

Cayton Parish Council
Ordinary meeting 17th May 2016 at the Jubilee Hall, Cayton.
The meeting followed the Annual meeting of the council.

Present: Councillor Mrs Swiers (Chairman), Councillors Green, Hallgate, Poor & Southward, Councillors Mrs Hudson & Mrs Liley, North Yorkshire County Councillor John Blackburn, Barry Scholey, Mike Morley & Bev Petts from the Cayton Community Land Committee & Clerk Helen Carter.

1. **Apologies** – had been received from Councillor Mrs Kelly. It was **RESOLVED the apology be accepted.** **84/16**
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. **None made.**
3. **Public Participation** – no member of the public present.
4. **Police Report** The report had been circulated prior to the meeting. No one was in attendance from the police. It was **RESOLVED that the police report be accepted & comments noted with a copy attached to the minutes.** **85/16**
5. **Minutes** to receive, approve & sign the minutes of the full council meeting held 19th April 2016. It was **RESOLVED that the minutes of the meeting be approved & were signed.** **86/16**
6. **Planning:-**
 - a) Councillor Mrs Hudson reported on the following:-
 - **16/00788/HS** 9 Greencroft Gardens – it was agreed councillors Green & Mrs Liley would look at the plans & pass their comments to Councillor Mrs Hudson following which a decision on our reply would be made.
 - **16/00597/HS** –157 Main Street – the plans had yet to be looked at.
7. **Village Maintenance** –Councillor Poor reported the following:-
 - **Minutes of meeting held 25th April** members received the minutes of the meeting held 25th April 2016. **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 resolution 74/16 being accepted by the full Council and action taken thereon as necessary.** **87/16**
 - During discussion it was requested that the clerk contact SBC to sweep the village & also arrange a weed spray. 2 dog boards were requested for Shelley close.
8. **Recreation & Amenities members:** - Councillor Mrs Liley gave a report requesting that a union jack flag is displayed at the Jubilee Hall for the Queen’s Birthday. She also requested the clerk arrange a committee meeting with McCain & Cayton in Bloom.
9. **Play Equipment** following the meeting with Matthew Day (Streetscape) on 11th May, a report detailing the equipment & cost for the 2 play areas had been circulated prior to this meeting. It was agreed a working group of Councillors Mrs Hudson, Mrs Liley, Mrs Swiers & Councillor Poor would look at the proposals with the clerk & report back to Streetscape. SBC will have to be contacted seeking permission & approval of the plans.
10. **Finance:-**
 - **Internal Audit** the Internal Auditors report for 2015/2016 had been circulated prior to the meeting. The report “advised that the accounts have been well maintained & appropriate controls supporting the governance framework have been in place. No significant issues were raised” It was **RESOLVED that the Internal Auditor’s Report for the Year End Accounts 2015/2016 be accepted** **88/16**

- **Appointment of Internal Auditor for 2016/2017** it was **RESOLVED** to re appoint Yorkshire Internal Audit Services for 2016/2017 on the same terms as previously. **89/16**
 - **Insurance renewal** the insurance policy had been reviewed at a finance meeting in April with the policy considered suitable & sufficient for the council's functions & services. The clerk had obtained an email valuation from Fattorini relating to the chairman's chain of office, revaluation at £3K for insurance purposes. It was agreed benches/seats would remain insured. It was **RESOLVED to accept the renewal premium of £778.59 for this year's insurance.** **90/16**
 - **Schedule of payments** the May schedule of payments had been circulated prior to the meeting. It was **RESOLVED that figures totalling £3,112.76 be approved & paid with £2,000 transfer from the interest account to the cheque account.** **91/16**
- 11. Damage to the Jubilee Hall & disabled toilet facility** work on the outer walls is complete; plastering of the interior is now drying out. It was agreed a grant would be applied for in respect of the disabled toilet unit.
- 12. Scarborough Borough Council licensing** the clerk reported the parish council had been notified of the premises licence hearing on 26th May at 9.30am. It was agreed Councillor Green would attend & make representation.
- 13. Cayton in Bloom** Councillor Mrs Hudson had nothing to report.
- 14. Clerks report** the clerk advised there was a clause in her contract about increased holiday entitlement after 5 years' service, but the extra days had not been taken. **It was RESOLVED that the extra holiday due could be banked for when the clerk retires.** **92/16**
- 15. Reports from meetings attended-** a report from Councillor Hallgate relating to the Home from Hospital Befriending Service had been circulated prior to the meeting. The chairman thanked Councillor Hallgate for the time he had spent setting up the scheme an excellent job has been done.
- 16. Meeting reminders** members were reminded of the following meetings:
- Parish Assembly 26th May 7.30pm
- 17. Items for circulation** the following have been made available for circulation – Ray leaflet; CPRE details of renewal; Planning enforcement - article from clerks magazine; Scarborough Borough Council details re Local Plan submission; Clerks & Councils direct May 2016; Cayton in Bloom meeting 9/5/16.
- 18. Time & date of the next meeting** it was confirmed that the date of the next Parish Council meeting is Tuesday 21st June 2016 at 7pm

Signed

R. Swiers

Date 21st June 2016