Act 1972, Section 83, paragraph 4 and Vice Chairman (LPC Policy).
The Chairman, Cllr Norman and Vice Chairman, duly signed the Acceptance of Office forms.
- 4 To receive apologies for absence.
Cllr Cornforth.
- 5 To receive a summary of the Chairman's report for the 2015/16 year, see below;
Your councillors and clerk have been busy during the past year with the following :-

1. Improving and maintaining the charm of our parish by;

- a. arranging for street lights to be replaced.
- b. making these donations :-
 - i. to Lythe Gardening Club to maintain flowerbeds and expressing our appreciation for the work.
 - ii. to Lythe PCC for maintain the cemetery.
 - iii. to the Good Neighbour Transport Service.
 - iv. to the RNLI for employing lifeguards on the beach over the summer; this is a joint programme with Scarborough BC, who assist financially. and is seen as enhancing the safety aspect for young and old alike.
- c. managing grass cutting on all the relevant verges in the Parish.
- d. supporting the Marine Conservation Society's bi-annual beach clean.
- e. work with the dog warden to eliminate fouling and enforce summer dog ban on the beach, monitoring dog sign-age and looking into the use of stencilled signs on slipways etc.
- f. watching out for and reporting corrosion and deterioration of footpaths and bridges.
- g. working with the National Park, reporting problems with gates, stiles and pathways in the area.
- h. tidy up the Parish and beach (Clean for the Queen) using a mix of volunteers and willing councillors, tools and safety gear kindly supplied by Balfour Beatty, it is hoped that we can repeat this as and when necessary.
- i. liaise with SBC over the painting of memorial benches.
- j. monthly meetings with Mulgrave Estate to, hopefully, deal with local issues that affect both ourselves and Mulgrave.

2. Safety issues, by

- a. working with police, Highways officers and County councillor to reduce accidents in our area.
- b. working with police to reduce vehicle speed throughout the villages.
- c. following a very bad accident and numerous near misses, asking NYCC for improved safety measures on East Row Bridge. These have so far taken shape with extra sign-age, plus the promise of a new, separate, footbridge by the autumn of 2016 .
- d. new railings installed at the bottom of Raven Hill, requested from SBC and subsequently fitted.

3. Legal matters, by

- a. developing and implementing standing orders and policies on such matters as filming of council meetings, dealing with aggressive behaviour and making available minutes of meetings, continue to follow as new legislation unfolds.
- b. commented on planning applications

- c. supporting the clerk's training.
- d. setting up an LPC website ; funding obtained for new computer and scanner to aid development of a Parish website to comply with the Transparency Code.

4. Financial matters, by

- a. balancing budget, monitoring income (made up of precept from Lythe parish tax, model agreement from SBC and expenditures).
- b. setting precept.
- c. keeping accounts.
- d. arranging for annual audit.

5. Other matters, by

- a. liaising with Borough and County officers regarding improvements to revetment and Sandsend road, met contractor Balfour Beatty. It should be mentioned at this stage the amount of cooperation and sympathetic assistance we have been afforded by the team at Balfour Beatty. I am sure the openness and willingness to answer any questions/worries we may have had, has helped the whole revetment operation to run smoothly for everyone, whether working on or watching.
- b. attending County, Borough and National Park area committees.
- c. request to Traffic Enforcement Officers to help residents coping with problems arising from paid parking arrangements and effects on side streets.
- d. questions to SBC councillors about specific anomalies regarding planning applications. Two representatives from SBC planning management did their best to answer most of the questions posed.
- e. our 2 newest councillors have undergone all necessary training to bring them " up to speed"

I would like to thank my colleagues, Harry Casson, Paul Cornforth, David Lancaster, Malcolm Lloyd, Graham Templeton and the clerk, Judy Clark for these achievements this year. and to welcome on board our newest recruit Cllr Liz Smith None of this could have happened without cooperation and a lot of hard work. Thanks also go to our Borough and County Councillor David Chance and officers at the Borough, County and National Park.

- 7 To approve audited accounts for the 2015/16 year, copy attached.
The accounts were proposed for approval by Cllr Lancaster, seconded by Cllr Casson, all agreed.
- 8 Election of internal auditor.
It was proposed by Cllr Lancaster, seconded by Cllr Templeton, all agreed that Heather Russell be appointed as internal auditor.
- 9 Public question time.
No members of the public present.

Meeting closed at 18:48

DRAFT

LYTHE PARISH COUNCIL

MEETING ON TUESDAY 7 JUNE 2016, 19:00 IN LYTHE VILLAGE HALL

Recording of meeting. None made.

Public question time. None present.

Declaration of interest in agenda item(s). None

Present: Cllrs H Casson, D Lancaster, L Smith (Vice Chair, Chair for this meeting), G Templeton, J A Clark (Clerk).

1.0 To receive apologies for absence

Cllrs Cornforth, Lloyd, Norman.

2.0 Minutes of meetings held on 9 May 2016

3.1 Following allocating an action in 3.6 to the Clerk, the minutes of the Parish Council meeting were proposed as a true and accurate record by Cllr Lancaster, seconded by Cllr Casson, all agreed.

3.2 The minutes from the Annual Parish Council meeting were proposed as a true and accurate record by Cllr Templeton, seconded by Cllr Lancaster, all agreed.

3.0 To receive information on the following ongoing issues and decide further action where necessary

3.1 Whitby Rural SNT police report/discussion*. Circulated. A police presence had been requested to discuss 3.1.1, however due to the late invitation, no response received prior to the meeting.

3.1.1 Vehicles speeding through Lythe*. The speed monitoring system installed by the 95 alive team had confirmed that there were significant speeding issues in Lythe, particularly early morning and early evening. Awaiting information from the 95 alive team on how this will be addressed. Retain on agenda. Clerk

3.2 Planning applications.

16/00833/FL Alteration and sub-division of Fairhaven and Turnstone Gallery, East Row Sandsend Whitby. Response send to SBC. Complete

3.3 North Yorkshire CC Highways issues. Attached.

3.4 Clerk's duties/training, feedback. Clerk had almost completed the 4th of 5 assignments and had requested feedback on those completed to date. Retain on agenda. Clerk

3.5 Sandsend revetment/slope stabilisation, including legacy signs. Anticipated that work will be completed over the next two/three weeks, the surveyor had confirmed that large piece of earth on the slope can be removed. The legacy signs had been discussed between C Kroebel and M Young (NYCC), the theme being cement/recycling, M Young to send drafts to the Clerk. Retain on agenda. Clerk

Request photos from Balfour Beatty showing progress of slope stabilisation/revetment work. Clerk

3.6 YLCA, Transparency Code for Smaller Councils*. Contact the Computer Centre to progress email addresses for Councillors. Clerk

3.7 East Row Bridge. The plan still to commence in September. Retain on agenda. Clerk

3.8 'Dog' stencils on slipways. Install trial stencils. Clerk

3.9 Items identified from 'walkabout around Sandsend'*. Noted that Balfour Beatty had kindly agreed to complete a number of tasks towards the end of their work in Sandsend.

Request quotation from B Jackson for painting jobs. Clerk

3.10 LPC draft timetable of events. The Clerk had obtained a useful template and would present completed draft at the next meeting. Clerk

3.11 LPC draft health check (YLCA template)*. Noted that E14 'traffic light' now green. Retain on agenda.

Send draft policies/procedures to Cllr Lloyd for his comments. Clerk/Cllr Lloyd

3.12 NYCC, Parish Emergency Plan. Invited a representative from NYCC to give a short, 15 minute, presentation at the next meeting. Clerk

3.13 Statement of Terms, Clerk. Retain on agenda. Clerk

3.14 Installation of lighting columns on the footpath to the North of the Boatyard housing development. Progress. Clerk

3.15 Litter bins, Sandsend. Request to clarify whether or not new bins would be installed, follow up request made, progress again. Clerk

Request permanent litter bins on the terrace at Raven Hill. Clerk

Confirmed by SBC that there were no plans to install litter bins alongside the new parking lay by, they will monitor requirements. NAR

3.16 Notice boards - Sandsend, Goldsborough. Verbal estimate of £80 provided by B Jackson, consolidate with painting jobs in 3.9. Clerk

3.17 YLCA, Revised model financial regulations 2016*.

- 3.18 Sandsend public conveniences. c. 37 letters of objection to closure received by LPC. P Thompson had confirmed that the report currently being compiled for presentation at the July 2016 SBC Cabinet meeting. Retain on agenda. Clerk
- 3.19 Planters opposite Sandside Cafe, additional plants, methods of preventing parking. The Clerk had recently sent emails to SBC/NYCC requesting some form of preventative method to prevent parking. Cllr Casson informed the council that this was no longer required. Redact emails. Clerk
Clarify with SBC whether or not they are comfortable with contact telephone numbers for reporting illegal parking to appear on the LPC website. Clerk
- 3.20 YLCA, Scarborough Borough Council - New Code of Conduct*. Awaiting information, retain on agenda. Clerk
- 3.21 Request for donation from Lythe Village Hall Committee for Queen's Birthday picnic. Cheques raised. Complete
- 3.22 YLCA, Access to the website of the National Association of Local Councils (NALC)*. Access codes circulated. Complete
- 3.23 YLCA, New edition of 'Governance and Accountability', the financial guide*. Noted to be used when completing annual returns. Complete
- 3.24 YLCA, Applications to the Smaller Authorities Transparency Fund 2016/2017*. No application to be made at present. NAR
- 3.25 YLCA, Annual Meeting of the Scarborough Branch of the YLCA, Thursday 2 June 2016. No one had been available to attend. Complete
- 3.26 Grass cutting, first cut. First cut complete with the exception of Sandsend. Request Sandsend cut. Clerk

4.0 Planning applications:

4.1 To consider the following planning applications

- 4.1.1 NYM/2016/0327/FL Alterations and conservatory extension to dwelling, constriction of detached garage, alterations and extension to outbuilding to enable its use as additional living accommodation at Park Lodge, Mulgrave Estate, Lythe. Inform NYMNPA no objections. Clerk
- 4.1.2 NYM/2016/0328/LB Listed Building consent for internal and external alterations and conservatory extension to dwelling, constriction of detached garage, alterations and extension to outbuilding to enable its use as additional living accommodation at Park Lodge, Mulgrave Estate, Lythe. Inform NYMNPA no objections. Clerk

4.2 To consider any other planning applications published on the relevant websites between the date of agenda publication and meeting None.

4.3 To receive the following planning decision/information (full information on websites) as at agenda publication date None.

5.0 Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)

5.1 Correspondence requiring decisions

- 5.1.1 YLCA, Recruitment of co-opted independent members to the North Yorks Police and Crime Panel.* NAR
- 5.1.2 NYMNPA, Plg Department Consultation - Review of Local Validation List.* respond by 08/07/16. NAR
- 5.1.3 YLCA, Appg for local democracy and civic societies - asking the question 'is the planning system working for local communities'.* NAR
- 5.1.4 YLCA, Annual Review Photos.* Deadline now passed. NAR
- 5.1.5 NYCC, Armed Forces Day - letter sent on behalf of the Ministry of Defence.* NAR
- 5.1.6 Yorkshire Coast and Moors County Area Committee - 8 June 2016.* Cllr Templeton had reviewed the agenda and felt no major issues would be covered. NAR

5.2 Correspondence for information (excluding financial matters that are included in 7.0)

- 5.2.1 NYMNPA, Parish Training Event - Tuesday 26 April 2016. Slides circulated. Complete
- 5.2.2 Check out Coastal Communities Fund: Funding - Big Lottery Fund.* Noted that this could be relevant to SBC who could apply for funding. NAR
- 5.2.3 YLCA, new external audit regime for smaller authorities - SAAA Chairman's comm no. 4.* NAR

- 5.2.4 Letter from Her Majesty Queen Elizabeth.* Posted on notice boards. Email participants a copy. Clerk
 5.2.5 YLCA, NALC – Strategic plan delivery 2016/2017.* NAR
 5.2.6 Clerk & Councils Direct.+ Circulate. Clerk

6.0 To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk

- 6.1 Sign age on slipway near Sandside Cafe.* Request SBC to replace information sign that had been removed recently. Clerk
 6.2 Dogs/dog fouling in field adjacent to Lythe Common. Following concerns highlighted by a parishioner regarding the significant increase in dogs using this field and associated fouling. It was agreed to write to Mr Christmas at Mulgrave Estate to request a dog ban in the field with a copy to the parishioner. Whilst the council appreciated that it was Mulgrave land, the field had been used as a children's play area for many years and the council felt it would appropriate for it to be retained as this. Cllr Smith/Clerk
 6.3 Development of a Neighbourhood Plan. It was agreed to send an invitation to Mr S Keegan, Mulgrave Estate, to enable him to outline the Estate's thoughts behind this issue. Clerk

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

- 7.1 Balance of accounts.
 7.1.1 Savings. £6630.14 credit.
 7.1.2 Current. £479.37 credit.
 7.2 Monies received and paid.
 7.2.1 Received. £0.
 7.2.2 Paid. £200 Lythe Village Hall for Queens 90th Birthday event, Lythe Village Hall room hire.
 7.3 2015/6 External Audit, endorsement. The Clerk read out the governance statement that was duly signed by the Chairman. It was confirmed that the bank reconciliation and variances had also been completed. Send audit papers to the external auditor. Clerk
 Provide copies of relevant documents to Cllr Casson for the LPC website. Clerk/Cllr Casson
 Arrange to discussion between Cllrs Casson, Smith, Templeton and the Clerk to review LPC website, particularly in relation to the Transparency Code. Clerk
 7.4 Insurance renewal. Cllrs Lloyd's comments on reviewing the insurance documents much appreciated, confirmed that cheque sent and that the annual insurance renewed. Clerk
 7.5 Approval of Clerk's expenses, 1 April - 31 May 2016 spend. Expenses of £85.28, details to be attached to the minutes, proposed by Cllr Lancaster, seconded by Cllr Smith, all agreed. Raise cheque. Clerk

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

- 8.1 Feedback on discussions with Mulgrave Estate - the notes of the discussion kindly provided by Cllr Norman, are covered in other areas of the minutes. NAR.

