



[www.caytonparish.org.uk](http://www.caytonparish.org.uk)

**DRAFT** Minutes of the meeting of Cayton Parish Council held on Tuesday 21<sup>st</sup> February 2023 at 7.00pm at The Jubilee Hall , Main Street , Cayton

**Present :** Councillor Swiers (Chairman), Councillor Petts, Councillor Liley, Councillor Boak, Councillor Lockyer, Councillor Tomlinson-Hall, Councillor Shasanya, Councillor Bentley

**In Attendance:** County and Borough Councillor Swiers, plus a member 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:**

Apologies received & accepted from Cllr. Caygill who is away

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.

It was **RESOLVED** to note declarations of interest from Cllr. Liley - agenda items 15 & 13 and Cllr Swiers item 13

b) To approve dispensation requests. None received.

4. **Public Participation:**

A member of the public raised issues previously discussed about the new development on Church Lane. A number of letters were brought as correspondence that will be included in the next meeting in March.

A second resident raised questions relating to the Precept and then the Bell Tower and insurance, these questions were redirected to the Jubilee Hall Management Committee to answer.

A member of Cayton in Bloom attended to ask if CPC would assist with bulb planting and also to discuss plans for Coronation to involve school

5. **Meeting of Cayton Parish Council held 17<sup>th</sup> January 2023:**

The minutes of the Cayton Parish Council meeting held on the 17<sup>th</sup> of January 2023 were **NOT ACCEPTED** as a true and accurate record. The Clerk did not compile these minutes and the following amendments were moved and agreed, to the original minutes (separate sheet attached with full details), all amendments agreed unanimously Amended minutes to be re-presented at March meeting for signing as agreed, all in favour.

Matters arising from the minutes: None noted.

6. **Police Matters:**

The Chair confirmed that the February police report had been circulated to members. Cllr Swiers has spoken to a resident and also the Police re the barn off West Garth that is used in better weather by teenagers and there is a concern about the safety of the

structure. It was **RESOLVED** that a letter be sent to the tenants of the land to express concern.

### **Correspondence/ Complaints / Concerns Received:**

7. Letter received relating to the footpath and lighting from Osgodby to Cayton and also the bus service. It was **RESOLVED** that the Clerk reply in relation to the lighting issue and that the email be passed to Osgodby Clerk to invite the author to their next meeting.

A number of complaints were received in relation to parking on West Garth for the rugby matches at the CPFA. The inconsiderate parking was at a level not seen before, cars abandoned on verges and on busy corners, even preventing the bus from getting out on to Station Road. NYP are aware and both them and NYCC Highways maintain it is up to the CPFA to monitor the situation and undertake risk assessments. It was **RESOLVED** that a letter be sent in relation to the concerns. Cllr Petts informed Council that parking is to be made available on the field also which may relieve some of the issues.

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

#### **Borough Councillor Swiers reported:**

- Most meetings for SBC are cancelled as there is limited business to discuss prior to the change over to Unitary
- The plans for the new cinema and restaurants will likely go over to Unitary and existing shops are not renewing leases but going elsewhere
- Plenty of acts booked for the O.A.T
- Cllr Swiers has enjoyed her time as a Councillor for SBC and is looking forward to the new challenge of her role in the Unitary Council.

#### **County Councillor Swiers reported:**

- Very busy with a lot of training including Planning sessions on common land and village greens
- Online workshops are ongoing currently for Councillors
- Cllr Swiers has put forward for a number of Committees including Licensing, sports & Leisure plus Strategic Planning and will remain on the Care & Independence Committee.
- The next meeting of the County Council is to be over 2 days and over 1000 pages of communication having been posted out to Councillors!

### **9. Chairman's report:**

Cllr Swiers reported the Community drop- in lunches are going well with new people coming in all the time. Thanks are given to the three volunteers who run the kitchen and to all Councillors that attend and help; it has become a very valuable event for residents.

Cllr Swiers has had an online meeting with Peter Morris from BDW in relation to the Community Land. The explanation of the plan is as follows: the area of the actual sport facility plan is one part of the land whereas the 106 plan encompasses the whole land including the drainage ditch. The Clerk is to confirm the area as per historic plans.

