

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”.



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28th July 2026

To All Members of Cayton Parish Council, the Public and Press

Dear Member

You are hereby summoned to attend a Parish Maintenance Committee meeting to be held on Thursday 6th August 2026 at 1.30pm in the committee room at the Jubilee Hall Cayton.

Richard Westgarth

Clerk, Cayton Parish Council

AGENDA

- 1 Notice of meeting – to confirm that public notice of the meeting has been given in accordance with Schedule 12, par 10(2) of the Local Government Act 1972.**
- 2 Apologies** To note apologies and approve the reasons for absence.
- 3 Declaration of Interests** to receive declarations of interest by councillors and to approve any written applications for dispensations.
- 4 Public Participation** - Members of the public can speak for a maximum of 3 minutes each and overall, the allocated time is 15 minutes.
- 5 Minutes** to approve & sign the minutes of the meeting held on 14th June 2026.
- 6 Terms of Reference** - To receive information from the Clerk, consider the matters arising, and agree any actions or recommendations to be referred to Full Council for ratification.
- 7 Appointment of Link Councillors** - to discuss & decide on roles such as:
 - Defib checks
 - Allotment Link Councillor
 - Play Park checks
 - Other roles/checks
- 8 Allotments** – to receive information from Councillor Seaward and to consider approving an Allotment Policy for ratification by Full Council.
- 9 Community Payback Schedule of Works**– to receive an update from Councillor Swiers on work undertaken by the Payback Team and to discuss & decide on the appropriate action.
- 10 Grass Cutting & Village Maintenance** - to receive information from Councillor Seaward & to discuss & decide on the appropriate action on the following items:
 - Grass cutting
 - Bench provision
 - Weed spraying
 - Churchyard footpath
- 11 Book Library, History Boards and Wayfinding Signage** – to receive updates on proposals for history boards and wayfinding signage, together with an update on the community book library project, and to discuss and decide on the appropriate action.

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- 12 Orchard Old Recycling Area** – to receive a report from Councillor Swiers on potential re-development and to discuss & decide appropriate action.
- 13 Community Asset Transfers and Post-Model Agreement Changes** - To receive a report from the clerk and invite ideas and initial views relating to Community Asset Transfers, including community benches and public open spaces, together with any other assets or responsibilities that may become available following the conclusion of the Model Agreement, and to consider whether any recommendations should be made to Full Council.
- 14 Date of the Next Meeting** – to discuss the time & date of the next meeting.

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