Minutes of the Parish Maintenance Committee meeting held on Thursday 6th August 2026 at 01:30am

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

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. **161/26**

2. **Apologies –** None

3. **Declarations of Interests -** Cllr Swiers in respect of Dave Swiers agenda item 10.

4. **Public Participation –** The resident thanked the Council for maintaining the church path, however, the "wacker plate" hadn't worked and explained a number of parishioners were unable to access that church following the works.

   The Chair of the Parish Council outlined a timeline of works undertaken with the matter further discussed under Agenda item 10.

5. **Minutes** of the meeting held 16 April 2026. It was **RESOLVED the minutes having been circulated, be taken as read and approved and were signed by the chair as a correct record.** **162/26**

6. **Terms of Reference** – A draft Terms of Reference had been circulated prior to the meeting. Following discussion, members agreed that specific reference should be added to grit bins and to supporting North Yorkshire Council through the reporting of issues relating to gullies and drainage assets.

   It was RESOLVED that the Committee Terms of Reference, as amended, be recommended to Full Council for approval. **163/26**

7. **Appointment of Link Councillors** – Members consider the appointment of Link Councillors for specific core areas and it was **RESOLVED to appoint the following Councillors:** **164/26**

   1. Play Parks — Councillor Lockyer
   2. Defib/Bleed Kits — Councillor Seaward
   3. Drains/Ditches* — Councillor Green
   4. Allotments — Councillor Seaward

   It was noted that while the parish council has no legal powers under drains and ditches, in the light of flooding risk, it would help residents by reporting issues to North Yorkshire Council and other landowners, where possible.

8. **Allotments** – A draft Allotment Policy was circulated prior to the meeting and was considered. Following discussion, it was agreed that Allotments leases should only be granted to individuals whose principle residence is or a charity/organisation within the Parish of Cayton and that the policy should be amended accordingly. It was **RESOLVED that the Allotment Policy, as amended, be adopted and that, where practicable, future vacant full-size allotment plots be divided into smaller plots prior to reallocation.** **165/26**

9. **Community Payback Schedule of Works** – Councillor Swiers provided an update on works completed under the Community Payback Scheme, including painting the shed and fencing at the Orchard, maintenance at Millennium Gardens, clearance of snickets, improvements at Jubilee Hall and maintenance works within the Cemetery and Churchyard. Members noted the update.

Future works identified included cleaning the circular bench near the Post Office, painting works at Jubilee Hall, relocating the Green Belt bench and trimming vegetation adjacent to the Churchyard footpath. Members were invited to submit any further suggestions.

10. **Parish Maintenance –** There was general discussion regarding the following:
    - **Churchyard path** – The use of the "wacker plate" had not been successful. Prior to the meeting the path had been inspected by Councillor Seaward and the Clerk, who had met with the Vicar and Churchwarden. There is an issue with regard to the "Farrier entrance" in that wheelchairs and walkers are unable to negotiate the path due to the additional gravel. It was agreed that the clerk would obtain a quote to rectify the problem.
    - **Village Issues** - Following Full Council (21/07/2026), an email had been sent to Chris Roe (NYC contact) confirming the primary contact details and requesting an update on current issues. A reply had been received (05/08/2026) advising he was unavailable to attend but he had responded as follows:
        - **Contact** – Chris will continue to address matters to the chair via email even though a request had been made to contact the Chair of Parish Maintenance and the Clerk.
        - **Hanging baskets & watering** – A request had been made for a written quotation or contract for the amount of £1680 covering a 12 week period which had been provided by the Chair and accepted at the June Full Council meeting. A quote has now been received for £1820 covering 13 weeks. The clerk to obtain clarification of the cost.
        - **Grasscutting** – Chris provided a spreadsheet of works undertaken to date. Members noted the information and some uncertainty remained as the contractor had not notified the council of when the intended works were to be carried out.
        - **Weed spraying** – One spray has been undertaken, but members noted that some streets have not been sprayed and also the sweeper had not attended to remove debris.
        - **Benches** – The two benches have been received with one in situ and one to be carried out in due course.

11. **Book Library, History Boards and Wayfielding Signage** – The report previously circulated was noted. It was agreed that the Clerk would make enquiries with other local parish councils to gather any relevant information.

12. **Orchard Old Recycling Area -** Councillor Swiers explain about the ongoing issues with fly tipping and the hedge.

13. **Committee Asset Transfers and Post Model Agreement Arrangements** – The report previously circulated, together with correspondence from Parish Liaison, was considered. Following discussion, it was agreed that the Clerk should respond to Parish Liaison requesting that options be explored for the transfer of the West End View Allotments through submission of an expression of interest form and to ascertain whether any land within Cayton Bay may be available for transfer.

14. **Time and date of the next meeting –** 3rd September 2026 at 1.30pm

Signed …*Christine Lockyer*…… **Date ……***15 October 2026*……