



# Cayton Parish Council

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

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15/02/24

## To All Members of Cayton Parish Council,

You are hereby summoned to attend a meeting of Cayton Parish Council to be held on Tuesday 20<sup>th</sup> February 2024 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**

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### 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 receive apologies for absence and consider the reasons for absence.
3. **Declaration of Interests**
  - a. To receive Councillors declarations of interest not declared under Code of Conduct or members register of disclosable pecuniary interests.
  - b. To receive dispensation requests.
4. **Public Participation** - To receive and hear any person who wishes to address the council. 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). No resolutions can be made on points raised that are not otherwise on the agenda
5. **Meeting of Cayton Parish Council held on 16<sup>th</sup> January 2024**
  - a. To approve minutes of the meeting of Cayton Parish Council held on Tuesday 16<sup>th</sup> January 2024 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 Received**-
  - a) Pot holes Mill Lane

- b) Resident complaint re fencing on Main Street
- c) Any other correspondence received requiring discussion and action to be taken

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

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

**11. Planning Working group**- To receive a verbal report from Chairman of the Planning working group, Cllr Swiers relating to any Planning applications received for the Parish

**12. Village Maintenance Committee.**

- a) Report from Chair of Village Maintenance Committee
- b) Community Payback updates – to discuss work schedule
- c) Highways concerns – to receive current concerns in relation to Highways issues from members and make resolutions in regard to further actions
- d) Bin provision at Cemetery – to make resolution on further provision
- e) Noticeboard – To discuss purchase of a notice board to put on the outside wall at the Jubilee Hall or across the road near the post box.
- f) Next meeting date and time to be confirmed

**13. Community Land / Open Space**

- a) To receive any update on progress and make resolutions where required for Community Land including reports submitted
- b) To receive any update on progress and make resolutions where required for Open Space including reports submitted

**14. Events Committee**

- a) Report from Chair of Events Committee
- b) Upcoming events – to discuss events for the next month and make decisions where required
- c) 80 D-Day commemoration – to discuss plans and make decisions where required
- d) Next meeting date and time to be confirmed

**15. Finance Committee**

- a. To receive details of the bank balance, correct as of the 31<sup>st</sup> January 2024
- b. To receive the bank reconciliation for January 2024
- c. To receive the February Schedule of payments
- d. To receive the Clerks overtime for Jan/Feb for approval
- e. 106 money – update Clerk and to make a decision on how to proceed
- f. Appointment of internal auditor for 2023
- g. Next meeting date and time to be confirmed.

**16. Annual Parish Assembly and Annual Parish Meeting Dates** – To confirm dates for both meetings

**17. Accessibility Working Group** – Report to Council from Chair of working group, Cllr Bentley

**18. Co-option** – to discuss dates co-option of new Councillor and decide how to proceed

**19. EXCLUSION OF THE PRESS AND PUBLIC**

Members to consider excluding 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.

**20. Time and Date of the Next Meeting** Tuesday 19<sup>th</sup> March 2024 at 7pm