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DRAFT Minutes of the meeting of Cayton Parish Council held on Tuesday 21s June 2022 at 7.00pm at The Jubilee Hall , Main Street , Cayton

Present : Councillor Swiers (Chairman), Councillor Caygill, Councillor Petts, Councillor Liley, Councillor Boak

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

It was noted Councillor Green would be arriving late.

3 Declarations of Interests

a. To note declarations of interests not already declared under members' code of conduct or members register of disclosable pecuniary interests- - **RESOLVED** to note declarations of interest from Councillors Swiers and Liley agenda item 17 Finance, June Schedule of Payments.

b. To approve dispensation requests: None

4 Public Participation

- A resident enquired about St. Johns View traffic signs not visible from the road.
- A resident enquired about the dust from soil and cement mixers in North lane. The chair explained the company sweep the road regularly.
- A resident requested posters to be displayed to advertise an event at the Poachers barn at 7pm Friday 24th June related to an Armed Forces Day, members agreed.

5 Meeting of Cayton Parish Council held 17th May 2022

It was **RESOLVED** to approve the minutes of the Cayton Parish Council meeting held on 17th May 2022 as a true and accurate record. Proposed by Councillor Caygill and seconded by Councillor Petts, all members agreed. The Chairman signed the minutes.

Matters arising from the minutes:-

The Chair thanked Mr Law for his presentation and attendance at a recent SBC planning meet regarding the naming of 5 street names on the new Barrett's estate off Church Lane.

- Item 8: Enquiry about the sewage removal from the ditch near the bowling club. Cllr. Green confirmed it had been cleared although there was still a lot of residue in the bottom of the ditch.
- Item 8: It was **RESOLVED** to refer to the Barrett's estates as follows Barrett's estate off Church Lane and Barrett's estate off Westgarth / Station road to stop any confusion.
- Item 18: Amendment date of next meeting 28th June at 7pm.
- Seagulls problem; letters issued to residents in the area.
- East Lea view 8a & 9a: first applications submitted to SBC planning in June 2007, many different applications submitted since. It was **RESOLVED** by all members the enforcement officer should visit the new construction.

6 Police Matters

The Chair confirmed that the May police report had been circulated to members. Concern was expressed about the number of visits by the police to residents in Spring Meadows, the chair explained that SBC are trying to re-house the residents in another area.

The Police monthly drops in sessions are proving to be beneficial for residents.

7 Correspondence

None received.

8 Complaints / Concerns Received

- Condition of two Killerby allotments, weeds out of control, it was **RESOLVED** the chair of village maintenance review the situation and report to the clerk.
- Complaint regarding two letters issued to a resident in The Pastures regarding the disposal of engine oil. The chairman and another councillor visited the resident to discuss the letter. It was **RESOLVED** all future letters must be seen by the chairman before they are issued.
- Infinity require urgent removal of the bell tower stone. Councillor Green agreed to temporarily store the stone on his property. It was **RESOLVED** the chair contact infinity to make arrangements.
- Killerby Cliff: - request for signage at the entrance to Killerby cliff from the main road, it was **RESOLVED** a similar sign to the one indicating the Cleveland Way was suggested and could possibly be paid for out of the locality budget.

9 Reports from Borough & County Councillors

County Councillor Swiers reported;

- Gave a verbal report detailing how the council will move forward after Unity.
- 20 MPH School speed limit absolutely necessary, letter sent from the school to NYCC.
- Highway officer reviewing the extra traffic at Cayton Bay.
- Community speed watch signs displayed throughout Haxby village.
- Killerby & Lebberston road markings to be refreshed shortly.

Borough Councillor Swiers reported;

- A number of high profile acts will be performing this summer at the Open Air theatre.
- Locality Budget £5,000 to share with Cayton, Osgodby, Gristhorpe and Lebberston

Borough Councillor Green reported:

- On the number high profile events for Armed Forces Day.
- New mayor and deputy mayor in office.
- Old comet building to be multi- storey car park
- Scarborough Hospital undergoing a massive refit.
- Enquiry about the hearing loop system from the locality budget for the committee room, needs to move forward if possible to this year's locality budget.

10 Clerks report

- The Clerk informed members that Platinum Jubilee events were extremely successful and a special thank you Councillor Petts for her continuous commitment and support throughout the jubilee week.
- Audit documents submitted.
- Memorials: Julie Myers assessed the memorials in the cemetery, 4 laid down for safety.

11 Chairman's report – Councillor Swiers

- Defibrillator installation:- It was **RESOLVED** the chair contact the electrician to arrange the installation date.
- The second defibrillator to be donated by a resident needs installing as soon as possible. It was **RESOLVED** to place it on the Jubilee hall.
- Arch Door: Approx £3,000 the chair to consider the repairs from the locality budget.
- 40 motor homes at Cayton Bay and one caravan leaving human waste and litter on site, SBC informed.
- QPJ events successfully received by all ages and thanked the QPJ team for their excellent commitment during the events.

12 Planning Committee – Councillor Swiers reported:

- a) No new plans available.
- b) East Lea view discussed under item 5.
- c) Seamer station: It was **RESOLVED** to approve option 1.

13 Village Maintenance Committee

- Councillor Boak reported he had cleared the pea gravel from Jackson close play area and SBC had inspected the area and address the outstanding problems.
- Councillor Boak reported he has concerns about the drains and watercourses.
- Concerned was expressed about the recent accident by a residents carrying work out unofficial work on behalf of the council. It was **RESOLVED** that the chair would thank the resident for the work carried out and express concerns..
- Councillor Caygill reported that some work is required on the hedges on Station road /Penton road. It was **RESOLVED** that Councillor Boak visit the residents with another councillor to discuss the situation with the resident.

