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**DRAFT** Minutes of the meeting of Cayton Parish Council held on Tuesday 21<sup>st</sup> March 2023 at 7.00pm at The Jubilee Hall , Main Street , Cayton

**Present :** Councillor Swiers (Chairman), Councillor Caygill, Councillor Liley, Councillor Boak, Councillor Lockyer, Councillor Tomlinson-Hall, Councillor Shasanya, Councillor Bentley

**In Attendance:** County and Borough Councillor Swiers, Borough Councillor Simon Green plus members of the public.

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 Cllr. Petts

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.

It was **RESOLVED** to note declarations of interest from Cllr. Liley - agenda items 13 & 14 and Cllr Swiers item 13 & 14

b) To approve dispensation requests. None received.

4. **Public Participation:**

A member of the public raised issues relating to flooding concerns on Church Lane, as well as hedging maintenance required and some drains that are blocked. The Clerk made a note to report these items.

A second resident raised concern in relation to parking on Killerby Cliff approach road and the lane to the Surf Shop .The Clerk has already been in contact with SBC in relation to this. Also concern regarding abandoned caravans and motorhomes tipping waste water onto the road and into drains. The Clerk will forward these concerns to the relevant authorities.

A resident requested income details for the Parish Council and was directed to the end of year accounts. They also queried funding for the Drop In which is an entity in itself and money is not held by the Parish Council who facilitates volunteers to assist.

5. **Meeting of Cayton Parish Council held 21<sup>st</sup> February 2023:**

a) It was **RESOLVED** to approve the minutes of the Cayton Parish Council meeting held on both the 17th January 2023 (amendments) and 21<sup>st</sup> February 2023 as a true and accurate record. Proposed by Cllr Tomlinson- Hall and seconded by Cllr Shasanya, all members agreed. The Chairman signed the minutes.

b). **Matters arising from the minutes:** The Clerk had sent a letter to the tenants of the field where the dilapidated barn is off West Garth but had received no reply.

A letter had been received from CPFA in answer to the letter sent re parking concerns, the Clerk reports that she has offered to assist with a risk assessment and it was **RESOLVED** to ask CPFA and the pirates to promote considerate parking on their social media pages.

A contact with Yorkshire Water had been established

The Community Payback Team have completed the path work at the Church

Drop In will continue and instead of soup, sandwiches will be offered.

The Christmas Party entertainment has been booked and a deposit paid.

**6. Police Matters:** Nothing to report

**Correspondence/ Complaints / Concerns Received:**

7. Letter received relating to dog walkers on the field between Shelley Close and McCains who are reported to be causing noise nuisance to residents nearby and dogs being off leads and jumping up at people walking through the field. It was **RESOLVED** that signage be obtained in relation to dogs being on a lead in a public place and that social media is used to ask dog walkers to be considerate.

A thankyou email was received from Pert in Western Australia to the Drop In service on behalf of a relative

In relation to letters received at the last Full Council meeting, two were addressed to SBC and have been forwarded to them and the third was in relation to a Highways issue and has been posted to NYCC.

A complaint has been received in relation to vans and cars parking on Chapel Lane and blocking driveways, making it hard for residents to get in and out of their properties. It was **RESOLVED** that the Clerk place something on Social Media to remind people parking to be considerate.

**8. Reports from Borough & County Councillors**

**Borough Councillor Swiers reported:**

- Thanks were given to Cllr Simon Green for his service and support to the ward as this would be his last Parish Council meeting as a Councillor.
- A Council meeting had been held to honour some Councillors as Aldermen and also to bestow the Freedom of the Borough on Beth Meade and Zoe Aldcroft
- The cinema plans are going ahead and it will be a great hub for the town with plenty of parking that will attract plenty of people.
- The station project is not going ahead at this time.

**County Councillor Swiers reported:**

- Cllr Swiers read out an email in relation to Council Tax rise in precept from NYCC of 2.99% which is the most that it can be increased by.
- She has recently completed 8 hours of licensing training as well as 8 hours of Planning training
- Cllr Swiers is on the large Strategic Committee, Care & Independence plus Sport & Leisure Committees
- The Parish Council offered their congratulations to her on being made Vice Chair of the new North Yorkshire Council, she will take this role for 2023 to 2024 and then in 2024 she will take the role of Chair of the NYC.

### **9. Chairman's report:**

Cllr Swiers noted that the Parish Councillors work well as a team and that they must keep doing so and keep the profile of the Council up. A number of projects are nearing completion which is good news.

### **10. Planning Committee:** – Nothing to report

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

- a) Cllr. Boak reported that weekly checks continue on the play areas by Cllr Tomlinson Hall, he has also spoken with one homeowner in relation to a hedge that was reported as an issue to pedestrians. It was **RESOLVED** that an article be placed in the next edition of the Cayton News if space allowed regarding hedges.
- b) The Clerk reported that the Community Payback Team will return soon and they have a number of projects to do including the new noticeboard, flower tubs, weeding the verges, bench renovation and as a priority clearing two allotment plots. A letter of thanks has been received from the Churchwarden thanking the team for their hard work.
- c) Cllr Swiers asked Council to consider purchasing a tree in memory of Bob Cowton who was a great Ambassador for the Parish and did a large amount of things for lots of children in the village. It was unanimously **RESOLVED** to purchase a tree by all members and for it to be placed on the Green Belt. The Clerk to speak with Wykeham Mature Plants to arrange this.
- d) It was **RESOLVED** to purchase a new noticeboard to replace the old wooden one at Cayton Bay. The backing board is rotten and no longer fit for purpose. A new noticeboard will take 6 A4 sheets with a magnetic backing and is £367 + VAT for aluminium, green board with header from Earth Anchors who supplied the other boards.
- e) Next meeting is the Thursday 20<sup>th</sup> April 2023 at 8.00pm

### **12. Community Land – Open Space :**

- a) An email has been received from BDW in relation to the ditch issues on the Community land. The Clerk has passed this to Nick Read at SBC and also to the solicitor for further comment. The Parish Council have been advised by both not to take on the ditch due to the possible future financial implications. It was **RESOLVED** to remain with the solicitor at this time as moving to a new one would not be practicable.
- b) The Open Space transfer on Main Street has now been passed to the new Unitary Council due to long term staffing issues with SBC prior to change over.

