

**LYTHE PARISH COUNCIL
MEETING, TUESDAY 7 FEBRUARY 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.
 Clerk J A Clark.

ITEM	SUBJECT	ACTION
1.0	Councillor Issues	
1.1	To receive declaration of interest(s) by members. Non pecuniary declaration of interest was made by Cllrs Blackwell and Morris in any item related to Mulgrave Estate.	Complete
1.2	Apologies for absence, including approval by the Council of the reason. Apologies were received from Cllrs Cornforth, Spark and Suckling, RESOLVED to approve the reasons.	Complete
2.0	Minutes of meetings	
2.1	To confirm the minutes of the meeting of 9 January 2023. RESOLVED to approve the minutes and obtain 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. January and February reports circulated.	Complete
3.1.2	Matrix signs, data feedback and action plan to reduce number of speeding vehicles. The Clerk advised that she had discussed implementation of enforcement methods for Lythe and Sandsend with North Yorkshire Police, in particular speed equipment deployment. The Police had confirmed that as the LPC matrix signs were not calibrated by the emergency services, the data could not be used for any Police enforcement. The installation of a data logger for Sandsend Road had been requested by the Police from the Fire & Rescue Service on 12 December 2022. When the data is received from the logger, the best course of action could be implemented by the Police. In the interim, RESOLVED to check the process for implementing a community speed watch.	Clerk
3.2	Planning applications to feedback to Authorities. None to feedback.	NAR
3.3	Parish 'items to address'. Updated spreadsheet circulated. RESOLVED to continue to progress and retain on the agenda.	Clerk
3.4	Benches along East Row beck, including sponsorship and additional plaques. RESOLVED that quote for additional plaques, indicating sponsorship duration, was acceptable and that an order would be placed. The Clerk advised that following a site visit and discussion with the potential sponsors they had confirmed that they wished to go ahead with sponsoring a bench. RESOLVED to advise the individual that their sponsorship and proposed bench inscription had been confirmed and request payment prior to ordering a bench. RESOLVED to request quotation from Nobles for new bench installation. RESOLVED to confirm with ME, that the SBC bench would be removed and a new LPC sponsored bench installed. NB: this had been agreed previously with ME. RESOLVED to formally request SBC to remove the bench at the appropriate time.	Clerk Clerk Clerk Clerk
3.5	Village improvement grant. Formal 'thank you' to parishioner who had carried out work on installing planter log rolls in Lythe.	Complete
3.6	Civility & Respect (C&R) project charter, policy. The Clerk confirmed that she would attend a C&R webinar on 21 February and RESOLVED to report learnings to the Council.	Clerk
3.7	Cllr Training. RESOLVED to retain on agenda.	Clerk
3.8	Notice board, Lythe. The Clerk advised that the new board had been scheduled for delivery by 5 February 2023, however due to issues with the supplier it was now scheduled for delivery by 17 February 2023. RESOLVED to contact ME to discuss removal of current boards and installation of the new one.	Clerk
3.9	Backing up data from LPC computer. OneDrive configured on to the computer.	Complete
3.10	Christmas trees, Lythe and Sandsend. The Clerk confirmed that formal thanks had been given to ME, Lythe retained firefighters, Broadwood Pianos, Tides.	Complete

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3.11	NYH meeting, out-with monthly LPC meeting. The Clerk confirmed that a meeting was scheduled for 27 February at 10:00 in Lythe Village Hall. To date, the Clerk and three Councillors had confirmed attendance. RESOLVED that Cllrs would attend if possible.	Cllrs									
3.12	WhatsApp group for Councillors. Group created.	Complete									
3.13	Public Footpath 203 Lythe - Creation Order 2023. Response sent to NYMNPA.	Complete									
4.0	Planning Issues										
4.1.	To consider the following planning applications										
4.1.1	None.										
4.2	To receive the following planning decision, full information on relevant websites.										
4.2.1	22/02146/LB Langholm Sandsend, Replacement of existing timber windows with new double glazed timber sliding sash windows, to front elevation. 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	SBC, Consultation on Draft Scarborough Borough Local Plan (Statutory Consultees) *.	NAR									
5.1.2	NYCC, Draft Parish Charter Consultation*. The Clerk advised that she had read the draft Charter and felt that it was a thorough and useful document, the only area that needed attention was further development of the Parish Portal. RESOLVED to complete and return the associated questionnaire on that basis.	Clerk									
5.1.3	YLCA, Scarborough Branch Meeting - Thursday, 9 February 2023*. RESOLVED that Council members should book places direct if able to attend.	Council									
5.1.4	YLCA, North Yorkshire County Council Climate Change Strategy Draft for Public Consultation - Monday 13 February at 6:30 pm*. RESOLVED that members would participate in the Teams session if available.	Council									
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 6, 20 January 2023*. 	NAR									
	<ul style="list-style-type: none"> NALC Parliamentary briefing- Levelling Up and Regeneration Bill- Lords second reading 17 January 2023*. 	NAR									
	<ul style="list-style-type: none"> Training Bulletin and Discussion Forums & Vacancies Bulletin 27 January 2023*. 	NAR									
	<ul style="list-style-type: none"> NYH planned temporary 30mph limit notification 30mph Lythe bank, for a period of 2 hours between 6th February 2023 and 7th February 2023*. 	NAR									
5.2.2	NALC										
	<ul style="list-style-type: none"> Chief Executive's bulletins 13, 20, 27 January 2023*. 	NAR									
5.2.2	<ul style="list-style-type: none"> Commissioner Zoë, survey, Whitby to see how safe residents feel in town centre at night*. RESOLVED to add to the LPC website. 	Clerk									
6.0	To discuss and agree actions relating to issues requested by Councillors and/or submitted to the Clerk										
6.1	Flooding on Low Lane, Goldsborough. RESOLVED to take a photograph of the area and send to the Clerk to enable it to be reported to NYH.	Cllr PC/Clerk									
6.2	Additional small refuse bin in Lythe between Wayside Cottage and the matrix sign. RESOLVED to request an additional bin from SBC.	Clerk									
7.0	To receive information on financial matters and approve spend										
7.1	Balance of accounts (both credit) @ 02/02/23										
	<table border="1"> <tr> <td>Savings</td> <td>£9,633.49</td> <td></td> </tr> <tr> <td>Current</td> <td>£0.05</td> <td></td> </tr> </table>	Savings	£9,633.49		Current	£0.05					
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7.4	Invoices, processed. See above.										

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7.5	Invoices for approval (at agenda publication). Reimbursement of £36.00 to the Clerk for fee paid to the Computer Centre, OneDrive configuration. Post agenda publication, invoice of £9.16 for Lythe Village Hall hire, January 2023. RESOLVED to approve and arrange payments.	Clerk
7.6	2023/4 precept financial requirement*. Agreed requirements sent to SBC.	Complete
7.7	Approval of Model Agreement 2023/4*. Approved Agreement sent to SBC.	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).	
	None for recording.	
9.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
9.1	Development of new LPC website.	
10.0	To confirm the details of the next meeting and the Annual Parish Assembly.	
	The next meeting was confirmed at Monday 6 March 2023. The Annual Parish Assembly was confirmed as Tuesday 4 April following which there would be a Parish Council meeting. NB: The April meetings subject to ME and Village Hall availability.	Clerk
 meeting closed at 19:10	

*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