

Cayton Parish Council
Ordinary meeting 16th February 2016 at 7pm Jubilee Hall, Cayton.

Present: Councillor Mrs Swiers (Chairman), Councillors Green, Hallgate, Poor, Southward, Councillors Mrs Hudson, Mrs Kelly & Mrs Liley. Councillor Chris Parson Chairman Eastfield Parish Council & Councillor Geoff Evans Eastfield Parish Council PC Graham Bilton & PCSO Richard Newcombe NY Police, 2 members of the public & clerk Helen Carter

1. **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. **27/2016**

2. **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. Councillors Mrs Swiers declared an interest in agenda item 13. It was **RESOLVED the declaration be noted.** **28/2016**

3. **Apologies** – had been received from County Councillor John Blackburn.

4. **Councillor vacancy** - the clerk reported a notice is in the notice boards & on the website. No applications have been received.

5. **Future of Eastfield Library** – The chairman welcomed Councillor Mrs Chris Parsons from Eastfield Parish Council who addressed the members about the future of Eastfield Library. The library is used by residents from surrounding village’s not just Eastfield residents. Unless volunteers come forward & fundraising is carried out, the likelihood is that the library will close on 1st April 2017. The members agreed an article could be included in the next Cayton News publication & that posters could be displayed on the noticeboards & on the website.

6. **Public Participation** – Councillor Evans requested that he speak about rail services access & the potential for getting Cayton Halt re opened on the basis of the new housing development taking place at Cayton & Middle Deepdale. It is the intention of Cayton Parish Council to include this in any future Neighbourhood Plan & Councillors Mrs Swiers & Green have spoken to the planners at Scarborough Borough Council about the possibility. One member of the public did not wish to speak & the other had an interest in later agenda items.
Mrs Parsons & Mr Evans were thanked for attending & they left the meeting.

7. **Police Report** The report had been circulated prior to the meeting. The report & other issues of relevance to the police were discussed with Richard & Graham. There is a change in personnel for our village; our PCSO is to be Zac Waterman. A speed monitoring session has been arranged with the police for 1st March, various roads around the village will be included. It was **RESOLVED that the police report be accepted & comments noted with a copy attached to the minutes.** **29/2016**

8. **Reports from Borough & County Councillors**
County report in the absence of Councillor Blackburn, the clerk reported John has no timescale yet for the works agreed to in connection with the s106 monies. Consultations are to take place. NYCC are prepared to put 2 Vehicle Activated Signs on Main Street. These would not be permanent but would be in place for a 6 week period every for 3 months. It was agreed that the Parish Council would welcome these. The location of the bus stop at the east end of Main Street was discussed. Further consultation is ongoing. An email from NYCC relating to the junction of Church Lane with Main Street was passed to Mr Brent & read out for the benefit of the members. It was agreed that the Parish Council have done all they can & that Mr Brent should take the matter forward with NYCC.
Borough Report Councillor Mrs Swiers & Councillor Green had nothing to report.
It was RESOLVED that the councillors be thanked for their reports. **30/2016**