### **13. Jubilee Hall and Bell Tower:**

- Jubilee hall bell tower work will start next week and School is aware that the car park will be shut to drop off and pick up due to lack of space. However pedestrians will still be able to access the gate in the car park and groups using the hall will still be able to park on an evening and through the day but are all advised that the parking is limited at the moment.
- The Clerk is in the process of engaging an inspection of the hall as one is due every 5 years as well as a revaluation.

#### 14. Recreation & Amenities Committee

- a) Cllr Shasanya reported that Drop In continues to be well attended and from 4<sup>th</sup> April they will be serving sandwiches instead of soup as the weather improves.
- b) The Recreation & Amenities committee met on 9<sup>th</sup> March and discussed the fact that the original Gala committee had voted to keep the money held within that committee rather than transferring to the Parish Council to organise the event. The Committee wished to make the point that if that is the case then the original Gala committee should organise the event otherwise there is little point that committee existing. Cllr Swiers and Cllr Liley informed Council that the decision has been made by the Gala Committee to support the Breast Cancer fun day that was being arranged for the summer as a joint event.
- c) It was **RESOLVED** to accept the quote from DASH UK in relation to Coronation Mugs for the children at School and pre-school settings in the Parish.
- d) Sand Art project – An update had been received from Osgodby Parish Council, despite a Cllr informing CPC that a resolution had been passed to go ahead with the event to commemorate the RNLI that in fact this was not the case and Osgodby PC had decided against it. It was **RESOLVED** that the Clerk make contact with Animated Objects to postpone the event and make payment for work completed so far

Date of next meeting Thursday 20<sup>th</sup> April 2023 7pm

#### 15. Finance

- a) Councillor Caygill reported the current financial information related monies held
- b) Schedule of payments reviewed: It was **RESOLVED** to approve the March 2023 payments schedule totalling as follows:

Mar 23 Accounts due for payment				
	Nett	VAT	Gross	
OneCom	£35.95	£11.40	£47.35	DD
Core Concept	£540.00		£540.00	support plan as agreed
Staff costs INC hmrc & NEST	£1,194.75		£1,194.75	net wage paid via BACS, tax and NEST paid via d/d. Includes O/T
West Building Supplies	£70.00	£14.00	£84.00	gravel and maintenance supplies
Community Drop In	£28.00		£28.00	paid for letterbox to be repaid
Magical Quests	£100.00		£100.00	deposit for christmas parties
Scarborough Borough Council	£780.00	£156.00	£936.00	Legal services community land
Gill Armstrong	£44.33	£7.97	£68.83	Easter activity crafts
Scarborough Borough Council	£206.96	£41.39	£248.35	Litter bin servicing
DASH UK	£1,137.50	£227.50	£1,365.00	Coronation mugs
<b>Total</b>	<b>£4,137.49</b>	<b>£458.26</b>	<b>£4,612.28</b>	

- c) It was **RESOLVED** to accept the Clerks 9 hours overtime for February/March
- d) It was **RESOLVED** to appoint the internal auditor from Internal Audits Yorkshire – Safia Kauser.
- e) The next meeting is on Wednesday 12<sup>th</sup> April 10.30am

**16. Vexatious Complaints Policy:** The Clerk asked Councillors to consider the document ready to adopt at the May meeting

**17. Menopause Policy** – The Clerk asked Councillors to consider the document ready to adopt at the May meeting

**18. VAS Signs** – Cllr Swiers reported that she had done a site visit in Cayton with the Officer from NYCC Highways and that he suggested two sites to install them. One is on Station Road and the other on Main Street just past the Jubilee Hall, this is due to restrictions on where they can be placed and also that they are required to be able to be turned around for traffic in the opposite direction. The cost of the two VAS signs is £6500 + vat , however Cllr Swiers suggests that the cost of one if not both could possibly be met from her Locality Budget. It was **RESOLVED** that she investigate this and if one can be bought only from that budget then the cost of the second would be met by CPC . Speeding is one of the main complaints received by the Clerk and this is a measure to try to address that. The Clerk or Cllr Boak has had no response to emails with regards to the Speedwatch Group and training for the group , this will be followed up asap.

**19. Dates for Annual Meetings** – It was **RESOLVED** that the Annual Meeting of the Parish Council be held on Tuesday 16<sup>th</sup> May at 6.30pm just prior to the Full Council meeting and the Annual Parish Meeting will be at 6.30pm on Thursday 25<sup>th</sup> May 2023 at the Jubilee Hall.

**20. 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. **One item discussed.**

**21. Time & Date of the Next Meeting**

It was **RESOLVED** that the next meeting of Cayton Parish Council will be held on Tuesday 18<sup>th</sup> April 2023 at 7pm at The Jubilee Hall.

**Meeting closed at 9.45 pm**

Chairman's Signature:.....

Date:.....