



Cayton Parish Council

Jubilee Hall, Main Street, Cayton, Scarborough, YO11 3TF

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08/06/23

To All Members of Cayton Parish Council,

You are hereby summoned to attend a meeting of Cayton Parish Council to be held on Tuesday 20th June 2023 at 7.00pm, at The Jubilee Hall, Main Street Cayton

The business to be transacted at this meeting is set out below.

Gill Armstrong, Clerk to Cayton Parish Council

Chairman's Announcement

Prior to the commencement of the meeting, the Chairman will outline the procedure for the public at this meeting to ensure that it is effective and lawful, including recording of the meeting and public participation.

AGENDA

1 Notice of meeting: to confirm that the public notice of the meeting has been given in accordance with Schedule 12, para 10(2) (b) of the Local Government Act 1972.

2. Apologies - To note apologies and approve the reasons for absence.

3. Declaration of Interests

- a. To note declarations of interest not declared under Code of Conduct or members register of disclosable pecuniary interests.
- b. To approve dispensation requests.

4. Public Participation - To receive and 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 **3** minutes (A maximum of **15** minutes in total public participation at the Chairman's discretion).

5. Meeting of Cayton Parish Council held on 16th May 2023

- a. To approve minutes of the meeting of Cayton Parish Council held on Tuesday 16th May 2023 as a true record of the meeting
- b. To note any update from the minutes including items deferred

6. Police Matters-To note the Police report and any other matters relevant to the police

7. Correspondence/ Complaints / Concerns Received-

- a) Parking on Church Lane – Cllr Shasanya
- b) Allotments access
- c) The proposed one way system between Limekiln Lane and Main Street – County Councillor Swiers

8. Reports from County Councillor. - To receive verbal report from NYC Councillor:- Cllr Swiers

9. Chairman's report – To receive a report from the Chair of the Parish Council – Cllr James Boak

10. Planning Committee

- a) To receive a verbal report from Chairman of the Planning Committee, Cllr Swiers relating to any Planning applications received or updates

11. Village Maintenance Committee.

- a) To receive a verbal report from Chairman of Village Maintenance, Cllr Shasanya
- b) Community Payback work schedule
- c) Terms of reference – To agree the terms of reference for this committee
- d) Drains – to update in relation to drains issues in Parish including water ways
- e) Cemetery – Kerb stones – Cllr Boak
- f) Flood and Snow Group – to arrange a date of the relaunched meetings and invitees / structure – Cllr Tomlinson Hall / Cllr Boak
- d) Next meeting date and time to be confirmed

12. Community Land / Open Space

- a) To discuss any update on progress and make decisions where required for Community Land
- b) To discuss any update on progress and make decisions where required for Open Space

13. Recreation and Amenities Committee

- a) To receive a verbal report from the Chair of the Committee, Cllr Petts relating to events and Committee matters
- b) Terms of reference – To agree the terms of reference for this committee
- c) Children's activity sessions summer holidays
- d) Fun Run – to discuss requirements and make decisions where required
- e) Future events - to discuss requirements and make decisions where required
- d) Next meeting date and time to be confirmed

14. Finance Committee

- a. To receive a verbal report from Chair of Finance, Cllr Bentley relating to bank balances.

- b. To approve the bank reconciliation for May 2023
- c. To approve the June Schedule of payments
- d To approve Clerks overtime for June
- e To approve Chairs allowance for 2023
- f Broadband provision – to discuss cheaper alternatives to current provider – Cllr Boak

Year end accounts

- A To approve end of year accounts against the budget
- B To approve and complete the Annual Governance statement
- C To review and agree the figures on the accounting statement and complete the AGAR

Next meeting date and time to be confirmed.

15. Co-option requirements – To discuss next steps in co-option of a Councillor

16. Accessibility Working Group – Cllr Bentley – To discuss the setting up of a Parish wide group to look at accessibility in our area.

17. Communications

- a) To discuss and make decisions on how the Parish Council communicates with residents including the Cayton News and an electronic newsletter- Cllr Boak
- b) Email addresses – update on progress for secure email addresses

18. Menopause policy – To adopt the new policy previously circulated to members

19. Vexatious complaints policy - To adopt the new policy previously circulated to members

20. EXCLUSION OF THE PRESS AND PUBLIC

To exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business now to be transacted.

19. Time and Date of the Next Meeting Tuesday 18th July 2023 at 7.00pm