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

- 9.1 Whitby Boat Club compound, request 'tidy up' inside and outside the compound. Clerk

10.0 To confirm details of the next Parish Council Meeting

The next meeting was confirmed as Monday 4 July 2016, 19:00, Lythe Village Hall.
 Apologies noted from Cllr Casson.

+circulated in paper format, *circulated via email, NAR = No action required.

LYTHE PARISH COUNCIL

MINUTES OF MEETING ON MONDAY 4 JULY 2016, 19:00 IN LYTHE VILLAGE HALL

Recording of meeting. None made.

Public question time. None present.

Declaration of interest in agenda item(s). None

Present: Cllrs H Casson, P Cornforth, D Lancaster, M Lloyd, M Norman (Chair), L Smith (Vice Chair, Chair for this meeting), JA Clark (Clerk).

1.0 To receive apologies for absence

None. All present.

2.0 Minutes of last meeting

2.1 Minutes of the meeting held on 7 June 2016 were proposed as a true and accurate record by Cllr Lancaster, seconded by Cllr Casson, all agreed and were duly signed by the Chairman.

3.0 To receive information on the following ongoing issues and decide further action where necessary

- 3.1 Whitby Rural SNT police report/discussion*. NAR
- 3.1.1 Vehicles speeding through Lythe*. Check with police the action to be taken. Clerk
- 3.2 Planning applications.
- 3.2.1 NYM/2016/0327/FL Alterations and conservatory extension to dwelling, constriction of detached garage, alterations and extension to outbuilding to enable its use as additional living accommodation at Park Lodge, Mulgrave Estate, Lythe. Confirmed that LPC had no objections sent to NYMNP. Complete
- 3.2.2 NYM/2016/0328/LB Listed Building consent for internal and external alterations and conservatory extension to dwelling, constriction of detached garage, alterations and extension to outbuilding to enable its use as additional living accommodation at Park Lodge, Mulgrave Estate, Lythe. Confirmed that LPC had no objections sent to NYMNP. Complete
- 3.3 North Yorkshire CC Highways issues. Attached.
- 3.4 Clerk's duties/training, feedback. Confirmed that training would be completed prior to the September LPC meeting. Clerk
- 3.5 Sandsend revetment/slope stabilisation, including legacy signs. Current completion date for the project is 22 July 2016. Retain on agenda. Clerk
- 3.6 YLCA, Transparency Code for Smaller Councils*.
- Councillors to activate LPC email addresses. Cllrs Cornforth, Lloyd, Norman.
 - Review Asset Register, include on agenda for the next meeting. Clerk
 - Advise Cllrs/Clerk the areas of the website that require reviewing. Cllr Casson
 - Identify and forward the policies/procedures, that can be included on the website and forward to Cllr Casson for inclusion. Clerk/Cllr Casson
- 3.7 East Row Bridge. New footbridge to be installed in this financial year. Retain on agenda. Clerk
- 3.8.1 'Dog' stencils on slipways, trial stencils. After trial stencils completed, agreed that they were not appropriate to use on Sandsend slipways. Return to the Dog Warden. Clerk
- 3.8.2 Request further presence of Dog Warden in Sandsend. Clerk
- 3.9 Items identified from 'walkabout around Sandsend'*. See attached. Retain on agenda. Clerk
- 3.10 LPC draft timetable of events. Present at September meeting. Clerk
- 3.11 LPC draft health check (YLCA template)*. Retain on agenda. Clerk
- 3.12 NYCC, Parish Emergency Plan. Confirmed that a representative of NYCC would attend the September meeting to make a brief presentation of an LPC plan. Clerk
- 3.13 Statement of Terms, Clerk. Obtain/develop prior to the September LPC meeting. Clerk
- 3.14 Installation of lighting columns on the footpath to the North of the Boatyard housing development. The Practise Manager had confirmed that there would be lighting on the surgery. Retain on agenda until surgery open to determine if there is sufficient lighting. Clerk
- 3.15 Litter bins, Sandsend. Clarify whether or not new bins would be installed. Clerk
- 3.16 Notice boards - Sandsend, Goldsborough. Quotation of £160, cash payment only, obtained from B Jackson, quotation agreed. Request additional quotation for painting of benches, for discussion at the next meeting. Clerk
- 3.17 YLCA, Revised model financial regulations 2016*. YLCA had reviewed the LPC Standing Orders and sent suggested format, circulate for comments. Clerk
- 3.18 Sandsend public conveniences. SBC Cabinet meeting 12 July 2016. Attendance required to ensure LPC views are heard. Cllrs/Clerk

- Retain on agenda. Clerk
- 3.19 Planters opposite Sandside Cafe. The Clerk had had initial discussions with NYCC regarding methods of preventing illegal parking such as installation of bollards, large boulders etc. Cllr Casson confirmed that he no longer required additional items installed. Complete
- 3.20 YLCA, Scarborough Borough Council - New Code of Conduct*. Retain on agenda. Clerk
- 3.21 Grass cutting, first cut, Sandsend. Cut complete, request second cut prior to main holidays. Clerk
- 3.22 Letter from Her Majesty Queen Elizabeth.* As a copy of the letter had been placed on notice boards, agreed that letter would not be circulated to participants. Complete
- 3.23 Clerk & Councils Direct.+ Circulate. Clerk
- 3.24 Dogs/dog fouling in field adjacent to Lythe Common. Letter sent to Mulgrave Estate requesting that dogs should not be allowed in the field, copy sent to resident who raised concerns. No response to date from the Estate. Retain on the September 2016 agenda. Clerk
- 3.25 Development of a Neighbourhood Plan. Following request from Mulgrave Estate, representative invited to attend this meeting, no response to date. Retain on agenda. Clerk
- 3.26 Whitby Boat Club compound, request 'tidy up' inside and outside the compound. Request made, the club confirmed that work should be completed within two weeks. Retain on agenda. Clerk
- 4.0 Planning applications:**
- 4.1 To consider the following planning applications**
None.
- 4.2 To consider any other planning applications published on the relevant websites between the date of agenda publication and meeting**
None.
- 4.3 To receive the following planning decision/information (full information on websites) as at agenda publication date**
- 4.3.1 16/00833/FL, Alteration and sub-division of Fairhaven and Turnstone Gallery Sandsend YO21 3SU. Application 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 NYMNP, Consultation on The North York Moors National Park Management Plan 2012 - 2027*. NAR
- 5.1.2 NYMNP, Design Awards 2016*. NAR
- 5.1.3 YLCA, The Queen's awards for voluntary service ((QAVS)*. NAR
- 5.1.4 YLCA, Invitation to attend the joint annual meeting of the Yorkshire Local Councils Associations*. NAR
- 5.1.5 Police and Crime Commissioner, Whitby Surgery, 7 July 2016*. NAR
- 5.2 Correspondence for information (excluding financial matters that are included in 7.0)**
- 5.2.1 SBC, Beach Management sign-age*. Request made to ensure that sign-age, particularly in the car park at the base of Lythe Bank, reflected correct location. Retain on agenda. Clerk
- 5.2.2 YLCA, White Rose Update and Training Programme 2016.* NAR
- 5.2.3 Thank you email from 'Party on the Pitch' organisers*. NAR
- 5.2.4 Balfour Beatty newsletter, 3rd edition update 2016*. NAR
- 5.2.5 LPC Councillor resignation*. Resignation by Cllr Graham Templeton noted.
- 6.0 To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk**
- 6.1 Request a dropped kerb opposite Sandsend Stores*. A resident has requested a dropped kerb be installed opposite Sandsend Stores. Contact NYH to determine if this is possible. Clerk
- 6.2 Discussion on the immediate requirement for an additional Councillor.
- 6.2.1 Following discussion it was agreed that the vacancy should be filled. Draft notice for placing on LPC website, on notice boards, in Lythe/Sandsend shops and the Whitby Gazette. Copy to Mulgrave Estate to enable them to consider nominating a representative to become a Councillor Clerk
- 6.2.2 It was agreed that the Clerk would obtain suitable 'thank you' gift/card for ex Cllr Templeton for all his work during his term of office on the Council. Clerk

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

7.1 Balance of accounts.

7.1.1 Savings. £6630.14 credit.

7.1.2 Current. £51.03 credit.

7.2 Monies received and paid.

7.2.1 Received. £0.

7.2.2 Paid. £0.

7.3 2015/6 External Audit, despatch of papers, documents for website, website review. External audit papers despatched/placed on notice boards and on website. Retain on agenda. Clerk

7.4 Insurance renewal. Renewed. Complete

7.5 Clerk's expenses, 1 April - 31 May 2016 spend. Expenses of £85.28 approved, raise cheque. Clerk

7.6 Cheque signatories, additional signatory required. Cllr Smith volunteered to be an additional signatory, complete paperwork for Cllrs/Yorkshire Bank. Clerk

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

None.

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

9.1 Policies and procedures for review.

9.2 Issue with footpath in Lythe.

10.0 To confirm details of the next Parish Council Meeting

The next meeting was confirmed as Monday 5 September 2016, 19:00, Lythe Village Hall.

Meeting closed at 20:14

**LYTHE PARISH COUNCIL
MEETING ON MONDAY 5 SEPTEMBER 2016, 19:00 IN LYTHE VILLAGE HALL**

Recording of meeting. None made.

Public question time. None present.

Declaration of interest in agenda item(s). None

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

1.0 To receive apologies for absence

Apologies received from Cllr Lancaster.

Not in attendance, Cllr Cornforth.

2.0 Minutes of last meeting

2.1 The minutes of the meeting held on 4 July 2016 were proposed as a true and accurate record by Cllr Casson, seconded by Cllr Smith, all agreed and were duly signed by the Chairman.

3.0 To receive information on the following ongoing issues and decide further action where necessary

- 3.1 Whitby Rural SNT police report/discussion, August 2016*. Received by Clerk, circulate. Clerk
- 3.1.1 Vehicles speeding through Lythe. Request data from police on recent speed checks. Clerk
- 3.2 Planning applications. None to feedback. NAR
- 3.3 North Yorkshire CC Highways issues. Attached.
- 3.4 Clerk's duties/training, feedback. Confirmed that all work completed, confirm results at the next meeting. Clerk
- 3.5 Sandsend revetment/slope stabilisation, including legacy signs. Work now complete. Legacy signs being developed by NYCC, no further action required from LPC as this stage. Complete
- 3.6 YLCA, Transparency Code for Smaller Councils*. Change title of agenda items for future meetings to LPC website. Clerk
- 3.6.1 Councillors LPC email addresses. Cllr Cornforth to activate email address. Cllr Cornforth
Cllr Lancaster address, remove 'Joan' from the address. Cllr Lancaster
- 3.6.2 Review Asset Register. Amend register so that small value items such as litter pickers/high vis vests are not on the main register. Review register again to ensure that all details are accurate, e.g. location of benches. Clerk
- 3.6.3 Areas of the website review. Cllr Casson continues to update the website as appropriate. Cllr Casson
Retain on agenda. Clerk
- 3.6.4 Policies/procedures for the website. Circulated, agreed that a small group would review prior to the next meeting. Arrange group/discussion. Clerk
- 3.7 East Row Bridge. No further update, retain on agenda. Clerk
- 3.8.1 'Dog' stencils on slipways, trial stencils. Returned to Dog Warden. Complete
- 3.8.2 Further presence of Dog Warden in Sandsend. As main holiday season now over, no further action required. Complete
- 3.9 Items identified from 'walkabout around Sandsend'*.
- 3.10 LPC draft timetable of events. Circulated, retain on agenda for review. Clerk
- 3.11 LPC draft health check (YLCA template)*, retain on agenda for review. Clerk
- 3.12 NYCC, Parish Emergency Plan. NYCC unable to send a representative due to holidays, attendance confirmed for the October 2016 meeting, retain on agenda. Clerk
- 3.13 Statement of Terms, Clerk. Template identified, circulate prior to the next meeting. Clerk
- 3.14 Installation of lighting columns on the footpath to the North of the Boatyard housing development. Retain on agenda until new Doctors Surgery operational. Clerk
- 3.15 Litter bins, Sandsend. The council agreed that Sandsend had had very poor service during the main holiday season. It was agreed to request an SBC representative attend a future meeting to ensure that similar problems do not recur. Include possibility of re-cycle bin installation. Clerk
- 3.16 Notice boards - Sandsend, Goldsborough. Confirmed that invoice(s) required by anyone carrying out work on behalf of the council. Obtain quotation. Clerk
- 3.17 YLCA, Revised model financial regulations 2016*. Template received from YLCA, circulate to Councillors. Clerk
- 3.18 Sandsend public conveniences. The final report will be submitted to SBC full Council in October 2016. Clerk had contacted Cllr Chance re further meeting of the coastal villages forum, Councillors agreed they would be keen to participate, but any such meeting should be arranged by Cllr Chance. Inform Cllr Chance of this. Clerk

