

**LYTHE PARISH COUNCIL
MEETING, TUESDAY 6 DECEMBER 2022, COMMENCED AT 19:00, LYTHE VILLAGE HALL**

Recording of meeting: None made.
Public question time: None present.
Present: Councillors S Blackwell, D Lancaster, J Morris, L Smith, J A Clark (Clerk)

ITEM	SUBJECT	ITEM
1.0	Councillor Issues	
1.1	To receive declaration of interest(s) by members. Non pecuniary declaration of interest was made by Cllrs SB, JM in any item related to Mulgrave Estate. The Clerk left the meeting room for item 7.7.	To note To note
1.2	Apologies for absence, including approval by the Council of the reason. Apologies were received from Cllrs P Cornforth, T Spark and I Suckling, RESOLVED to approve the reasons.	NAR
2.0	Minutes of meetings	
2.1	The minutes of the meeting of 1 November 2022 were confirmed as true and accurate, RESOLVED to add the LPC website. As there were not enough Cllrs present who had been at the meetings of 2 August and 4 October, RESOLVED that the accuracy of the minutes would be confirmed at the next relevant meeting.	Clerk Clerk/Cllrs
3.0	To receive information on the following ongoing issues and resolve further actions	
3.1	Police and speeding related activities.	
3.1.1	Police Report. RESOLVED to circulate when received.	Clerk
3.2	Planning applications to feedback to Authorities.	
	None.	
3.3	Parish 'items to address'. Updated spreadsheet circulated. RESOLVED to continue to progress and retain on the agenda.	Clerk
3.4	Siting of benches along East Row beck. The Clerk advised that the meeting with a potential sponsor in November to discuss sponsorship of a bench had been cancelled by the individual, RESOLVED to await further contact from them. The Clerk reported that she was awaiting quotation from Vinyl Signs for the bench plaques, RESOLVED to progress again.	Complete Clerk
3.5	Matrix signs, data feedback. RESOLVED to progress further.	Cllr SB/Clerk
3.6	Village improvement grant. The Clerk confirmed that the log rolls had been installed on behalf of LPC by a parishioner on two planters in Lythe, RESOLVED to send a formal thank you to him. Bulbs and plants had been purchased with a spend of £53.92, noted that this was c.£20 more than originally approved due to need for more top soil.	Clerk
3.7	Overnight parking of motorhomes in the main Sandsend car park & in the layby to Whitby. RESOLVED to add to the agenda in either February/March 2023, unless information received in the intervening period.	Clerk
3.8	X4/X4A, request for additional services on Sundays/Bank Holidays during holiday period. RESOLVED to progress again and add to the agenda in either February/March 2023, unless information received in the intervening period.	Clerk
3.9	Civility & Respect project – charter, policy*. RESOLVED to attend training when an event became available.	Clerk
3.10	Training for new Cllrs. Noted that the remaining new Cllr, Cllr SB, was scheduled to attend training in January.	To note Clerk
3.11	Notice board, Lythe, including grant application. The Clerk reported that ME had offered assistance in installing the new board which was appreciated but were unable to assist financially with purchase. The order for the board had been placed and delivery expected towards the end of January 2023. RESOLVED to contact ME for installation assistance when delivery date confirmed. RESOLVED that the board header would be LYTHE PARISH, any other signage to differentiate between LPC and community would be added within the board. RESOLVED to request Vinyl Signs for a quotation when the board is received. The Clerk reported that a £1,000 had been applied for, and received, from NYCC locality budget via Cllr Chance.	Clerk Clerk To note