- Community pay back team failed to report today (21st June). It was noted that they will be positioning the two benches they have repaired in the village shortly. It was suggested that they could cut the hedge at the post office.
- Councillor requested risk assessment form for Estill close and Shelley close.

Date and time of next Village Maintenance meeting, to be arranged after discussion with chair of the Recreation and Amenities committee.

14 Community Land

Nick Read confirmed the ditch was not included in the original plan. It was **RESOLVED** the ditch would not be included in the final agreement.

15 Jubilee Hall and Bell Tower

- Jubilee hall: It was **RESOLVED** that Councillor Liley contact the pest control company to arrange a date for the Woodworm to be treated.
- Arch door -- 2 quotes received an additional one required, the chair informed members she might be able to pay for the repairs through her locality budget.
- .Request to use the hall for badminton, not an issue as the club moving to Crossgates Community Centre.

Bell Tower: It was **RESOLVED** that the chair contacts Mr David Metcalfe to discuss the report from Alan Wood and Partners.

16 Recreation & Amenities Committee

- Councillor Petts thanked members for their support and commitment to the Platinum Jubilee events. £2,392 was raised for future events.
- A schedule of new events will be discussed at the next R&A meeting.
- The village bunting to be removed after Armed Forces Day.

Date of next Recreation and Amenities meeting to be confirmed once Councillor Petts and Boak have reviewed the terms of reference for Recreation and Amenities and Village Maintenance.

17 Finance

a) Councillor Caygill reported the bank statements were not available.

b) Schedule of payments reviewed:

- Zurich insurance renewed – 5 year contract.
- Flat roof repair – concerns about the quality of the repairs to the internal ceilings, which will need additional pointing and painting.
- Alan Wood and Partners fees – concerns were expressed regarding the cost and quality of the information received.

It was **RESOLVED** to approve the June 2022 payments schedule totalling as follows:

June '22 Accounts due for payment.

	Nett	VAT	Gross	
OneCom	£35.95	£11.40	£47.35	DD
Rent	£35.00	£0.00	£35.00	Rent SO
Staff costs INC H.M.R.C & NEST	£1,052.03	£0.00	£1,052.03	Net wage paid via BAC's, Tax and NEST paid via d/d Includes O/T 12.50 and wage.
Zurich Insurance	£1,891.89	£0.00	£1,891.89	Village Insurance premium
Boro Roofing	£2,100.00	£420.00	£2,520.00	Repairs to flat roof
YLCA	£68.00	£0.00	£68.00	Training Cllr Boak
Roberta Swiers	£27.00	£0.00	£27.00	QPJ books
Basics Plus	£168.55	£9.60	£178.15	QPJ Leaflets
Gill Armstrong	£60.09	£11.27	£71.36	QPJ Invoice's - Various
Gill Armstrong	£293.77	£58.75	£352.52	Irton Garden Centre
Gill Armstrong	£67.97	£13.60	£81.57	Trophies - QPJ
Gill Armstrong	£192.15	£38.43	£230.58	Hoodies
Gill Armstrong	£17.99	£0.00	£17.99	Pay back equipment
Gill Armstrong	£66.34	£5.12	£71.46	Various invoices for QPJ week
Rhona Liley	£62.00	£0.00	£62.00	QPJ Raffle and race night
Roberta Swiers	£18.00	£0.00	£18.00	QPJ Bulbs
David Wilson	£60.00	£0.00	£60.00	5 th & 9 th of May
Alan Wood & Partners	£575.00	£115.00	£690.00	Engineers report
Eliz Hooper	£10.00	£0.00	£10.00	Chq REFUND of Jubilee Stall Fee
Total	£6,800.53	£683.17	£7,483.79	

Transfer £8,000.00

Signed

Date

- The Clerks overtime was accepted for this month.
- The finance chair thanked the clerk for the extra number of overtime hours covered during QPJ events.
- It was **RESOLVED** a prepaid card for £500 could be purchased
- CPFA- It was **RESOLVED** a more formal receipt be required before payment could be made, as the QPJ invoices have to be submitted to NYCC.
- The locum clerk to review the audit action points with clerk before the next PC meeting.
- It was **RESOLVED** 2 more signatures are required for the bank account.
- It was **RESOLVED** a separate finance meeting needs to be held in future.

18. Speedwatch Scheme

It was **RESOLVED** that a meeting would be arranged once the new councillors are in post.

19. Future Plan

Councillor Boak future plan report was circulated prior to the meeting.

The chair thanked Councillor Boak for his very detailed report and visionary suggestions for future and development for Cayton parish council.

Members agreed that until the Unitary council takes office in May 2023 the PC will then have a better understanding of the long and medium term plans for parish councils.

Members were reminded about the two virtual meeting taking place on the New Unity Council on Thursday 23rd June at 7pm and Thursday 30th June at 2pm.

It was **RESOLVED** that Councillor Boak could research the possibility of upgrading the website.

It was **RESOLVED** that new emails should be established for all parish councillors in line with Data protection and confidentiality.

20. Co-option

The chair informed members that 4 persons from the community have applied for the positions of councillor. An extraordinary PC meeting is arranged for Tuesday 28th June to interview the prospective candidates.

21 EXCLUSION OF PRESS AND PUBLIC

It was **RESOLVED** 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. The recording of the public meeting ended & a confidential discussion was held with regards to applications from potential new councillors.

22 Time & Date of the Next Meeting

It was **RESOLVED** that the next extraordinary meeting of Cayton Parish Council will be held on Tuesday 28th June 2022 at 7pm at The Jubilee Hall.

Meeting closed at 9.25pm

Chairman’s Signature:.....

Date:.....