- 3.19 YLCA, Scarborough Borough Council - New Code of Conduct*. No update received, progress with SBC. Clerk
- 3.20 Grass cutting, second cut. Undertaken. Complete
- 3.21 Clerk & Councils Direct. Circulate. Clerk
- 3.22 Dogs/dog fouling in field adjacent to Lythe Common. Wrote to Mulgrave Estate in June 2016, and still awaiting response. We have received a further letter from original complainant. Follow up with Estate and inform resident of outcome. Clerk
- 3.23 Development of a Neighbourhood Plan. Mulgrave Estate had requested plan development and were invited to attend an LPC meeting, no response. Complete
- 3.24 Whitby Boat Club compound, 'tidy up' inside and outside the compound. Work undertaken. Complete
- 3.25 SBC, Beach Management sign-age*. No new sign-age to date. Retain on agenda. Clerk
- 3.26 Dropped kerb opposite Sandsend Stores*. Request dropped kerb and include on Highways sheet. Clerk
- 3.27 Councillor Vacancy. SBC had confirmed that there had been no election request. Following a debate, it was agreed that the notice to co-opt an individual should include the requirement for any new Councillor to have email and be computer literate as all papers for the Council are circulated in this manner. For further information on the roles of a Councillor, applicants will be directed to the LPC website. Cllr Casson/Clerk
Send a copy of advert to the Whitby Gazette. Clerk

4.0 Planning applications:

4.1 To consider the following planning applications

- 4.1.1 NYM/2016/0365/CU, Lythe Community Shop, High Street, Lythe, change of use of land to form tea garden. Comments by 9 September 2016. Following debate, agreed no objections. Inform NYMNPA. Clerk
- 4.2 **To consider any other planning applications published on the relevant websites between the date of agenda publication and meeting**
None.
- 4.3 **To receive the following planning decision/information (full information on websites) as at agenda publication date**
- 4.3.1 NYM/2016/0327/FL Alterations and conservatory extension to dwelling, constriction of detached garage, alterations and extension to outbuilding to enable its use as additional living accommodation at Park Lodge, Mulgrave Estate, Lythe. Approved with Conditions.
- 4.1.2 NYM/2016/0328/LB Listed Building consent for internal and external alterations and conservatory extension to dwelling, constriction of detached garage, alterations and extension to outbuilding to enable its use as additional living accommodation at Park Lodge, Mulgrave Estate, Lythe. Listed Building Consent Granted.
- 4.1.3 NYM/2016/0361/AGRP, Overdale Farm, Goldsborough, Erection of general purpose agricultural building, AFSDO approved 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 Insurance Act, 12 August 2016*. Cllr Lloyd had reviewed the Act and confirmed that no additional action required. Complete
- 5.1.2 YLCA, finance training, Saturday 1 October 2016, York*. No nominations. Complete
- 5.1.3 YLCA, Chairmanship training event, 31 October 2016, 19:00 - 21:30, The Cedar Court Hotel, Harrogate. There are no places available on this date, awaiting additional training date from YLCA, circulate if received prior to the next meeting. Clerk
- 5.1.4 YLCA, training event, 'Developing your skills as a Councillor', 7 November 2016, 19:00 - 21:30, York*. No nominations. Complete
- 5.1.5 YLCA, Annual Conference, 28 - 30 October 2016, Scarborough*. No nominations. Complete
- 5.1.6 YLCA, request for information on welcome pack for new residents*. NAR
- 5.1.7 YLCA, training events in September*. No nominations. Complete
- 5.1.8 NYMNPA, Coastal area parish forum, Thursday 20 October 2016, 19:00, Hawsker and Stainsacre village hall*. Place details on notice boards and on website. Cllr Casson/Clerk

5.2 Correspondence for information (excluding financial matters that are included in 7.0)

- 5.2.1 YLCA, production of parish maps*. NAR
- 5.2.2 YLCA, request for information on website providers*. Clerk had responded to this confirming that a Councillor had developed/developing the LPC website. Complete
- 5.2.3 YLCA, White Rose Newsletter, July 2016*. NAR
- 5.2.4 Commemorative seat information. Clerk had confirmed with SBC that the bench they had a query with re ownership was not on LPC asset register. Complete
- 5.2.5 YLCA, North Yorkshire Health and Wellbeing newsletter*. NAR
- 6.0 To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk**
- 6.1 Policies and procedures for review. Covered in 3.6.4 above.
- 6.2 Issue with footpath/drains in Lythe, including collapsed drain and build of mud/detritus outside The Stiddy. At the request of a Lythe resident these issues had been reported to NYCC highways. Appears that some of the concerns raised had been addressed, clarify with NYCC and inform resident. Clerk
- 6.3 Parking issues including; along the Sandsend to Whitby Road, outside East Row Toilets, opposite Sandside Cafe. Clarify with Parking Enforcement; how to prevent parking on Sandsend slipways, frequency of enforcement visits in Sandsend and methods of preventing illegal parking e.g outside East Row toilets where wheelchair/push chair users could not access toilets and also opposite Sandside Cafe where illegal parking continues. Clerk
- 6.4 Cutting of hedges, Lythe Bank. Confirmed that the Clerk had raised the issue with Mulgrave Estate and whilst some hedges had been cut, others remain uncut and hazardous. Forward photographs to the Clerk to enable additional report to Mulgrave Estate. Cllr Casson/Clerk
- 7.0 To receive information on Financial matters and approve spend as appropriate**
- 7.1 Balance of accounts.
- 7.1.1 Savings. £5184.00 credit.
- 7.1.2 Current. £35.75 credit.
- 7.2 Monies received and paid.
- 7.2.1 Received. £0.
- 7.2.2 Paid. £1224.00 (two cheques for two cuts) - A R Clay, Grass cutting, £105.00 - Conversion Company for LPC email accounts, £50.00 - Lythe Village Hall hire, £85.28 - Clerk's expenses.
- 7.3 2015/6 External Audit. Awaiting audit feedback, clarify if this will be sent this year. Clerk
- 7.4 Clerk's expenses, 1 April - 31 May 2016 spend.
- 7.5 Cheque signatories, additional signatory. Additional signatory added. Complete
- 8.0 To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting**
None.
- 9.0 To notify the Clerk of matters for inclusion on the agenda of the next meeting**
None.
- 10.0 To confirm details of the next Parish Council Meeting**
Details of the October 2016, were confirmed as Monday 10 October 2016.
Change Lythe Village Hall booking. Clerk
Change details on notice boards, website, the police and NYCC (for emergency plan discussion)
Cllr Casson/Clerk

LYTHE PARISH COUNCIL

MINUTES OF MEETING ON MONDAY 10 OCTOBER 2016, COMMENCED AT 19:00 IN LYTHE VILLAGE HALL

Recording of meeting. None made.

Public question time. None present.

Declaration of interest in agenda item(s). Cllr Casson 4.1.2, Cllr Casson did not participate in this debate.

Present: Cllrs H Casson, D Lancaster (ViceChairman), M Lloyd, M Norman (Chairman for agenda item A), L Smith (Chair), J A Clark (Clerk).

	ITEM	ACTION
A	To appoint a Chairman and Vice Chairman. Chair - Cllr Smith was proposed by Cllr Casson, seconded by Cllr Lloyd, all agreed. Vice Chairman - Cllr Lancaster was proposed by Cllr Norman, seconded by Cllr Smith, all agreed. The acceptance of office forms were duly signed.	Complete
1.0	To receive apologies for absence None. Cllr Cornforth not in attendance.	
2.0	Minutes of last meeting The minutes of the meeting held on 5 September 2016 were proposed as a true and accurate record by Cllr Casson, seconded by Cllr Lloyd, all agreed.	Complete
3.0	To receive information on the following ongoing issues and decide further action where necessary	
3.1	Whitby Rural SNT police report/discussion. Report circulated.	Complete
3.1.1	Vehicles speeding through Lythe. Information not yet received from police on numbers etc. Progress again.	Clerk
3.2	Planning applications, feedback to Authorities.	
3.2.1	NYM/2016/0365/CU, Lythe Community Shop, High Street, Lythe. NYMNPA had been informed the LPC had no objections.	Complete
3.3	<i>North Yorkshire CC Highways issues.</i>	
3.3.1	<i>New pedestrian footbridge, East Row, Sandsend.</i>	
3.3.2	<i>Installation of lighting columns to the North of The Boatyard development. Cllrs to review the need for additional lighting to illuminate the pavement.</i>	Cllrs
3.3.3	<i>Sign-age preventing overnight parking of motor-homes, The Parade, Sandsend. Cllrs confirmed that this was no longer required due to parking no longer being an issue. Inform NYH.</i>	Clerk
3.3.4	<i>Birds-mouth fencing on Lythe Bank.</i>	
3.3.5	<i>Dropped kerbs, Sandsend.</i>	
3.3.6	<i>Collapsed drain, blocked drain, Lythe.</i>	
3.3.7	<i>Overgrown gullies, particularly in Lythe and on Lythe Bank.</i>	
3.3.8	<i>Section of pavement in Lythe requiring repair.</i>	
3.3.9	<i>Double yellow lines, particularly in Lythe/Sandsend.</i> The Clerk advised that she had a meeting/site visit with NYH on 20 October regarding the above issues and she would feed back to Cllrs after the meeting, update the Highways sheet and circulate. The only additional item to report was that the new footbridge installation on East Row, Sandsend. A planning application had been submitted, a flood risk assessment was required for this. Tenders for the design and supply of the bridge had been received and were currently under review. A check for services had been completed by W Noble. It was still scheduled for installation in February 2017. Inform Cllrs of any updates received.	Clerk
3.4	Clerk's duties/training, including continuation of studies towards CiLCA. The Clerk confirmed that studies were complete. She had had verbal confirmation of achievement, awaiting written confirmation. Clerk would like to continue to the next stage, but would like to consolidate learnings in to LPC operation first.	Complete
3.5	LPC Website, email addresses, policies/procedures (including policy adoption and review). Cllr Casson discussed work he had completed on the website and that himself, Cllr Smith and the Clerk had discussed policies to go on the site. A summary of policies, together with the date adopted was circulated for information. It was agreed that the Clerk would add a footnote with the date adopted and the minute	Clerk/

	<p>reference to the appropriate policies prior to Cllr Casson adding to the website. In line with good practice, it was agreed that the policies would be reviewed annually (unless legislation or best practice necessitated an earlier review), by a small group prior to each Annual Parish Council meeting.</p> <p>Adoption of the Disciplinary Procedure and Grievance Procedure were proposed by Cllr Lloyd, seconded by Cllr Norman, all agreed. Add footnote to the procedures and send to Cllr Casson for inclusion on the website.</p> <p>The Financial risk assessment had been updated by the Clerk to reflect changes in financial figures in the insurance policy. Send to Cllr Lloyd for him to review.</p> <p>Draft a poster for notice boards and the Parish Magazine to encourage people to view the LPC website.</p>	<p>Cllr Casson</p> <p>Clerk Cllr Casson</p> <p>Clerk/ Cllr Lloyd</p> <p>Cllr Casson</p>
3.6	<p>Asset Register review. Following debate it was agreed that the two benches at Dunsley Lane should appear separately on the register. NB: post meeting note, Clerk to clarify if they are the ones on Raven Hill Terrace or outside East Row toilets. Following considerable debate regarding ownership of the bus shelter in Lythe, it was proposed by Cllr Lloyd, seconded by Cllr Lancaster, all agreed that as the shelter had been built by Mulgrave Estate on Mulgrave land it should be maintained by the Estate.</p> <p>Post meeting note; following discussions after the meeting, retain on agenda for discussion at the November LPC meeting.</p>	<p>Clerk</p> <p>Clerk</p>
3.7	Items identified from 'walkabout around Sandsend'*. Circulate updated version.	Clerk
3.8	LPC draft timetable of events. Arrange discussion between Clerk/Chair/Vice Chairman.	Clerk
3.9	LPC draft health check (YLCA template)*. Update and circulate to Cllrs.	Clerk
3.10	NYCC, Parish Emergency Plan. Matthew Robinson from NYCC attended and outlined the purpose behind having a plan as well as answering questions from Cllrs. Circulate papers to enable Cllrs to consider whether or not a plan should be developed and if they could participate in developing a plan.	Clerk Cllrs
3.11	Statement of Terms, Clerk. Progress.	Clerk
3.12	Litter bins, Sandsend. Paul Thompson, SBC, had not been available for this meeting, invite to a future meeting.	Clerk
3.13	Notice boards - Sandsend, Goldsborough. Quotation requested along with bench and bus shelter painting. Circulate quotation.	Clerk
3.14	YLCA, Revised model financial regulations 2016*. Arrange discussion between Clerk/Chair/Vice Chairman.	Clerk
3.15	Sandsend public conveniences. LPC has until 31 October 2016 to inform SBC whether or not they wish to take control of the conveniences. In the interim, Cllr David Chance has arrange a meeting of the small coastal villages in the area on 20 October 2016 commencing at 15:00 in Lythe Village Hall. Due to the importance of this meeting Cllrs/Clerk requested to attend if available.	Cllrs/ Clerk
3.16	YLCA, Scarborough Borough Council - New Code of Conduct*. The Clerk had sought advice from YLCA and they had confirmed that as the NALC code, the one adopted by LPC, had been written specifically for Parish Councils, their advice was to continue to use it. It was proposed by Cllr Smith, seconded by Cllr Lancaster, all agreed that LPC would continue to operate by the NALC code. Cllrs had been issued with a copy in May 2015, after the elections, but should any Cllr require a further copy they should contact the Clerk. NB: the code will go on the LPC website in future.	Cllrs/ Clerk
3.17	Dogs/dog fouling in field adjacent to Lythe Common. The parishioner who had raised this issue had been contacted and informed that LPC were unable to progress any further.	Complete
3.18	SBC, Beach Management sign-age, Sandsend*, including handrail safety issue raised by a Parishioner. Following debate it was agreed to request an additional large sign on the fencing leading to the slipway near 'Tides'. Due to the safety issue of sign-age standing proud of hand rails resulting in people	Clerk

