

**LYTHE PARISH COUNCIL**

**MEETING, MONDAY 4 DECEMBER 2023, COMMENCED AT 18:30, LYTHE VILLAGE HALL**

**Recording of meeting:** None made.  
**Public question time:** None present.  
**Present:** Councillors S Blackwell, J Braime, J Morris, L Smith (Chairman), I Suckling, J A Clark (Clerk).

ITEM	SUBJECT	ACTION
<b>1.0</b>	<b>Councillor Issues</b>	
1.1	To receive declaration of interest(s) by members. Non pecuniary declaration of interest were made by Cllrs SB and JM in any items related to Mulgrave Estate.	To note
1.2	Non-attendance of Councillors <ul style="list-style-type: none"> <li>To receive and note apologies from councillors who are unable to attend the meeting.</li> <li>To consider reasons for absence provided by councillors who cannot attend and resolve the council's acceptance of these if felt relevant.</li> </ul> Apologies were received from Cllrs PC and TS and the reason approved by the Council.	To note
<b>2.0</b>	<b>Minutes of meetings</b>	
2.1	To confirm the minutes of the meeting held on 6 November 2023. <b>RESOLVED</b> to confirm the minutes of the meeting held on 6 November and obtain the Chairman's signature.	Clerk
<b>3.0</b>	<b>To receive information on the following ongoing issues and resolve further actions</b>	
3.1	Police and speeding related activities.	
3.1.1	Police Report. <b>RESOLVED</b> to circulate when received.	Clerk
3.1.2	Action plan to reduce number of speeding vehicles. The Clerk reported that at least two data loggers had been deployed in Sandsend. <b>RESOLVED</b> to check whether one had been deployed in Lythe. <b>RESOLVED</b> to continue to progress data logger deployment. <b>RESOLVED</b> to retain on the agenda until data loggers installed, data received and action plan developed/implemented.	Clerk Clerk
3.2	Planning applications to feedback to Authorities.	
3.2.1	NYM/2023/0677 Construction of porch canopy at Speedwell House, Red Lion Square, Lythe. Feedback sent.	Complete
3.3	Parish 'Items to address.' <b>RESOLVED</b> to continue to progress, update and circulate.	Clerk
3.4	Development of new LPC website. <b>RESOLVED</b> to confirm final website with the Computer Centre developer incorporating the amendments suggested by Cllrs JB and LS. Noted that updates will be required once the new site is up and running.	Clerk To note
3.5	LPC bench painting. Two new benches purchased (£834.53), and installed (£200.00) on Lythe Common. <b>RESOLVED</b> to arrange for staining of three Sandsend benches in Spring 2024.	Clerk
3.6	Clearing pathway from the Lythe Fire Station to St Oswald's. Work undertaken by Parish Council members.	Complete
3.7	Motorhome/campervan parking, A174 Sandsend to Whitby layby, Sandsend, Sandsend (behind Sandsend South toilets) and Wits End car park. <b>RESOLVED</b> to retain on agenda until consultation live.	Clerk
3.8	East Row car park, safe access/egress. <b>RESOLVED</b> to retain on agenda until work complete. Noted that this also covered in 6.6.	Clerk
3.9	Register of Interest, new forms*. Forms completed and sent to NYC.	Complete
3.10	'Off to a Flying Start' training event. The Clerk reported that Cllr JB had been booked on to the 11 January Part 1 event.	Complete

