

**LYTHE PARISH COUNCIL**

**MEETING, MONDAY 6 MARCH 2023, COMMENCED AT 18:30, LYTHE VILLAGE HALL**

**Recording of meeting:** None made.  
**Public question time:** None present.  
**Present:** Councillors S Blackwell, D Lancaster, J Morris, L Smith, T Spark, I Suckling.  
 Clerk J A Clark.  
**Absent:** Councillor Cornforth.

ITEM	SUBJECT	ACTION
<b>1.0</b>	<b>Councillor Issues</b>	
1.1	To receive declaration of interest(s) by members. Non pecuniary declarations of interest made by Cllrs Blackwell, Morris and Spark in any item related to Mulgrave Estate. A pecuniary interest declared by Cllr Suckling in relation to any item related to the Doctors surgery.	To note To note
1.2	Apologies for absence, including approval by the Council of the reason. None.	NAR
<b>2.0</b>	<b>Minutes of meetings</b>	
2.1	To confirm the minutes of the meetings of 4 October 2022 and 7 February 2023. <b>RESOLVED</b> to approve the minutes and obtain 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	Matrix signs, data feedback and action plan to reduce number of speeding vehicles. The Clerk advised that data logger installation had been requested for three places - Lythe, Sandsend and from Raithwaite to Raven Hill. <b>RESOLVED</b> to retain on the agenda until installed and data received to enable the police/NYH to discuss any speed reduction methods. As no response had been received to requests for implementing a community speed watch, <b>RESOLVED</b> to continue to pursue.	Clerk  Clerk
3.2	Planning applications to feedback to Authorities. None.	NAR
3.3	Parish 'items to address'. Updated spreadsheet circulated. <b>RESOLVED</b> to continue to progress and retain on the agenda.	Clerk
3.4	Benches along East Row beck, including sponsorship, additional plaques, groundworks. The Clerk advised that the sponsors had been notified that their sponsorship and bench inscription confirmed. ME advised that the bench currently in place would be removed by SBC and a new one placed by LPC and that SBC had removed the bench. <b>RESOLVED</b> to accept the quotation from Nobles for groundworks and to progress work. <b>RESOLVED</b> to accept the quotation from Vinyl signs for signage and to progress work.	Clerk Clerk
3.5	Civility & Respect (C&R) project charter, policy. The Clerk confirmed that she had attended training. <b>RESOLVED</b> that as Council members should be/are respectful, the Council would not formally sign up to the charter at present.	Complete
3.6	Cllr Training. <b>RESOLVED</b> that Cllr SB would attend 'Off to a flying start' when able and would advise the Clerk of her availability so that an event booking could be made. Following on from the recent NYH meeting (see 3.8) where topic areas of road safety/safety had been debated, Cllr IS felt that he would still benefit from further guidance, <b>RESOLVED</b> to book him on Road Safety and Speeding Concerns Webinar on 9 March.	Cllr SB/ Clerk  Clerk/ Cllr IS
3.7	Notice board, Lythe. Noted that ME had promptly removed the two old boards and installed the new one for Parish Council and community use. Noted that a 'thank you' email sent to the Estate.	Complete
3.8	NYH meeting, out-with monthly LPC meeting. Five Council members had attended the session where they had received comprehensive information on Highways activities from a highways/highway safety professional. The topics also covered speed reduction needs/methods. The meeting also allowed Council members to ask LPC questions and receive answers, e.g., pedestrian crossing, fencing, parking etc, one ways system speeding limits.	Complete