	being unable to hold on to the hand rails, creating the potential for harm, it was proposed by Cllr Lancaster, seconded by Cllr Casson, with the majority of Cllrs agreeing, that the Clerk would contact SBC to request sign re-location to the roadside of the railings on the left hand side of each set of steps on The Parade.	Clerk
3.19	Councillor Vacancy. Draft a notice for the vacancy. This would then be put on to the LPC website, in the Whitby Gazette and the Parish Magazine.	Cllr Casson Clerk
3.20	NYMNPA, Coastal area parish forum, Thursday 20 October 2016*. Cllrs to attend if available/if agenda items of interest.	Cllrs
3.21	Cutting of hedges, Lythe Bank. Some hedges now cut, still a section towards the bottom of Lythe bank that requires attention. Forward Cllr Casson's hedge photo to Mulgrave Estate for action.	Clerk
4.0	Planning applications:	
4.1	To consider the following planning applications (including those applications published between agenda publication and meeting)	
4.1.1	16/01784/HS, Construction of rear balcony, Clematis East Row Sandsend*. Following debate, it was agreed to inform SBC that LPC had no objections.	Clerk
4.1.2	16/01887/HS, Creation of new access, formation car port with terrace over, alterations to boundary wall and insertion of loft window to side gable wall, 2 Meadowfields Sandsend*. Following debate it was agreed that there were concerns re safe access/egress. Draft a response and circulate to Chair/Vice Chairman for comment prior to sending to SBC. Post meeting note; the following comments were sent to SBC; "The Council has concerns regarding the safe access/egress contained within the proposal and we request that planners visit the site to ensure that these concerns are fully appreciated".	Clerk Chair/ Vice Chairman
4.1.3	16/01922/FL, Extension to existing building to provide disabled WC and internal seating. Minor amendments to the main building Tides East Row Sandsend. Following debate, it was agreed to inform SBC that LPC had no objections.	Clerk
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
4.2.1	NYM/2016/0365/CU, Lythe Community Shop, High Street, 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, Scarborough Branch meeting, Thursday 6 October, 19:00, Filey*. No one had attended.	Complete
5.1.2	SBC, Local Plan*. The Clerk had read through the document and had not seen any items concerning the Parish, however Cllrs to review individually if required.	Cllrs
5.1.3	YLCA, Annual Conference Scarborough 28 October - 30 October*. Confirmed that YLCA had cancelled this event.	NAR
5.1.4	NHS Patient Congress event – Whitby, 6 October 2016*. No one had attended.	Complete
5.2	Correspondence for information (excluding financial matters that are included in 7.0)	
5.2.1	Yorkshire Water, sewer improvement works in Sandsend*.	NAR
5.2.2	YLCA, White Rose update, September 2016 edition*.	NAR
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	Speeding issues, Lythe Bank (Sandsend). Following concerns raised by a Parishioner regarding speeding up and down Lythe Bank, it was agreed to contact the Police to request speed monitoring.	Clerk
6.2	Format/style of agenda for LPC. Following concerns raised by a Councillor regarding the length of the LPC agenda, the Clerk confirmed the following; For the agenda to be lawful, Councillors and the public had to know the business to be transacted prior to a meeting. In addition, a detailed agenda also gave the public the opportunity to view the business to be transacted and make comments to Councillors and/or Clerk or indeed attend a meeting. The Clerk gave an example of two parishioners who always read the agenda and found it very useful to know the business to be	

	conducted. The Clerk also confirmed that a more concise agenda with less items on it, did not necessarily mean a shorter meeting.	Complete
7.0	To receive information on Financial matters and approve spend as appropriate	
	Balance of accounts - Current £15.75, Savings £7520.20 both credit. Money received - £2336.20 from SBC for model agreement/precept. Money paid - £20, Lythe Village Hall hire. External Audit - report received. No discrepancies identified. Approval of Invoices - £20 Lythe Village Hall Hire, £150 H Casson for website development. Invoices proposed for payment by Cllr Lancaster, seconded by Cllr Smith, all agreed. Raise cheques.	Clerk
8.0	To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting	
	None reported.	NAR
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
	Financial spend against budget.	Clerk
10.0	To confirm details of the next Parish Council Meeting The next meeting was confirmed as Monday 7 November 2016 commencing at 19:00, Lythe Village Hall. <i>Apologies for absence noted from Cllr Norman.</i>	
Meeting closed at 20:59		

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LYTHE PARISH COUNCIL

MINUTES OF MEETING, MONDAY 7 NOVEMBER 2016, COMMENCED AT 19:00 IN LYTHE VILLAGE HALL

Recording of meeting: None made.

Public question time: None present.

Declaration of interest in agenda item(s). Cllr Casson 4.1.1, Cllr Casson did not participate in this debate.

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

1.0	To receive apologies for absence	
	Received from Cllr Norman. Cllr Cornforth not in attendance.	
2.0	Minutes of last meeting	
	The minutes of the meeting held on 10 October 2016 were proposed as a true and accurate record by Cllr Lancaster, seconded by Cllr Lloyd, all agreed and were duly signed by the Chair.	
3.0	To receive information on the following ongoing issues and decide further action where necessary	
3.1	Whitby Rural SNT police report/discussion. Circulated.	Complete
3.1.1	Vehicles speeding through Lythe. Information still had not been received despite a number of requests. Progress again.	Clerk
3.2	Planning applications, feedback to Authorities.	
3.2.1	SBC had been informed of LPC comments on the three applications below.	
3.2.2	16/01784/HS, Construction of rear balcony, Clematis East Row Sandsend*.	
3.2.3	16/01887/HS, Creation of new access, formation car port with terrace over, alterations to boundary wall and insertion of loft window to side gable wall, 2 Meadowfields Sandsend*.	
3.2.3	16/01922/FL, Extension to existing building to provide disabled WC and internal seating. Minor amendments to the main building Tides East Row Sandsend.	Complete
3.3	North Yorkshire CC Highways issues.	
	The Chair and Clerk advised Cllrs that they had a very useful site visit and discussion with NYH engineers and that a number of outstanding issues had been resolved or were under NYH consideration to resolve.	
3.3.1	New pedestrian footbridge, East Row, Sandsend. The Clerk reported that NYCC Planning now had sufficient information to commence the planning process, that the contract for the design and supply of the footbridge had been awarded to Lifespan Structures Ltd., installation of the footbridge, subject to planning, still anticipated for the end of February 2017. Inform Cllrs of any further updates.	Clerk
3.3.2	Installation of lighting columns to the North of The Boatyard development. Consider requesting relocation of light by Sandsend (South) toilets, East Row. Following debate, it was proposed by Cllr Casson, seconded by Cllr Lancaster, all agreed, that a request would be made to NYCC to relocate the light to enable illumination along the pavement in front of the Boatyard houses.	Clerk
3.3.3	The Parade, Sandsend. As this had not been an issue in 2016, NYH had been informed that this request had been withdrawn.	Complete
3.3.4	Birds-mouth fencing on Lythe Bank. Damaged fencing had been repaired.	Complete
3.3.5	Dropped kerbs, Sandsend. Kerbs installed at the base of Meadowfields and on the Parade, now installed.	Complete
3.3.6	Collapsed drain, blocked drain, Lythe. Now fixed.	Complete
3.3.7	Overgrown gullies (channels), particularly in Lythe and on Lythe Bank. NYH confirmed that they would submit a request to SBC for cleansing. Retain on agenda.	Clerk
3.3.8	Section of pavement in Lythe requiring repair. NYH had confirmed that the pavement would be repaired either by installing a slurry cover along the whole damaged area, or if this was not practicable, mending the worst areas. Retain on agenda.	Clerk
3.3.9	Double yellow lines, particularly in Lythe/Sandsend. NYH had confirmed that the	

	lines would be refreshed throughout as appropriate. Retain on agenda.	Clerk
3.3.10	Sign-age at the base of Dunsley Lane, Sandsend. Request made to remove areas 'greyed out' during revetment/slope stabilisation. Retain on agenda.	Clerk
3.3.11	Methods of preventing illegal parking outside Sandsend (South) toilets, East Road. NYH had installed birds-mouth fencing and whilst LPC was appreciative of this, a further c. 1 metre section was required. Request from NYH.	Clerk
	Opposite Sandside Café on East Row, Sandsend, NYH currently considering options, retain on agenda.	Clerk
3.4	LPC Website, email addresses, policies/procedures (including policy adoption and review). Cllr Casson highlighted the areas that had been developed on the website and the Clerk confirmed that posters developed by Cllr Casson had been placed throughout the Parish. Retain on agenda.	Clerk
	Following review by Cllr Lloyd, it was proposed by Cllr Lloyd, seconded by Cllr Smith, all agreed to adopt The Financial Risk Assessment. Send to Cllr Casson for inclusion on the website.	Clerk/Cllr Casson
3.5	Asset Register review. The Clerk advised that she would contact SBC re ownership of bench at the base of Meadowfields, Sandsend.	Clerk
	Ownership of Lythe Bus Shelter, as Cllr Norman was not at this meeting, include on December 2016 agenda.	Clerk
	Update register when information clarified.	Clerk
3.6	Items identified from 'walkabout around Sandsend'*. Spreadsheet had been updated and information would be updated as appropriate.	Clerk
	Cllrs Casson and Lancaster requested to check if repair to Sandsend bus shelter had been completed and inform the Clerk.	Cllrs Casson, Lancaster
3.7	LPC draft timetable of events. The timetable had been reviewed by Cllrs Lancaster, Smith and the Clerk and a number of amendments made. It was confirmed that items would be reviewed prior to each LPC meeting to ensure items were covered.	Cllrs Lancaster, Smith, Clerk
3.8	LPC draft health check (YLCA template)*. The Chair/Vice Chairman had reviewed progress with the Clerk and would continue to do so prior to each LPC meeting.	Cllrs Lancaster, Smith, Clerk
3.9	NYCC, Parish Emergency Plan. NB: For discussion at the December meeting to enable all Cllrs to review the paperwork prior to debate. Include as agenda item.	Cllrs, Clerk
3.10	Statement of Terms, Clerk. Statement of Terms developed, agreed that a copy would be forwarded to the Chair and Vice Chairman for review.	Clerk Cllr Lancaster, Smith
3.11	Litter bins, Sandsend. Invite P Thompson, SBC, to attend LPC meeting early in 2017 to discuss provision prior to commencement of the main tourist season.	Clerk
3.12	Painting of Notice boards (Sandsend, Goldsborough), benches and bus shelter (Sandsend). It was confirmed that the individual approached regarding this was no longer interested in carrying out the work and following further review of the asset register, it was agreed to approach Russell Saunders to determine if he would be able to complete the work or if he couldn't, if he knew of an individual who could.	Clerk
3.13	YLCA, Revised model financial regulations 2016*. Confirmed that more work required on the draft regulations and discuss with Chair/Vice Chairman prior to presentation at the next LPC meeting.	Clerk Cllrs Lancaster, Smith
3.14	Sandsend public conveniences. Confirm with P Thompson, SBC, details of when this is to be discussed by SBC and if representation by LPC can be made.	Clerk
3.15	YLCA, Scarborough Borough Council - New Code of Conduct*. Confirmed that YLCA/NALC code adopted.	Complete
3.16	SBC, Beach Management sign-age, Sandsend*. Following new sign-age installed, including the sign along from 'Tides', it was agreed that photographs would be taken to enable debate at the next meeting to review any further	Cllr Casson,

	changes to sign-age. Clarify whether or not signs on the steps leading from The Parade would be relocated on to the road side. Include as an agenda item.	Clerk Clerk
3.17	Councillor Vacancy. No expressions of interest received to date. Vacancy included on LPC website, noticeboards, in Lythe Village Hall and shop. It would also be published in the December parish magazine and Whitby Gazette. Mr Childerhouse, Mulgrave Estate, had confirmed that he could not apply due to a conflict of interest but would meet with LPC to discuss local issues. Send email to thank him for his response and confirm that he would be invited to attend an LPC meeting early in 2017. Advise him that topic areas would be included on the agenda and he would be informed of these prior to the meeting. Retain on agenda.	Clerk Clerk
3.18	NYMNPA, Coastal area parish forum, Thursday 20 October 2016*. No one had attended.	Complete
3.19	Cutting of hedges, Lythe Bank. Request made to Mulgrave Estate and response received stating that hedge cutting was the responsibility of tenant farmer. Further request from LPC made and confirmed that as the land Mulgrave ownership/responsibility, the Estate should request cut. Retain on agenda.	Clerk
3.20	SBC, Local Plan*. Cllrs had reviewed the plan individually as appropriate.	Complete
3.21	Speeding issues, Lythe Bank (Sandsend). Following concerns from a Parishioner, request made for speed measuring made. Retain on agenda.	Clerk
4.0	Planning applications:	
4.1	To consider the following planning applications (including those applications published between agenda publication and meeting)	
4.1.1	Variation of condition 1 on decision 16/00833/FL amend internal layout, changes to windows and creation of roof terrace. Turnstone Gallery Fairhaven East Row Sandsend*. During debate on this, Cllrs expressed major concerns regarding the proposed terrace, it was subsequently agreed that the following be sent to SBC planning; The above application was discussed at the Lythe Parish Council meeting on 7 November 2016 and the Council has the following comments; "The proposed terrace would be extremely intrusive on the neighbouring properties and occupants. It is on the boundary of Fairhaven and would effectively result in having an external social area that would not only overlook other properties but would also have significant potential for noise/disruption associated with such an area. The Council therefore requests that this part of the planning application is rejected. The Council has no comments on the proposed internal plans".	Clerk
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
4.2.1	16/01784/HS, Construction of rear balcony, Clematis East Row Sandsend*. Permitted with conditions.	
4.2.2	16/02031/NMA, Non material amendment to decision 15/00226/HS, 16 Meadowfields Sandsend.	
5.0	Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)	
5.1	Correspondence requiring decisions	
5.1.1	NYMNPA, BT phone box removal*. (respond by 30/11/16). SBC BT phone box removal*. (respond by 21/11/16). Check with Cllr Cornforth if any feedback received re the proposal, if no objections received by him, Cllrs agreed that it could not support retaining the phone box as there had been zero calls in the last 12 months. Inform BT and other relevant parties.	Clerk Clerk
5.1.2	SBC, Parish Council Register Request Form*. (respond by 11/11/16). Following debate that one copy should be requested and retained by the Clerk	

