

NOTE: filming, photographing or audio recording of proceedings is allowed – council asks that, as a matter of politeness, people tell the Clerk of their intention to record. In the interests of encouraging public participation, it is requested that anyone filming does not include members of the public “in shot”.

Cayton Parish Council Jubilee Hall, Main Street. Cayton, Scarborough, YO11 3TF

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13th May 2026

To all Members of the Parish Council, County Councillors, the Public & Local Press.

Dear Member

You are hereby summoned to attend the Annual meeting followed by an ordinary meeting of the Parish Council to be held on Tuesday 19th May 2026 at 7pm, in the Jubilee Hall, Main Street, Cayton.

Yours faithfully Richard Westgarth Clerk to Cayton Parish Council

Annual Meeting Agenda

- 1. To Elect a Chair of the Council** for 2026/2027 & for the elected Chair to receive & sign a declaration of acceptance of office.
- 2. To appoint a Vice Chair** for 2026/2027.
- 3. Notice of meeting** – to confirm that public notice of the meeting has been given in accordance with Schedule 12, para 10(2) of the Local Government Act 1972.
- 4. Apologies for absence**
 - To receive apologies for absence given in advance of the meeting.
 - To consider the approval of reasons given for absence.
- 5. Minutes** to approve and sign the minutes of the Ordinary meeting held on 21st April & those of the Extra-Ordinary meeting held on 29th April 2026.
- 6. Delegated committees** – to appointment members to the following committees: -
 - Planning
 - Finance
 - Events
 - Parish Maintenance.
 - Staffing
- 7. Yorkshire Local Councils Association** – to appoint two council representatives to the council’s local YLCA Branch.
- 8. Banking arrangements** to confirm continuation of Unity Bank & NS&I as the council’s bankers & to confirm the signatories for cheque payments & access authority for Internet Banking.
- 9. Direct Debit & Standing Orders** -to confirm continuation of Direct Debits to the Information Commissioners Office (ICO), HMRC, NEST & Onecom for the forthcoming year & a Standing Order to the Jubilee Hall.
- 10. Standing Orders/Financial Regulations** – to confirm adoption of the existing versions.
- 11. Meeting Dates** - to confirm the meeting dates for the council up to May 2027.

The meeting will continue as the Ordinary Meeting

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12. Public Question Time -To receive & 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 three minutes (to a maximum of 15 minutes total public participation at the chairman's discretion.).

13. Report from the North Yorkshire Councillor to receive a report from Cllr Roberta Swiers.

14. Planning to receive a report from the clerk regarding outstanding applications

- **ZF25/01156/OL** – 190 Houses, land off Mill Lane, Cayton.
- **ZF25/01002/FL** – changes at Browns Caravan Park Mill Lane Cayton.
- **25/04330/FUL** - Proposed 2 Padel Courts etc Cayton Playing Fields Association.
- **26/00982/FUL** - Use of existing yard area for storage containers Cayton Low Road.
- **26/01332/FUL** - Loft conversion/rear dormer & single storey rear extension -46 Star Carr Road.
- **Any other application received prior to the meeting.**

15. CCTV – to receive a report from the clerk & to receive & approve: -

- a CCTV Policy.
- a Data Protection Impact Assessment (DPIA)
- a Surveillance Camera Code of Practice - A Guide for Councillors.
- purchase of the relevant CCTV signage.

16. Events Committee – to receive the minutes of the meeting held 23rd April followed by a short report from Councillor Liley.

17. Allotments – to hear from Councillor K Seaward & the clerk & to discuss & decide on the appropriate action.

18. Training – to receive a report from the clerk about Whole Council Training & NYC Training & to discuss & decide on the appropriate action.

19. Community Land - to hear from Councillor Green & to discuss & decide on the appropriate action.

20. Finance to discuss & decide on the appropriate action in relation to the following: -

- **Minutes of Finance meeting held 13th May 2026** – to approve the recommendations therein.
- **Bank Reconciliation for period ending 30th April 2026** – to receive the information & for the chair to review & sign.
- **Telephone & Broadband contract** – to hear from Councillor Mander & the clerk & to discuss & decide on the appropriate action.
- **Council Insurance** – to hear from the clerk & to discuss & decide on the appropriate action.
- **Schedule of payments** – to approve the schedule of payments for May 2026 as circulated at the meeting.

21. EXCLUSION OF PRESS AND PUBLIC RESOLVED: That under the Public Bodies (Admission to Meetings) Act 1960, members of the press & public are excluded for the following item of business in view of the confidential nature of the business to be transacted.

22. Clerk employment – to hear from the clerk & to discuss & decide on the appropriate action.

23. Time & date of the next meeting - Tuesday 16th June 2026 at 7pm.

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