

Ordinary meeting of Cayton Parish Council held in the Jubilee Hall, Cayton on

Tuesday 21st July 2026 at 7pm

Present: Councillor Swiers (Chair), Councillors Green, Liley, Paxton, J & K Seaward, two member of the public, Clerk Richard Westgarth and Interim Cler Helen Carter.



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.

134/26

2. **Declarations of Interest** – the following declarations were made & noted: - Councillors Liley and Swiers agenda item 16 & Councillor Green agenda 7.

3. **Apologies** – had been received from Councillors Lockyer and Mander. The apologies were noted and accepted.

4. **Public Question Time** – On behalf of Cayton in Bloom the chair thanked the Parish Council for watering the hanging baskets. She also asked about maintenance of the shrub bed on The Pastures. She was advised responsibility for maintenance has been passed to NYC. Another resident asked about the timescale for process of a planning application. NYC Councillor Swiers advised it is taking months not weeks.

5. **Minutes** – it was **RESOLVED** the minutes of the Ordinary meeting held on 16th June 2026 be approved & were signed.

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6. **Report from the North Yorkshire Councillor** – Councillor Swiers reported on a range of matters including: investigation of NYC Councillors for non-attendance at meetings; Strategic Planning for Solar farm at Thirsk; Motorway Services near Boroughbridge on the A1; Warning signs being placed at water areas; a new Deputy Leader has been chosen Mark Crane; drones are to be used to check coastal erosion; new system to be used by councillors for monitoring Gully cleaning “On Your patch”; Scalby village hall; Seafest, Armed Forces Day, Olivers Mount racing were very busy and the OAT continues to be successful.

Locally - Motor homes at Cayton Bay are still an issue; the crossing on Church Lane is being assessed; parking on West Garth when the playing fields are being used is an issue; vegetation at the recycling bed has been cut back and the Payback Team continue their good work.

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**
- **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. **Application approved.**
- **26/02402/FUL** - **55 Church Lane Cayton** - single storey rear extension. **Application approved.**
- **New applications – responses submitted 21st July :-**
- **26/02203/FUL** - 12 Green Park Avenue Cayton - Rear extension to dwelling for assisted mobility - supports the application.
- **26/01224/Ful – side extension 1 West Garth Gardens** – comment made the Parish Council does not object or support and made comments for NYC to assess flood risk and surface water drainage given local concerns and previous incidents and for NYC to considers if the plan constitutes over development.
- **26/02996/FUL** – 2 storey side extension with garage and dormer windows to front and rear – 30 Spring Gardens - no objection.

- **26/02101/FUL** – proposed additional storey on existing ground floor extension – 108 Main Street – no objection.
- **26/03907/FUL** – change of use from Footgolf amenity to provide an enclosed dog walking/exercise area, erection of perimeter fencing and gates - OS 5165 Killerby Lane Cayton – no objection.
- **Renewal of Certificated site at Roe Deer Farm, Carr House Lane** – No objections. It was **RESOLVED to confirm the responses made.** **136/26**

8. Parish Maintenance – Councillor Seaward reported and the following were discussed and decided on

- **Grass cutting and weed spraying** – after discussion it was agreed the clerk will invite Chris Roe to the next maintenance meeting in order that issues can be discussed. There was discussion about 2 invoices which had been received and it was agreed to withhold payment until after the Parish Council has spoken to Chris Roe and clarification sought on missed cuts and watering. It was also agreed the main contact for the contract would be Councillor Seaward going forward.
- **Shelley Close Field** – the grass is still being cut by a resident – it was agreed the clerk will write to the resident requesting him to cease and desist.
- **Churchyard path** – the depth of gravel is causing issues with the disabled access to the church and users generally. After discussion it was agreed a “wacker plate” is to be hired and Dave Swiers will use it to crush the pebbles on a contractor basis.
- **RESOLVED – to hire a wacker plate at a cost of £20 plus contractor’s time.** **137/26**
- “Street light” in churchyard – the church has asked if it can be painted. Paint is available and it was agreed Dave Swiers will undertake the work.
- **Benches** – the bench at the re-cycling bed on Main Street and a bench at Cayton Bay need to be replaced. It was **RESOLVED to purchase two traditional recycled plastic outdoor park benches at a cost of £422.22 each plus VAT & delivery.**
- **Allotments** – there has been an incident of rubbish being burned unattended. The plot holder has been warned. A plot holder had erected sound activated CCTV which was monitoring other plot holders. The plot holder has been advised they can only have fixed CCTV. **138/26**
- **128 Main Street** – an email has been received from NYC advising our enquiry is currently being considered by a number of services across NYC to ensure that all relevant information is gathered and reviewed. The matter remains in hand and has been monitored regularly, with checks undertaken for any updates from the departments involved.
- **Fence on the Green belt** – the clerk to chase NYC.
- **40mph signs going into Killerby** – landowner hedges obscuring the view of them. The clerk to report to NYC.
- **Hedge outside shop on Main Street** – hedge overhanging the pavement – the clerk to report to NYC

