

Cayton Parish Council
Meeting 16th January 2018 Jubilee Hall Cayton at 7pm

Present: Councillor Mrs Swiers (Chairman) Councillors Bell, Green, Hallgate, Poor & Southward; Councillors Mrs Hudson, Mrs Kelly & Mrs Liley, Roger Burnett & Sheila Johnson Scarborough Borough Council, 3 members of the public & interim clerk Helen Carter.

The chairman introduced the new clerk Lindsay Clay who was present to observe proceedings.

1. **Notice of meeting it was – Resolved: that public notice of the meeting has been given in accordance with Schedule 12, para 10(2) (b) of the Local Government Act 1972.** **6/18**

2. **Declarations of 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 Councils Code of Conduct. Councillors Mrs Swiers declared an interest in item 14. **It was RESOLVED that the declarations be noted.** **7/18**

3. **Apologies:** - None given.

4. **Minutes** to receive, approve & sign the minutes of Full Council meeting held 12th December 2017. It was **RESOLVED that the minutes of the meeting be approved & were signed.** **8/18**

At this stage **Standing Orders were suspended** to enable agenda item 7 to be brought forward.

7. Roger Burnett & Sheila Johnson spoke to the members about their ideas for re vamping the Millenium Gardens. They want to try & stop users cutting the corner across the gardens by re aligning the path. There will also be changes to the beds & a feature to be installed at the entrance. This is possibly an arch to be funded by Cayton in Bloom & with the help of a Locality Budget grant from NYCC. The cost inclusive of arch will depend on the type of paving used although Councillor Green did say he may have some that could be used & Roger will look at this. The cost will be between £4,750 & £5,500 with the Community Pay back team doing a lot of the work. A new seat is required & Roger is to look at whether a straight one or a curved one will be required. The laurel hedge needs pruning & the members agreed this could be done before the end of March. The gardens are in a conservation area, Roger will check if any permission is required. The back beds near the houses need looking at but it was agreed this could be a phase 2 project. It was **RESOLVED that the members approve the project & that Roger & Sheila could prepare design & costings to be put to the members at a future date.** **9/18**

Roger & Sheila were thanked for attending & they left the meeting.

Standing Orders were re-instated.

5. **Public Participation** – 2 of the members of the public present asked about how the new McCain plant is coming along as they consider the odour has been getting worse for a few weeks now. Councillor Green reported he is meeting with them next week & will make enquiries. They asked about the hedge to the OL planning re Dalby field & if this is to be retained, it was thought it was; they also asked about the Parish Council taking on the toilets at Cayton Bay.

6. **Police Matters:-**no report had been received. The interim clerk to make enquiries for at least a report for our next meeting.

7. **Millenium Gardens** -This item had been discussed earlier in the meeting.

8. **Reports from Borough & County Councillor:-** Borough and County Councillor Mrs Swiers and Borough Councillor Green reported on salient issues from North Yorkshire County Council and Scarborough Borough Council:-
 - **For the County Council** Councillor Mrs Swiers reported on the following:-

Full Council 16.1.18

- ❖ “Reaching Communities England” a grant funding scheme which the Parish Council may be able to apply to for our play equipment & Community project.
- ❖ Budget to be increased by 2.99% plus 2% for Adult Social Care.
- **For the Borough Council:-**Councillors Green and Mrs Swiers reported on the following:-
 - ❖ Consultation on 70 new homes west of Church Lane to be held at the Methodist Chapel on 18/1/18 3/7pm.
 - ❖ Blacksmiths the planners are still in talks with the owners about the building work.
 - ❖ Tour de Yorkshire will include Cayton Bay.
 - ❖ Cornelian Bay contamination, SBC are working hard to sort it out.
 - ❖ The Futurist demolition will commence March.

Councillor Mrs Hudson asked about Beverley Road footpaths & the crossing point on Main Street as nothing had been reported for some time. NYCC Councillor Mrs Swiers reported she had seen a letter recently about the £125K Barratts money & that there is a deadline for when it can be spent of January 2019 i.e.2 years from when last property was occupied. She is to see David Bowe at NYCC about what is happening & she will report to the next meeting. The extension of lines on North Street & Station Road still have to be sorted.

Councillor Mrs Swiers asked that the interim clerk write to Barratts to try & set up a meeting of herself & Councillor Green to discuss the Community Land.

9. Declaration of Acceptance of office – Councillor Bell had not signed a Declaration in February 2017. The declaration was signed & Councillor Bell received copies of the council’s three governing documents.

10. Planning:- Councillor Mrs Hudson reported on the following planning applications:-

- a) 17/02609/HS – 64 West Garth – side extension to create kitchen/dining room with garage and bedroom above. It was agreed that the members consider the work to be over development of the area & it would take affordable housing out of the market.

It was **RESOLVED to confirm the response made.**

10/18

- b) Persimmon Consultation had been mentioned previously.
c) No other business.

11. Village Maintenance:- Councillor Poor reported on the following:-

- ❖ **West End View Allotments** – the food rubbish has been removed but the resident is still complaining about rats. After discussion it was **RESOLVED to ask the resident to sign an allotment agreement if she wanted to keep the plot & pay the rent & deposit.**

11/18

The area is being monitored.

