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

Tuesday 20th October 2026 at 7pm

Present: Councillor Swiers (Chair), Councillors Green, Liley, Lockyer, Mander, Paxton and after co-option Councillors Barraclough and Crosby also in attendance Clerk Richard Westgarth, Interim Clerk Helen Carter and one member of the public. 34

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.** **208/26**

2. **Apologies, Declarations of Interest and Dispensations**
   - **Apologies –** none all present.
   - **Dispensations** – Requests made by Councillors Liley, Lockyer and Swiers for agenda item 12.
   - **Declarations of Interest** – Councillors Liley, Lockyer and Swiers declared an interest in agenda item 15. Councillor Mander declared an interest in agenda item 5. The declarations were noted.

   The Interim Clerk will circulate guidance to all councillors in advance of the next meeting regarding the requirements and procedures for the declaration of interests and the seeking of dispensations, in accordance with the Members' Code of Conduct and relevant legislation.

3. **Public Question Time** – Councillor Swiers advised that Henry Petch had sent his apologies. The following were raised and answer given as appropriate: - The Chair of Cayton in Bloom raised concerns regarding the watering of the hanging baskets, which appeared to have ceased after August, resulting in the baskets deteriorating and having to be removed – Councillor Lockyer will make enquiries of NYC; the question was asked about the use of the water butts that had been provided and are stored at the rear of the Jubilee Hall. As a resident she asked about the vegetation between 1 and 2 The Pastures and she was advised the vegetation is to be cut back in November.

4. **Minutes** – **RESOLVED** to approve the minutes of the Extra-ordinary meeting held on 29th September 2026 as a true and accurate record and were signed by the chair. **209/26**

5. **Councillor Vacancies –** 2 applications had been received for the vacancies. They introduced themselves following which it was **RESOLVED** Will Barraclough and Stephen Crosby be co-opted onto the Parish Council. They signed the declaration of acceptance of office & joined the meeting. **210/26**

6. **Report from the North Yorkshire Councillor** – Councillor Swiers reported on a range of matters including: Brunswick Centre; Alpamare UK ; Station Gateway Project; Scarborough and Whitby Area Committee with The Mayor discussing the transport Plan; the longest serving Councillor in the country David Jeffels is to stand down at the next election; new bleed kit and defibrillator has been installed at the Nationwide premises; recognition of Ann Taylor School of Dance; she still has some Locality Budget to spend.

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.**
   - **26/03907/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 September awaiting decision.**
   - **26/03783/FUL -** Erection of double garage. 16 Green Croft Gardens – responded to 15/9/26 – **Application permitted.**

8. **Scarborough South Grant Scheme -** An application from Seamer Parish Council 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 95. **RESOLVED** that the application be supported and approved for funding. The Clerk to notify North Yorkshire Council. **35** **211/26**

9. **Events Committee** the minutes of the meeting held 19th October 2026 were received. A recommendation was considered **RESOLVED** – that the proceeds from the Bingo Night on 14th November 2026 be donated to a Parkinsons Disease Charity. Councillor Liley reported trophies to be engraved, inflatables to be purchased and Councillor Swiers to make buns for the event. Hunmanby Band are booked for the Carol Service. **212/26**

10. **Parish Maintenance –** the minutes of the meeting held 15th October 2026 were received. Two recommendations were considered **RESOLVED** that there be no changes to the current arrangements and that quotations be invited from all existing contractors for the 2027 maintenance contracts, including grass cutting, flower tub provision, annual bedding plants, watering, ad hoc works and maintenance of Millennium Gardens. The clerk to draft standard Purchase Order Terms. **213/26**

    RESOLVED that a Parish Maintenance budget of **£30,000** and an Allotments budget of **£500** be included within the 2027 budget estimates. **214/26**

    It was agreed that an agenda item will be raised in November to nominate councillors to this committee.

    Councillor Lockyer then went on to discuss the following:-

    - **Defibrillator at CPFA** needs replacing – agreed to raise as an agenda item for the November meeting.
    - **Road sweeper –** agreed that we would be happy to pay for additional road sweeping after weed spraying. Clerk to book when needed.
    - **Parish Caretaker** – the members discussed the possibility of appointing a parish caretaker and joint working with other local parishes.
    - **Payback Team** – West End View site nearly cleared which will release more allotment plots. Also seeking further jobs.

    - **Churchyard Path** - Councillors Mander and Swiers reported on their discussion with the vicar. Awaiting further quotes and for the PCC to obtain the faculty.
    - **Memorial trees –** Councillor Liley reported on her findings regarding type and supplier still not agreed upon.
    - **Allotment Fence** –after discussion **RESOLVED** Dave Swiers can purchase the material from West Building Supplies and undertake the work to split the allotment into two. **215/26**

11. **Green Belt Play Equipment –** the members discussed the type of equipment required and funding sources. The matter to be further discussed at the next Strategy Working Group meeting. The clerk was requested to make enquiries about the Annual Inspection report of the equipment and to obtain an update of the bulging fence.

The chair requested Councillor Green act as Chair for the following agenda item.

12. **Ramp at the Jubilee Hall -**The Interim Clerk reported on the history and progress of the planning application since its submission. Councillor Liley had identified three architectural firms based in Scarborough. **RESOLVED** That the Clerk obtain quotations from the identified firms for the preparation of drawings and specifications for a ramp design that meets the requirements of the outstanding planning application. The Clerk, in consultation with the Chair of the Planning Committee, is authorised to agree the appointment of a suitably qualified firm, subject to the cost being notified to all councillors. **216/26**

Councillor Swiers resumed to chair the meeting. **36**

13. Finance Committee the minutes of the meeting held 30th September 2026 were received. A recommendation was considered **RESOLVED** – that the Terms of Reference of the Finance Committee be approved. **217/26**

14. Date of the December Full Council meeting – **RESOLVED** That the date of the December 2026 ordinary meeting of the Council will be 8th December 2026, with the meeting to be held at the usual venue and commencing at 6.30pm **218/26**

15. Finance

- **Bank reconciliation to 30th September 2026** - the figures were circulated prior to the meeting. Balances held £246,395.02; payments £53,839.47; receipts £88,337.65. **RESOLVED** the figures be approved & accepted by the council. **219/26**
- **Citizens Advice Bureau** - details of a request for support had been circulated prior to the meeting. Following discussion **RESOLVED** that a donation of £790 be made to the organisation this being made under S137 as the council considers the expenditure to be in the interests of and bringing direct benefit to its inhabitants and the benefit is commensurate with the expenditure incurred. **220/26**
- **Jubilee Hall Wi-fi, sockets and telephone** – the clerk reported that the Engineer had been that morning and the voicemail is now back working. The Engineer is to provide a quote for the installation of two new hardwired internet access points, with separate public login. The lack of sockets in the meeting room and the broken outside light was also discussed. Councillor Swiers to obtain quotes for discussion at the next meeting.
- **Schedule of payments for October** – a schedule was circulated at the meeting. Details were read out by the Interim Clerk. After discussion **RESOLVED** payments of £8,083.59 could be paid. The invoice from Adverset for Cayton News has not yet been received and will be notified to councillors and added to the schedule in due course. **221/26**

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. **222/26**

17. Clerks overtime – After discussion, it was **RESOLVED** that the Clerk be paid 41.5 hours of approved overtime for Periods 6 & 7, which would be included in November's salary. **223/26**

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

Signed *R Swiers* **Date** ***17/11/2026***