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3.9	NYCC, Draft Parish Charter Consultation*. Questionnaire completed and returned.	Complete
3.10	YLCA, Scarborough Branch Meeting - Thursday, 9 February 2023*. Noted that the Clerk had attended remotely and had circulated planning slides from the event.	Complete
3.11	YLCA, NYCC Climate Change Strategy draft for Consultation, 13 February at 18:30*. Noted that no member had been available to participate in the Teams session.	Complete
3.12	Commissioner Zoë, survey, Whitby to see how safe residents feel in town centre at night*. Item added to LPC website.	Complete
3.13	Flooding on Low Lane, Goldsborough. <b>RESOLVED</b> to take a photograph of the area and send to the Clerk to enable it to be reported to NYH.	Cllr PC/ Clerk
3.14	Additional small refuse bin in Lythe between Wayside Cottage and the matrix sign. <b>RESOLVED</b> to progress request for additional bin with SBC.	Clerk
<b>4.0</b>	<b>Planning Issues</b>	
<b>4.1.</b>	<b>To consider the following planning applications</b>	
4.1.1	22/01751/FL Change of use from Restaurant/Hotel (Class E) to residential dwelling (Class C3). Estbek House East Row Sandsend. <b>RESOLVED</b> that there were no objections and SBC would be advised of this.	Clerk
4.1.2	22/02494/LB Change of use from Restaurant/Hotel (Class E) to residential dwelling (Class C3). Estbek House East Row Sandsend. <b>RESOLVED</b> that there were no objections and SBC would be advised of this.	Clerk
<b>4.2</b>	<b>To receive the following planning decision, full information on relevant websites.</b>	
4.2.1	None at agenda publication.	
<b>5.0</b>	<b>Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)</b>	
<b>5.1</b>	<b>Correspondence requiring decisions</b>	
5.1.1	YLCA Training programme April – June 2023*. Covered in 3.6.	NAR
<b>5.2</b>	<b>Correspondence for information (excluding financial matters included in 7.0)</b>	
5.2.1	YLCA	
	• White Rose Bulletins 3, 17 February 2023.*.	NAR
	• Law and Governance Bulletin 13 February 2023*.	NAR
	• Planning Material Considerations*.	NAR
5.2.2	NALC	
	• Chief Executive's bulletins 3, 10, 17, 24 February 2023*.	NAR
5.2.3	NYCC	
	• 2 North Yorkshire Council - launching 1st April*.	NAR
5.2.4	Commissioner Zoë's Quarterly Engagement Blog Post and Newsletter February 2023*.	NAR
<b>6.0</b>	<b>To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk</b>	
6.1	Development of new LPC website. The Clerk reported that she had contacted The Conversion Company Ltd for development and maintenance costs for a new website. <b>RESOLVED</b> to discuss the need for a new website with H Casson who had developed the current website and feedback at the next meeting.	Cllr SB/ Clerk
<b>7.0</b>	<b>To receive information on financial matters and approve spend</b>	
7.1	Balance of accounts (both credit) @ 27/02/23	
	Savings	£10,988.33
	Current	£0.05
7.2	Money received	
		£0.00
7.3	Money paid	
	£36.00	Reimbursement to Clerk for fee paid to the Computer Centre, OneDrive configuration.
	£9.16	Lythe Village Hall, hire January 2023.
7.4	Invoices, processed. See above.	

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7.5	Invoices for approval (at agenda publication). <ul style="list-style-type: none"> <li>Greenbarnes, noticeboard £1,416.49.</li> <li>Lythe Village Hall, hire, February 2023, £7.33.</li> <li>TDP Ltd, £558.55, bench purchase.</li> <li>The Conversion Company Ltd, £105.00, Domain/Hosting for 2023.</li> </ul> Post agenda publication, invoice had been received from SLCC for £73.00 Clerk's membership. <b>RESOLVED</b> to approve and arrange payments.	Clerk
8.0	<b>To receive information on actions, routine and/or urgent, carried out by Council members on behalf of LPC outside meeting (include where known prior to meeting).</b>	
	None.	
9.0	<b>To notify the Clerk of matters for inclusion on the agenda of the next meeting</b>	
	Litter picking, including purchase of bin liner frames.	
10.0	<b>To confirm the details of the next meeting and the Annual Parish Assembly.</b>	
	The next meeting was confirmed as Tuesday 4 April after the Annual Parish Assembly that was due to commence at 18:00. <b>RESOLVED</b> to add notice to Lythe & Sandsend Facebook site.	Clerk/ Cllr TS
	..... Meeting closed at 19:24	

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