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DRAFT Minutes of the meeting of Cayton Parish Council held on Tuesday 4th October 2022
7.00pm at The Jubilee Hall , Main Street, Cayton

Present : Councillor Swiers (Chairman), Cllr Caygill, Cllr Petts, Cllr Liley , Cllr Tomlinson Hall, Cllr Shasanya, Cllr Lockyer , Cllr Bentley and Clerk, Gill Armstrong.

In Attendance: County and Borough Councillor Swiers, Borough Councillor Green

At the start of the meeting Cllr Swiers asked all in attendance to participate in a minutes silence to commemorate the death of Her Majesty Queen Elizabeth II

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** – Cllr Boak , apology accepted
3. **Declarations of Interests** – None
4. **Public Participation** – concern raised on flooding last week at Church Lane near new development – Cllr Swiers had already attended the area and will ask for drains in that area to be cleaned..
5. **Meeting of Cayton Parish Council held on 19th July and 28th June-** It was noted that Cllr Caygill's attendance had been missed off the last minutes.
 - a) It was **RESOLVED** to approve the minutes of the Cayton Parish Council meeting held on 16th August 2022 as a true and accurate record. Proposed by Cllr Caygill and seconded by Cllr Petts. The Chairman signed the minutes.
 - b) The Clerk updated the meeting that she had sought a price for the Speedwatch equipment and that it would cost £446 , it was **RESOLVED** that this kit was acceptable and Cllr Swiers would pay for this via her SBC Locality Budget.
6. **Police Matters** – nothing to report
7. **Correspondence** – Thankyou card received from family who were able to have a bench on Cayton Bay and also further email contact from the family who also require a bench but had been refused by Osgodby Parish Council thanking us for agreeing to find a space for one in Cayton Parish.
8. **Complaints / Concerns received** –a) Further complaints have been received in relation to both noise and odour emanating from McCains and it was **RESOLVED** to arrange a meeting with McCains
b) Cllr Lockyer reports that she was approached by a member of the public with concern over rats on West Garth – it was **RESOLVED** that the Clerk will report the concerns to environmental health.

c) Cllr Swiers has received a concern re wires hanging down outside 128 Main Street, the Clerk has already forwarded this to Cllr Boak to assess

9. Borough and County Councillors reports

County – Cllr Swiers reports that she remains very busy with County matters and that the Council is catching up from delayed meetings due to mourning periods observed. Meetings that were on line are now face to face and very intensive. She is on one of 8 working groups looking at the formation of the new Unitary Council which is moving forward well, all staff at Scarborough and County will stay in role at the present time. She has received a report from the St Johns development as a County Councillor and all roads and sewers have been completed plus mains water and gas in the entrance to the site. The rain water attenuation tank has been installed and back filled plus a temporary electricity supply. The sewer works on Limekiln Lane are still ongoing and the site is struggling from lack of staff but is actively recruiting. BDW are now responsible for the site and there is a site manager on 5 days a week should residents require contact with him. They will be moving 400 loads of soil and have a road sweeper on 8 hours a day to maintain the highways. There is likely to be some disruption to traffic due to the right hand turn being introduced to the site.

Borough – Cllr Green reports that nothing much has happened in the last month however the Chief Exec leaves his post at the end of the month. Cllr Green expressed his condolences to the family of the Hazel Lynskey who had previously held the office of Mayoress, this was echoed within the members and a message had been sent from the Clerk to her son and daughter in law.

Borough – Cllr Swiers reported that she is due in a Planning meeting and there were a large amount of applications to go through for the Borough. She is on the cost of living working group and there is a meeting coming up where possible stakeholders that can assist residents will meet with SBC to see what can be done. She remains very concerned for Parish residents after a couple of conversations with elderly residents. Cllr Swiers continues to sit on the John Kendal Trust supporting under privileged children up to 16 as well as her work within her own area. She reported that the footpath on Main Street near the junction with Station Road had finally been fixed after she spoke with Highways again.

