



Cayton Parish Council

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

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16/11/2023

To All Members of Cayton Parish Council,

You are hereby summoned to attend a meeting of Cayton Parish Council to be held on Tuesday 21st November 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

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 receive apologies for absence and consider the reasons for absence.
- 3. Declaration of Interests**
 - a. To receive Councillors declarations of interest not declared under Code of Conduct or members register of disclosable pecuniary interests.
 - b. To receive dispensation requests.
- 4. Public Participation** - To receive and hear any person who wishes to address the council. 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). No resolutions can be made on points raised that are not otherwise on the agenda
- 5. Meeting of Cayton Parish Council held on 17th October 2023**
 - a. To approve minutes of the meeting of Cayton Parish Council held on Tuesday 17th October 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) Tree concerns Penton Road
- b) Replies to letter sent re Coulson Drain

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 Working group

- 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) Report from Chair of Village Maintenance Committee
- b) Community Payback updates – to discuss provision and issues relating to work that would be carried out by CP team usually
- c) Christmas trees – To discuss requirements
- d) Highways concerns – to receive current concerns in relation to Highways issues from members and make resolutions in regard to further actions
- e) To receive anonymised quotes in relation to grass cutting 2024-2025– quotes to be received in confidential session as per LGA 1972. To make a decision on the provider for this contract and announce result publicly.
- e) Next meeting date and time to be confirmed

12. Community Land / Open Space

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

13. Events Committee

- a) Report from Chair of Events Committee
- b) Give & Take Event – to discuss next event as 25th November 2023
- c) Christmas Events – to discuss requirements and make resolutions where required
- d) Next meeting date and time to be confirmed

14. Finance Committee

- a. To receive details of the bank balance correct as of the 31st October 2023
- b. To receive the bank reconciliation for October 2023
- c. To receive the November Schedule of payments for approval
- d. To receive the Clerks overtime for October for approval
- e. To note the National Pay award for 23-24 and hours accrued for back pay

- f. 106 money – update Cllr Boak / Cllr Swiers
- g. To receive information on signatory issues with Barclays and to receive Unity Trust update- Clerk
- h. To receive initial draft budget report from Clerk
- i. Next meeting date and time to be confirmed.

15. Communications

- a) Email addresses and new domain – Cllr Boak
- b) Clerks email inbox – to discuss limitations and requirements for improving storage

16. Cayton News – To discuss delivery

17. EXCLUSION OF THE PRESS AND PUBLIC

Members to consider excluding 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.

18. Time and Date of the Next Meeting Tuesday 12th December 2023 at 7.00pm