

Cayton Parish Council
Annual meeting followed by the ordinary meeting
20th May 2014 at 7pm Jubilee Hall, Cayton.

Present: Councillor Mrs Swiers (Chairman), Councillors Blackburn, Hood, O'Pray & Seaward, Councillors Mrs Hudson, Mrs Kelly & Mrs Liley. Borough Councillor Simon Green, Clerk Helen Carter & two members of the public.

Prior to the start of the meeting, Councillor Mrs Swiers advised the members that Henry Rowlands had resigned from the Parish Council.

- 1. Election of Chairman** Councillor Mrs Swiers was proposed & seconded as chairman.
- 2. Declaration of Acceptance of Office** Councillor Mrs Swiers signed the declaration of acceptance of office & the meeting continued under her chairmanship.
- 3. Appointment of Vice Chairman** Councillor O'Pray was proposed & seconded as vice chairman.
- 4. Notice of meeting it was:- RESOLVED : That Public Notice of the meeting had been given in accordance with Schedule 12 para10 (2) (b) of the Local Government Act 1972.** **76 /14**
- 5. The need to declare personal or a disclosable pecuniary interest** –The Chairman reminded members of the need to consider whether they needed to declare a disclosable pecuniary interest (DPI) or personal interest, as detailed in Appendix A and Appendix B of the Council's Code of Conduct. Councillor Mrs Swiers declared an interest in agenda item 8 of the ordinary meeting. It was **RESOLVED that the declaration is accepted.** **77/14**
- 6. Apologies** – none.
- 7. Appointment of members to standing committees** it was **RESOLVED the following be appointed to the committees: -** **78/14**
 - **Finance Councillors** Blackburn & O'Pray and Councillors Mrs Liley & Mrs Swiers.
 - **Recreation & Amenities** Councillors Mrs Liley, Mrs Kelly & Mrs Swiers & Councillor Hood.
 - **Village Maintenance** Councillors O'Pray, Seaward & Hood & Councillor Mrs Hudson
- 8. Planning** a report had been circulated to members prior to the meeting detailing advice from Yorkshire Local Councils Association of how to deal with planning applications received by the Parish Council. After discussion it was **RESOLVED Councillors Mrs Hudson & Mrs Liley, Councillors Seaward & Hood be appointed to this committee.** **79/14**
- 9. Disciplinary & Grievance Committee** it was **RESOLVED Councillors Blackburn & Seaward and Councillor Mrs Liley be appointed to this committee.** **80/14**
- 10. Appointment of members to working groups,** it was **RESOLVED the following be appointed to the working groups: -** **81/14**
 - **Grants** Councillor O'Pray & Councillors Mrs Hudson & Mrs Liley.
 - **Snow Plan** Councillor Hood.
 - **Cayton News** Councillors Mrs Kelly & Mrs Swiers.
- 11. Appointment of representatives to outside committees:- the following were appointed:-**
Cayton in Bloom - Councillor Mrs Hudson; Filey CAP – vacancy ; Flood Group - Councillors Blackburn & Hood; Jubilee Hall Management Committee - Councillors Mrs Liley & Mrs Swiers; Road Liaison Committee – Councillor Blackburn & Councillor Mrs Swiers; Southern Area Cluster Councillor Blackburn & Councillor Mrs Swiers; Village Hall Management Committee Councillor Mrs Swiers; Yorkshire Coast Community Rail Partnership – Councillor Blackburn; Yorkshire Local Councils Association Councillor Mrs Swiers; CPFA Councillor Seaward.

12. Standing Orders the clerk reported there had been no amendments to those adopted in May 2013. It was **RESOLVED that the Standing Orders be adopted.** **82/14**

13. Yorkshire Local Councils Association Provision of Services Agreement – information had been circulated prior to the meeting. It was **RESOLVED that Cayton Parish Council accepts the service offerings.** **83/14**

14. Dates of meetings it was confirmed that the dates of Full council meetings be the 3rd Tuesday each month except for December when it will be held on the 2nd Tuesday; all meetings to commence at 7pm unless otherwise agreed. The date of the August meeting for 2014 has been agreed to as 12th August 2014

The meeting then proceeded as the Ordinary meeting of the council.

1. Public Participation – the 2 member of the public advised they would stay to listen to what was reported about the West Garth fence during a later agenda item.

2. Police Report - the report had been circulated prior to the meeting. No one was in attendance from the police. It was **RESOLVED that the police report be accepted & comments noted with a copy attached to the minutes.** **84/14**

3. Reports from Borough & County Councillors Councillor Blackburn updated the members about the fence railings on West Garth. After discussion it was **RESOLVED a meeting would be arranged with the residents, David Wilson Homes & John Blackburn.** **85/14**

Borough Councillor Green had nothing to add to the report. **It was RESOLVED that the Councillors be thanked for their reports.** **86/14**

4. Minutes the minutes of the meeting held 15th April 2014 were approved & were signed.

5. Planning:-

a. Planning applications members received the observations of the following applications:

- 14/00350/FL 34 Carr House Lane - no objection.
- 14/00875/HS 41 Main Street - no objection.