Cllr Swiers noted that Trish Kinsella at the Rainbow Centre was retiring after many years and that she would be very much missed as it had been her mission to support everyone in the Borough. A sentiment echoed by the whole Council and the Clerk.

10. Clerks Report – Attached

11. Chairman – Cllr Swiers reported that the arrangements made for the passing of Her Royal Highness Queen Elizabeth II had been well received in the Parish with well over 240 people coming to sign the book, flowers left at Millennium Gardens in a designated area plus wreaths from CPC. Thanks were offered to the Clerk for her work on this.

It was **RESOLVED** to let the public know where the condolence book will be held.

Cllr Swiers has been monitoring the parking issues for school due to the Limekiln Lane closure and it is noted that a lot more parents are walking or car sharing which is brilliant however there are a small minority causing issues, parking dangerously, driving too fast and general disregard for safety. One vehicle clipped the planters that are well back from the road due to the speed it was travelling last week, she has contacted Highways to request urgent repainting of lines and again requested that the 20mph zone is re looked at.

The Sept monthly Drop In session went really well and as a result it was decided to move to weekly drop ins staffed by volunteers on a Thursday offering a warm light lunch too, this will be at minimal cost as the Clerk is already in the building so heat and light is already in use. It was agreed that this was a great idea and much needed. It is hoped to advertise the

Chapel coffee mornings on a Monday and something at Church too so people have an option to attend a number of places through the week.

A meeting was held today with SBC in relation to the Open Space on Main Street, it was very positive and we hope for a fairly quick decision on whether the Parish can turn it into a Community Orchard.

12. Planning Committee – a) Cllr Swiers, chair of the Planning Committee reports that recent planning application for a 20m 5G pole on Mill Lane was received and a response sent by the Council

13. Village Maintenance Committee – a) Cllr Boak the Chair of Village Maintenance sent a written report as follows : Stencilling relating to 'bag it bin it' has been completed around the parish, however the paint isn't as durable as previous years so may have to be redone in the spring.

- Now have access to the parish portal so if any issues are detected relating to NYCC maintained facilities please let me or the clerk know so we can report.
- Openreach have been contacted re broken cover on Station Road.

b) It was **RESOLVED** to ascertain how much it would be to have the pile of waste at the allotments removed by a contractor rather than a skip, the Clerk to make contact with Tiff Rowe in the first instance. In relation to a request about mains water at the allotment site Cllr Swiers reports contact from a current plot holder requesting it to be paid for by the Borough locality Budget which does not fit the stringent requirements of the budget. The Clerk reported contact with the same plot holder who had been asked to speak with Yorkshire Water and reply back to her with a report she could bring to Council but that she had already informed them that the land does not belong to the PC and can be removed at any time by the owner plus the cost to benefit a small group of people is unlikely to be met by Council/public funds.

c) Killerby Cliff signpost is on order

d) Bollards have been purchased for Cayton Bay and will be installed by the Community Payback Team

e) It was resolved to accept the updated grass schedule completed by the Clerk and forward it to Chris Roe at SBC

f) The terms of reference are being reviewed and will be available for the November meeting
The next meeting will be 10th November 8.15pm

14. Community Land – An email has been received by BDW to our solicitors stating they are ready to proceed on transfer of the land to CPC but with the inclusion of the open drain culvert. It was unanimously **RESOLVED** to refuse this as the drain was not on the original plans, would be costly to CPC and it is disappointing that BDW are attempting to delay proceedings.

