

Ordinary meeting of Cayton Parish Council held in the Jubilee Hall, Cayton on
Tuesday 16th June 2026 at 7pm



Present: Councillor Swiers (Chair), Councillors Green, Liley, Paxton, J & K Seaward, Lockyer one member of the public and Clerk Richard Westgarth.

1. **Notice of meeting** – It was **RESOLVED** that public notice of the meeting had been given in accordance with schedule 12para(10)2(b) of the Local Government Act 1972. 123/26
2. **Declarations of Interest** – the following declarations were made & noted: - Councillors Lockyer, Swiers & Liley on agenda items 12 & 14.
3. **Apologies** – had been received from Councillor Mander and Interim Clerk Helen Carter. The apologies were noted and accepted.
4. **Public Question Time** – The resident asked about the road sweeper for Penton Road. The Clerk confirmed that the request had been made. Also raised was the grass cutting in the village. It was confirmed this would be discussed later in the meeting. The issues raised by residents at the Annual Parish Assembly were discussed and noted.
5. **Minutes** – it was **RESOLVED** the minutes of the Extra Ordinary meeting held on 10th June 2026 be approved & were signed. 124/26
6. **Report from the North Yorkshire Councillor** – Councillor Swiers reported on a range of matters including: highways funding; housing delivery across North Yorkshire, which is currently below expected levels; and confirmation that works at Scarborough Sports Village Stadium are on track for reopening as scheduled.

Councillor Swiers has been appointed Vice-Chair of the North Yorkshire (Scarborough and Whitby) Area Committee; she represented Scarborough at Armed Forces Day.

Further updates included a recent road traffic incident in Osgodby; a missing section of hedge on Church Lane; her attendance at a grant ceremony at Cayton Cricket Club; funding awarded to Eastfield Boxing Club; and that the new Aldi site has now been cleared.

7. **Planning** – the following were reviewed
 - **ZF25/01156/OL** – 190 Houses, land off Mill Lane, Cayton. **Responded to November 2025 awaiting decision.**
 - **ZF25/01002/FL** – changes at Browns Caravan Park Mill Lane Cayton. **Responded to December 2025 awaiting decision**
 - **25/04330/FUL** - Proposed 2 no. Padel Courts, associated fencing and flood lighting. Cayton. Playing Fields Association Station Road Cayton. **Responded to February 2026 awaiting decision.**
 - **26/01332/FUL** - Loft conversion with full width rear dormer and single storey rear extension. 46 Star Carr Road Cayton. **A response was made April 2026 advising no objection made. Application granted.**
 - **26/01569/FUL** - Use of Unit 8 for Class B8 use (Storage and Distribution) with ancillary trade counter and display area along with associated external works including replacement roof, recladding of walls, installation of roof lights and a central feature door. **Responded to May 2026 awaiting decision.**
 - **Jubilee Hall Ramp application** – A letter had been circulated prior to the meeting. The Clerk reported that the NYC Planning Department had requested further information, and Councillor Liley confirmed that the builder would provide the additional documentation required.

- **26/00982/FUL** - Use of existing yard area for the siting of storage containers (Class B8 Use). Cayton Low Road Eastfield Industrial. **Application permitted.**
Two new applications have been received & are being considered by the Planning Committee.
- **26/02402/FUL** - 55 Church Lane Cayton - application for a proposed single storey rear extension.
- **26/02203/FUL** - 12 Green Park Avenue Cayton - Rear extension to dwelling for assisted mobility.

8. Village Grass Cutting and Maintenance – Councillor Seaward reported on the following:

Grass cutting and weed spraying - Councillor Seaward reported that he and Councillor Swiers met with NYC, our appointed contractor for grass cutting and village maintenance to review ongoing concerns. Assurance has been given that grass-cutting will resume on an approximately fortnightly cycle. Weed-spraying is scheduled to take place later this week or early next week, subject to weather conditions.

Complaints

Complaint has been received about a resident cutting Shelly Close field. The Parish Council has not authorised any additional grass-cutting at this location, as it is included in the NYC contract. It was agreed that the Clerk will write to the resident who has been cutting the field.

Visibility at the West End View junction – NYC has confirmed that the hedge at the West End View junction will be cut back. NYC Highways has inspected the junction and has not identified any visibility concerns, noting that the layout and sightlines are consistent with other junctions within the village. Road markings at the junction have already been repainted.

Watering of hanging baskets and other planters – After discussion, it was **RESOLVED to accept the quote from North Yorkshire Council for the watering of 32 hanging baskets, plus three planters for the total annual costs of £1,680, twice a week for the main summer season (12 weeks from WC 22 June 2026).**

125/26

Churchyard Wildflower Bed – The church has confirmed that they are happy with the proposed location for the new wildflower bed. The Clerk will notify NYC to arrange the works and coordinate involvement from Cayton Primary School.

Leaning Fence at the Green Belt - has been reported to NYC but no response received.

Overgrown Hedge/Wall at 128 Main Street – reported to NYC in March & subsequently chased up in June with no response received from NYC. It was agreed that the Clerk will follow these up again.

Churchyard Gravel – A further 3 tonnes of gravel will be delivered next week, ready for the Community Payback team to rake out along the paths.

