

**LYTHE PARISH COUNCIL
MEETING, MONDAY 3 JUNE 2024, COMMENCED AT 18:00, LYTHE VILLAGE HALL**

Public question time: None present.

Present: Councillors J Braime, P Cornforth (from item 8.0), J Morris, L Smith (Chairman), T Spark (Vice Chairman), I Suckling. J A Clark (Clerk).

ITEM	SUBJECT	ACTION
1.0	Councillor Issues	
1.1	To receive declaration of interest(s) by members. Cllrs JM and TS declared an interest in any item related to ME.	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 Cllr PC for the May meetings. Apologies received post May meetings, and the reasons approved by the Council.	To note
2.0	Minutes of meetings	
2.1	To confirm the minutes of the Annual Parish Council meeting and monthly May meeting held on 13 May 2024. RESOLVED to approve and obtain Chairman's signature. RESOLVED to sign Vice Chairman, Acceptance of Office.	Clerk Cllr TS/Clerk
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. The clerk had contacted the Police to determine if full information had been reported for the Mulgrave area. RESOLVED to retain on agenda until response received.	Clerk
3.1.2	Action plan to reduce number of speeding vehicles, including feedback from data loggers and potential CSW. Still awaiting information from the Speed Management Protocol team. RESOLVED to wait for all data before taking any action on CSW request. Noted that as the Raithwaite to Sandsend area was in the Newholm cum Dunsley Parish Council area, that Council should be consulted in any action. RESOLVED to continue to progress and retain on agenda.	Clerk Clerk
3.2	Planning applications to feedback to Authorities.	
3.2.1	NYM/2023/0812 Application for demolition of existing workshop and sawmill buildings, construction of three principal residence dwellings and conversion of and extension to outbuilding to form one principal residence dwelling with associated amenity spaces, garaging/parking and landscaping works at Kerrs Farm, Lythe. Feedback sent.	Complete
3.2.2	ZF24/00358/FL Siting of a shepherd's hut with associated car parking area; installation of retaining walls, landscaping and new shed Land To The Rear Of Rose Cottage The Valley Sandsend. Feedback 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. The Clerk reported that there were still some minor issues with the new website which should be resolved shortly. A request to remove the old website had been made. RESOLVED to retain on agenda until complete.	Clerk
3.5	LPC bench painting, Sandsend benches. Work underway on the benches outside the Pyman Institute, however adverse weather had prevented completion. RESOLVED to retain on the agenda until work complete.	Clerk
3.6	Motorhome/campervan parking, A174 Sandsend to Whitby layby, Sandsend, Sandsend (behind Sandsend South toilets) and Wits End car park. The Clerk reported that there had been no further formal update on this. She had felt it necessary to emphasise that it was not just the layby where there were concerns/issues with overnight parking, but all the areas within and adjacent to the Parish. NB: the motorhome/camper van owners may be perceived as inconsiderate, and whilst this to some people was frustrating, all the vans were currently parking legally across all areas. RESOLVED to retain on agenda until further updates received.	Clerk

ITEM	SUBJECT	ACTION
3.7	East Row car park, safe access/egress. ME had confirmed that work in the East Row footbridge installation would commence on 10 June 2024 with a completion by 5 July 2024. RESOLVED to retain on the agenda until complete.	Clerk
3.8	Digital/parishioner engagement strategy. Facebook page. Cllr TS confirmed that a page had been developed. RESOLVED to discuss with the Clerk then launch soon in conjunction with the LPC website.	Cllr TS/ Clerk
3.9	Law & Governance Bulletins November & December 2023, further policies*. RESOLVED to adopt the Stress Management policy and add to the website.	Clerk
3.10	Sandsend flower beds, storm damage. The Clerk reported that the volunteer who maintained the flower beds did not wish for additional soil to be added but would welcome help with turning over the soil. RESOLVED that a small number of Council members would assist if available.	Council
3.11	Department for Energy Security and Net Zero - consultation into barriers to community energy projects*. RESOLVED to check whether this had been added to the website.	Clerk
3.12	NYC Standards Bulletin*. Cllrs confirmed that had read the bulletin and had no amendments to their Register of Interests.	Complete
3.13	Active Travel : "Barriers to Access" Survey*. The Clerk confirmed that this had been added to the website.	Complete
3.14	To receive an update on some of the questions posed at the Annual Parish Assembly.	
3.14.1	Potholes on Lythe Bank/ overgrown grass verges/vegetation. <ul style="list-style-type: none"> The Clerk reported that she had walked up Lythe Bank and had not found any major potholes that required reporting for repair, this was endorsed by a number of Cllrs. RESOLVED that no repair request would be made at present. Grass cutting and strimming under hedges had been completed. 	Complete
3.14.2	Concern regarding the perceived disrepair of private properties. <ul style="list-style-type: none"> The Clerk had advised the parishioner who raised this that should contact NYC, or the appropriate Council, with their concerns. 	Complete
3.15	First 2024 grass cut. Undertaken.	Complete
4.0	Planning Issues	
4.1.	To consider the following planning applications	
4.1.1	NYM/2024/0304 Application for Listed Building consent for installation of loft hatch at Lythe Cottage, High Street, Lythe*. RESOLVED no comments, advise NYMNPA.	Clerk
4.2	To receive the following planning decision, full information on relevant websites.	
4.2.1	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 <ul style="list-style-type: none"> Information/vacancies bulletin/training bulletin 15, 23 May *. RESOLVED to review the national financial regulations and table for LPC consideration. White Rose Bulletin 10, 24 May 2024*. 	Clerk/ Cllr LS NAR
5.1.2	Resignation of Cllr Blackwell, resulting in a Councillor vacancy. Noted that notice of Cllr Blackwell's resignation had been registered with NYC. A poster had been added to notice boards advising of the vacancy. If an election is not called by 10 electors by 18 June 2024, LPC will advertise the vacancy for co-option. RESOLVED that Cllr JM would now be added as a signatory on the LPC bank account and for approval of invoices outside LPC meetings where spend had been approved by the Council.	Clerk To note
5.2	Correspondence for information (excluding financial matters included in 7.0)	
5.2.1	NALC, Chief Executive's bulletins 16, 23 May 2024*. RESOLVED that as the information in the bulletins was covered by YLCA correspondence, the bulletins would no longer be circulated.	Clerk
5.2.2	NYMNPA Planning Permitted Development Rights of Barns*.	NAR
5.23	New YLCA website launched*. RESOLVED to check whether new passwords required for Cllrs.	Clerk

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6.0	To agree actions on issues raised by Councillors and/or submitted to the Clerk																		
	None.																		
7.0	To receive information on financial matters and approve spend																		
7.1	Balance of accounts @ 03/06/24	Clerk																	
7.1.1	Noted that the previous savings account had been closed as the product was no longer available. RESOLVED to arrange set up of a new savings account with Cllrs LS, JM, and the Clerk as signatories.																		
7.2																			
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7.4	Invoices, processed. As above.																		
7.5	Discuss, amend if appropriate and agree the 2024/5 draft financial budget*. RESOLVED to approve and monitor throughout the year.	Complete																	
7.6	Invoices and payments for approval (at agenda publication). <ul style="list-style-type: none"> None. 																		
8.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting																		
	Parish Assembly commencement time.																		
9.0	To confirm the details of the next meeting Finished																		
	To confirm the next meeting as Monday 1 July 2024, 18:30, Lythe Village Hall.																		
 Meeting closed at 18:27.																		

*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 Speed watch	NYH	North Yorkshire Highways
CiLCA	Certificate in Local Council Administration	NYMNPA	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