15. Jubilee Hall and Bell Tower – a) An email has been received from Nick Read at SBC stating that the bell tower must be rebuilt as was and a fibre glass bell cannot be installed. It was **RESOLVED** that the Clerk can now make contact with companies to get quotes.

b) Car Park issues discussed at point 11

16. Recreation & Amenities Committee –a) Cllr Petts reports that she still has not received any reply to her emails in relation to the cost of the Parish Council having to hire of the Jubilee Hall and that she had continuing concern that the Committee were not aware of the ongoing issues. Cllr Liley is the secretary for the Jubilee Hall Management Committee and requests were made to her in that capacity for the minutes, accounts and a meeting. It was agreed that an Extra Ordinary Meeting of the JHMC would be held that the Council could

attend. Cllr Petts reports that it is likely that a Coronation would be held in June / July and that there are initial plans to hold similar events as we did for the Jubilee. It was **RESOLVED** that the Clerk would see if the new Kings sigil could be made for the beacon. She thanked all the Councillors for the delivery of the leaflet

b) It was **RESOLVED** that the Clerk would arrange the refreshments required for the drop ins and thanks given to Mr and Mrs Law for their kind donation of Coffee and biscuits.

c) The photographs were on display for Councillors from the competition, thanks to Geoff and Carol Boyes for judging them. 36 entries received and the winner was Andrew Windrass from Cayton, a £20 amazon voucher donated by Cllr Green is to be sent to the winner.

d) Cllr Shasanya had been approached by a resident enquiring about the 106 money for the Jackson Close play area; Cllr Swiers reported that she had been in contact with Persimmon who informed her it had been sent to SBC in June. No notification had come to CPC, Persimmon and Cllr Swiers have emailed SBC to express their dismay that this has been the case and we await a reply.

e) A joint meeting with Osgodby PC and Animated Objects had been held to discuss the possibility of a sand art project in July at Cayton Bay. It was a very positive meeting for all and the details of what it entails given to Councillors. The Clerk reports that Cayton School are happy to be involved and It was **RESOLVED** to go ahead with this joint project. It is estimated that the cost overall will be £1000 to £1500 met by both Councils and the CPC Clerk to look for funding. Further working group meetings will continue to be held as required.

f) This year's children's Halloween party will be on the 29th October at 6pm at the Jubilee Hall. There will also be a two hour craft event the same day 10am to 12pm at the hall. Scarborough Coast Trefoil Guild have confirmed that they will assist by doing the food and also helping to steward , a donation can be made to them. All Councillors will be needed if available

g) The Christmas parties will be held in two sittings again this year and will be on Saturday 17th December 1.30pm to 3pm and 3.30pm to 5pm. It was **RESOLVED** for the Clerk to purchase a new Santa Suit. The Christmas trees for the village will be delivered on the 28th November including one for the new Persimmon site. It was **RESOLVED** that Mr Swiers purchase new lights for this extra tree. All Councillors will be needed if available

The next meeting will be 10th November 7.00pm

Cllr Bentley and Cllr Shasanya left the meeting at 9pm

17. Finance –

a) Cllr Caygill gave a verbal report on the bank balances.

b) It was **RESOLVED** to approve the September and October 2022 payments schedule totalling as follows

Oct 22 Accounts due for payment				
	Nett	VAT	Gross	
OneCom	£35.95	£11.40	£47.35	DD
Rent	£35.00		£35.00	Rent SO
Staff costs INC hmrc & NEST	£1,014.68		£1,014.68	net wage paid via BACS, tax and NEST paid via d/d inc 9.5 hours
Costcutters	£414.11	£77.82	£491.93	Bench paid for by resident
David Wilson	£60.00		£60.00	Grass cutting spet
Total	£1,559.74	£89.22	£1,648.96	
Transfer			£2,000.00	