	for LPC use.	Clerk
5.2	Correspondence for information (excluding financial matters that are included in 7.0)	
5.2.1	Councillor Nock surgery, Hinderwell, 5 November 2016*. Surgery held.	NAR
5.2.2	R Scott, Request for Information re INEOS & FGP - North Yorkshire*. The Clerk advised that this information had been requested under FOI and, in line with LPC FOI policy and publication scheme, she had requested further information from Mr Scott. As at the meeting date no further correspondence had been received.	NAR
5.2.3	NHS, Decision reached for the community health services consultation*.	NAR
5.2.4	YLCA, Information about the Northern Powerhouse*. Some Cllrs had difficulty accessing the information and were advised to retry if required.	NAR
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	Dog waste, The Valley, Sandsend. As Cllr Norman was not at this meeting and this issue had been raised with him by a parishioner, include on December 2016 agenda.	Clerk
7.0	To receive information on Financial matters and approve spend as appropriate	
7.1	Balance of accounts. Current £69.75 credit, Savings £7,296.20 credit.	NAR
7.2	Money received. £0	NAR
7.3	Money paid. £20 Lythe Village Hall room hire, £150 Website development (H Casson).	NAR
7.4	Approval of Invoices. None to approve.	NAR
7.5	Financial spend against budget. The Clerk took Cllrs through the spend to date, highlighting key areas and answering questions.	NAR
	Consider items to be included in the 2017/8 budget, notify the Clerk prior to the next meeting (including donations), to enable a budget to be drafted and precept demand made to SBC.	Cllrs/Clerk
7.6	SBC Model Agreement estimate*. (respond by 31 December). Include as agenda item for the next meeting.	Clerk
7.7	SBC Parish Precept 2017/8*. (respond by 31 December). Include as agenda item for the next meeting.	Clerk
8.0	To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting None.	
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
9.1	Items to discuss with Mulgrave Estate at an LPC meeting early in 2017..	Clerk
10.0	To confirm details of the next Parish Council Meeting The next meeting was confirmed as Monday 5 December 2016 commencing at 19:00, Lythe Village Hall.	

Meeting ended at 20:21

LYTHE PARISH COUNCIL

MEETING ON MONDAY 5 DECEMBER 2016, COMMENCED AT 19:00 IN LYTHE VILLAGE HALL

Recording of meeting. None made.

Public question time. Mrs Joyce Metcalfe present, no questions asked.

Declaration of interest in agenda item(s). None

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

		ACTION
1.0	To receive apologies for absence None, all present.	
2.0	Minutes of last meeting The minutes of the meeting held on 7 November 2016 were proposed as a true and accurate record by Cllr Lancaster, seconded by Cllr Casson, all agreed.	
3.0	To receive information on the following ongoing issues and decide further action where necessary	
3.1	Whitby Rural SNT police report/discussion.	
3.1.1	Vehicles speeding through Lythe. Data received and due to excessive speeds, the Council agreed to identify costs of matrix signs and installation. The initial priority agreed as one near Lythe school. Due to difficulties in measuring the speed on the mid/base sections of Lythe Bank the request had been forwarded to NYCC. Inform residents who had made request. Retain on agenda.	Clerk Clerk Clerk
3.2	Planning applications, feedback to Authorities.	
3.2.1	16/00833/FL Turnstone Gallery Fairhaven East Row Sandsend*. Submitted.	Clerk
3.3	<i>North Yorkshire CC Highways issues.</i>	
3.3.1	<i>New pedestrian footbridge, East Row, Sandsend. Also see 4.1.1.</i>	
3.3.2	<i>Installation of lighting columns to the North of The Boatyard development. Recent verbal request made to SBC, send follow up email to enable SBC to assess feasibility.</i>	Clerk
3.3.3	<i>Overgrown gullies, particularly in Lythe and on Lythe Bank. Cleared.</i>	Complete
3.3.4	<i>Section of pavement in Lythe requiring repair. Update requested. Retain on agenda.</i>	Clerk
3.3.5	<i>Double yellow lines, particularly in Lythe/Sandsend. Update requested. Retain on agenda.</i>	Clerk
3.3.6	<i>Sign-age at the base of Dunsley Lane, Sandsend. Sign-age updated.</i>	Complete
3.3.7	<i>Methods of preventing illegal parking; outside Sandsend (South) toilets, East Road. Birdsmouth fencing installed, recent request for installation of c1 additional metre. Opposite Sandside Café on East Row, Sandsend. Updates requested for both. Retain on agenda.</i>	Clerk
3.4	LPC Website, email addresses, policies/procedures. Cllr Casson continues to update as appropriate. Update Financial Risk Assessment with review footer and send to Cllr Casson for website inclusion.	Cllr Casson Clerk
3.5	Asset Register review. SBC had confirmed that the 'Joan Dove' bench was a memorial bench and would be added to their asset register. Update register. It was also confirmed that a request would be made for SBC benches to be refurbished via the 'payback' team. Retain on agenda.	Clerk Clerk
3.6	Items from 'Sandsend walkabout'*. Repeat in Spring 2017 and include Goldsborough, Kettleiness and Lythe..	Clerk
3.7	LPC draft timetable of events. Progress, reporting of future updates. The Chair informed Cllrs that herself, Cllr Lancaster and the Clerk would review issues and inform Cllrs of updates, subject to the Council's approval of this approach. The Council approved this approach.	Cllrs Lancaster/Smith Clerk
3.8	LPC draft health check (YLCA template)*. Progress, reporting of future updates. The Chair informed Cllrs that herself, Cllr Lancaster and the Clerk would review	Cllrs Lancaster/Smith Clerk

	issues and inform Cllrs of updates, subject to the Council's approval of this approach. The Council approved this approach.	
3.9	NYCC, Parish Emergency Plan** NB: Discussion at the January 2017 meeting. Read the papers currently being circulated in preparation for discussion at the meeting.	Cllrs
3.10	Statement of Terms, Clerk. Draft sent to Cllrs Lancaster and Smith for comment. Retain on agenda.	Cllrs Lancaster/Smith Clerk
3.11	Litter bins, Sandsend. Arrange for a discussion between P Thompson (SBC), Cllrs Lancaster, Smith, Clerk.	Clerk
3.12	Painting of Notice boards (Sandsend, Goldsborough), benches and bus shelter (Sandsend). A further possible contractor identified, contact to determine interest and quotation as appropriate.	Clerk
3.13	YLCA, Revised model financial regulations 2016*. More work than originally anticipated on this, obtain information/guidance to enable regulations to be drafted.	Clerk
3.14	Sendsend public conveniences. Confirmed that the SBC report would be discussed at the SBC Cabinet meeting on 17 January 2017. Retain on agenda.	Clerk
3.15	SBC, Beach Management sign-age, Sandsend*. Following debate it was agreed that Cllr Casson would forward the Clerk a photograph of the sign it was felt appropriate for the Raven Hill Terrace. Request signage from SBC. NB: retain small dog fine signs and remove small sign half way down the steps.	Cllr Casson Clerk
3.16	Councillor Vacancy. No applications received by the Clerk to date. Following debate it was proposed by Cllr Smith, seconded by Cllr Lancaster, all agreed that members of the public and/or press would be excluded from any debate related to applications due to the confidentiality that should be afforded to individuals.	Clerk
3.17	Cutting of hedges, Lythe Bank. Hedges not cut to date, include as item for discussion with Mulgrave Estate.	Clerk
3.18	NYMNPA/SBC, BT phone box removal*. NYMNPA/SBC had been informed that LPC could not request box retention due to 0 calls over the previous 12 months. Noted that Cllr Cornforth had confirmed that the telephone was not working.	Complete
3.19	SBC, Parish Council Electoral Register Request Form*. Register received.	Clerk
3.20	Items to discuss with Mulgrave Estate at an LPC meeting early in 2017; <ul style="list-style-type: none"> - Hedgecutting, - Estate plans for the Parish, - Toilets, - Waste from the sawmill following heavy rain, - Roads and paths in the Valley, Sandsend, - Lythe bus shelter, - Lythe common surface, - Dog waste. Contact Mr Childerhouse to invite to January 2017 meeting (post meeting note, invite to February 2017 meeting).	
4.0	Planning applications:	
4.1	To consider the following planning applications (including those applications published between agenda publication and meeting)	
4.1.1	NY/2016/0156/FUL, Footbridge, East row, Sandsend. Following debate it was agreed to draft a response, the following response was subsequently agreed and forwarded to NYCC; "I confirm that the above was discussed at the Lythe Parish Council meeting on 5 December and that the Council has the following comments; "the footbridge is a structure that is very much needed on this part of East Row, Sandsend. It is, however, a lot wider than the Council anticipated the footbridge would be and could therefore enable irresponsible individuals to drive small vehicles and/or motor bikes across it, thus affecting pedestrian safety adversely. Whilst the Council recognised that this width may be due to safety	

	reasons, particularly for wheelchair users and/or the engineering requirements of the structure, if the bridge could be reduced in width to make it more aesthetically pleasing and safer for pedestrians, it would be appreciated. Please note that the Council would not want to compromise any pedestrian safety for aesthetics”.	
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
4.2.1	16/01922/FL Tides East Row Sandsend. Permitted with Conditions.	
4.2.2	16/01887/HS 2 Meadowfields Sandsend. 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	NYCC, minerals and waste joint plan*. (respond by 21/12/16).	NAR
5.1.2	YLCA, community led housing workshops*.	NAR
5.1.3	YLCA, branch meeting, Scarborough, 23 February 2017*.	NAR
5.1.4	SBC, housing strategy 2017/21 consultation*. (respond by 16/1/17).	NAR
5.1.5	NYCC, Yorkshire Coast and Moors County Area Committee - 30 November*.	NAR
5.1.6	Dependent carers allowance for local councillors: Survey completion request*. (respond by 18/1/17). Cllrs to complete individually as appropriate.	Cllrs
5.1.7	NHS, Draft Sustainability and Transformation Plan (STP)*	NAR
5.2	Correspondence for information (excluding financial matters that are included in 7.0)	
5.2.1	NHS, notice of meeting held on 24 November 2016*.	NAR
5.2.2	Cllr Nock, waste disposal data*.	NAR
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	Dog waste, The Valley, Sandsend. Noted that previous waste bins had been removed as Mulgrave Estate felt that they were not required. However, add to list of issues for discussion with Mulgrave Estate. Inform resident of the above.	Clerk Cllr Norman
6.2	Approach made by Newholm-Cum-Dunsley Parish Council re proposed Raithwaite development. The Clerk informed the Council that NCD Parish Council may call on Lythe PC for support on any planning application for this development.	NAR
7.0	To receive information on Financial matters and approve spend as appropriate	
7.1	Balance of accounts. £69.75 current, £7,296.20 savings – both credit.	
7.2	Money received £0.	
7.3	Money paid £0.	
7.4	Approval of Invoices. Approval of invoice for £20, Lythe Village Hall proposed by Cllr Smith, seconded by Cllr Lloyd, all agreed. Raise cheque.	Clerk
7.5	Consideration/approval of donations 2016/7 budget. A donation to RNLI for £200 was proposed by Cllr Lancaster, seconded by Cllr Cornforth, all agreed. Cllr Cornforth highlighted that in addition to keeping Sandsend beach safe during their presence, lifeguards had provided educational/safety information to Lythe CofE pupils. Raise cheque. A donation to Good Neighbours Community Transport for £50 was proposed by Cllr Norman, seconded by Cllr Lancaster, all agreed. Raise cheque. A donation to Lythe Gardening Club for £50 was proposed by Cllr Smith, seconded by Cllr Cornforth, all agreed. Raise cheque.	Clerk Clerk Clerk Clerk
7.6	Approval of draft 2017/8 budget and inclusion of additional items. The proposed budget was discussed and it was agreed that there would be no precept increase due to increase in the number of Band D equivalents in the Parish. Attach revised budget to the minutes.	Clerk
7.7	Approval of SBC Model Agreement estimate*. (respond by 31/12/16). Confirmed that the model agreement money was for work carried out on behalf of SBC and that LPC had no influence on this amount. Noted that there had been a 1% increase due to increase in consumer price index. Send documentation to SBC.	Clerk

7.8	SBC Parish Precept 2017/8*. (respond by 31/12/16). Noted that the precept calculator had been received that morning and due to an increase in Band D equivalent properties within the Parish there would be no need to raise the precept. The amount to be requested on the precept form was £3300. Send precept form to SBC.	Clerk
8.0	To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting The Clerk advised that the following had been carried out on behalf of the Parish; - Street lights reported for repair (South Villa, Pyman Institute), - seal carcass (East Row beck), reported for removal, - broken road sign (East Row), reported for repair, - open window (Meadowfields), reported to owners, - blocked culvert (Raithwaite Gill reported to Newholm cum Dunsley PC for action, - contact details for Parish Magazine advertisement provided to resident. The Clerk reported that an individual had requested a waste bin at Raithwaite Gill.	
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting S3 street light in Lythe, constantly illuminated, report for repair. Goldsborough to Lythe lane, request channel cleansing. Approval of Cllr Smith as Chair and Cllr Lancaster as Vice Chairman for the remaining term of the Council.	Clerk Clerk
10.0	To confirm details of the next Parish Council Meeting The next meeting was confirmed as Monday 9 January 2017 commencing at 19:00, Lythe Village Hall.	
MEETING CLOSED AT 20:47		

Judy Clark
Clerk to the Council
Lythe Parish Council
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LYTHE PARISH COUNCIL

MEETING ON MONDAY 9 JANUARY 2017, COMMENCED AT 19:00 IN LYTHE VILLAGE HALL

Recording of meeting. None made.

