Cayton Parish Council Jubilee Hall, Main Street. Cayton, Scarborough, YO11 3TF
Tel: 01723 586869 Email: clerk@caytonparishcouncil.gov.uk
Website www.caytonparishcouncil.gov.uk

12th November 2026

Dear Councillor you are summoned to attend the next meeting of Cayton Parish Council to be held on Tuesday 17th November 2026 at 7.00pm in the Jubilee Hall, Main Street, Cayton.

Richard Westgarth Clerk to Cayton Parish Council

Agenda

1. **Remembrance –** To remember John Blackman and to observe a minute's silence in his memory.

2. **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.

3. **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.

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.

5. **Minutes** to confirm the minutes of the Ordinary meeting held on 20th October 2026 as a true and correct record.

6. **Delegated committees** – to appointment members to committee where there are vacancies: -
   - Finance (1 vacancy)
   - Planning (1 vacancy)
   - Parish Maintenance (2 vacancies)
   - Events (1 vacancy)

7. **Report from the North Yorkshire Councillor** to receive a report from Councillor Roberta Swiers.

8. **Planning** to receive a report from the clerk regarding the following applications
   - **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. **Amended application now received (10/11/2026).**

9. **South Scarborough Grant Scheme** – To consider an application received under the South Scarborough Community Grant Scheme (Wave Project).

10. **Sound Insulating Boards Committee Room –** To receive information from Councillor Green and consider the purchase of acoustic panels to improve sound quality and accessibility within the Committee Room.

11. **Reserves Policy & Vexatious or Abusive Complaints, Demands and Correspondence Policy –** To consider adopting these policies.

12. **Parish Maintenance** – To hear from Councillor Lockyer on the following items**:**
    - Book library – To review the quote received and consider accepting
    - Defib arrangements – To consider replacing the Defib at CPFA and consider installing one at the Old Water Works.
    - Drains & allotments
    - Grit bins
    - Payback update – To hear from Councillor Swiers on the recent works undertaken by Pay Back and receive future work requests.

    Council Members to nominate and, by vote, RESOLVE which Councillor shall preside as Chair for consideration of the following two agenda items –

13. **Jubilee Hall Toilets and Flooring** – To receive a report from Councillor Swiers and consider proposals to modernise the men's toilets and replace the flooring within the accessible, women's and men's toilets, together with the potential replacement of the kitchen flooring as part of the works, and to determine any further action.

14. **Jubilee Hall** -To hear from Councillor Liley regarding the following matters:
    - Update on the permanent disability access ramp
    - The hall CCTV arrangements
    - Information re- hall decorating

15. **Finance** to receive information on the following matters and decide further action where necessary: -
    - **Bank Reconciliation for period ending 31st October 2026** – to receive the information & for the chair to review & sign.
    - **Jubilee Hall Wifi Quote**– To receive information from the Clerk and consider accepting the quotation.
    - **Grass cutting Invoices** – To discuss and consider paying the outstanding invoices.
    - **Schedule of payments** – To approve the schedule of payments for November 2026.
    - **Update Bank Mandate** – To review bank mandate and approve adding the Clerk to submit and approve.

16. **Exclusion Of Press And Public** :- resolve 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 Appraisal and Probationary Period –** To receive confirmation from Councillor Mander (Chair of Staffing) and note that the Clerk's appraisal has been undertaken and resolve that the Clerk has successfully completed the probationary period with effect from 6th November 2026; and to note that the Staffing Committee will provide the Clerk with written confirmation that the probationary period has been successfully completed and that the Clerk is confirmed in the role of Clerk, Responsible Financial Officer and Proper Officer of Cayton Parish Council.

18. **Clerk's Overtime** – To consider the amount for inclusion in December's Payroll.

19. **Time & date of the next meeting** - Tuesday 8th December 2026 at 6:30pm.