Sept 22 Accounts due for payment				
	Nett	VAT	Gross	
OneCom	£39.30	£7.86	£47.16	DD
Rent	£35.00		£35.00	Rent SO
Staff costs INC hmrc & NEST	£1,263.68		£1,263.68	net wage paid via BACS, tax and NEST paid via d/d. Includes O/T 11.5
PKF Littlejohn	£300.00	£60.00	£360.00	External audit
Viking	£55.70	£2.99	£58.69	Printer ink paper
Viking	£78.24	£ 13.04	£91.28	stamps stationary and art supplies
Glasdon UK Ltd	£388.80	£77.76	£466.56	Bollards and fixing pins
Alan Wood	£7.00		£7.00	under payment of invoice vat
West Building supplies	£33.85	£6.77	£40.62	Bench supplies
Jonathan Dyer	£144.00		£144.00	George Wilson beds
D Wilson	£60.00		£60.00	Grass cutting
The Cumbria Clock company	£185.00	£37.00	£222.00	Church clock service
Image Creation	£40.00		£40.00	August / Sept
Jolene Trowsdale	£250.00		£250.00	Grant for international kickboxing
Basics Plus	£168.55	£ 9.60	£178.15	QPJ Leaflets
Gill Armstrong	£11.99		£11.99	Laminating pouches
Totals	£3,061.11	£215.02	£3,276.13	
Transfer	5,000.00			

c) It was **RESOLVED** that the Clerks 10.5 hrs paid hours overtime was accepted for this period and 9.5 hrs for the following period

d) The external audit had now been signed off with one except for and is displayed on notice boards with public notice of access.

e) The Clerk requests that Cllrs report on items to be considered in the budget for the next finance meeting

The next meeting of the Finance Committee is 10am 3rd November 2022

18. Cayton News It was **RESOLVED** that Cllrs would deliver the Cayton News themselves and that it should be printed in early November. The Clerk is to put the draft together with Basics Plus over the next couple of weeks and then put it out to Cllrs to proof read. The cost of the magazine has gone up due to escalating paper costs however it is still felt that it is well read in the Parish and it is budgeted for each year.

19. Civility and Respect It was **RESOLVED** that all Councillors and the Clerk sign up to support the Civility and Respect Pledge

20. Inclusivity It was **RESOLVED** that the Clerk would ascertain if a contact could offer some basic sign language training for all members

21. Climate Emergency It was proposed by Cllr Swiers that the Council declare a Climate Emergency, seconded by Cllr Tomlinson Hall. Formally **RESOLVED** to do so by all members. This follows a national move to do so which SBC did in 2019, CPC will look to see what changes it can implement in order to assist with working towards carbon neutrality. Cllrs Boak and Tomlinson-Hall have expressed an interest in taking this forward

22. Website - A meeting will be held with the Clerk and SBC to discuss requirements for the new website

23. Exclusion of Press and Public – Not required

Time and Date of the next meeting - It was **RESOLVED** that the next meeting of Cayton Parish Council will be held on **Tuesday 15th November 2022 at 7.00pm**

Meeting closed at 9.20pm

Chairman's Signature.....

Date.....

Clerks report October 2022

Firstly I would like to thank all Councillors who volunteered to cover the Condolence book for 12 days throughout the period of mourning. Over 240 people came into sign the book , talk about their own grief and generally come together.

Prior to that I would like to also thank you all for quickly coming together to deliver 1434 event leaflets around the whole Parish including a number of farms and addresses that have previously been missed out. The residents have made comments about feeling included which is welcome.

The external audit report has been received and just one exception where there was a difference of opinion on the inclusion of the locum Clerk wages under an employee but other than that no issue.

A Police drop in was held on the 8th Sept alongside a Community drop in and 18 people called in for various things.

Clr Boak and I went round the whole Parish to assess the trees with the tree surgeon and his report is to discuss in this meeting.

I have attended houses of a couple of vulnerable elderly residents to help with letters received in the last two weeks and we continue to receive these residents at the office and on the telephone asking for advice.

The Office continues to be a very busy place with residents constantly calling in for a wide range of things

The notice board at the Post Office has been installed after I finally received the electricity sub station cable map at the beginning of September.

I have received a number of quotes for the Jubilee Hall door now that I widened my search from the locality to across region.

Community Land – I have again emailed both Gillian Cole and Peter Morris in relation to the Community Land but no update was forthcoming since my previous email in August.