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**DRAFT** Minutes of the meeting of Cayton Parish Council held on Tuesday 17<sup>th</sup> May 2022  
7.00pm at The Jubilee Hall , Main Street, Cayton

**Present :** Councillor Swiers (Chairman), Councillor Caygill ( Vice Chairman) ,Councillor Boak Councillor Petts, Councillor Liley and Clerk, Gill Armstrong.

**In Attendance:** County and Borough Councillor Swiers, Borough Councillor Green plus Members of the Public

1. **Notice of meeting** – It was **RESOLVED** that the meeting was being held in accordance with the correct schedules.
2. **Apologies and Reasons for Absence -** None
3. **Declarations of Interests** – None
4. **Public Participation** – Resident concerned in relation to overgrown hedge on Church Lane – restrictions are in place at this time of year in relation to cutting hedges due to nesting birds.  
Borough Cllr Green expressed concern about the amount of projects the CPC have underway at the moment that appear to be held up. Cllr Caygill replied that there is a lack of available contractors and we are waiting for reports, solicitors and contractors who are delayed due to staffing issues, over the various projects but they are all in hand.
5. **Meeting of Cayton Parish Council held on 19<sup>th</sup> April 2022-** It was **RESOLVED** to approve the minutes of the Cayton Parish Council meeting held on 19<sup>th</sup> April 2022 as a true and accurate record. Proposed by Cllr Petts and seconded by Cllr Liley. The Chairman signed the minutes.  
Update from the last minutes – 4 persons have volunteered to continue Speedwatch in the Parish.
6. **Police Matters**– Nothing further to report
7. **Correspondence** – None
8. **Complaints / Concerns received** – a number of complaints have been received in relation to a sudden influx of seagulls into Cayton and a number of residents that are feeding them large amounts of bread. The seagulls are leaving a lot of mess on people's property and there is concern that should this continue then they may also nest here too. It was **RESOLVED** that the PC would send some letters out to the areas affected of West Garth / Green park and Spring Gardens.

A resident has had cause to involve the Police and Safer Communities on the Barratts development in relation to ASB .The Parish Council will support this resident and also through liaison with NYP it is hoped that a joint initiative can take place in the future.

A further concern has been raised in relation to sewage in the ditch near the Bowling Club , this has already been reported and is being dealt with by Yorkshire Water , SBC and the environment agency.

## 9. **Reports from Borough & County Councillors**

**County** – Councillor Swiers reported that

**Borough** – Councillor Swiers reported on the following: there are a number of licenses for outdoor serving coming forward in Scarborough which allows for businesses to serve in pavement café style ways. A lot of work is still going on in relation to enforcing a no overnight parking restriction to the Old Filey Road ( and other places in the County) so this will prevent the large amount of motorhomes from setting up and causing issues with ASB , disposal of human waste and litter plus obstructing the area. An area has already been cordoned off and SBC will also allow some of the verges to grow wild so that it makes it difficult for any motorhomes to pull onto the verge. Towards Red Cliff Farm there will be no parking on the grass verges at all, Cllr Swiers will maintain her checks on this area as will SBC. It was **RESOLVED** that this information would go out on Cayton's Social Media so residents are aware that work is ongoing.

Councillor Green reported that a lot of work had been completed in the Italian Gardens in Scarborough, the Open Air Theatre is going well this year with some great acts and the town is gearing up for the National Armed Forces Day. The old Indoor pool has been raised and the land will be used as a car park for the time being. He congratulated Cllr Swiers on her recent election to the post of Unitary Councillor, a sentiment echoed by the whole Council.

**10. Clerks Report** – Assisted 2 older members of the public with the completion of forms for both disabled badge application and the council charge rebate in the last couple of weeks. Continuation of assistance to a recently widowed member of the community who is finding it very hard to adjust, been able to make arrangements for her with banks and local authority. She is very grateful to the assistance of Cllr Swiers and the Clerk over the last few weeks and recognizes that the Parish Council is a supportive agency in the Community. Audit last Friday went well and Auditor gave some good advice going forward plus the auditor took away some things implemented here for her own Parishes. Recently completed the new 36 page event document for the Jubilee fun day, the information required is extensive and determines if an event takes place

**11. Chairman** – Cllr Swiers is delighted to have been elected as chair of Cayton Parish Council again for the next 5 years and her commitment to the Parish remains as strong as ever.

A resident has offered to donate the fruit trees for the Open space as and when that comes to fruition and it was **RESOLVED** to accept this kind offer.

Thanks was offered to Gill, the Clerk for her hard work for the audit which is a busy time of year.

Cllr Swiers noticed that when she was at the Jubilee Hall on Election Day that the cars coming in and out of the car park for the school are travelling far too fast and she is concerned that there will be an accident. A solution needs to be found as when the car park is closed on a Tuesday the parking on Beck Hole is much worse as parents are using that area instead. There is no easy solution to this although if the families are in the village it would be better if they walked to collect their children and save on further traffic. It was **RESOLVED** that the Clerk would look to other Councils good practice for solutions.

**12. Planning Committee** – There has been no update in relation to the concerns re planning enforcement at a property on East Lea View. It was **RESOLVED** that the Clerk send an update request to planning and request that the Parish Council do a site visit with enforcement officers.

**13. Village Maintenance Committee** – The Clerk reported that the new bench supplied by the Amer family has been installed at Cayton Bay and they will be placing planters there which they will be responsible for. A second bench can be ordered on behalf of another family, as previously agreed once the ground has settled. Thanks to the Community Payback Team for their work in siting the new bench.

