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DRAFT Minutes of the meeting of Cayton Parish Council held on Thursday 18th May 2021 at 7.00pm at The Jubilee Hall , Main Street , Cayton

Present : Councillor Swiers (Chairman), Councillor Hudson, Councillor Poor ,Councillor Bell, Councillor Kelly, Councillor Liley, Councillor Southward, Clerk Gill Armstrong, Locum Clerk Claire Boston

In Attendance: County and Borough Councillor Swiers

1. Notice of meeting – It was **RESOLVED** that the meeting was being held in accordance with the correct schedules.

2. Apologies and Reasons for Absence

Apologies received & accepted from Councillor Green who was unavailable & Councillor Petts who is undertaking some remote Councillor training

3. Declarations of Interests

- a. To note declarations of interests not already declared under members' code of conduct or members register of disclosable pecuniary interests.
- b. To approve dispensation requests

RESOLVED to note declarations of interest from Parish Clerk Gill Armstrong & Councillor Roberta Swiers in agenda item 14 Finance, April Schedule of Payments.

4. Confidential Agenda Items

None.

5. Meeting of Cayton Parish Council held 22nd April 2021

It was **RESOLVED** to approve the minutes of the Cayton Parish Council meeting held on 22nd April 2021 as a true and accurate record. Proposed by Councillor Kelly and seconded by Councillor Southward, all members agreed. The Chairman signed the minutes.

6. Police Matters

The Clerk confirmed that the May Police report had not been received.

Councillor Bell to attend next Month's virtual meeting and to report the outcome at the June Parish Council meeting. It is of concern to members of the Parish Council that no uniform officers have been seen in the village for some time, this has also

been raised by residents. It was **RESOLVED** that the Clerk will make contact with NYP to ask for some passing patrols to be out of vehicles.

7.Public Participation

No public in attendance

8.Correspondence :

A flyer has been received that will be posted out to all residents by a concerned member of the public with regards to the proposed development of the green area on Mount View Road & West End View. Cayton Parish Council is objecting strongly to this development and will fully support the views of the village on this. Councillor Swiers has already raised her concerns at Borough & will continue to do so.

9.Complaints / Concerns Received

a) Councillors & residents require some action taking on the provision of buses going through the village as routes have changed. Residents at the McCains end of the village are not able to catch a bus easily & there is no longer a bus going through Main Street to Hull or Filey as they turn up the side of the Jubilee Hall, a person would have to walk to the opposite end of the village to do this which is not acceptable. It was **RESOLVED** that the Clerk will make contact with the bus providers to discuss a way forward

b) Motorhomes – Councillor Swiers reported that she still had many concerns about the amount of Motorhomes that are parking up at Cayton Bay. She updated that the matter has been brought to the attention of Scarborough Borough Council but that there is problems as the area is Common Land. There was a concern a couple of weeks ago that some travellers had arrived but they were moved on. Environmental Health have been up to the area & put letters on the vehicles with regards to rubbish & waste water – a member of the public had provided photos of someone throwing the waste water down the drain which obviously goes straight out to the sea. Scarborough Borough Council is looking at alternative sites for the motorhomes & Councillor Swiers has suggested the Park & Ride. She remains concerned the Motorhomes parking on the Seaward side are narrowing the path for users. She is attending the site twice a day on Saturday & Sundays, some cones & ropes have been put in place to limit the space.

The road from the Surf Shop to the beach is dangerous & in need of repair however Borough & County cannot agree on whose responsibility it is at the moment.

10. Reports from Borough & County Councillors

Report from Borough Councillor Swiers

• Councillor Swiers reports that both The Beach Boys & Bryan Adams have cancelled their concerts at the Open Air Theatre which is a concern & a disappointment due to the hope that businesses would start to recover.

- Her extended term as Deputy Mayor comes to an end next week
- Most Borough meetings are still being held on Zoom but all decisions are currently signed off by The Chief Exec.

Report from County Councillor Swiers

- Resurfacing of the County's roads has been delayed due to the low temperatures
- The County covid cases appear to be stable at the moment & 3rd in the Country with 68% of residents receiving their first Covid vaccination

.Borough Report from Councillor Green:

- No report

11. Clerks report The Clerk informed the Council that the audit had taken place that day with minimal issue, there is a need to continue in the updating of policies

The Jubilee Hall is now in regular use within the Guidance issues & that a number of Residents had called round to ask advice on some issues recently

12 Chairman's report – Councillor Swiers thanked the Locum Clerk, Mrs Boston for her hard work with the year-end accounts & for her support to the Council when there was no Clerk in place. The current Clerk was also thanked for her work towards the audit.

