

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 Tel: 01723 586869 Email: clerk@caytonparishcouncil.gov.uk Website www.caytonparishcouncil.gov.uk



9th September 2026

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

Dear Member You are hereby summoned to attend an Ordinary meeting of the Parish Council to be held on Tuesday 15th September 2026 at 7pm, in the Jubilee Hall, Main Street, Cayton.

Richard Westgarth Clerk to Cayton Parish Council

Agenda

1. **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.
2. **Declarations of Interests** – To receive declarations of interests by Parish Councillors and to consider any written applications for dispensations.
3. **Apologies for absence**
 - To receive apologies for absence given in advance of the meeting.
 - To consider the approval of reasons given for absence.
4. **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.).
5. **Minutes** to approve and sign the minutes of the Ordinary meeting held on 18th August 2026.
6. **Councillor Vacancies** – to consider any applications received for the vacancies to which we can now co-opt.
7. **Report from the North Yorkshire Councillor** to receive a report from Councillor Roberta Swiers.
8. **Standing Orders, Financial Regulations and Code of Conduct** – to receive and approve the updated documents.
9. **Planning** to receive a report from the clerk regarding the following applications
 - **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**
 - **26/01224/FUL** - Proposed side extension- 1 West Garth Gardens Cayton.
 - **25/03907/FUL** - Change of use from Footgolf amenity to provide an enclosed dog walking/exercise area. Erection of perimeter fencing, and gates.
 - **26/03783/FUL** - Erection of double garage.16 Green Croft Gardens Cayton
 - **Any other application received prior to the meeting.**
10. **Parish Maintenance** – to appoint a chair to the committee and to receive information on the following ongoing issues and decide further action where necessary :-
 - Village grass cutting, weed spraying and maintenance.
 - Grit bin provision for winter – to discuss email received.

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- Memorial trees – to hear from Councillor Swiers
- Fence on Green Belt
- 128 Main Street
- Shelley Close Field
- Corner Chapel Lane Tree
- NYC Invoices
- Orchard Entrance

11. Christmas Trees – To discuss and decide on the purchase, erection and installation of the trees and lights for the parish Christmas trees.

12. South Scarborough Grant Scheme – To consider an application received under the South Scarborough Community Grant Scheme (Boccia).

13. Events Committee to receive the minutes of the meeting 8th September 2026 & a brief report from Councillor Liley the chair of the committee.

14. The Parish Emergency Plan – to hear from the clerk.

15. Finance to receive information on the following matters and decide further action where necessary: -

- **Bank Reconciliation for period ending 31st August 2026** – to receive the information & for the chair to review & sign.
- **Charity Disbursements & Donations (Section 137)** – to hear from the Clerk and Interim Clerk.
- **Schedule of payments** – to approve the schedule of payments for September 2026.
- **Small Grant Application** – to consider approving a grant application received from Cayton Arts & Craft Club.
- **Whole Council & Lone Working Risk Assessments** – To receive a report from the Clerk on the proposed Whole Council and Lone Working Risk Assessments, to consider the identified risks and control measures, and to determine whether to adopt the assessments.
- **Finance Committee meeting date.**

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

17. Clerk employment – to confirm acceptance of the NALC Green Book pay award settlement for 2026/27 back dated to 1st April 2026.

18. Clerk's Overtime – to consider the amount for inclusion in October's payroll and consider if overtime is needed for Cayton News.

19. To hear from Councillor Paxton regarding his concerns about the crossover between the clerks work for the Parish Council and for the Jubilee Hall Management Committee.

20. Time & date of the next meeting - Tuesday 20th October 2026 at 7pm.

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