

Cayton Parish Council
Meeting: 20th February 2018 at the Jubilee Hall, Cayton at 7:00pm

Present: Councillor Mrs Swiers (Chairman), Councillors Bell, Green, Hallgate & Southward; Councillors Mrs Hudson, Mrs Kelly & Mrs Liley, one member of the public, clerk Lindsay Clay & interim clerk Helen Carter.

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. **28/18**

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 Parish Council's Code of Conduct. None made.

3. **Apologies:** Apologies have been received from Councillor Poor. It was **RESOLVED** that the apology be accepted. **29/18**

4. **Minutes:** To receive, approve & sign the minutes of the Full Council meeting held on 16th January 2018. It was **RESOLVED** that the minutes of the meeting be approved & were signed. **30/18**

5. **Public Participation:** The member of the public attending asked where to get blue & yellow bunting for the Tour de Yorkshire from. Councillor Mrs Liley advised that leaflets would be going out to all houses on Main Street & bunting will be available to borrow. The member of the public also asked about the orange Xs on the trees in Harford Road. The Chairman explained that these trees are to be crowned as they are too big. One is also to be felled as it is rotten.

6. **Police Matters:** Again no police report received despite assurance from Sgt Vicky Mason that we would receive one. Clerk to chase a report for the next meeting.

7. **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:
 - The white lining crew is working in the area.
 - Richard Marr looking into why we can't spend the 106 money.
 - Resident complaint re: bus shelter having no timetables, she has been in touch with the bus company.
 - Bikes obtained for Tour de Yorkshire from Yorwaste on the proviso that we take photographs for an article.

 - **For the Borough Council:** Councillors Green and Mrs Swiers reported on the following:
 - The University has put in a plan for an extension. This has been refused as Sport England has put in a complaint.
 - The Open Air Theatre has some fantastic acts this year which is a huge boost for the town.
 - Road cleaning has been done round Killerby as drains were overflowing.
 - Utilities work on Main Street at present.
 - The building at the back of the Blacksmiths has been taken down.
 - Councillor Green had attended a very good presentation on the MOT testing station for taxis on Dean Road.
 - Licensing is changing so it could be that we don't need to apply for a license for the Gala or similar type of events.

Councillor Southward said both VAS signs don't appear to be working correctly.

Councillor Bell asked about the highways work on Carr House Lane. The Chairman responded that this is due to the housing estate expansion.

Councillor Bell also asked if we are in danger of losing the 106 money if we don't spend it soon. The Chairman responded that we have until the 2020s not 2019 as presumed earlier.

8. 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. The application has been permitted.
- b) 18/00305/HS – 39 North Lane – front & rear dormer windows. The application was discussed at the meeting & it was agreed that a response would be made that the Parish Council have no objection to the rear dormer, however they have concerns about the front dormer as this is out of keeping with the area. It was **RESOLVED that the clerk would confirm the response made.** **31/18**

9. Village Maintenance Members:

- a) The minutes of the meeting held 29th January 2018 were not discussed.
- b) Councillor Mrs Hudson noted that Limekiln Lane still hasn't been swept, even though it had been reported twice.
- c) Councillor Bell commented that the drains on West Garth at the end of Chapel Lane were full of silt & needed a sweep. Councillor Liley asked if the flood committee could inspect these. Councillor Green said yes, they could do this.
- d) The Chairman read out the quote from Advanced Trees & Grounds for work on the trees in the Bird Garden, the Pastures, Harford Road & the Churchyard. It was **RESOLVED that the quote of £1,375 + VAT was acceptable & work could proceed.** **32/18**
A Faculty may be needed on the Churchyard tree & it is also in the conservation area. The clerk to look into relevant authorisation.

10. Recreation and Amenities Members:

- a) Received the minutes of the meeting held 16th February 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 25/18 to 27/18 being accepted by the Full Council and action taken thereon as necessary.** **33/18**
- b) Councillor Mrs Liley reported on the following:
 - **Bonfire** – the date has been agreed to as 5th November.
 - **Decorated Properties** judging to take place on 13th December. Permission was asked to get a new shield for this.
 - **Carol Singing** to take place 19th December.
 - There are 2 sources to get Christmas trees from well in advance this year.
 - **Tour de Yorkshire** – CCC to assist putting up bunting, Parkdean & McCain are doing their own decorations. Browns to possibly do something on the roundabout. Leaflet drop will be done on Main Street re: bunting. New bunting needs to be bought. Possibly raise a Yorkshire Rose flag on the church roof if we get permission. All of this to be put in Cayton News. The bike painting is going well. The new Premier Stores is going to do bunting as well as teas & coffees on the day. Yorkshire Air Ambulance to judge the decorated properties & also to collect donations with buckets on the day.

The member of the public left the meeting at this point.

