

**LYTHE PARISH COUNCIL
MEETING, TUESDAY 10 MAY 2022, COMMENCED AT 19:00, LYTHE VILLAGE HALL**

Recording of meeting: None made.

Public question time: None present.

Present: Councillors S Blackwell, P Cornforth, D Lancaster (Vice Chairman), J Morris, L Smith (Chairman), T Spark, J A Clark (Clerk).

ITEM	SUBJECT	ACTION
1.0	Councillor Issues	
1.1	To receive declaration of interest(s) by members. Non pecuniary interest in items related to ME declared by Cllrs Blackwell, Cornforth, Morris and Spark.	NAR
1.2	To receive apologies for absence, including approval by the Council of the reason. Apologies received post April meeting from Cllr Cornforth, the reason was approved by the Council. Apologies received from Cllr Suckling, the reason were approved by the Council.	NAR
2.0	Minutes of meetings	
2.1	The minutes of the meeting of 5 April 2022 were confirmed as true and accurate, RESOLVED to obtain the Chairman's signature.	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.	Complete
3.2	Planning applications to feedback to Authorities.	
3.2.1	22/00487/HSA Variation of Condition 2 (occupancy) on decision 21/02356/HS, to allow use as a holiday let Spindrift The Old Steps The Parade Sandsend.	
3.3	Items from 'Goldsborough/Kettleness/Lythe/Sandsend items to address. The Clerk gave an update on progress. RESOLVED to circulate updated spreadsheet with minutes.	Clerk
3.4	Siting of benches along East Row beck. The Clerk reported that: <ul style="list-style-type: none"> • Work now scheduled to commence w/c 16 August 2022. • Proposed inscription for the 4th sponsored bench had been approved and that bench had been ordered. • Plaques had been ordered. RESOLVED to retain on the agenda until work complete.	Clerk
3.5	Matrix signs, including AJ1 Project Road Safety Fund and Welcome back funding*. The Clerk reported that the poles for the signs in Lythe and Sandsend would be erected on NYH land on 20 May 2022, following which signs would be added. RESOLVED to confirm installation date of signs, include training for Cllrs, and advise Cllrs.	Clerk
3.6	Additional policies/procedures for LPC. Risk assessment. Grass cutting risk assessment added to the website.	Complete
3.7	Village improvement grant. The Clerk reported that ME had confirmed that any works planned for Lythe Common would not impact on the refurbishment of benches/planters. RESOLVED that it was not appropriate to contact ME re assistance in this work. RESOLVED that Cllr Spark and the Clerk would identify contractor who could refurbish plants.	Complete NAR Cllr Spark/ Clerk
3.8	The Queen's Platinum Jubilee 2022 Updates*. The Clerk and Chairman gave an overview of current planned activities and confirmed that details of events would be included in the parish magazine, on posters and on social media.	NAR
3.9	Better illumination of footpath on the corner of Meadowfields and Sandsend Road. The Clerk reported a further request had been submitted to NYH to illuminate the path. RESOLVED to add to the 'items to address' spreadsheet and retain on the agenda.	Clerk
3.10	Scarborough Branch Meeting dates for June and October 2022*. See item 5.1.1.	NAR
3.11	NYMNP Coastal Area Parish Forum - Thursday, 21 April at 7pm at St Hilda's Old School. Apologies tendered.	Complete
3.12	Bins, Sandsend public conveniences. RESOLVED to check whether or not bins in place in conveniences.	Cllrs Smith/ Lancaster
3.13	Sandsend public conveniences (North and South) refurbishment. The Clerk confirmed that a thank you email had been sent to SBC.	Complete