Cllr Swiers offered her thanks to Cllr Petts and retired Cllr Simeon Grundy as well as Duncan Law for their hard work clearing the mown grass from the Green Belt after SBC had mown the grass for the first cut. The work from SBC was not up to standard and was rectified by

them. The Clerk has had a meeting with Chris Roe from SBC with a view to reaching a new service level agreement in the near future. He has also offered to assist with starting a green agenda in the village.

Cllr Boak offered to attend Jackson Close play area and remove the gravel laid temporarily so that SBC can rectify the flooring.

**14. Community Land –** The solicitor has been in contact to ask if the ditch at the side of the community land was to be incorporated on the take over of the land from Barratts. After investigation from but the Clerk and Nick Read at SBC it has been found that it was not on the original planning agreement. Cllr Swiers suspended standing orders at this point to ask Borough Councillor Green if he had any input. Cllr Green suggested that a minimum requirement would be to ask Barratts to provide money to encase the ditch as the ongoing maintenance would be costly. Cllr Green would email Nick Green as a matter of urgency to ask for further clarification. Standing orders were reinstated and it was **RESOLVED** that the Clerk would contact the solicitor to agree with Nick Read’s recommendation that the CPC would not take on the land with the ditch included.

**15. Jubilee Hall and Bell Tower –** Still awaiting arrangements of a meeting with the engineer. Clerk to chase this with Woods and it was **RESOLVED** that the latest invoice is not paid until this has taken place.

**16. Recreation & Amenities Committee –**Cllr Liley reported that the Jubilee Leaflet has been delivered in half of the village, the Clerk reported that staffing issues at Basics Plus has led to delays. The Bunting is due to go up around the village this coming week. It was **RESOLVED** that the Community Payback Team empty the 6 CPC planters and that once plants are sourced in red, white and blue they can be purchased. The Clerk will ascertain which garden centres have stock. The Clerk is awaiting delivery of race numbers and trophies for the fun run , more bunting is on order as are other items required for the Jubilee.

**17. Finance –**

- a) Cllr Caygill reported on the bank balances and payments.
- b) It was **RESOLVED** to approve the minutes of the Finance Committee Meeting held on 14<sup>th</sup> April 2022 as a true record
- c) It was **RESOLVED** to approve the May 2022 payments schedule totalling as follows

May 22 Accounts due for payment				
	Nett	VAT	Gross	
OneCom	£35.95	£11.40	£47.35	DD
Rent	£35.00		£35.00	Rent SO
Staff costs INC hmrc & NEST	£1,276.13		£1,276.13	net wage paid via BACS, tax and NEST paid via d/d. Includes O/T 18.25 and wage increase
Image Creation	£40.00		£40.00	maintenance of website 2 months
Gill Armstrong	£170.35	£20.54	£190.89	For Running Imp invoice medals, Flowers ,Petrol for pay back team, Metalware for tea plates, Ukraine flags, Funeral costs, Printer ink
Royal British Legion Industries	£144.99		£144.99	Green Canopy tree plaque
One Stop Promotions	£105.00	£21.00	£126.00	jubilee bunting
Cheque for Cash	£350.00		£350.00	Raffle prize money from Jubilee
Bev Cuckson	£20.00		£20.00	Return of allotment deposit
Bakers Printers	£37.50		£37.50	Raffle tickets
Information commissioners office	£35.00		£35.00	data protection renewal fee
Internal Audit Yorkshire	£375.00		£375.00	Internal audit 2022
Jonathan Dyer	£108.00		£108.00	George Wilson Beds 9 weeks
David Wilson	£60.00		£60.00	070422 Grass cutting
<b>Total</b>	<b>£2,792.92</b>	<b>£52.94</b>	<b>£2,845.86</b>	
Transfer				
Signed.....				
Dated .....				

- d) It was **RESOLVED** that the Clerks 30.5 paid hours overtime was accepted for this period as this included work done for the audit and also 10 hours toil .
- e) it was **RESOLVED** to bank the £23.13 petty cash outstanding from the last financial year
- f) It was **RESOLVED** that the year-end accounts be accepted against the budget for 2021/22
- g) It was **RESOLVED** that the annual governance statement was approved and completed for 2021/22
- h) It was **RESOLVED** that he figures on the accounting statement were correct and the AGAR was completed for 2021/22
- i ) It was **RESOLVED** that the current Financial Controls are adequate and in place.
- j) It was **RESOLVED** that the Financial Risk Assessment was adequate and in place
- k) It was **RESOLVED** that the Standing Orders were reviewed and accepted
- l) It was **RESOLVED** that at this time due to lack of Councillors in post , the Finance meeting will not be held separately to the Main Council meeting.

**18. Co option of new Councillors –** It was **RESOLVED** that the Clerk will place the Co-option notices out with expressions of interest by 3pm on 16<sup>th</sup> June 2022. The Council is able to run due to it being quorate already. Any persons submitting applications will be invited to the next Full Council meeting on June 21<sup>st</sup> 2022..

**19. EXCLUSION OF PRESS AND PUBLIC –** Not required

**20. Time & Date of the Next Meeting**

It was **RESOLVED** that the next meeting of Cayton Parish Council will be held on **Tuesday 21<sup>st</sup> June 2022 at 7.00pm**

**Meeting closed at 9.45pm**

Chairman's Signature.....

Date.....