Public question time. Mrs Joyce Metcalfe present, no questions asked.

Declaration of interest in agenda item(s). Cllr Casson declared a nonpecuniary interest in 4.1.1 and did not participate in the debate.

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

A Appointment of Cllrs Smith and Lancaster to the roles of Chair and Vice Chairman for the remaining term of the Council.

Cllr Smith was proposed as Chair by Cllr Casson, seconded by Cllr Norman, all agreed.

Cllr Lancaster was proposed as Vice Chairman by Cllr Norman, seconded by Cllr Casson, all agreed.

		ACTION
1.0	To receive apologies for absence Apologies received from Cllrs Cornforth and Lloyd.	Complete
2.0	Minutes of last meeting	
	The minutes of the meeting held on 5 December 2016 were amended to reflect changes in 7.8 to £3220 and in 3.19 to show action complete. Following these changes the minutes were proposed as a true and accurate record by Cllr Casson, seconded by Cllr Smith, all agreed.	Complete
3.0	To receive information on the following ongoing issues and decide further action where necessary	
3.1	Whitby Rural SNT police report/discussion*. Report received.	NAR
3.1.1	Vehicles speeding through Lythe. Confirmed by NYCC that the cost was £6K for a 4year contract for signs to be installed 3 times a year for 6 weeks, 18 weeks/year total. Following considerable debate, it was agreed to raise the precept to contribute to the cost (see 7.8). Explore other methods of funding e.g. NYMNPA, Normanby Trust etc. Due to difficulties in measuring the speed on the mid/base sections of Lythe Bank the request had been forwarded to NYCC. Residents who had made request informed of this. Retain on agenda.	Clerk
3.2	Planning applications, feedback to Authorities.	
3.2.1	NY/2016/0156/FUL, Footbridge, East row, Sandsend. Feedback sent.	
3.3	<i>North Yorkshire CC Highways issues.</i>	
3.3.1	<i>New pedestrian footbridge, East Row, Sandsend. Also see 3.2.1, 4.2.1. Planning permission granted, work scheduled to commence in February.</i>	
3.3.2	<i>Section of pavement in Lythe requiring repair. Work scheduled for March.</i>	
3.3.3	<i>Double yellow lines, particularly in Lythe/Sandsend. To be completed when weather better.</i>	
3.3.4	<i>Methods of preventing illegal parking; outside Sandsend (South) toilets, East Road, additional small section to be considered.</i>	
3.3.5	<i>Opposite Sandside Café on East Row, Sandsend, possible solutions still being evaluated.</i>	
3.4	Installation of lighting columns to the North of The Boatyard development. Formal request sent to SBC, awaiting outcome of their review.	
3.4	LPC Website, email addresses, policies/procedures. Cllr Casson continues to update and develop the website. Clerk continues to forward policies etc. as they are developed or updated.	
3.5	Asset Register review. Register update, continue to update as appropriate, e.g. following debate with Mulgrave Estate on item ownership.	Clerk
3.6	Items from 'Sandsend walkabout*', continue to progress and circulate updated sheet as appropriate. 'Walkabout' for Goldsborough, Kettleless and Lythe. Initial walkabout undertaken to review benches. At Kettleless; clarify ownership of benches and if appropriate, request refurbishment from relevant organisation(s). At Goldsborough; speak to Cllr Cornforth to check whether or not benches required and also check who is responsible for and/or owns the quoits pitches. At Lythe; arrange with SBC for removal of bench on the High Street.	Clerk Clerk Clerk
3.7	NYCC, Parish Emergency Plan*+. Following considerable debate, it was agreed that a plan	

	was not currently appropriate for the Parish. Inform NYCC of this decision.	Clerk
3.8	Statement of Terms, Clerk. Statement of Terms issued.	Complete
3.9	Litter bins, Sandsend. Meeting arranged with SBC for 8 February between Cllrs Lancaster, Smith and Clerk. Feedback at the March meeting.	Clerk
3.10	Painting of Notice boards (Sandsend, Goldsborough), benches and bus shelter (Sandsend). A quotation of £440 had been received from Fenton Howell who would be able to complete work prior to Easter – weather permitting. Noted that Mr Howell had also completed work for Mickleby and Hinderwell Parish Councils. Acceptance of the quotation was proposed by Cllr Lancaster, seconded by Cllr Smith, all agreed. Contact Mr Howell to confirm.	Clerk
3.11	YLCA, Revised model financial regulations 2016*. Progress draft.	Clerk
3.12	Sandsend public conveniences. Noted that the report due to be tabled at SBC cabinet on 14 February and should be available on the website prior this. Retain on the agenda.	Clerk/Cllrs Clerk
3.13	SBC, Beach Management sign-age, Sandsend*. New signage recently requested from SBC, progress.	Clerk
3.14	Councillor Vacancy, including co-option process. The draft co-option process tabled was proposed for adoption by Cllr Lancaster, seconded by Cllr Casson, all agreed. Send to Cllr Casson for website. Check Cllr/Candidate/Venue availability.	Clerk Cllr Casson Clerk
3.15	Items to discuss with Mr Childerhouse, Mulgrave Estate, at February meeting. In addition to the items already identified it was agreed to add; Sandsend Beacon and responsibility for the area in The Valley with swings, thus making the list; <ul style="list-style-type: none"> - Hedge cutting, - Estate plans for the Parish, - Toilets, - Waste from the sawmill following heavy rain, - Roads and paths in the Valley, Sandsend, - Lythe bus shelter, - Lythe common surface, - Dog waste. - Sandsend beacon (including WW1 beacons of light, 11 November 2018), - Responsibility for land in The Valley with swings. 	
3.16	Dependent carers allowance for local councillors: Survey completion request*. Cllrs had completed this individually if appropriate.	Complete
3.17	Proposed Raithwaite development. No further request received from Newholm cum Dunsley.	Complete
4.0	Planning applications:	
4.1	To consider the following planning applications (including those applications published between agenda publication and meeting)	
4.1.1	16/00833/FL Turnstone Gallery Fairhaven East Row Sandsend*. Revised plan. Following debate and the changes to the plans, it was agreed to inform SBC that there were no comments.	Clerk
4.1.2	16/02175/FL Sandside Cafe East Row Sandsend*. Erection of extension to side elevation and installation of decking. Following debate, it was agreed that the following would be sent to SBC. "I confirm that the above was discussed at the Lythe Parish Council meeting on 9 January and that the Council has the following comments; "The Council has no objections to the development but has concerns that with the likely increase in trade and no additional toilet facilities within the plans, that this could create a problem especially if the public toilets on East Row close".	Clerk
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
4.2.1	NY/2016/0156/FUL, Footbridge, East row, Sandsend, granted subject to 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	NYMNPA Community Grant 2017/18*. Initial contact made re feasibility of grant for Matrix sign, investigate further. Send copy to Village Hall Committee in the event that there they can apply for a grant to	Clerk, Cllrs Smith, Lancaster

	enable users of the Village Hall to connect to Wi-Fi.	Clerk
5.1.2	YLCA, White Rose Update December edition*.	NAR
5.1.3	YLCA, Draft public service ombudsman bill, respond by 24 January*.	NAR
5.1.4	YLCA, Request for Information - Promotion of Yorkshire based companies and providers to the sector*.	NAR
5.1.5	SBC, Consultation - Street Trading Policy, respond by 15 February*. Respond individually.	Cllrs
5.1.6	YLCA, Request for photographs*. Send photographs to the Clerk who would then forward to YLCA.	Cllr Casson, Clerk
5.1.7	YLCA, 'Battles over, a nation's tribute and WW1 beacons of light, 11 November 2018*. Include as item for discussion with Mr Childerhouse, Mulgrave Estate.	Clerk
5.1.8	Mickleby Group PC, proposal for merger*. Following debate, it was agreed that a merger was currently not appropriate but would co-operate on common issues. As the Chair had received the request, she would inform the Chairman of Mickleby Group PC of this decision.	Chair
5.1.9	NHS, Notice of Joint Commissioning of Primary Care Committee meeting*.	NAR
5.2	Correspondence for information (excluding financial matters that are included in 7.0)	
5.2.1	Membership of YLCA, 2017/2018*. The Council agreed the increase in membership was worthwhile as it provides an excellent reference point.	NAR
5.2.2	NHS, Extraordinary Governing Body meeting – Thursday 22 December*.	NAR
5.2.3	YLCA, No extension of Referendum Principles*.	NAR
5.2.4	F4W, Change of Use Planning Application Ref No: 16/02453/RG4*.	NAR
5.2.5	NYMNPA, Esk and Coastal Streams Catchment Partnership*.	NAR
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	S3 street light in Lythe, constantly illuminated. Reported that this had been mended, Cllr Norman report that this was not the case, report again.	Clerk
6.2	Goldsborough to Lythe lanes, channel cleansing. Clarify with Cllr Cornforth exact location and then request cleansing from SBC.	Clerk
6.3	Sandsend, East Row, replacement of lamp S4, opposite Sandside café. Confirmed by NYCC that the replacement lamp would not be installed until after the building works had been completed on Fairhaven. Should this be raised by residents again, advise them to contact the property owners. It was noted that a light further along the building is currently illuminated at night.	Clerk
7.0	To receive information on Financial matters and approve spend as appropriate	
7.1	Balance of accounts. £369.75 credit (current), £6999.51 credit (savings),	
7.2	Money received. £0.	
7.3	Money paid. £0.	
7.4	Approval of Invoices. None to approve.	
7.5	Donations 2016/7 budget. Cheques despatched.	Complete
7.6	Draft 2017/8 budget and inclusion of additional items. Amend to reflect change in precept	Clerk
7.7	SBC Model Agreement estimate*. Sent to SBC.	Complete
7.8	SBC Parish Precept 2017/8*. Precept request of £3320 sent to SBC, £20 more than agreed at the December meeting but with £0 increase to parishioners. Following debate on the need for a matrix sign in Lythe a £500 increase was proposed by Cllr Smith, seconded by Cllr Lancaster, all agreed. Request £3820 precept from SBC.	Clerk
8.0	To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting	
	Requested removal of seal carcass from Sandsend beck.	Complete
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
9.1	Dates of 2017/8 LPC meetings.	
9.2	Clarify permitted development in planning.	
10.0	To confirm details of the next Parish Council Meeting	
	The next meeting was confirmed as Monday 6 February 2017 commencing at 19:00, Lythe Village Hall.	
Meeting closed at 20:54		

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DRAFT

LYTHE PARISH COUNCIL

MEETING ON MONDAY 6 FEBRUARY 2017, COMMENCED AT 19:00 IN LYTHE VILLAGE HALL

Recording of meeting. None made.

Public question time. None.

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

Present: Cllrs H Casson, D Lancaster (Vice Chairman, Chairman for this meeting), J M Metcalfe, M Norman, J A Clark (Clerk). Mr R Childerhouse for item 3.12.

Cllr Lancaster welcomed Councillor Joyce Metcalfe to her first meeting as newly appointed Councillor for Lythe.

		ACTION
1.0	To receive apologies for absence Apologies from Cllrs Cornforth, Lloyd, Smith.	
2.0	Minutes of last meeting	
	The minutes of the meeting held on 9 January 2017 were proposed as a true and accurate record by Cllr Casson, seconded by Cllr Norman, all agreed.	
3.0	To receive information on the following ongoing issues and decide further action where necessary	
3.1	Whitby Rural SNT police report/discussion*.	NAR
3.1.1	Vehicles speeding through Lythe and on the mid/base of Lythe Bank. Contract for installation of a Matrix sign at the entrance Lythe had been completed with NYCC had been completed. NYCC to arrange installation, LPC had requested April 2017 date. Draft grant applications; for NYMNPA (submission by end February 2017), The Normanby Trust (submission by end of March 2017). Discuss with Chair/Vice Chairman.	Clerk/Cllrs Lancaster, Smith
3.2	Planning applications, feedback to Authorities.	
3.2.1	16/00833/FL Turnstone Gallery Fairhaven East Row Sandsend*. Feedback sent.	Complete
3.2.2	16/02175/FL Sandside Cafe East Row Sandsend*. Feedback sent.	Complete
3.3	<i>North Yorkshire CC Highways issues. Retain on agenda.</i>	Clerk
3.3.1	<i>New pedestrian footbridge, East Row, Sandsend.</i>	
3.3.2	<i>Section of pavement in Lythe requiring repair. Scheduled Spring 2017.</i>	
3.3.3	<i>Double yellow lines, particularly in Lythe/Sandsend. Scheduled Spring 2017.</i>	
3.3.4	<i>Methods of preventing illegal parking; outside Sandsend (South) toilets, East Row – waiting for additional fence section. Opposite Sandside Café on East Row, Sandsend, NYCC still considering options.</i>	
3.3.5	Installation of lighting columns to the North of The Boatyard development. Following discussion with SBC, the Clerk confirmed that it would cost a minimum of £1K to move the column and that NYCC were not keen to undertake this due to potential damage to column. Following debate, it was agreed that this would not be progressed further in the 2017/8 financial year. Inform SBC.	Clerk
3.4	LPC Website, email addresses, policies/procedures and adherence to the Transparency Code including Audit requirements for the 2017/18 to 2021/22 Financial Years. Email address requested for Cllr Metcalfe, inform Cllr Casson if not received/operating by 20 February 2017. Arrange discussion between The Clerk, Cllrs Casson and Smith to review LPC website and adherence to the Transparency Code.	Cllr Metcalfe Clerk/Cllrs Casson, Smith
3.5	Items from 'Goldsborough, Kettleiness, Lythe and Sandsend walkabouts*'. Progress bench queries with SBC/NYMNPA and review all items with Chair/Vice Chairman.	Clerk/Cllrs Casson, Smith
3.6	NYCC, Parish Emergency Plan*+. NYCC informed LPC did not consider plan currently required.	Complete
3.7	Painting of Notice boards (Sandsend, Goldsborough), benches and bus shelter (Sandsend). Contractors pleased to have been awarded the contract and will commence the work in Spring 2017.	

