

**LYTHE PARISH COUNCIL
MEETING, MONDAY 5 FEBRUARY 2024, COMMENCED AT 18:30, LYTHE VILLAGE HALL**

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

ITEM	SUBJECT	ACTION
1.0	Councillor Issues	
1.1	To receive declaration of interest(s) by members. Non pecuniary declarations of interest were made by Cllr JM in any items related to Mulgrave Estate	To note
1.2	Non-attendance of Councillors <ul style="list-style-type: none"> To receive and note apologies from councillors who are unable to attend the meeting. To consider reasons for absence provided by councillors who cannot attend and resolve the council's acceptance of these if felt relevant. Apologies received from Cllrs SB and TS and the reasons approved by the Council.	To note
2.0	Minutes of meetings	
2.1	To confirm the minutes of the meeting held on 4 January 2024. RESOLVED to confirm the minutes and obtain the Chairman's signature.	
3.0	To receive information on the following ongoing issues and resolve further actions	
3.1	Police and speeding related activities.	
3.1.1	Police Report. Circulated.	Complete
3.1.2	Action plan to reduce number of speeding vehicles, including feedback from data loggers and potential Community Speed watch. The Clerk reported that: <ul style="list-style-type: none"> after NYFRS deployment of a data logger from Raithwaite to the entrance to Sandsend, data had confirmed that the possibility of a CSW had been offered by the Roads Safety Task Group. RESOLVED to send details to Cllrs. as the data logger from the Doctors Surgery to Sandside had not worked, NYFRS had confirmed that a further logger would be deployed this week. RESOLVED to wait for the data from this deployment before taking any action on requesting CSW in the first location. RESOLVED to retain on agenda. the data logger that had been requested for Lythe was not deployed as there was a mobile police camera regularly deployed within the village and thus outside the Speed Management Protocol scheme. 	Clerk Clerk To note
3.2	Planning applications to feedback to Authorities.	
3.2.1	ZF23/01902/HS Alterations to 2 no. dormers and replacement of 1.no dormer with rooflight together with enlargement of door opening to east elevation. Sandygate House Lythe Bank Sandsend North Yorkshire YO21 3TG. Response sent.	Complete
3.2.2	ZF23/02016/HS Erection of single storey rear extension. Flat 1 Ravenswood The Parade Sandsend Whitby North Yorkshire YO21 3SZ. Response sent.	Complete
3.2.3	ZF23/02045/HS Erection of single storey rear extension, rear dormer, and detached garage. 26 Meadowfields Sandsend Whitby North Yorkshire YO21 3SX. Response sent.	Complete
3.2.4	ZF23/01968/FL Enlarging of existing opening in stone wall, new dropped kerb to create vehicular access and hardstanding. Estbek House East Row Sandsend YO21 3SU. Response sent.	Complete
3.2.5	ZF23/01969/LB Enlarging of existing opening in stone wall, new dropped kerb to create vehicular access and hardstanding. Estbek House East Row Sandsend YO21 3SU. Response sent.	Complete
3.3	Parish 'Items to address.' RESOLVED to continue to progress and circulate updated spreadsheet.	Clerk
3.4	Development of new LPC website. Website now live. RESOLVED that work to update will be completed over the next week. RESOLVED to review website from 13 February and advise the Clerk of any changes required.	Clerk Cllrs/Clerk
3.5	LPC bench painting. RESOLVED to retain on agenda until work requested and completed in Spring 2024.	Clerk

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3.6	Motorhome/campervan parking, A174 Sandsend to Whitby layby, Sandsend, Sandsend (behind Sandsend South toilets) and Wits End car park. RESOLVED to retain on agenda until consultation live.	Clerk
3.7	<p>East Row car park, safe access/egress. A site meeting with NYH to discuss pedestrian safety concerns regarding East Row car park access/egress and footpath on the road bridge had been arranged but subsequently cancelled. This action was due to LPC's further examination of the original planning applications, decision notices and associated conditions. It was felt that, had the conditions been implemented as specified, including completing works prior to the car park opening to the public, the major safety concerns could be mitigated.</p> <p>There had been no update from ME on the footbridge installation since October 2023 when LPC were advised that work would commence as the summer season was over. To date, it appeared that no installation work had commenced and LPC had not been advised of any project plan - that does not mean that a plan is not in place.</p> <p>Concern was expressed that whilst traffic is busy in Sandsend all year round, it increases from early Spring onwards, and if work is not completed soon, the potential for harm to pedestrians could also increase.</p> <p>RESOLVED that there was no option other than to contact NYMNP and NYC planning departments to request that the work specified within the planning decisions was carried out by ME as a matter of urgency i.e. the stipulated work related to pedestrian footbridge installation and pedestrian deterrent paving on East Row bridge. RESOLVED to advise ME of this as a matter of courtesy.</p>	Clerk Clerk
3.8	Christmas trees, including donation of trees by ME, installation, lighting/carol event, school involvement. Thank you emails/or cards sent to all those involved.	Clerk
3.9	Digital/parishioner engagement strategy. RESOLVED that a Parish newsletter would not be developed at present as it was felt any content could be covered by a Parish Council Facebook page and website. The need for a newsletter would be discussed in the future as appropriate. RESOLVED to discuss development/implementation of Facebook page with Cllr TS.	Complete Cllr LS/Clerk
3.10	Draft 2024 meeting dates/times for adoption. Added to website.	Complete
3.11	Biodiversity, draft policy, and template*. Added to website.	Complete
3.12	Law & Governance Bulletins November & December 2023*, further policies required. RESOLVED to draft, based on templates, and circulate for comments.	Clerk/Cllrs
3.13	D Day 80- letter and information from the Pageantmaster, Bruno Peek*. St Mary's and St Mary's had been contacted to ring church bells. Information sent to Lythe Village Hall.	Complete
3.14	Off to a Flying Start, feedback from Cllr JB. Following feedback, RESOLVED that information regarding positive meeting process would be circulated for information.	Cllr JB
4.0	Planning Issues	
4.1.	To consider the following planning applications	
4.1.1	ZF24/00032/HS Creation of new vehicular access and 1 no. parking space Ness View East Row Sandsend. Whilst this had not been on the published agenda, the application had been circulated to Cllrs prior to the meeting. RESOLVED that there were no objections, advise NYC.	Clerk
4.2	To receive the following planning decision, full information on relevant websites.	
4.2.1	ZF23/02045/HS Erection of single-story rear extension, rear dormer, and detached garage 26 Meadowfields Sandsend. Permitted with conditions.	To note
4.2.2	ZF23/01902/HS Alterations to 2 no. dormers and replacement of 1.no dormer with rooflight together with enlargement of door opening to east elevation. Sandygate House Lythe Bank Sandsend. Permitted 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	YLCA	
	<ul style="list-style-type: none"> YLCA Information Bulletin & Training 12 January 2024*. 	NAR
	<ul style="list-style-type: none"> White Rose Bulletin 5 January 2024*. 	NAR
	<ul style="list-style-type: none"> Scarborough Branch Meeting - Thursday, 8 February 19:00*. 	NAR