9. Play equipment – information had been circulated prior to the meeting relating to a firm who can help councils get funding for new park equipment. This coincided with an email from the NYC Parks Officer about the availability of s106 funding which can be utilised for outdoor sports facilities. After discussion it was agreed to consider setting up a working group at the next meeting to take the matter forward.

10. Strategic Plan – Councillor Mander was not in attendance and it was agreed to defer to the next meeting.

11. Events Committee – Councillor Liley reported the Dog show had been a disappointment but had raised £15 which had been donated to Yorkshire Coast Dog Rescue. The bunting is to remain in situ until after VJ Day. Details then discussed about the Fun Run taking place on 25th July. The next committee meeting has been arranged for 30th July.

12. Defib and Bleed kits – information had been circulated prior to the meeting. Bleed kits now in situ within the defib cabinets and registered on the Bleed map. Training is to be arranged through NYC Community Training Partnership.

- 13. Electronic Service of Council Meeting Documents** – After discussion it was **RESOLVED** that the Council approves Councillor receiving council documents by email and a form was circulated at the meeting for those wishing to opt for receiving documents by this method.
- 14. Whole council Training** - a request from Folkton Parish Council for two of their councillors to attend the Cayton training session that has been arranged. It was agreed the Parish Council will welcome their attendance. 139/26
- 15. Community Land** – Councillors Green and Swiers reported the landowners are still having difficulty with Barratts over the landslip. With Councillor Swiers confirming there was no further update it was agreed the clerk will contact NYC Legal team for an update.
- 16. Finance**
- **Bank reconciliation up to 30th June 2026** - the figures were circulated at the meeting Balances held £231,061.79; payments £25075.36; receipts £44240.31. It was **RESOLVED** the figures be approved & accepted by the council.
 - **Appointment of Internal Auditor** – it has been agreed an audit will be undertaken in October. The Auditor has confirmed to undertake audits in October and May 2027 the cost will be £950 fixed fee plus travel costs. It was **RESOLVED** to appoint Internal Audit Yorkshire as the council's Internal Auditor for 2026/27 and that the fee of £950 plus mileage be accepted. 140/26
 - **PDF Pro licence** – the clerk had requested approval to purchase a PDF PRO Perpetual Licence to support him with his work. After discussion it was **RESOLVED** the licence could be purchased at a one off cost of £183 (inc OCR reader). 141/26
 - **Grant application for Cayton School** – an application had been circulated prior to the meeting. After discussion it was **RESOLVED** a grant of £250 be approved for help with transport to swimming lessons. 142/26
 - **Schedule of Payments for June** – a revised schedule was circulated at the meeting. It was explained the HMRC payment had been incorrectly stated at the June meeting. The schedule for July was circulated at the meeting following which
 - It was **RESOLVED** payments of £10,724.07 could be paid for June 2026.
 - It was also **RESOLVED** payments of £5048.59 could be paid for July 2026.143/26
 - **Internal Control Check** – 2 councillors are to attend the office later in July and a template was circulated and approved. 144/26
145/26
- 17. EXCLUSION OF PRESS & PUBLIC RESOLVED:** That under the Public Bodies (Admission to Meetings) Act 1960, members of the press & public are excluded for the following items of business in view of the confidential nature of the business to be transacted. 146/26
- 18. Clerk and Interim Clerk workload and progress** – Richard and Helen spoke about the present workload and inroads being made into the Internal Audit action plan and dealing with the backlog of work. After discussion, it was **RESOLVED**:
- The Clerk is to continue working up to 5 hours per week overtime.
 - The Interim Clerk to continue working hours as needed.
 - The purchase of extra Ram for the computer and a second screen totalling £243.95 plus VAT. 147/26
148/26
 - The Clerk to submit the application to the Solicitor Regulation Authority for the Title Deeds of Land owned by the Parish Council. 149/26
 - The Clerks overtime of 7.5 hours can be paid. 150/26
- 19. Time & date of the next meeting** - Tuesday 18th August 2026 at 7pm. 151/26

Signed *R Swiers*

Date 18/08/2026