Bench/Seat Locations – The Bird Garden bench has now been relocated to a more suitable position at Shelly Close Field. It was agreed that the bench on the Green Belt will be moved closer to the play equipment so it can be better used by families. It was also **RESOLVED that two further benches would be purchased with delegated authority up to £2,000 to the clerk to arrange and agree location.**

126/26

9. Events- Councillor Liley gave a brief summary of the health & safety work for all events, as well as the preparations for the Dog Show. **After discussion, it was RESOLVED to adopt the following to help ensure compliance with insurance and legal requirements:**

127/26

a. Event Safety & Welfare Briefing Pack Cover sheet and briefing notes including:

- Crowds and Public Interaction**
- Data Protection and GDPR**
- Dog and Animal Interaction**
- Electrical Safety**
- Fire and Ignition Safety**
- Electrical Safety**
- Safety and Behaviour**

- viii. **Manual Handling**
- ix. **Safeguarding**
- x. **Slips, Trips and Falls**
- xi. **Weather and Environmental Awareness**
- xii. **Emergency Procedures and Incident Reporting**
- b. **Community Dog Show Rules**
- c. **Event Management Plan Template**
- d. **Method Statement = Beacon Lighting**
- e. **Risk Assessments:**
 - i. **Community Dog Show**
 - ii. **Training and Meetings**

Cayton News Adverts & VAT – A report was circulated prior to the meeting and after discussion, it was agreed the council would invoice for a donation for Cayton News adverts. The Clerk will issue the invoices in due course, subject to workload and prioritisation.

The minutes of the meeting held on 11 June 2026 were also noted.

- 10. McCain Defibrillator** – A report was circulated prior to the meeting and, following detailed discussion, it was **RESOLVED that the Council would not proceed with installing or maintaining a defibrillator at this location due to limited access.** **128/26**

The Clerk will notify McCain Foods, and Councillor Swiers will inform Cayton Cricket Club of the decision.

- 11. Whole Council Training** – The Clerk advised that the required paperwork to confirm the 09/09/2026 training date is nearing completion. The Council is currently awaiting the venue fire risk assessment from the Jubilee Hall Management Committee. Councillor Liley agreed to provide this.

Councillor K Seward was appointed chair for the following agenda item:

- 12. Jubilee Hall Meeting Room Facilities** – A report was circulated prior to the meeting and, following discussion, it was **RESOLVED to purchase a large wall-mounted whiteboard and a wall-mounted interactive screen for the Committee Room.** **129/26**

Councillors noted that these improvements are necessary to bring the facilities up to modern standards and to better meet the needs of residents, as well as to support increased use of the Committee Room.

- It was further **RESOLVED to grant delegated authority to the Clerk to arrange the specification and installation of the equipment, within a combined budget of £2,500.** **130/26**

Councillors Swiers, Liley and Lockyer having declared an interest in this agenda item took no part in the discussion or voting.

The chair was passed back to Councillor Swiers.

- 13. Community Bleed Kit** – A report was circulated prior to the meeting and following discussion, it was **RESOLVED to purchase two St John Ambulance Bleed Kits and the associated stickers, within a budget of up to £180. Delegated authority was granted to the Clerk to place the order.** **131/26**

Councillor K Seaward will install the bleed kits inside the two community defibrillator cabinets and apply the stickers. Once installation is complete, the Clerk will update The Circuit accordingly.

Councillor K Seward was appointed chair for the following agenda item:

- 14. Jubilee Hall Gas Bill Grant Request** – A report was circulated prior to the meeting and, following discussion, it was agreed to postpone a decision until the end of the year. Councillors noted that although the gas bill was unusually high earlier in the year, the recent improvement works may result in reduced costs for the remainder of the year,

potentially offsetting the initial increase caused by the boiler malfunction. To enable a full review later in the year, the Jubilee Hall Management Committee were asked to provide a copy of their accounts year to date and to continue to monitor the gas usage. Councillors Swiers, Liley and Lockyer having declared an interest in this agenda item beyond answering questions about the Jubilee Hall Management Committee, took no part in the discussion or voting.

The chair was passed back to Councillor Swiers.

- 15. Community Land** – Councillor Swiers confirmed that there was no further update at this time. The Council is still awaiting the transfer of the land (excluding the ditch), in accordance with the requirements of the Section 106 agreement.

16. Finance

Bank reconciliation up to 30 May 2026 - the figures were circulated at the meeting Balances held £238,571.55; payments £4,948.76; receipts £143. It was **RESOLVED the figures be approved & accepted by the council.**

132/26

Telephone & broadband contract – The Clerk provided an update and confirmed that, upon contacting One Com, it was established that the contract had been superseded mid-term in 2024. A new contract is in place with an end date of 2029. Councillor Mander was thanked for her work on seeking quotes.

Schedule of Payments for June – the figures were circulated at the meeting and it was **RESOLVED payments of £10,649.07 could be paid for June 2026.**

133/26

- 17. Time & date of the next meeting** - Tuesday 21st July 2026 at 7pm.

Signed *Robetta Swiers*

Date 21/07/2026