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5.1.2	NYC, Home upgrade grant 2 - information for parish councils to share with residents*. RESOLVED to add to the website.	Clerk						
5.2	Correspondence for information (excluding financial matters included in 7.0)							
5.2.1	PFCC, Tim Forber confirmed as next Chief Constable for North Yorkshire*.	NAR						
5.2.2	NYH, slides from workshop*.	NAR						
5.2.2	NALC, Chief Executive's bulletins 11, 18, 25 January 2024*.	NAR						
6.0	To agree actions on issues raised by Councillors and/or submitted to the Clerk							
6.1	To receive a verbal report on the difficulties of recruiting Volunteer Firefighters. RESOLVED to add to a future agenda if required.	Complete						
6.2	To consider the need for a LPC Facebook page and if further action is necessary. Covered in 3.9.	To note						
6.3	To consider organising an event promoting the organisations/activities within the Parish. RESOLVED to draft a document outlining possible organisations to be involved, format of event etc. and circulate to Cllrs for debate at the next meeting.	Cllr JB Clerk						
6.4	LCC Engage Everyone in Your Community Themed Summit, 1 day event £65 +VAT*. RESOLVED no current nominations, attendance may be relevant in the future.	Complete						
6.5	Lythe Parish Meeting, format. RESOLVED to invite R Childerhouse, ME, to present at the meeting.	Clerk						
7.0	To receive information on financial matters and approve spend							
7.1	Balance of accounts @ 30/01/24 <table border="1" style="width: 100%;"> <tr> <td>Savings</td> <td>8,061.64</td> </tr> <tr> <td>Current</td> <td>£0.05</td> </tr> </table>	Savings	8,061.64	Current	£0.05			
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7.2	Money received <table border="1" style="width: 100%;"> <tr> <td></td> <td>£0.00</td> </tr> </table>		£0.00					
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7.3	Money paid <table border="1" style="width: 100%;"> <tr> <td></td> <td>£1,242.00</td> <td>The Conversion Company, new website and annual charges associated with website, domain name and email addresses.</td> </tr> <tr> <td></td> <td>£11.00</td> <td>Lythe Village Hall, hire 04/12/23.</td> </tr> </table>		£1,242.00	The Conversion Company, new website and annual charges associated with website, domain name and email addresses.		£11.00	Lythe Village Hall, hire 04/12/23.	
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7.4	Invoices, processed. As above.							
7.5	Invoices for approval (at agenda publication). <ul style="list-style-type: none"> YLCA, £33.40, attendance of Cllr JB on Off to a Flying Start, Part 1. SLCC Clerk's membership fee, £80.00. Invoices for approval (post agenda publication). <ul style="list-style-type: none"> Lythe Village Hall, £7.33, hall hire 4 January 2024. RESOLVED to approve and arrange payment.	Clerk						
8.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting							
	None.							
9.0	To confirm the details of the next meeting							
	The next meeting was confirmed as Monday 4 March 2024, 18:30, Lythe Village Hall. Meeting closed at 19:51.							

*Circulated via email.

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

Email: clerk@lytheparishcouncil.org

Glossary			
AGAR	Annual Governance and Accountability Return	NYC	North Yorkshire Council
CCG	Clinical Commissioning Group	NYFRS	North Yorkshire Fire and Rescue Service
CSW	Community Speedwatch	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 & Sandsend Parochial Church Council	TRO	Traffic Regulation Order
NAR	No action required	YAS	Yorkshire Ambulance Service
ME	Mulgrave Estate	YLCA	Yorkshire Local Councils Association