



Meeting of Cayton Parish Council held in the Jubilee Hall, Cayton on

Tuesday 15th September 2026 at 7pm

Present: Councillor Swiers (Chair), Councillors Green, Liley, Mander, Paxton; also in attendance 26
Clerk Richard Westgarth, Interim Clerk Helen Carter and two members of the public.

1. **Notice of meeting – RESOLVED that public notice of the meeting had been given in accordance with schedule 12para(10)2(b) of the Local Government Act 1972.** 177/26
2. **Declarations of Interest – RESOLVED to note the following declarations -**
Councillors Liley and Swiers agenda items 15 and 19; Councillor Green agenda item 9; 178/26
Councillor Paxton agenda item 15.
3. **Apologies – RESOLVED to note apologies from Councillor Lockyer.** 179/26
- **RESOLVED to approve the reason for absence from Councillor Lockyer.** 180/26
4. **Public Question Time – the following were raised and answer given as appropriate: -**
Debris vegetation has not been cleaned up on Penton Road. This has been reported; the Payback Team are to be asked to clean away the debris vegetation. Village grass cutting discussed with a suggestion local contractors could be used for the smaller areas. The suggestion will be considered at a future Parish Maintenance meeting.
5. **Minutes – RESOLVED to approve the minutes of the Ordinary meeting held on 18th August 2026 as a true and accurate record and were signed by the chair.** 181/26
6. **Councillor Vacancies – NYC Electoral Services have confirmed the council can now co-opt. Notices are to be issued with any application received considered at a future meeting.**
7. **Report from the North Yorkshire Councillor – Councillor Swiers reported on a range of matters including: Toursim Tax, Goldwings event, NYC Apprenticeship scheme, Closure of Ryedale House, Linton –on Ouse Home Office accommodation scheme. Local matters speeding on Carr House Lane, 20 MPH outside the school, speed survey to be undertaken along Main Street, issues with several footpaths in the parish; Payback are going to be painting the kitchen at Cayton Jubilee Hall.**
8. **Standing Orders, Financial Regulations and Councillor Code of Conduct – to be considered at the next meeting.**
9. **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.**
 - **26/01224/Ful – side extension 1 West Garth Gardens – responded to July 2026 awaiting decision.**
 - **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 - responded to July 2026 awaiting decision.**
 - **26/03783/FUL - Erection of double garage. 16 Green Croft Gardens – responded to 15/9/26 – No objection response submitted, September 2026. RESOLVED to confirm the response made.** 182/26
 - **Ramp at the Jubilee Hall – correspondence had been received from NYC Planning advising to validate our application further information is required. Councillors Liley and Swiers reported they have spoken to a local builder who has the matter in hand.**

10. Parish Maintenance –the following were discussed and decided on:

- **Chair of committee – RESOLVED** to appoint Councillor Lockyer as chair of the committee. 183/26
- **Grass cutting, weed spraying and maintenance** – A report from Councillor Lockyer was received and noted, including an update following a meeting with Chris Roe of North Yorkshire Council. It was reported that, whilst grass growth has required fewer cuts than originally anticipated, resources have been redirected to other grounds maintenance activities, including the upkeep of the flower bed on West Garth and the watering of hanging baskets. As a result, it is anticipated that sufficient provision may remain for one additional cut/visit, which could be either utilised later in the current year or carried forward for 2027. It was noted that the rest of West Garth Gardens has not yet been weed sprayed.
- **NYC Grass cutting invoices** – whilst the council still has concerns about the level of service it was **RESOLVED** the invoices for June and July could be paid. 184/26
- **Memorial trees** – a tree for the Green Belt in memory of Les Cowton and a Rose or Fruit tree for Maggie Bryan are to be sourced for suitability and discussed at a future meeting. Councillor Liley to obtain quotes.
- **Trees on Green belt** – the interim clerk reported the Jubilee tree had died and the 2 large trees need to be looked at as they are hindering the grass cutting. It was agreed to ask Advanced Trees to have a look at the 3 trees and report any work required.
- **Allotments** – Councillor Green has provided the users with compost; the gate post has been cemented in and a lock is to be provided; a fence is to be erected on a large plot to make it into two smaller plots as there are residents waiting to take plots. It was agreed that Dave Swiers would be asked if he could organise the lock and fencing.
- **Book Library you** - The Clerk reported that discussions had taken place with Thornton Dale Parish Council and that a quotation had been requested from a local manufacturer.
- **Recycling area** – vegetation had been cut back by the Pay back team.
- **Meeting with Gateley Hamer on behalf of Yorkshire Water** – a communication has been received to discuss access for a new sewerage scheme in the land to the west of Carr House Lane. Councillor Green is to meet with them along with the tenant who farms the area.
- **Bulb planting** – bulbs to be purchased and planted in the Orchard and there is to be discussion with Chris Roe (NYC) regarding planting on the Green Belt.
- **Churchyard path** – following discussion it was agreed Councillors Mander and Swiers will meet with the vicar.
- **Grits bins** to be checked by the Interim clerk and NYC notified if any need to be filled.
- **Jackson Close Play area** - Councillor Swiers had undertaken the weekly check. There was discussion about provision of a gate to the area, and it was agreed to contact NYC regarding this, The LHS hedge also need to be cut back and Councillor Swiers will contact the resident.
- **Dead tree corner of Chapel Lane** – a quote for removal had been received. Following discussion **RESOLVED** that the tree could be removed at a cost of £200 plus VAT. 185/26
- **Shelly Close Field** – Councillor Swiers reported she had spoken to the resident undertaking the additional grass cutting and he had been into the office regarding his insurance. Following discussion, Members agreed that no further action was required at this time. The Clerk was requested to advise the complainant accordingly.
- **128 Main Street** – The Clerk reported that NYC have confirmed they would be happy to cut back the hedge as a gesture of goodwill. It was agreed that we would inform the resident.