11. Play Equipment:

The Chairman reported she has spoken to Scarborough Borough Council & if we go ahead with the new play equipment, it would be the responsibility of the Parish Council to insure & maintain that for the green area – this would be done through monthly risk assessments. The Parish Council may also be able to get a

£10,000 grant towards Jackson Close play equipment. Scarborough Borough Council would still maintain Jackson Close. Information was circulated at the meeting of the quotes from Streetscape for West Garth Green Belt & Jackson Close. Councillors Bell & Mrs Kelly expressed concerns about the robustness of the equipment & the potential for vandalism. After discussion, it was **RESOLVED to go ahead with the proposal for West Garth Green Belt as put forward by Streetscape at a cost of £18,985 + VAT.**

34/18

The clerk to write to Scarborough Borough Council for confirmation they agree to our course of action & also to check the position regarding the previous quotes obtained by the former clerk. In due course, Jackson Close will be improved with the aid of the aforementioned grant.

12. Community Land: Councillor Green reported that The Chairman & himself had attended a very productive meeting with Barratts that morning. It is not economical for Barratts to develop that land. A legal document will have to be drawn up to pass ownership of the land to Cayton Parish Council. Once the land belongs to the Parish Council we can apply for grants. The ditch will be the responsibility of Cayton Parish Council once ownership is transferred.

13. Finance: Councillor Green reported on the following:

a) Closure of Gratuity account – it was **RESOLVED the account could be closed.** 35/18

b) New clerk signatory on the Barclays Bank account – it was **RESOLVED the new clerk could be added as a signatory to the bank account for administrative purposes only.** 36/18

The clerk to prepare the forms for signature at the next meeting.

c) **February schedule of payments** – the schedule was circulated at the meeting. After discussion, it was **RESOLVED that the figures totalling £5,552.15 be approved with a transfer of £3,000 made.**

37/18

14. Cayton in Bloom: Councillor Mrs Hudson reported:

a) There has been no decision made with regards to the meeting room.

b) There will be a litter pick on Saturday 3rd March a, meeting at the Jubilee Hall at 9:45am.

c) There will be a Winter Warmer at the Methodist Chapel on the 12th of March 10:30am to 1:00pm.

d) Millennium Gardens: It was **RESOLVED that Roger & Sheila were to be contacted to a) confirm the hedge trimming was to go ahead & b) to ask them for the plan & costing with regards to the revamp of the area.** 38/18

15. Reports from Meetings Attended. Councillor Green reported on his meeting with McCain re: the flooding, asking them to widen the ditch on their property.

Councillor Liley asked about a Cayton News meeting & articles for it. It was **RESOLVED that a Cayton News Committee meeting would be organised & Councillors are to submit their articles as soon as possible.** 39/18

16. 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. 40/18

17. General Data Protection Regulations No further details on this. Yorkshire Local Councils Association will be producing an advice note & a template to help parishes with this – not received as yet.

18. Clerk Contract of Employment: The interim clerk was asked to leave the room at this point. Councillor Hallgate stated that this item should not be on the agenda & this was a private matter to be discussed at a later date between the clerk & Councillor Hallgate.

19. New Clerk Report: The clerk stated that training was going well though lots still to learn. Interim clerk Helen Carter’s last day will be Friday 23rd February. Another local clerk has offered her services as a sounding board if help is needed.

Re: Cayton News – the Chairman has said that Adverset will do the layout this time due to the clerk being new. Distribution of Cayton News will be handed over to Basics Plus. Councillor Liley to get a quote for 1300 copies.

Interim clerk Helen re-joined the meeting at this point.

20. External Audit Report Action: Councillor Hallgate distributed a document highlighting the audit report recommendations:

- a) Greater supervision of the clerk – to be done by the Staffing Committee.
- b) Access to website & banking granted only when Council are confident that clerk’s abilities can undertake these duties – approved.
- c) Payments to caretaker & cleaner should be processed through a payroll process – this is now set up as a 4-weekly standing order for both.
- d) Payment in cash would benefit from tighter controls – approved.
- e) Cheques from HRMC should not be paid into the Post Office – noted.
- f) Bank statements should be reviewed – responsibility of Finance Committee.
- g) Expenses claim process to be put in place – expenses must only be claimed AFTER the fact, & go through Full Council.
- h) Implement a correspondence log, detailing resident, reason, date received, date replied & by whom. Document should be reviewed & included as agenda item at Full Council meeting – approved.
- i) Recover website – done.
- j) Adopt a recovery plan to identify all activity required to bring control back into the office – approved.
- k) An owner should be allocated to each activity to ensure that no further oversights are experienced – approved.

22. Time & Date of the Next Meeting: it was confirmed the date of the next meeting of the Parish Council would be Tuesday 20th March 2018 at 7:00pm.

23. Thanks: The Chairman thanked Helen for all her hard work in getting us back to where we should be.

Signed.....*R. Swiers*..... Dated.....20/03/18.....