9. **Minutes to receive, approve & sign the minutes of:** - Full Council meeting held 19th January 2016. It was **RESOLVED** that the minutes of the meeting be approved & were signed **31/2016**
10. **Planning:-**
- a) **Members to receive the responses made in respect of the following applications:-**
- **16/00047/HS – 60 West Garth** - objection made.
 - **15/01832/HS – 52 Harford Road** – after discussion at the meeting no objection to be made. It was **RESOLVED** to confirm the responses made. **32/2016**
- b) Application **15/01631/FL Beach View Caravan Park** it was reported the application had been permitted with conditions.
11. **Village Maintenance** members received a report from Councillor Poor. SBC have cut the hedge down in the cemetery. 4 “trees” need to be cut down & removed & it was agreed the work could be done at a cost of £165. and that Dave Swiers would be asked to quote for further work needed in the cemetery. Councillor Mrs Swiers raised the matter of the Old A165 & requested that Roger Burnett be asked to side out the footpath to the right of the surf shop & also that Scarborough Borough Council be asked to do a litter pick of the same area.
12. **Recreation & Amenities members** Councillor Mrs Liley had nothing to report.
13. **Finance – members received a report from Councillor Green covering the following:-**
- a) **Changes to the External Audit Regime** a report had been circulated prior to the meeting inclusive of a briefing note from the Yorkshire Local Councils Association informing members that changes to the audit arrangements were introduced by the Local Audit and Accountability Act 2014 and that the Audit Commission ceased to exist on 1 April 2015 with a new company Smaller Authorities Audit Appointments Ltd created to take over the appointment of external auditors and to deal with the setting of audit fees for smaller authorities from 2017. The members were informed that each council needs to make a decision on whether to remain automatically opted in or out of the new Sector Led Body (SLB) audit regime. After discussion it was **RESOLVED: - Cayton Parish Council would automatically ‘opt in’ to new Sector Led Body (SLB) audit regime for external audit purposes as detailed in the briefing note issued by the Yorkshire Local Councils Association.** **33/2016**
- b) **Damage to the Jubilee Hall** – a report had been circulated prior to the meeting. The insurance company have offered settlement at £3,580. It was **RESOLVED to accept this settlement figure & to request Tindalls to do the work.** **34/2016**
it was also **RESOLVED that a Yorventure Grant of £4,999 is to be applied for in respect of the fitting of a disable toilet unit within the toilet block.** **35/2016**
- c) **Clerk training day 19th March 2016** - it was **RESOLVED the clerk could attend the training day & that the fee of £30 could be paid & also that the clerk could claim mileage.** **36/2016**
- d) **Purchase of paper & files** – the clerk reported paper purchased in January 2015 had run out & also requested the purchased of new files. It was **RESOLVED that paper & files could be purchased at a total cost of £59.30 plus VAT.** **37/2016**
Schedule of payments the February schedule of payments had been circulated prior to the meeting. It was **RESOLVED that the figures totalling £1,882.30 be approved & paid with £1,000 transfer from the interest account to the cheque account.** **38/2016**
14. **Neighbourhood Plan** – after discussion it was agreed to go forward with a plan & that Scarborough Borough Council would be notified & that a report is published in Cayton News.
15. **Correspondence from Mr Brent**
Standing Orders were suspended to enable Mr Brent to speak.
The correspondence & a report by the clerk had been circulated prior to the meeting. Points raised were discussed/commented on by the members. Boundary wall - clarification is to be sought following comment made by Mr Brent that he is responsible.
Mr Brent left the meeting. **Standing Orders were re-instated.**

- 16. Model of the Church/Blacksmiths** is now on display in the committee room at the Jubilee Hall.
- 17. Cayton News** the clerk requested that articles for publication are sent to her by 26th February. The date of the Annual Parish Assembly was agreed to as 26th May 2016 at 7.30pm.
- 18. Roads Liaison Committee** – Councillor Mrs Swiers reported all other Parish Councils had agreed that the committee could be discontinued as it was getting more & more difficult to get speakers. It was **RESOLVED Cayton Parish Council agree the committee may be discontinued.** **39/2016**
- 19. Community Resilience Training - details** of a day at Pickering on 1st March has been circulated. Councillor Mrs Swiers agreed to attend.
- 20. Cayton in Bloom** Councillor Mrs Hudson reported the AGM had been held. Geoff Coates remains chairman & Julie Barber secretary. Mrs Hudson herself is vice chairman. There is to be a litter pick on 5th March “Clean for the Queen” around the village. Liz Hooper has retired from being the “Village Correspondent” for the Scarborough News.
- 21. Reports from meetings attended-** Councillor Mrs Swiers reported on the Cluster meeting when grants had been approved for local organisations & Councillor Hallgate had attended the YLCA meeting when Standards & the New Audit regime had been discussed.
- 22. EXCLUSION OF PRESS AND PUBLIC** it was **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.** **40/2016**
- 23. Clerk appraisal** the chairman reported the appraisal had been held. Councillor Mrs Kelly advised the members after consulting Yorkshire Local Councils Association the appraisal contents remain confidential.
- 24. Clerk working hours** the clerk requested that extra hours be approved as her workload at present was exceptional. After discussion it was **RESOLVED extra hours could be worked & that the position would be reviewed in June.** **41/2016**
- 25. Meeting reminders** members were reminded of the following meetings:- Cayton News 22nd February 9.30am
- 26. Items for circulation** the following have been made available for circulation - RAY Warm & Well Information; Liz Hooper email about her retirement; Road Closure details re surface dressing; White Rose 27/1/2016; Notes on Neighbourhood Plan December 2015; Clerks & councils Direct year book; Local Councils update Dec 2015; Letter from Cayton Bowling Club for information; Funding & Grants bulletin 19/2/16; Press release Queens 90th Birthday.
- 27. Clerks report** – the following were reported farmer & bowling club rents; Station Road speeding request; litter bin request for Station Road & Barratt estate; rubbish on Church Lane; quotes being obtained for the east wall in the car park.
Internal Auditor – the clerk reported the present auditor had advised he is unable to do the audit this year. After reference to other local clerks & YLCA, Yorkshire Internal Audit Services had quoted for doing the work. Information from them had been circulated with the report. It was **RESOLVED to appoint Yorkshire Internal Audit Services as our Internal Auditor this year at a cost of £250.** **42/2016**
- 28. Time & date of the next meeting** it was confirmed that the date of the next Parish Council meeting is Tuesday 15th March 2016 at 7pm.

Signed

Roberta Swiers

Dated 15th March 2016