Persimmon have grass seeded both sides of the road & as a company they have actually cleaned up much better than Barrett's ever have done, new signage has also been provided by them & this has been commented upon favourably by residents & Eastfield Town Council. Councillor Southward commented that he felt the lighting needed revising as it was in the wrong place now.

With regards to the Community Land that is still owned by Barretts, the grass is very high & they are supposed to do a rough cut just to keep it down to a reasonable level. It was **RESOLVED** for the Clerk to make contact & get this in motion. It is hoped that the development plan will go to the main Planning Committee at Scarborough Borough Council on the 10th June 2021, it is possible that Councillor Swiers will ask for a deferral if needed & request a site visit.

13. Planning Committee – Councillor Hudson reported that an appeal had been received for a planning application on Old Filey Road. No action is required by Cayton Parish Council

The Clerk reported that there had been no reply yet to the Cayton Parish Council letter sent in regards to their objections to the amended plan on the Church Lane site.

The owner of Pinder Playing Fields has put a notification up for consideration under the Local Plan as has the owner of land on Station Road. This does not mean development will go ahead but that the land may in the future be considered for planning.

Councillor Hudson stated that she was strongly opposed to the further development of the village as there was too much already with very little in the way of infrastructure being provided or available . This was echoed by the rest of Cayton Parish Council & it was resolved that the Council will continue to oppose further development as strongly as they are able to within their limited powers.

14. Village Maintenance Committee

a) Councillor Poor reports that the bollards at the end of Church Lane need repainting & the Clerk has offered to do this. It was **RESOLVED** that Gill carries out this work.

The signpost & notice board at The Post Office still need moving & swapping round. It was **RESOLVED** that Councillor Poor will contact Mr Swiers to arrange when they can do this.

Church Path – It was **RESOLVED** that the Clerk make contact with Rev. Moreland to inform him of the quotes received as the Cayton Parish Council are not in a position to fund the renovation of the path. The quotes are from over £4000 plus vat to over £8400 plus vat.

The snicket from East Carr needs cleaning up as there is a lot of moss & debris, it was **RESOLVED** that the Clerk ask a local resident who lives in the area if he would be willing to take that on.

There continues to be some issues with dog mess in the village & Councillor Poor will start to redo the stencilling but requires some larger stencils. It was **RESOLVED** that the Clerk source & purchase some

Councillor Swiers reported that some work is required on the hedges past The Tow Bar that are over hanging the footpath. It was **RESOLVED** that Councillor Poor asks Mr Swiers to prune them back

Date and time of Next Village Maintenance Meeting is to be arranged for 9th June 2021

15. Bell Tower – The Clerk reports that the update from Scarborough Borough Council was that they would not be able to do an Engineers report so it was **RESOLVED** that a further report is quoted for by the original Engineer & the Clerk will get in touch to arrange that. Proposed by Councillor Liley & seconded by Councillor Kelly

16. Recreation & Amenities Committee

Councillor Liley gave a report on the work of the recreation and amenities committee. The following issues were noted:

The Firework Event – Councillor Liley had produced a comprehensive report on the costs of this years firework event & the actual fireworks alone would cost between £2300 for a traditional display & £3000 for a quiet display. Add on to this the cost of security due to an expected large crowd, First Aid provision, hire of Portaloos, generators, lighting & prizes it is estimated that the cost would be estimated between £3250 & £3944.

In light of the current circumstances & loss of income on our usual sponsors as well as the residents of Cayton plus the mounting costs of the event it was felt that spending that amount of public funds could not be justified this year. There was also a consideration about the mounting opposition to Firework displays due to noise & the effect on animals both domestic & on farms / in the wild. It was **RESOLVED** that this year's Firework event will NOT take place & further discussion will be held later

in the year as to the future of the event going forwards. All Councillors were in favour of this action

Councillor Liley also reported that there is a need to look at the renovation of the notice boards in the village & the possibility of providing a new one at another location. It was **RESOLVED** that the Clerk make enquiries with regards to the cost & also that Councillor Poor follow up on the action of moving the current boards.

Councillor Liley went on to show the Council the scheme to plant trees to commemorate the Queens Jubilee next year & suggested that this is something that the Cayton Parish Council & Village should look to do. This was agreed unanimously & **RESOLVED** that both Councillor Liley & the Clerk make enquiries with regards to obtaining trees at minimal or no cost.