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3.12	Parking, doctor's surgery. The Clerk confirmed that following advice from YLCA, LPC could not progress the parking request further as it did not own any land to offer for parking. RESOLVED that any discussions should therefore be held between the doctor's surgery and NYH. Following discussion regarding a highway stopping up order for this land, RESOLVED that LPC would not support such an order and NYH would be advised accordingly.	Complete Clerk
3.13	Litter picking, dates/plan. RESOLVED that this may be arranged in the future when required.	Complete
3.14	Meeting with Zoe Metcalfe and Asst Chief Constable Mike Walker 29 November*. The Clerk confirmed that no questions had been received from Cllrs for this meeting.	Complete
3.15	Backing up data from LPC computer. RESOLVED that the Clerk to discuss with the Computer Centre.	Clerk
3.16	20's plenty for North Yorkshire, request for Phase 1 of 20s Plenty roll-out in N Yorkshire*. The Clerk confirmed that she had advised 20's plenty that LPC should be included in their campaign branch, this confirmation had also been sent to the leader of NYCC and County Cllrs Chance and Duncan.	Complete
3.17	Christmas trees, Lythe and Sandsend. The Clerk confirmed that; <ul style="list-style-type: none"> Retained Firefighters had installed the trees/lights, including a replacement for the Lythe tree. A short carol event, arranged by Friends of Lythe School, had been held around the Lythe tree on 1 December to coincide with switching on of the tree lights. 	Complete Complete
3.18	Sandsend defibrillator, future reporting requirements*. The Clerk advised that she had met with Cllr IS to ensure he knew how to check the defibrillator. Reporting requirements had also been re-circulated.	Complete
4.0	Planning Issues	
4.1.	To consider the following planning applications	
4.1.1	NYM/2022/0699 Creation of two storm water retention basins, one wildlife pond and one wetland habitat at land at Overdale Farm, Goldsborough. RESOLVED that there were no objections and NYMNPA would be advised.	Clerk
4.1.2	2/02146/LB Replacement of existing timber windows with new double glazed timber sliding sash windows, to front elevation, Langholm East Row Sandsend. RESOLVED that there were no objections and SBC would be advised.	Clerk
4.2	To receive the following planning decision, full information on relevant websites.	
4.2.1	NYM/2022/0518, land to the rear of Holly Cottage and Meadowfield House, Lythe. Demolition of three garages/outbuildings, construction of two principal residence dwellings, associated parking/amenity spaces with creation of 25 space car park for use by The Stiddy Public House and landscaping works. Approved with conditions.	To note
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 <ul style="list-style-type: none"> Invitation to town and parish councils to submit expressions of interest in managing services and assets on behalf of North Yorkshire Council*. RESOLVED that LPC was not in a position to manage service/assets and no interest would be submitted. 	Complete
5.2	Correspondence for information (excluding financial matters included in 7.0)	
5.2.1	YLCA <ul style="list-style-type: none"> White Rose bulletins 28 October, 11, 25 November 2022*. Law and Governance November Bulletin*. Timetable for adoption of the parish charter for North Yorkshire Council*. 	NAR NAR NAR
5.2.2	NALC <ul style="list-style-type: none"> Chief Executive's bulletins 21, 28, October, 4, 11, 18, 25 November 2022*. 	NAR
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk	
6.1	Stile in Lythe. The Clerk confirmed that the Senior Ranger at NYMNPA would review the stile to determine if it was on a public right of way and if any design changes were needed. RESOLVED to retain on the agenda until response received.	Clerk

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6.2	Proposed change of dates/times for future meetings. In order that as many LPC members could attend meetings, RESOLVED that meetings would alternate between Monday/Tuesday evenings, commencing at 18:30. RESOLVED to book dates with Village Hall and update website. RESOLVED to review on an ongoing basis.	To note Clerk Clerk/Cllrs															
6.3	2022/3 budget spend to date and forecast, 2023/4 precept financial requirement*. RESOLVED to circulate options for financial changes in precept. RESOLVED to review spend vs budget and spend requirements for the next financial year.	Clerk Clerk/Cllrs															
6.4	NYH meeting, out-with monthly LPC meeting. NYH had confirmed that a representative could attend a meeting to outline NYH issues and discuss LPC issues, the meeting would need to be during the day. RESOLVED that whilst not all members would be able to attend, during the day, a suitable date/time would be arranged.	Clerk															
6.5	Photographs of Councillors for website. RESOLVED to take a group photograph to further promulgate who LPC were.	Clerk															
6.6	WhatsApp group for Councillors. RESOLVED to arrange an LPC WhatsApp group to enable prompt communications between members for urgent issues.	Clerk/Cllr JM															
7.0	To receive information on financial matters and approve spend																
7.1	Balance of accounts (both credit) @ 4 December 2022																
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7.4	Invoices, processed. See above.																
7.5	Invoices for approval (at agenda publication). RESOLVED to reimburse £53.92 to the Clerk for purchase of top soil/compost/bulbs/plants for two Lythe planters and arrange payment.	Clerk															
7.6	Payment of six months fees/tax for Clerk. Payments made.	Complete															
7.7	Proposed salary increase for Clerk for 2022/3 in line with NJC terms. RESOLVED to approve and make appropriate payment.	Clerk															
8.0	To receive information on actions, routine and/or urgent, carried out by Council members on behalf of LPC outside meeting (include where known prior to meeting).																
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting																
	None at the meeting.																
10.0	To confirm the details of the next meeting																
	The next meeting was confirmed as 18:30 on Monday 9 January 2023.																
 Meeting closed at 19:59.																

*Circulated via email.

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

Email: clerk@lytheparishcouncil.org

Glossary			
AGAR	Annual Governance and Accountability Return	NYFRS	North Yorkshire Fire and Rescue Service
CCG	Clinical Commissioning Group	NYH	North Yorkshire Highways
CiLCA	Certificate in Local Council Administration	NYMNP	North Yorkshire Moors National Park Authority
LPC	Lythe Parish Council	PCC	Police and Crime Commissioner
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