- **Fence on Green Belt** – The Clerk reported that NYC have asked for further clarification on its location and whether Environmental Protection have been involved. The Clerk will respond reiterating the location and resend the pictures. 28
- 11. **Christmas Trees** – After discussion, it was agreed the same trees as last year would be ordered, lights to be checked with Councillor Green to assist Dave Swiers.
- 12. **South Scarborough Community Grant scheme** – An application from Boccia had been referred by North Yorkshire Council for consideration. Members considered the application and completed the approved scoring matrix, which resulted in a total score of 97. **RESOLVED that the application be supported and approved for funding, subject to the applicant providing details of how the project will be monitored and evaluated, including the measures that will be used to demonstrate whether the project has achieved its intended outcomes.** 186/26
- 13. **Events Committee** – Councillor Liley reported on the following:
 - **Minutes of meeting held 30th July 2026** were received with approval of the Terms of Reference agreed.
 - **Bingo Night** thanks were expressed to Councillors Mander and Paxton.
 - **Craft Show Saturday** – final details relayed with agreement for more Rosettes to be purchased.
 - **Christmas events** – The Star to host the Carols; letter to Tesco about selection boxes has been delivered.
 - **Cayton News** – deadline for articles 2nd October.
 - **Bingo night 14/10/26** – **RESOLVED funds raised would be donated to the local Parkinsons charity.** 187/26
- 14. **Parish Emergency Plan** – template document received. **RESOLVED** to form a working Group to review the information of Councillors Green, Liley and Swiers. 188/26
- 15. **Finance**
 - **Bank reconciliation up to 31st August 2026** - the figures were circulated prior to the meeting Balances held £214,931.35; payments £42,407.57; receipts £45,442.08. It was **RESOLVED the figures be approved & accepted by the council.** 189/26
 - **Charity Disbursements and Donations (Section 137)** - the clerk explained Parish Councils do not possess a general power to make donations to charities but may use S137 of the LGA 1972 provided the council considers the expenditure to be in the interests of and bring direct benefit to its area or inhabitants and the benefit is commensurate with the expenditure incurred. After discussion, **RESOLVED** £64 raised from Fun Run and £383.77 from Bingo event will be donated to MNDA using S137. 190/26
 - **Schedule of payments for September** – a schedule was circulated at the meeting. Details were read out by the Interim Clerk. **After discussion it was RESOLVED payments of £11,431.90 could be paid.** 191/26
 - **Small Grant application** – an application from Cayton Arts and Craft Club had been received. After discussion it was **RESOLVED that £60 be approved.** 192/26
 - **Whole Council and Lone Working Risk Assessments** – After discussion it was **RESOLVED to adopt both assessments.** 192/26
 - **Finance Committee meeting date** – agreed 30th September at 6pm. 193/26

- 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 items of business in view of the confidential nature of the business to be transacted. **29**
194/26
- 17. Clerk employment** – A report was circulated outlining NALC Green Book pay award settlement and the back pay for both the Clerk and Interim Clerk. After discussion **RESOLVED** to accept the NALC Green Book pay award settlement for 2026/27 back dated to 1st April 2026. **195/26**
- 18. Clerks overtime** – After discussion, it was **RESOLVED that the Clerk be paid 18 hours of approved overtime for September, which would be included in Octobers payslip and up to an additional 10 hours overtime can be worked to cover the publication of Cayton News.** **196/25**
- 19. Crossover of work undertaken for the Jubilee Hall Management Committee and the work of the Parish Council** – Councillors Swiers and Liley outlined the nature and extent of work currently undertaken by the Clerk in connection with the Parish Council's involvement with the Jubilee Hall Management Committee (charity number 508873), including attendance at meetings, minute taking, procurement of supplies and bookkeeping responsibilities. Members discussed the matter and noted the information provided.
- 20. Time & date of the next meeting** Tuesday 20th October 2026 at 7pm.

Signed *R Swiers*

Date **20/10/2026**