3.8	YLCA, Revised model financial regulations 2016*. Regulations drafted, send to YLCA for comment	Clerk																																													
3.9	Sandsend public conveniences. SBC Cabinet now due to review in March 2017. Retain on agenda.	Clerk																																													
3.10	SBC, Beach Management sign-age, Sandsend*. Progress again with SBC, noted that lack of progress may have been due to post tidal surge work.	Clerk																																													
3.11	Councillor Vacancy. Vacancy filled by the co-option of Mrs Metcalfe.	Complete																																													
3.12	Mulgrave Estate, see attachment 1 of 1.																																														
3.13	NYMNP Community Grant 2017/18*. Copy given to a Village Hall representative with the request for WiFi installation in the Hall.	Complete																																													
3.14	SBC, Consultation - Street Trading Policy, respond by 15 February*. Complete and return.	Clerk																																													
3.15	YLCA, Request for photographs*. Photographs provided by Cllr Casson sent to YLCA.	Complete																																													
3.16	YLCA, 'Battles over, a nation's tribute and WW1 beacons of light, 11 November 2018*. See 3.12.																																														
3.17	Mickleby Group PC, proposal for merger*. The Chair had confirmed with Mickleby Chairman that a proposal had been deemed inappropriate at present by LPC.	Complete																																													
3.18	S3 street light in Lythe, constantly illuminated. Clerk confirmed that, as far as she was aware, this had been fixed prior to the January LPC meeting and having checked the column on a number of occasions since then, this appeared to be the case.	Complete																																													
3.19	Goldsborough to Lythe lanes, channel cleansing. Request made recently. Progress again if necessary.	Clerk																																													
3.20	Sandsend, East Row, replacement of lamp S4, opposite Sandside café. As confirmed, resident who had raised this had been directed to the owners.	Complete																																													
3.21	<p>Dates of 2017/8 LPC meetings.</p> <p>Prior to this meeting a suggestion had been made to commence all Parish Council meetings at 19:30 to see if it assists Councillors. A draft of dates/times were circulated to all Councillors for their consideration and these were agreed at the meeting. Annual meetings will continue to commence at 19:00.</p> <p>Dates confirmed as follows;</p> <table border="1"> <thead> <tr> <th>Day/Date</th> <th>Time</th> <th>Type of Meeting</th> </tr> </thead> <tbody> <tr> <td>Monday 3 April 2017</td> <td>19:00</td> <td>Annual Parish Meeting</td> </tr> <tr> <td>Monday 3 April 2017</td> <td>19:30</td> <td>Parish Council Meeting</td> </tr> <tr> <td>Monday 8 May 2017</td> <td>19:00</td> <td>Annual Parish Council Meeting</td> </tr> <tr> <td>Monday 8 May 2017</td> <td>19:30</td> <td>Parish Council Meeting</td> </tr> <tr> <td>Monday 5 June 2017</td> <td>19:30</td> <td>Parish Council Meeting</td> </tr> <tr> <td>Monday 3 July 2017</td> <td>19:30</td> <td>Parish Council Meeting</td> </tr> <tr> <td>August</td> <td colspan="2">No meeting</td> </tr> <tr> <td>Monday 4 September 2017</td> <td>19:30</td> <td>Parish Council Meeting</td> </tr> <tr> <td>Monday 2 October 2017</td> <td>19:30</td> <td>Parish Council Meeting</td> </tr> <tr> <td>Monday 6 November 2017</td> <td>19:30</td> <td>Parish Council Meeting</td> </tr> <tr> <td>Monday 4 December 2017</td> <td>19:30</td> <td>Parish Council Meeting</td> </tr> <tr> <td>Monday 8 January 2018</td> <td>19:30</td> <td>Parish Council Meeting</td> </tr> <tr> <td>Monday 5 February 2018</td> <td>19:30</td> <td>Parish Council Meeting</td> </tr> <tr> <td>Monday 5 March 2018</td> <td>19:30</td> <td>Parish Council Meeting</td> </tr> </tbody> </table> <p>Post meeting note: Send to Police, put copy on notice boards and website.</p>	Day/Date	Time	Type of Meeting	Monday 3 April 2017	19:00	Annual Parish Meeting	Monday 3 April 2017	19:30	Parish Council Meeting	Monday 8 May 2017	19:00	Annual Parish Council Meeting	Monday 8 May 2017	19:30	Parish Council Meeting	Monday 5 June 2017	19:30	Parish Council Meeting	Monday 3 July 2017	19:30	Parish Council Meeting	August	No meeting		Monday 4 September 2017	19:30	Parish Council Meeting	Monday 2 October 2017	19:30	Parish Council Meeting	Monday 6 November 2017	19:30	Parish Council Meeting	Monday 4 December 2017	19:30	Parish Council Meeting	Monday 8 January 2018	19:30	Parish Council Meeting	Monday 5 February 2018	19:30	Parish Council Meeting	Monday 5 March 2018	19:30	Parish Council Meeting	
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3.22	Clarify permitted development in planning. Cllr Lancaster outlined permitted development in respect of extensions to existing buildings.	Complete																																													

4.1	To consider the following planning applications (including those applications published between agenda publication and meeting)	
	None at agenda publication.	
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
4.2.1	Variation of condition 1 on decision 16/00833/FL dated 22.06.2016 to amend internal layout, changes to windows and creation of roof terrace, Turnstone Gallery Fairhaven East Row Sandsend Ref.16/02157/FLA Status: 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, Electoral Review of the Borough of Scarborough, briefing for parish/town councils, 6 February*. Cllr Lancaster/Clerk had attended briefing, slides circulated.	Complete
5.1.2	YLCA, Scarborough Branch meeting 23 February*. Consider attendance.	Cllrs/Clerk
5.1.3	NYCC - Countryside Access Service - Public Consultation, respond by 19 March 2017*. Arrange review between Clerk, Cllrs Casson/Smith, complete and return consultation.	Clerk, Cllrs Casson/Smith
5.2	Correspondence for information (excluding financial matters that are included in 7.0)	
5.2.1	Rural Action Yorkshire, village maps and village hall plans*. Plans received for Sandsend Village Hall, pass to Lythe Village Hall.	Clerk
5.2.2	Cllr Nock, Welcome to Yorkshire - Tour de Yorkshire*.	NAR
5.2.3	Cllr Nock, Broadband*.	NAR
5.2.4	SBC, Telephone Kiosk Removal/Retention*. Confirmed removal of Goldsborough box.	NAR
5.2.5	Lythe Parish Council business - discussion(s) with the Clerk*. The Clerk had requested that Councillors should contact her prior to visiting her home to enable her to identify appropriate information. Following a full and frank debate, Cllr Lancaster reiterated that, all Councillors receive all relevant documents.	Cllrs Complete
5.2.6	YLCA, NALC DIS and Grants & Funding Bulletins*.	NAR
5.2.7	Rural Affordable Housing Schemes - Request for Case Study Examples*. Sent to Mulgrave Estate in the event that they may want to respond.	NAR
5.2.8	The latest newsletter from HRW CCG*.	NAR
5.2.9	White Rose Update January 2017 edition*. Identify appropriate sections.	Clerk
5.2.10	NYMNP, River Esk guided walks*. Placed on notice boards.	NAR
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	Feedback and discussion on the tidal surge January 2017. Include as agenda item on the March agenda.	Clerk
6.2	Poor state and bare existence of footpath running from the Causeway to the Common car park, Lythe. Following debate, it was agreed to request Clay's, who carry out grass cutting, if they would be interested in carrying out cutting back of grass from this path and also the path from the fire station to St Oswald's. Contact to determine interest and cost if appropriate. Following debate, it was agreed that the resident would monitor the amount of dog waste on the verge alongside the path. Contact resident to review.	Clerk Clerk
7.0	To receive information on Financial matters and approve spend as appropriate	
7.1	Balance of accounts. £15.75 Current, £7,216.17 Savings, both credit.	
7.2	Money received. £216.66 VAT refund.	
7.3	Money paid. £54 Computer Centre, Donations - £200 RNLI, £50 Good Neighbours, £50 Lythe Parish Council.	
7.4	Approval of Invoices. None to approve.	
7.5	Draft 2017/8 budget and inclusion of additional items. Revised precept included.	
7.6	SBC Parish Precept 2017/8*. Revised precept sent to SBC.	

7.7	Approval of Clerk's expenses to 31 January 2017. Approval of expenses of £39.18 for ink cartridges, stamps, laminating sheets was proposed by Cllr Lancaster, seconded by Cllr Casson , all agreed. Raise cheque.	Clerk
8.0	To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting Clean of Sandsend beck undertaken.	
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting None.	
10.0	To confirm details of the next Parish Council Meeting The next meeting was confirmed as Monday 6 March 2017 commencing at 19:00, Lythe Village Hall.	
Meeting closed at 20:29.		
Key: NAR = no action required.		

Judy Clark
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AGENDA ITEM 3.12

ISSUE	MULGRAVE ESTATE COMMENT(S)
Responsibility for hedge cutting	Hedge cutting is the responsibility of the person in occupation of the land – this could be ME or a tenant. Some hedges may not be cut annually if they are in a government approved countryside stewardship scheme. ME is happy to provide contact details of the responsible person should LPC raise a concern about a particular hedge.
SBC plans for the toilets, Sandsend, including potential closure.	Confirmed that ME owned the land/toilets at the base of Lythe Bank and that SBC service them. Report by SBC on future toilet provision now due to be heard by SBC Cabinet in March.
Waste from the sawmill following heavy rain,	ME confirmed that waste was kept away from banks leading to the beck but situation to be monitored.
Poor state of roads, paths and banks in the Valley, Sandsend	ME will fill pot holes if able to do so, but it should be the responsibility of the owner/occupiers.
Ownership of Lythe bus shelter	ME confirmed ownership.
Poor state of Lythe Common,	Although ME owned the main parking area, it is not willing to resurface at its own expense. Pot holes would continue to be filled as and when possible. If a replacement surface was required then ME would expect all property owners to contribute an equal share of the cost. ME would be willing to act as project managers.
Lack of waste bin in the Valley, Sandsend,	ME are happy to donate to the PC a bin and signs to help reduce dog fouling in this area. However, ME would not take on responsibility of emptying or maintaining them.
Sandsend beacon (including WW1 beacons of light, 11 November 2018),	ME are willing to consider any alternative location and would welcome suggestions from LPC. ME would be willing to assist the PC with storing the Beacon if it were to be made mobile.
Dangerous play equipment in The Valley, Sandsend,	ME to arrange for removal.
Mud/slippery surface in front of The Stiddy, Lythe,	NYCC resurfaced.
Poor state of turning circle at Kettleiness,	ME will inspect this and make any repairs required.
Ownership of the quoits pitch at Goldsborough,	ME own the pitch, discuss any action required with Cllr Cornforth at the next LPC meeting.
Estate plans for the Parish.	ME would ensure LPC invited to any exhibitions etc. re future plans.

LYTHE PARISH COUNCIL

MEETING ON MONDAY 6 MARCH 2017, COMMENCING AT 19:00 IN LYTHE VILLAGE HALL

Recording of meeting. None made.

Public question time. None.

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

Present: Cllrs H Casson, P Cornforth*, D Lancaster (Vice Chairman), J M Metcalfe, M Norman, L Smith (Chair), J A Clark* (Clerk). * Cllr Cornforth and Clerk from item 3.10 onwards.

