



Cayton Parish Council

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

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04/01/24

To All Members of Cayton Parish Council,

You are hereby summoned to attend a meeting of Cayton Parish Council to be held on Tuesday 16th January 2024 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 12th December 2023**
 - a. To approve minutes of the meeting of Cayton Parish Council held on Tuesday 12th December 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) Glebe Close dog faeces

b) Any other correspondence received requiring discussion and action to be taken

8. Presentation from Eastfield Town Councillors – To hear plans from Eastfield TC in relation to a proposed skate park – officers will be given **15** minutes to present and have been requested to send information prior to the meeting.

9. Reports from County Councillor. - To receive verbal report from NYC Councillor:- Cllr Swiers

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

11. Planning Working group- To receive a verbal report from Chairman of the Planning working group, Cllr Swiers relating to any Planning applications received for the Parish

12. 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
- d) Highways concerns – to receive current concerns in relation to Highways issues from members and make resolutions in regard to further actions
- e) Grass cutting contract- to review and discuss the Grass cutting contract with a view to agreeing to its use for the next 12 month contract.
- f) To receive quote in relation to storage at Jubilee Hall
- g) Next meeting date and time to be confirmed

13. Community Land / Open Space

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

14. Events Committee

- a) Report from Chair of Events Committee
- b) D Day 80th Commemoration- to discuss ideas and agree equipment purchase where required
- c) Easter 2024- - to discuss ideas and agree equipment purchase where required
- d) Future dates – to discuss and confirm future dates for Christmas parties and Halloween event including suppliers as well as any other events forthcoming
- d) Next meeting date and time to be confirmed

15. Finance Committee

- a. To receive details of the bank balance correct as of the 31st January 2023

- b. To receive the bank reconciliation for December 2023
- c. To receive the January Schedule of payments for approval
- d. To receive the Clerks overtime for December for approval
- e. 106 money – update Cllr Boak / Cllr Swiers
- f. Banking update- Clerk
- g. Appointment of internal auditor for 2023 – to make a decision on who to appoint
- g. Next meeting date and time to be confirmed.

16. Cayton News – To discuss date for next issue

17. Accounting/admin package – To discuss accounting package and make decision on how to proceed.

18. Co-option – to discuss dates co-option of new Councillor and decide how to proceed

19. 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.

20. Time and Date of the Next Meeting Tuesday 20th February 2024 at 7pm