



# Cayton Parish Council

Jubilee Hall, Main Street, Cayton, Scarborough, YO11 3TF

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09/08/23

## To All Members of Cayton Parish Council,

You are hereby summoned to attend a meeting of Cayton Parish Council to be held on Tuesday 15<sup>th</sup> August 2023 at 7.00pm, at The Jubilee Hall, Main Street Cayton  
The business to be transacted at this meeting is set out below.

**Gill Armstrong, Clerk to Cayton Parish Council**

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### Chairman's Announcement

Prior to the commencement of the meeting, the Chairman will outline the procedure for the public at this meeting to ensure that it is effective and lawful, including recording of the meeting and public participation.

### AGENDA

**1 Notice of meeting:** to confirm that the public notice of the meeting has been given in accordance with Schedule 12, para 10(2) (b) of the Local Government Act 1972.

**2. Apologies** - To note apologies and approve the reasons for absence.

### 3. Declaration of Interests

- a. To note declarations of interest not declared under Code of Conduct or members register of disclosable pecuniary interests.
- b. To approve dispensation requests.

**4. Public Participation** - To receive and hear any person who wishes to address the council. The Chairman will select the order of the matters to be heard. Each speaker will be limited to a period of **3** minutes (A maximum of **15** minutes in total public participation at the Chairman's discretion).

### 5. Meeting of Cayton Parish Council held on 18<sup>th</sup> July 2023

- a. To approve minutes of the meeting of Cayton Parish Council held on Tuesday 18<sup>th</sup> July 2023 as a true record of the meeting
- b. To note any update from the minutes including items deferred

**6. Police Matters**-To note the Police report and any other matters relevant to the police

## **7. Correspondence Received-**

- a) To discuss any correspondence received and make decisions as required

## **8. Reports from County Councillor.** - To receive verbal report from NYC Councillor:- Cllr Swiers

## **9. Chairman's report** – To receive a report from the Chair of the Parish Council – Cllr James Boak

## **10. Planning Committee**

- a) To receive a verbal report from Chairman of the Planning Committee, Cllr Swiers relating to any Planning applications received for the Parish

## **11. Village Maintenance Committee.**

- a) To receive a verbal report from Chairman of Village Maintenance, Cllr Shasanya
- b) Drains – to discuss any recent drain issues in Parish including water ways
- c) Grass cutting – update on actions taken in relation to next year's contract and also to report on any issues
- d) Community Payback updates – to discuss provision and issues relating to work that would be carried out by CP team usually
- d) Next meeting date and time to be confirmed

## **12. Community Land / Open Space**

- a) To discuss any update on progress and make decisions where required for Community Land including reports submitted
- b) To discuss any update on progress and make decisions where required for Open Space

## **13. Events Committee**

- a) To receive a verbal report from the Chair of the Committee, Cllr Petts relating to events and Committee matters
- b) Recent events – including Fun Run, Give & Take event and Children's activities to discuss how they went and any issues that arose
- c) Halloween – to discuss any equipment required and volunteers for party
- d) Beetle Drive – to discuss any equipment required for event on 14<sup>th</sup> October
- e) Give & Take Event – to discuss next event as 25<sup>th</sup> November 2023
- f) Next meeting date and time to be confirmed

## **14. Finance Committee**

- a. To receive a verbal report from member of Finance committee in Cllr Bentley's absence relating to bank balances.
- b. To approve the bank reconciliation for July 2023
- c. To approve the August Schedule of payments
- d. To approve Clerks overtime for August

- e. Grants application – to record decision of recent application by Working Group
- f. 106 money – email update from Clerk and to discuss way forward
- g. Next meeting date and time to be confirmed.

**15. Communications**

- a) Email addresses – update on progress for secure email addresses Cllr Boak
- b) Website – Lack of communication from NYP in relation to requests for extra provision

**16. Responsible Financial Officer** – To discuss employ of a separate RFO for up to 2 hours per week and make a decision on a way forward.

**17. Allotments-** To discuss current issues in relation to access and flooding and make decisions on a way forward. To discuss legal standings in relation to land use

**18. Cayton News** – To set date for next issue in November

**19. EXCLUSION OF THE PRESS AND PUBLIC**

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.

**20. Time and Date of the Next Meeting** Tuesday 19<sup>th</sup> September 2023 at 7.00pm