		ACTION
1.0	To receive apologies for absence	
2.0	Minutes of last meeting	
	Minutes of the meeting held on 6 February 2017 were not confirmed as a true and accurate record due to the following; <ul style="list-style-type: none"> • Cllr Norman disagreed with the wording in 3.21 and requested that it be re-drafted. • Cllr Lloyd requested that section 3.2 be aligned. • Clarified that ME owned the land/toilets at the base of Lythe bank and that SBC service them. 	Chair/Clerk
3.0	To receive information on the following ongoing issues and decide further action where necessary	
3.1	Whitby Rural SNT police report/discussion*. Request for report to be sent as a pdf file.	Clerk
3.1.1	Vehicles speeding through Lythe and on the mid/base of Lythe Bank. Confirmed that a grant from NYMNPA for £500 applied for to assist with installation of one matrix sign with the support from Mulgrave Sports, Lythe School and Lythe Village Hall. Sign scheduled for installation in April for first six week period. Draft to the Normanby Trust to request grant towards costs. Retain on agenda.	Clerk
3.2	Planning applications, feedback to Authorities. None to feedback.	
3.3	<i>North Yorkshire CC Highways issues.</i>	
3.3.1	<i>New pedestrian footbridge, East Row, Sandsend.</i>	
3.3.2	<i>Section of pavement in Lythe requiring repair. Repairs undertaken.</i>	Complete
3.3.3	<i>Double yellow lines, particularly in Lythe/Sandsend. Contact NYH to clarify when the remainder will be completed, particularly from East Row Bridge to Tides. Post meeting note, include area behind The Boatyard development.</i>	Clerk
3.3.4	<i>Methods of preventing illegal parking; outside Sandsend (South) toilets, East Row – waiting for additional fence section. Opposite Sandside Café on East Row, Sandsend. Not progressed due to ongoing building work in the vicinity.</i>	
3.3.5	Installation of lighting columns to the North of The Boatyard development. Confirmed that this will not be progressed.	Complete
3.4	LPC Website, email addresses, policies/procedures and adherence to the Transparency Code including Audit requirements for the 2017/18 to 2021/22 Financial Years. Cllr Casson updated the Council on a meeting between himself, Cllr Smith and the Clerk which reviewed the adherence to the Transparency Code/best practice. Several minor issues were identified and will be resolved for the next financial year. Cllr Smith advised that she will ask that a small group be convened to review policies and procedures prior to submission for approval at the Annual Parish Council meeting. This will include standardising font, numbering, style etc.	Chair
3.5	Items from 'Goldsborough, Kettleless, Lythe and Sandsend walkabouts'*. Cllrs Casson, Smith and Clerk to visit Goldsborough to identify location for new bench. Clerk to request bench installation from SBC.	Cllrs Casson/Smith, Clerk Clerk
3.6	Painting of Notice boards (Sandsend, Goldsborough), benches and bus shelter (Sandsend). Contractors to commence work in Spring when weather appropriate. Retain on agenda.	Clerk
3.7	YLCA, Revised model financial regulations 2016*. Progress as a matter of urgency.	Clerk

3.8	Sandsend public conveniences. Confirmed that SBC Cabinet would not now consider report proposed closure of conveniences until May. Clerk to draft email to Cllr Nock, expressing disappointment for the delayed decision.	Clerk, Chair Vice Chairman
3.9	SBC, Beach Management sign-age*. Contact SBC to arrange for removal of fixings until new signage is installed.	Clerk
3.10	Mulgrave Estate. See attachment 1 of 1.	
3.11	SBC, Consultation - Street Trading Policy, respond by 15 February*.	NAR
3.12	YLCA, 'Battles over, a nation's tribute and WW1 beacons of light, 11 November 2018*. See Attachment 1 of 1.	
3.13	Goldsborough to Lythe lanes, channel cleansing. Progress again with SBC.	Clerk
3.14	Dates of 2017/8 LPC meetings. On notice boards and sent to NY Police.	Complete
3.15	YLCA, Scarborough Branch meeting 23 February*. No one had attended.	Complete
3.16	NYCC, Countryside Access Service - Public Consultation, respond by 19 March 2017*. Complete and return.	Cllrs Casson/ Smith, Clerk
3.17	Rural Action Yorkshire, village maps and village hall plans*. A second batch had been received, pass to Lythe Village Hall and St Mary's Committees.	Clerk
3.18	White Rose Update January 2017*. Review, discuss with Chair/Vice Chairman	Clerk, Chair/ Vice Chairman
3.19	Feedback and discussion on the tidal surge January 2017. Following debate, it was agreed that the multi-agency plan currently in place would not be improved, at this stage, by the development of a Lythe Parish plan.	Complete
3.20	Poor state and bare existence of footpath running from the Causeway to the Common car park. Confirmed that Clay, who carry out grass cutting, were unable to undertake this due to other commitments. The Clerk had approached another party and requested two separate quotes for cutting back verges, one for the above and one from Lythe Fire Station to St Oswald's church. Circulate quotations when received.	Clerk
3.21	Waste bins. The Chair confirmed that a discussion/'walkabout' around Sandsend had taken place with a representative of SBC. The purpose of this was to review existing waste bin locations and identify any gaps. It is hoped that within the Wits End car park, two large bins will be provided to alleviate last years problem of overflowing waste bins. SBC also advised that if a waste bin was provided by Mulgrave Estate in The Valley, Sandsend, they would empty it at a cost of £5-£7/visit. Following a debate it was agreed the rubbish situation in The Valley over the Easter period to determine if there really is a problem. Retain on agenda.	Cllrs Clerk
4.1	To consider the following planning applications (including those applications published between agenda publication and meeting)	
4.1.1	16/02555/FL Raithwaite development, impact on Lythe Parish only. Following debate it was agreed that the Clerk would draft a response for comments by Cllrs following which a final response would be sent to SBC. "Many thanks for including Lythe Parish Council in the consultation process. I confirm that this planning application was discussed at the Lythe Parish Council meeting on 6 March 2017 and whilst the Council felt that it was inappropriate to comment on the environmental impact, please find comments below on the proposal. The main concerns that the Council had were regarding the; <ul style="list-style-type: none"> • strain that would be placed on the already extremely limited parking facilities, particularly within Sandsend and the approaches to the village, to cope with the number of additional visitors. There has been a significant amount of illegal parking within the village, particularly during busy periods, especially in the Summer months. • public convenience facilities in Sandsend, that are not only under 	Clerk/Cllrs Clerk

	<p>threat of closure, but also lack up to date facilities required by visitors e.g. facilities for the disabled and baby changing.</p> <ul style="list-style-type: none"> ability of the 'shuttle' bus service from the proposed development to/from Whitby to cope with the proposed volume of visitors nor does it include proposals to/from Sandsend and beyond. This could result in it being near impossible for parishioners to get a bus to their homes in parish villages and will exacerbate the overcrowding on some of the X4 public service buses". <p>The Council has been invited to attend Newholm cum Dunsley Parish Council meeting on 20 March, Cllrs/Clerk to attend if able and report back at the next meeting.</p>	Cllrs/Clerk
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date	
4.2.1	<p>16/02465/LB & 16/02465/FL, Jasmine Cottage The Old Steps The Parade Sandsend Refurbishment of existing house, Permitted with conditions. Following concerns expressed by Parishioners, the Clerk said that SBC had confirmed that prior to any building work commencing a plan for access/egress to the site is required.</p> <p>Noted that SBC no longer sends out neighbour consultation letters relying on press and or public notices to publicise applications.</p>	
4.2.2	16/02422/NMA Non material amendment to 07/01292/FL, former Boatyard, Sandsend. Permitted with conditions.	
4.2.3	16/02175/FL Sandside Café, Sandsend, Erection of extension to side elevation and installation of decking. 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	Coastal Area Parish Forum - Tuesday, 4 April 2017 at 7pm at Loftus Town Hall*.	NAR
5.1.2	Potential Landscape Partnership - Request for Agenda Slot*. As the Council did not own any land, send information to Mulgrave Estate and NYMNPA. Invite representative to a Parish Council meeting (maximum 10 minute slot), June meeting onwards.	Clerk Clerk
5.1.3	NHS, Better Health Programme events*.	NAR
5.2	Correspondence for information (excluding financial matters that are included in 7.0)	
5.2.1	NHS, Local health services thanked for performance throughout winter but staff and patients urged to remain vigilant	NAR
5.2.2	'Thank you' letter re co-option process. The Clerk read out the letter received.	NAR
5.2.3	SBC, Scarborough Borough Local Plan 2011/2032: Recommendations of Inspector*.	NAR
5.2.4	Cllr Nock, Cabinet Members appointment*.	NAR
5.2.5	NHS, Campaign launched to help reduce local NHS medicines waste*.	NAR
5.2.6	Cllr Nock, Tour de Yorkshire*.	NAR
5.2.7	YLCA, Neighbourhood Plans - Planning Authority issues*.	NAR
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	Defibrillator, Sandsend. Following the recent fatality, the Chair outlined the discussion she had had with Mrs Lloyd regarding the lack of use of the equipment. Cllr Lloyd confirmed that there was an investigation being carried out to determine why no mention of a defibrillator was made during the emergency telephone calls. Mrs Lloyd is investigating the possibility of further/refresher training and the potential changes to signage. The inclusion of Lythe residents in this training is also required. Retain on agenda.	Clerk

7.0	To receive information on Financial matters and approve spend as appropriate							
7.1	Balance of accounts. £695.57 Current, £6321.17 Savings, both credit.							
7.2	Money received. £0.							
7.3	Money paid. £66.00 Conversion Company (paid to Clerk who had paid the invoice in cash), £39.18 Clerk's expenses, £110.00 Village Hall hire.							
7.4	Approval of invoices. Covered in 7.6.							
7.5	Clerk's expenses to 31 January 2017. Paid.	Clerk						
7.6	Approval of Clerk's SLCC membership subscription. Proposed by Cllr Metcalfe, seconded by Cllr Smith, all agreed that £55.00 fee be paid. Raise cheque.	Clerk						
7.7	Approval of Clerk's fees October 2016 – March 2017. Approval of £600.00 fees proposed by Cllr Casson, seconded by Cllr Lancaster, all agreed. Raise cheque.							
8.0	To receive information on actions, routine and/or urgent, carried out by the Clerk and/or Councillors on behalf of LPC outside formal meeting A number of items carried out, including reporting of repair required to Sandsend Bridge and planning related issues.							
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting							
9.1	Erection of outbuilding on land adjacent to The Marstalls, The Valley, Sandsend.							
9.2	Replacement windows at Beckside, The Valley, Sandsend.							
10.0	Details of the next meeting and the Annual Parish meeting confirmed as follows. <table border="1" data-bbox="225 936 1155 1010"> <tr> <td>Monday 3 April 2017</td> <td>19:00</td> <td>Annual Parish Meeting</td> </tr> <tr> <td>Monday 3 April 2017</td> <td>19:30</td> <td>Parish Council Meeting</td> </tr> </table> <p>In addition to the Parish Council, invite representatives from the following organisations; Mulgrave Sports, Lythe Gardening Club, Lythe Community Shop, Fire Brigade (wrt first responder), Mulgrave Estate, Chairman of St Mary's Save our Church, Mulgrave Bowling Club.</p>	Monday 3 April 2017	19:00	Annual Parish Meeting	Monday 3 April 2017	19:30	Parish Council Meeting	Clerk
Monday 3 April 2017	19:00	Annual Parish Meeting						
Monday 3 April 2017	19:30	Parish Council Meeting						
Meeting Closed at 20:51								

*circulated via email.

Judy Clark

Clerk to the Council

Lythe Parish Council

c/o Cliff View, East Row

Sandsend, North Yorkshire YO21 3SU

Email: clerk@lytheparishcouncil.org

Website: www.lytheparishcouncil.org

UPDATE (AS AT 6 MARCH 2017) ON ISSUES DISCUSSED WITH MR R CHILDERHOUSE, MULGRAVE ESTATE (ME), AT LYTHE PARISH COUNCIL

Issue	Comment/Action	Action/Outcome
Responsibility for hedge cutting.	Confirmed that ME had overall accountability for hedge cutting whether themselves or tenant farmers. ME to supply names of tenant farmers to LPC.	Complete
SBC plans for the toilets, Sandsend, including potential closure.	Confirmed that ME owned the land/toilets at the base of Lythe bank and that SBC service them. Report by SBC on future toilet provision now due to be heard by Cabinet in May.	Complete
Waste from the Sandsend sawmill, following heavy rain.	ME confirmed that waste was kept away from banks leading to the beck but situation to be monitored.	Complete
Poor state of roads, paths and banks in the Valley, Sandsend.	<ul style="list-style-type: none"> • Roads/paths where main property owners were not ME were not/ would not be maintained by ME, although they would continue to fill in potholes. • Recent tidal surge that had a negative impact on the Valley Bank, particularly near goat area and also damage to gabion baskets would be assessed by ME to see what needs fixing. 	Complete
Poor state of stretch of road from Lythe Bank to Woodlands.	Roads/paths where main property owners were not ME were not/ would not be maintained by ME, although they would continue to fill in potholes.	Complete
Lack of waste bin in the Valley, Sandsend.	ME would place waste bins in the Valley, although they would not be responsible for emptying them. Following debate it was agreed that this was not appropriate at present. It was however agreed to monitor the situation, particularly over the Easter period. They would erect signs asking owners to pick up dog waste.	
Location of Sandsend beacon (including WW1 beacons of light, 11 November 2018).	Cllr Norman reported that he felt that the beacon could be refurbished. It was felt that the beacon could be better seen if it was in a different location. ME suggested it would be a good place near Station House. It was also felt it would be good for it to be a mobile beacon and ME could store if required. Cllr Casson to photograph suggested location for mobile beacon and circulate photographs to the Council.	
Dangerous play equipment in The Valley, Sandsend.	ME to arrange for removal.	
Ownership of Lythe bus shelter.	ME confirmed that they owned the	

	shelter. Confirm with ME that future repairs would be referred to them. Clerk to send an email to ME confirming this.	
Poor state of Lythe Common surface.	Roads/paths where main property owners were not ME were not/ would not be maintained by ME, although they would continue to fill in potholes. Could divert traffic such as farm traffic, gamekeeper vehicles etc away from the Common if required. Should owners of properties wish to have the Common resurfaced, ME would act as project managers if required.	
Mud/slippy surface in front of The Stiddy, Lythe.	ME had reviewed this and were unable to identify an issue. LPC confirmed that this could be that drains further up the main road had been fixed.	Complete
Poor state of turning circle at Kettleness.	ME will inspect this and make any repairs required.	
Ownership of the quoits pitch at Goldsborough.	ME own the pitch, discuss any action required with Cllr Cornforth at the next LPC meeting. Clerk to contact ME to clarify any future plans.	
Estate plans for the Parish.	ME would ensure LPC invited to any exhibitions etc. re future plans.	Complete

DRAFT