



15th October 2026

Dear Councillor you are summoned to attend the next meeting of Cayton Parish Council to be held on Tuesday 20th October 2026 at 7.00pm 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. **Apologies, Declarations of Interest and Dispensations**
 - To receive apologies for absence and record these in the minutes
 - To consider the approval of reasons for absence given by councillors.
 - To receive, consider and decide upon any applications for dispensation
 - To receive any declarations of interest not already declared under the Councils Code of Conduct or a members Register of Disclosable Pecuniary Interests.
3. **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.
4. **Minutes** to confirm the minutes of the Extra Ordinary meeting held on 29th September 2026 as a true and correct record.
5. **Councillor Vacancies** – to consider any applications received for the vacancies to which we can now co-opt.
6. **Report from the North Yorkshire Councillor** to receive a report from Councillor Roberta Swiers.
7. **Planning** to receive a report from the clerk regarding the following applications
 - **SCAZF25/01156/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**
 - **25/03907/FUL** - Change of use from Footgolf amenity to provide an enclosed dog walking/exercise area. Erection of perimeter fencing, and gates. Responded to Responded September **Awaiting decision.**
 - **26/03783/FUL** - Erection of double garage.16 Green Croft Gardens Cayton. **Application permitted.**
8. **South Scarborough Grant Scheme** – To consider an application received under the South Scarborough Community Grant Scheme (Seamer Parish Council.).
9. **Events Committee** - To receive the minutes of the meeting held on 19th October 2026 and consider any recommendation from the Events Committee. (This is not an opportunity for the council to debate the issue(s))

10. Parish Maintenance - To receive and consider for decision any recommendation from the Parish Maintenance meeting held on 15th October 2026. (This is not an opportunity for the council to redebate the issue(s)). To receive information on the following ongoing issues and decide further action where necessary:-

- **Churchyard Path** – to hear from Councillors Mander and Swiers following their meeting with the Vicar and to consider whether further information, investigations, consultations or options should be obtained before any future proposals are brought before the Council.
- **Memorial Trees** –To receive an update from Councillor Liley on memorial tree proposals for Les Cowton and Maggie Bryan, including suitable species, locations and associated costs, and to consider and determine any action to be taken.
- **Allotment Fence** – To hear from the Clerk about the fence needed to divide the existing allotment plot, for which we have person allocated to take on the tenancy.

11. Green Belt Play Equipment – To consider a request from Councillors Swiers & Mander to install an accessible swing within the play area, including the availability and potential use of Section 106 contributions as a funding source, and to determine whether the matter should be referred to the Strategy Working Group for further consideration and recommendation to Council.

To appoint a Councillor to act as Chair for the consideration of the following agenda item:-

12. Ramp at the Jubilee Hall -To receive a report from the Clerk regarding a request from the Jubilee Hall Management Committee for the Parish Council to appoint an architect to prepare drawings and specifications for a ramp designed to satisfy the requirements of the outstanding planning application and agree in principle to pay the associated costs.

13. Finance Committee - To receive the minutes from the Finance meeting held on 30 September 2026 and approve the recommended Terms of Reference for the committee. (This is not an opportunity for the council to redebate the issue(s)).

14. Date of December 2026 meeting –to consider and agree the date of the December 2026 meeting, which differs from the Council's regular meeting arrangements.

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

- **Bank Reconciliation for period ending 30th September 2026** – to receive the information & for the chair to review & sign.
- **Citizens Advice Bureau (CAB) Donation Request** – to consider the request for financial support and resolve whether to approve a donation.
- **Jubilee Hall Wifi, Sockets and Telephone** – To receive information from the Clerk and agree further action where necessary.
- **Schedule of payments** – to approve the schedule of payments for October 2026.

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.

17. Clerk's Overtime – To consider the amount for inclusion in November's Payroll.

18. Time & date of the next meeting - Tuesday 17th November 2026 at 7pm.