- ❖ Bench near the blue elephant is to be repaired & re fixed by Dave Swiers.
- ❖ Leaves on Lime Kiln Lane still not swept up although SBC have been asked twice. To be chased up.
- ❖ A Village Maintenance meeting to be arranged for Monday 29th January 10am.
2 members of the public left the meeting.

12. Recreation and Amenities. Councillor Liley thanked everyone for their support during the Christmas festivities & asked for letters of thanks to be sent. £128.03 had been raised at the carols & it had been approved by the Finance Committee that this would be made up to £150.

Councillor Liley had attended a meeting about the Tour de Yorkshire & explained matters to the members. A budget of £650 has been agreed to by the Finance Committee.

A meeting of the Recreation & Amenities Committee to be arranged for 16th February at 10am. An email from Pyrotex Fireworx had been received asking if they were to do the 2018 display & if so on what date. After discussion it was **RESOLVED to appoint Fireworx for this year & the event would be held on Monday 5th November 2018.**

12/18

Gala Committee Councillor Hallgate reported there is £2,819.77 in the gala fund following the success of the previous 2 years. For the gala to be held this year organisers are needed & he was suggesting that the

Parish Council takes it on board. Councillor Mrs Liley explained the gala had always been run independently of the Parish Council & that should continue.

After discussion Councillor Green agreed he would take matters forward.

- 13. Play Equipment** a letter dated 13th October 2017 sent by the previous clerk to Groundwork was circulated at the meeting & discussed. No approval had been given as stated in the letter & it was **RESOLVED that a further letter would be sent to Groundwork advising that the Parish Council were still reviewing the possibilities & that a final decision had not yet been made.** 13/18

A firm called Sovereign Play had also been approached by the previous clerk but the members did not know about this. A meeting is to be arranged with Streetscape on 25th January at 1pm, Councillors Mrs Hudson, Mrs Liley & Mrs Swiers to attend.

- 14. Finance:-** Councillor Green reported on the following:-

- **Members received the minutes of the meeting held 12th January 2018.** It was **RESOLVED that the Minutes of the meeting, as circulated & taken as read, be & are hereby approved as a true & correct record of the proceedings thereat, with resolutions 1/18 to 5/18 being accepted by the full Council and action taken thereon as necessary.** 14/18
- After considering the information in the minutes of the Finance meeting held 12/1/18 it was **RESOLVED to accept the recommendation made that Cayton Parish Council set a budget of £70,710 and a Precept of £35,000.** 15/18
- **January schedule of payments** – the schedule was circulated at the meeting. After discussion, it was **RESOLVED that the figures totalling £4,461.09 be approved with a transfer of £2,500 made.** 16/18

- 15. Cayton in Bloom:** - Councillor Mrs Hudson following the AGM the same chairman had been appointed. The group have not yet had the invoice for the planter baskets from Scarborough Borough Council.

- 16. Reports from meetings attended.** None made.

- 17. EXCLUSION OF THE 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 to be transacted.** 17/18

Lindsay was thanked for attending & left the meeting at this point.

- 18. Review report** – Councillor Green summarised the report & discussion took place about some matters raised. It was **RESOLVED to take the recommendations on board & going forward procedures are to be put in place.** 18/18

- 19. General Data Protection Regulations** a report on the information concerning the regulation which comes into force on 25th May 2018 had been circulated prior to the meeting. The interim clerk explained she is undertaking webinar training about the issue & report further to the next meeting about the council's responsibility.

- 20. Interim Clerk Contract of employment** as the interim clerk is employed by the Parish Council a contract is required. The salary scale was discussed under agenda item 22 following which it was **RESOLVED that the salary scale would be SCP 31 & that the contract was approved & could be signed.** 19/18

The contract was signed by the chairman & the clerk.

- 21. Interim clerk report** – a report had been circulated prior to the meeting. Issues were discussed following which it was **RESOLVED to take the recommendations on board & going forward procedures are to be put in place.** 20/18

The website has been recovered by a professional website company & going forward it was **RESOLVED the new clerk would update the site & at a future date look to improve it.** **21/18**
 A Flood Group meeting is needed, this to be arranged by the new clerk.

- 22. Clerk Vacancy** Councillor Hallgate report 3 applicants had applied but only 2 had been considered for interview. The 2 candidates had been interviewed by Councillors Green & Hallgate & Councillor Mrs Liley, following which an offer of employment had been made to Lindsay Clay. References had been taken. He explained about the salary scale calculation & it was **RESOLVED to approve the appointment of Lindsay Clay as Clerk & Responsible Financial Officer to Cayton Parish Council with a start date of 12th February 2018 at a commencing salary of SCP30, employed for 20 hours per week.** **22/18**
- 23. New clerk training** there is an Induction Day for newer clerks to be held 16th March 2018 at York. Lindsay had agreed to attend. It was **RESOLVED to approve attendance of the new clerk at the training day at a cost of £115.** **23/18**
- 24. Staffing Committee** after discussion it was **RESOLVED to appoint a staffing Committee of Councillors Bell, Hallgate, Mrs Kelly & Mrs Liley.** **24/18**
 & that their first meeting would be held after the May AGM
- 25. Time and date of the next meeting:-** it was confirmed the date of the next meeting of the Parish Council Tuesday 20th February 2018 at 7pm.

Signed.....**R. Swiers**..... Dated.....**20/02/18**.....