It was RESOLVED to approve the observations made. **87/14**

b. Flooding concerns in Cayton the response from Andy Crossley SBC Engineer had been circulated prior to the meeting. The clerk reported a message had been left by Carl Lerums of David Wilson Homes that one of their drainage engineers was to look at the issue. The clerk will follow this up for the next meeting.

c. Fence to David Wilson Homes site this had been discussed under agenda item 3.

d. Barratts Councillor Hood reported he had asked that a lock was put on the gate to the Community land site. The surface water system is now empty; it was full 3 weeks ago. Councillor Blackburn reported he is meeting with NYCC about getting the 30mph sign moved and other issues relating to Station Road.

6. Village Maintenance members received a report from Councillor O'Pray. This included a report on the pine tree in the churchyard. The necessary permissions to remove the tree have been obtained. 3 quotes to do the work had been received. It was **RESOLVED to accept the quote of £640 to fell the tree & remove the stump.** **88/14**

The bed at the junction of West End View with Main Street was discussed. It was **RESOLVED 2 residents from West End View would be invited to attend a meeting on site with County Councillor Blackburn, Nick West NYCC Highways manger & Cayton in Bloom on Friday 30th May 2014 at 9.30am.** **89/14**

7. Recreation & Amenities Councillor Mrs Liley had nothing to report.

8. Finance :-

- **Audit** the Internal auditors report for 2013/2014 had been circulated prior to the meeting. The audit had been completed and Section 4 of the Annual Report signed. Some issues had been raised suggesting that members are more involved with checking and reconciling information provided. It was **RESOLVED that these would be taken forward by the Finance Committee.** 90/14
- **Annual Return** Section 1 Annual Statement of Accounts – it was **RESOLVED to approve and for the chairman to sign the Annual Statement of accounts prepared for year ending 31st March 2014.** 91/14
Section 2 Annual Governance Statement. It was **RESOLVED to approve and for the chairman to sign the Annual Governance statement in respect to the statement of accounts for the year ending 31st March 2014.** 92/14
- **Insurance renewal** a report was circulated at the meeting. Renewal is due 1st June. The clerk had not completed all enquiries. It was **RESOLVED the decision on renewal either with Zurich or Came & Co would be made by the chairman of the finance committee and the clerk, with the members advised of the company & the premium at the June meeting.** 93/14
- **Schedule of payments** – had been circulated prior to the meeting. It was **RESOLVED that the figures totalling £2,384.71 be approved & paid, with £2,000 transferred from the interest account to the current account to cover the payments.** 94/14

9. Jubilee Hall alarm the clerk reported a local resident had made an approach about fitting an alarm system to the hall. The resident had been invited to attend the meeting to address the members but had not done so. It was thought an alarm for the office rather than the whole building was an option. The clerk will check out the insurance position and talk to the resident concerned.

10. Churchyard trees & damage to the boundary wall a quote to undertake work on the wall was discussed by the members. It was **RESOLVED the work to be undertaken would be discussed with Mr & Mrs Brent & if they agreed, that the work could be carried out.** 95/14

11. Dog Control Orders a response had been received from SBC that a review will be undertaken in 2015 & Cayton Parish Council will be consulted at that time.

12. Parish Assembly no issues had been raised to be discussed by the Parish Council.

13. Cayton in Bloom Councillor Mrs Hudson had nothing to report.

14. Clerks report - the report had been circulated prior to the meeting. The following were discussed:-

- **Consultation on draft Street Collections Policy** no response to be made.
- **Grass cutting 2015 cuts to be made in funding by NYCC** this is to be discussed by The Village Maintenance Committee. County Councillor Blackburn advised he is not happy about the proposal & will be opposing it. It was **RESOLVED that it be noted that the Parish Council appreciate what County Councillor Blackburn is doing.** 96/14
- **Road Safety survey** this to be completed by the clerk & Councillor Seaward.
- **Planning application 14/00625/FL** to be discussed by the new planning committee.
- **Blacksmiths- Church access** an email received from Mr & Mrs Brent was made available for information to the members.

15. Reports from meetings attended Councillor Blackburn reported on the Roads Liaison meeting held with Robert Goodwill MP.

16. Meeting reminders members were reminded of the following meeting

- Village Maintenance 4th June 9.30am
- Flood Group 2nd June 10am
- Filey CAP 4th June 7pm.

17. Items for circulation the following items were made available for circulation - Health & Wellbeing newsletter May 2014; Country Air Spring 2014; CPRE NY Branch Annual report 2013; Clerks & Councils Direct May 2014; Information closure of West Garth 2nd/6th June; CPRE information about increased subscription renewal; Cayton in Bloom spring judging report.

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. 97/14

18. Clerk resignation the chairman reported she had received a letter of resignation from the clerk on 14th May 2014. However, a further letter had been received 20th May withdrawing the resignation. A vote of confidence in the clerk was proposed by Councillor Blackburn & carried. It was **RESOLVED that the withdrawal of resignation be accepted. 98/14**

19. Time & date of the next meeting it was confirmed the date of the next Parish Council meeting as Tuesday 17th June 2014 at 7pm.

Signed *R S Swiers* Date 17/6/2014
Chairman