ITEM	SUBJECT	ACTION															
4.0	Planning Issues																
4.1.	To consider the following planning applications																
4.1.1	NYM/2022/0326 rebuilding section of 11Kv overhead line with associated poles at west of Upton Hall Farm, Lythe. RESOLVED that there were no objections and that NYMNPA would be advised.	Clerk															
4.2	To receive the following planning decision/information (full information on websites) as at agenda publication date																
4.2.1	21/02707/HS, Heron The Parade Sandsend, Extension to balcony, erection of new front flood wall and flood gates. Permitted with conditions.	NAR															
4.2.2	21/02706/HS, Goldfinch The Parade Sandsend, Extension to balcony, erection of new front flood wall, flood gates and erection of new linked study pod to side. Permitted with conditions.	NAR															
4.2.3	21/02708/HS, Plover The Parade Sandsend, Extension to balcony, erection of new front flood wall and flood gates. Permitted with conditions.	NAR															
4.2.4	1/02954/HS, Thordisa House East Row Sandsend, Erection of single storey rear extension, enlargement and alteration of rooves, installation of replacement windows and formation of new vehicular access. Permitted with conditions.	NAR															
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 Branch Meetings - Your council's representatives*. RESOLVED not to submit nominations at present, advise YLCA.	Clerk															
5.2	Correspondence for information (excluding financial matters included in 7.0)																
5.2.1	YLCA																
	<ul style="list-style-type: none"> White Rose Weekly Bulletin 1, 8, 14, 29 April 2022*. 	NAR															
	<ul style="list-style-type: none"> Training Programmes*. RESOLVED to approve expenditure for the 'off to a flying start' training event for new Cllrs and 'developing your skills as a councillor' for Cllr Spark. RESOLVED to circulated dates to appropriate Cllrs. 	Clerk															
5.2.2	NALC																
	<ul style="list-style-type: none"> Chief Executive's bulletin 8, 20, 22, April 2022*. 	NAR															
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk																
6.1	Defibrillator checks, Sandsend. RESOLVED to add Cllr Suckling to the rota and circulate.	Clerk															
6.2	Overnight parking of motorhomes in the main car park and in the layby to Whitby. RESOLVED to contact Newholm cum Dunsley Parish Council to request permission for LPC to contact SBC over concerns relating to overnight parking of motorhomes/camper vans in the layby to Whitby. RESOLVED to contact SBC to request a traffic regulation order to prevent overnight sleeping in the main Sandsend car park.	Clerk Clerk															
7.0	To receive information on financial matters and approve spend																
7.1	Balance of accounts (both credit)																
	<table border="1"> <tr> <td>Current</td> <td>£18,226.60</td> </tr> <tr> <td>Savings</td> <td>£0.05</td> </tr> </table>	Current	£18,226.60	Savings	£0.05												
Current	£18,226.60																
Savings	£0.05																
7.2	Money received																
	<table border="1"> <tr> <td></td> <td>£812.06</td> <td>Model agreement, 1st instalment.</td> </tr> <tr> <td></td> <td>£2,825.00</td> <td>Precept, 1st instalment.</td> </tr> <tr> <td></td> <td>£1,400.00</td> <td>Bench sponsorship (Tanner bench).</td> </tr> </table>		£812.06	Model agreement, 1 st instalment.		£2,825.00	Precept, 1 st instalment.		£1,400.00	Bench sponsorship (Tanner bench).							
	£812.06	Model agreement, 1 st instalment.															
	£2,825.00	Precept, 1 st instalment.															
	£1,400.00	Bench sponsorship (Tanner bench).															
7.3	Money paid																
	<table border="1"> <tr> <td></td> <td>£133.00</td> <td>YLCA, membership fee.</td> </tr> <tr> <td></td> <td>£91.00</td> <td>Conversion Company, domain hosting.</td> </tr> <tr> <td></td> <td>£1792.45</td> <td>TDP, 3 memorial benches.</td> </tr> <tr> <td></td> <td>£56.34</td> <td>Clerk, reimburse for defib pads.</td> </tr> <tr> <td></td> <td>£48.00</td> <td>Clerk/HMRC, backpay/tax, 2021/2 pay.</td> </tr> </table>		£133.00	YLCA, membership fee.		£91.00	Conversion Company, domain hosting.		£1792.45	TDP, 3 memorial benches.		£56.34	Clerk, reimburse for defib pads.		£48.00	Clerk/HMRC, backpay/tax, 2021/2 pay.	
	£133.00	YLCA, membership fee.															
	£91.00	Conversion Company, domain hosting.															
	£1792.45	TDP, 3 memorial benches.															
	£56.34	Clerk, reimburse for defib pads.															
	£48.00	Clerk/HMRC, backpay/tax, 2021/2 pay.															
7.4	Invoices, processed. As above.																
7.5	Invoices for approval (at agenda publication).																
7.5.1	BHIB Renewal Invite - LCO00577 - Lythe Parish Council (Due 1st June). Noted that no major changes in cover, RESOLVED to approve the quotation and arrange payment.	Clerk															

ITEM	SUBJECT	ACTION
	To receive information on financial matters and approve spend (contd ...)	
7.6	Model Agreement Expenditure 2021/22*. Form returned to SBC.	Complete
7.7	NY0365 Lythe Parish Council – 2021/22 AGAR external auditor instructions*. Work completed in accordance with instructions.	Complete
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).	
	Cllr Spark reported that he had cut the grass verges on the common and along Lodge Road – the Council was appreciative of this.	
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
9.1	Grass cut.	
9.2	Signage re unstable cliffs, Sandsend.	
9.3	Potholes, Lythe. RESOLVED to send photographs to the Clerk	Cllr SB
10.0	To confirm the details of the next meeting	
	The next meeting was confirmed 19:00, Tuesday 7 June 2022, Lythe Village Hall. Noted that apologies received from the Clerk	
 Meeting closed at 19:57	

*Circulated via email.

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	NYMNPA	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