Date of next Recreation and Amenities meeting to be confirmed.

17. Finance

a) Councillor Green has resigned from the Finance Committee & Councillor Kelly has offered to Chair the Committee for this year with Councillor Liley as Vice Chair.

b) It was **RESOLVED** to consider the minutes of the Finance Committee meeting held on 13th May 2021.

c) It was **RESOLVED** to approve the May 2021 payments schedule totalling as follows :

May 21 Accounts due for payment

	Nett	VAT	Gross	
OneCom	£37.76	£7.55	£45.31	DD
Rent	£30.00		£30.00	Rent SO
Staff costs INC hmrc & NEST	£750.00		£750.00	BACS
Lyreco	£69.83	£13.97	£83.80	Chq - includes some JHMC costs
Scarborough Borough Council	£163.83		£163.83	Chq - commercial waste cemetery
YLCA	£40.00		£40.00	Chq remote conference
Wilson Garden services	£60.00		£60.00	Millenium Gardens 060421 & 200
1st Seamer & Irton Guides	£250.00		£250.00	Grant application
Community First Yorks	£42.00		£42.00	BACS
Jonathan Dyer	£108.00		£108.00	chq upkeep of beds George Wilso

Total £1572.94

d) The Clerks overtime was accepted for this month, the Clerk stated that it was difficult not to estimate the figure as it comes halfway through a month. Councillor Kelly

agreed that the overtime should be given to Walkers accountants at the end of the month after being agreed at Finance so would be a few weeks behind to start with.

- e) Financial Controls review – The Locum Clerk reminded Councillors that they are ALL responsible for making sure that the Financial Controls are checked & the Clerk requested that this be done each quarter & that Councillors all take it in turns to come in to the office to complete the checks. It was **RESOLVED** that this happen regularly
- f) Financial Risk Assessment review – The Clerk presented the updated document & it was **RESOLVED** that this was accepted for the year. Proposed by Councillor Liley & Seconded by Councillor Kelly , All in favour
- g) Standing Order review – The Clerk reported that this is to be completed, the previous document is still adequate & in force
- h) Internal audit

Locum Clerk Claire Boston presented the year end accounts as follows:

Year End Accounts

- (a) To approve and agree the Year End Accounts – It was **RESOLVED** that the Year End Accounts were agreed & approved. Proposed by Councillor Liley, seconded by Councillor Southward.
- (b) Annual Governance Statement: -
 - (Part 1) Claire Boston & Gill Armstrong have carried out a review of the effectiveness of the system of internal control
 - (Part 2) It was **RESOLVED** that Cayton Parish Council could answer positively, all the questions on the Governance Statement. Proposed by Councillor Kelly, seconded by Councillor Liley. All in favour.
 - (Part 3) It was **RESOLVED** to approve the Governance Statement for Cayton Parish Council. Proposed by Councillor Kelly, seconded by Councillor Southward. All in favour
- (c) Accounting Statement:-
 - (Part 1) It was **RESOLVED** that Councillors reviewed and agreed the figures on the Accounting Statement. Proposed by Councillor Hudson, Seconded by Councillor Kelly. All in favour
 - (Part 2) It was **RESOLVED** that the Accounting Statement be accepted. Proposed by Councillor Kelly, seconded by Councillor Liley. All in favour
 - (Part 3) All parts of the AGAR has been signed by the Chairman and RFO

Locum Clerk Mrs Claire Boston left the meeting

18. Cayton Parish Council Social Media presence The Clerk reports that more & more people only use Social Media to communicate & that if we are to be able to communicate quickly & with a wider audience of residents that we look at taking the

CPC onto Social Media & suggests a Facebook Page rather than a group. This way any spam can be controlled & rules of engagement can be implemented. No hate speech, bullying or harassment will be tolerated. Councillors are concerned that some parties may use the platform to direct hate as has been happening to some councillors directly which has caused a lot of distress. The Clerk suggests that it is trialled for 2 months as a newsletter type of thing & it is reviewed at the August Council meeting. It was **RESOLVED** that this action be taken

19. EXCLUSION OF PRESS AND PUBLIC

It was **RESOLVED** to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business now to be transacted.

The recording of the public meeting ended & a confidential discussion was held with regards to applications from potential new councillors.

20. Time & Date of the Next Meeting

It was **RESOLVED** that the next meeting of Cayton Parish Council will be held on Tuesday 15th June 2021 at 7pm at The Jubilee Hall.

Meeting closed at 9.47pm

Chairman's Signature.....

Date.....