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3.11	Christmas trees, including donation of trees by ME, installation, lighting/carol event, school involvement. The Clerk reported that; <ul style="list-style-type: none"> <li>Trees had been collected and installed, and one set of lights added to each tree with a further set to be added when firefighters available. Three set sets of lights had had to be purchased as one set from previous year was broken and unrepairable.</li> <li>Tree lighting at Lythe with children had been postponed from 1 to 4 December due to adverse weather conditions. Noted that Cllr JM had switched on the lights at the event which was well attended considering poor weather.</li> <li>Lord and Lady Normanby along with representatives from ME had been invited to attend but were unable to due to either being out of the county or because of other commitments.</li> </ul>	To note
3.12	Housing Strategy consultation, respond by 11 December 2023*. <b>RESOLVED</b> to approve the draft response and send to NYC.	Clerk
3.13	Polling District Review consultation, respond by 13 November 2023*. Response sent.	Complete
3.14	North Yorkshire Council, Let's Talk Money, respond by 18 December 2023*. <b>RESOLVED</b> to respond on an individual basis and add the poster to the website.	Cllrs/Clerk
3.15	NYMNPA, North York Moors Dark Skies Supplementary Planning Document, respond by 4 December 2023*. Response sent.	Complete
3.16	Lythe bus shelter. The Clerk reported that the individual who had raised this had been given a letter outlining the LPC resolution.	Complete
<b>4.0</b>	<b>Planning Issues</b>	
<b>4.1.</b>	<b>To consider the following planning applications</b>	
4.1.1	NYM/2023/0709, Lythe Community Shop Ltd, High Street, Lythe. Application for advertisement consent for the permanent display of two non- illuminated signs (submission prior to expiration of NYM/2018/0774/AD) at Lythe Community Shop Ltd, High Street, Lythe. <b>RESOLVED</b> no objections, advise NYMNPA.	Clerk
<b>4.2</b>	<b>To receive the following planning decision, full information on relevant websites.</b>	
	NYM/2023/0476 alterations to building and change of use from light industry (E(g)) to three retail units (Use Class E(a)) at Former Sawmill (Fossil Workshop), East Row, Sandsend, Lythe. Granted with conditions.	To note
<b>5.0</b>	<b>Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)</b>	
<b>5.1</b>	<b>Correspondence requiring decisions</b>	
5.1.1	NYC, <ul style="list-style-type: none"> <li>Household Waste Recycling Centre (HWRC) Consultation, respond by 31 January 2024*. <b>RESOLVED</b> to respond as individuals.</li> <li>Draft Statement of Community Involvement, respond by 22 December 2023*. <b>RESOLVED</b> that as the Statement was comprehensive, advise NYC no comments.</li> </ul>	Council
5.1.2	<ul style="list-style-type: none"> <li>NYMNPA Undergrounding of Overhead Electricity Lines*. <b>RESOLVED</b> to contact NYMNPA to support the work, including the prospect that BT lines may go undergrounds whilst groundworks undertaken.</li> </ul>	Clerk
<b>5.2</b>	<b>Correspondence for information (excluding financial matters included in 7.0)</b>	
5.2.1	YLCA <ul style="list-style-type: none"> <li>White Rose Bulletin 3, 17 November 2023*.</li> <li>Information Bulletin &amp; Training 9 November*.</li> <li>Information Requests/Vacancies Bulletin 24 November and Training Bulletin*.</li> </ul>	NAR
5.2.2	NALC <ul style="list-style-type: none"> <li>Chief Executive's bulletins 9, 16, 23 November 2023*.</li> </ul>	NAR
5.2.3	Commissioner Zoë <ul style="list-style-type: none"> <li>Thanks Chief Fire Officer and his team for significant progress against His Majesty's action plan*.</li> </ul>	NAR
<b>6.0</b>	<b>To agree actions on issues raised by Councillors and/or submitted to the Clerk</b>	
6.1	To review the draft Policy on Public participation at a Parish Council meeting and adopt. <b>RESOLVED</b> to adopt and add to LPC website.	Clerk

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6.2	To receive a verbal report on the difficulties of recruiting Volunteer Firefighters. <b>RESOLVED</b> to include on the next agenda.	Clerk												
6.3	To consider the need for a LPC Facebook page and consider if further action is necessary. <b>RESOLVED</b> to include on the next agenda.	Clerk												
6.4	To receive a verbal report on the need for a digital/parishioner engagement strategy and consider if further action is necessary. <b>RESOLVED</b> to circulate the Sleights newsletter and include as a basis for discussion on the next agenda.	Cllr JM Clerk												
6.5	To review the draft 2024 meeting dates/times for adoption. <b>RESOLVED</b> to adopt the draft circulated and add to the website. NB: meetings on the first Monday of the month apart from on Bank Holidays.	Clerk												
6.6	To review the draft 2024 Sandsend defib check dates/people for adoption. <b>RESOLVED</b> to adopt.	Complete												
6.6	To receive a verbal report/update on East Row road-bridge footpath and consider if further action is necessary. <b>RESOLVED</b> to arrange a meeting between NYH and LPC representatives to discuss safety concerns regarding; East Row car park access/egress and footpath on East Row road bridge.	Clerk												
<b>7.0</b>	<b>To receive information on financial matters and approve spend</b>													
7.1	Balance of accounts @ 28/11/23 <table border="1" data-bbox="215 779 646 853"> <tr> <td>Savings</td> <td>£11,634.94</td> </tr> <tr> <td>Current</td> <td>£0.05</td> </tr> </table>	Savings	£11,634.94	Current	£0.05									
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7.4	Invoices, processed. As above.													
7.5	Invoices for approval (at agenda publication). <ul style="list-style-type: none"> <li>Reimbursement of £45 to the Clerk for payment to the Computer Centre to resolve issues with webcam on LPC computer.</li> <li>Lythe Village Hall hire, £11.00, 06/11/23.</li> <li>TDP, £834.53, 2 x 1.5m Peak Benches.</li> </ul> Invoices for approval (post agenda publication). <ul style="list-style-type: none"> <li>John Noble Ltd, £200 for the collection of new benches from Sandsend, removal of and disposal of old benches on Lythe Common and installation of new benches.</li> <li>The Clerk, £77.99, reimbursement for the purchase of a set of Christmas tree to replace a broken set. NB: request to the supplier to reimburse £8.99 shipping charge as not delivered to agreed timescale.</li> </ul> <b>RESOLVED</b> to approve the invoices and arrange payment.	Clerk												
7.6	Approval of contribution towards maintenance of St Oswald's churchyard. <b>RESOLVED</b> to approve a contribution of £272.00 and arrange payment.	Clerk												
7.7	Requirements for financial spend across the Parish, including budget/precept for the 204/5 financial year. NB: Precept requested needed by NYC by 31 December 2023. Discussion held on financial spend forecast for the current financial year and requirements for 2025 spend. <b>RESOLVED</b> to request a precept of £6,600, an increase of 7.5% that was the forecast for Consumer Price index.	Clerk												

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7.8	To agree the Clerk's revised salary. <b>RESOLVED</b> that the Clerk's salary would be increased in line with NJC conditions.	Complete
<b>8.0</b>	<b>To notify the Clerk of matters for inclusion on the agenda of the next meeting</b>	
	None.	
<b>9.0</b>	<b>To confirm the details of the next meeting</b>	
	The next meeting was confirmed as Monday 8 January 2024, 18:30, Lythe Village Hall.	
	..... Meeting closed at 19:37.	

\*Circulated via email.

Judy Clark, Clerk to the Council, Lythe Parish Council.

Email: [clerk@lytheparishcouncil.org](mailto:clerk@lytheparishcouncil.org)

Glossary			
AGAR	Annual Governance and Accountability Return	NYFRS	North Yorkshire Fire and Rescue Service
CCG	Clinical Commissioning Group	NYH	North Yorkshire Highways
CiLCA	Certificate in Local Council Administration	NYMNP	North Yorkshire Moors National Park Authority
FOLS	Friends of Lythe School	PCC	Police and Crime Commissioner
LPC	Lythe Parish Council	SLCC	Society of Local Council Clerks
LSPCC	Lythe & Sandstead Parochial Church Council	TRO	Traffic Regulation Order
NAR	No action required	YAS	Yorkshire Ambulance Service
ME	Mulgrave Estate	YLCA	Yorkshire Local Councils Association
NYC	North Yorkshire Council		