Cllr Swiers has spoken with the site manager at the Church Lane development and there is to be a public open day on 4<sup>th</sup> March. The Church Lane alterations will require traffic lights but the road will be open and the works are expected to finish end of April. There will be a short period of time that the North Lane / Church Lane junction will be closed. The large sub soil move on the 27<sup>th</sup> February will create a temporary large volume of traffic but the wagon drivers have been instructed to travel away from the

village leaving the site. 25 more foundations have been completed and temporary electric supply is now at the site.

**10. Planning Committee:** – Councillor Swiers reported that a planning application had been received in relation to the Surf Shop at Cayton Bay and comments had been sent back from CPC.

**11. Village Maintenance Committee:**

- a) Cllr. Boak reported that it has been a quiet month in relation to village maintenance but that he has done a large amount of visual inspections as he walks around the village.
- b) The Clerk allocated the quarterly risk assessments to Councillors
- c) Many thanks to the hard work that Community Payback have done on Main Street, West Garth and Station Road on the verges and grassed areas. The next work to be carried out will be the siting of bollards on Cayton Bay and renovation of a bench on the Green Belt. All other suggestions to the Clerk.
- d) Cllr Tomlinson-Hall has spoken with SBC in relation to the waterways in the Parish and they have offered to confirm the precise locations and responsibility of these which will assist the flood group. It was **RESOLVED** that the Clerk would chase Yorkshire Water in relation to the local contact.
- e) It was **RESOLVED** that the Community Payback Team renovate the path at St Johns and as the CPC have responsibility for the closed churchyard that the cost of gravel is met
- f) Next meeting is the Thursday 9<sup>th</sup> March 2023 at 8.15pm

**12. Community Land – Open Space :**

- a) Cllr Boak expressed his disappointment that the rest of Council hadn't been invited to the online meeting with Peter Morris and asked that in future all Councillors are given opportunity to attend in relation to Council business.
- b) The Clerk reported that the second Officer that this case has been passed to has now left SBC and so Bryan Walker is now looking in to it.

**13. Jubilee Hall and Bell Tower:**

- Jubilee hall bell tower. It was unanimously **RESOLVED** that the contract be accepted along with the quote from William Birch & Sons, after a meeting with the contractor earlier today where he was able to answer some questions in relation to the car park, build time and other queries. Quote is £21,414.21 + vat, as advised by the Clerk this amount comes under the new guidance for the requirements for tender. The contract was signed by the Chair.

**14. Recreation & Amenities Committee**

- a) Cllr Petts reported that the Sand Art project is all in hand, the finer details are to be arranged by Animated Objects and no further meeting is required until May. The Winter Warmer event was quieter than anticipated but still a number of residents attended. The valentines afternoon tea went exceptionally well and with that plus a successful Jumble Sale we had raised approximately £400 for events and a further £250 for the Jubilee Hall. Thanks to all who assisted at the Jumble Sale
- b) The Clerk reports that the Drop Ins are going well and that the volunteers have said they would like to continue in some form after the end of March. It was **RESOLVED** that the decision on how this is continued regards food should be down to them as they are the ones doing the work. Consideration is

to be given in regards to this being a charity in its own right which would enable grant applications etc, the Clerk will research this and report back at the March meeting

- c) The event plan and bookings will be completed by Cllr Petts and the Clerk who suggests that voluntary organisations could have stalls on the green belt to attract volunteers, this was **RESOLVED** to be offered .
- d) Christmas 2023 – it was **RESOLVED** that the Clerk make the booking for the party entertainment which is £550 for the day
- e) Coronation – it was **RESOLVED** that the Clerk would further research prices of mugs and give new options to Council at the March meeting.

Date of next meeting Thursday 9th March 7pm

### 15. Finance

- a) Councillor Liley reported the current financial information related monies held, £5541.08 current account - deposit account £90,688.38
- b) Schedule of payments reviewed: It was **RESOLVED** to approve the February 2023 payments schedule totalling as follows:

Feb 23 Accounts due for payment				
	Nett	VAT	Gross	
OneCom	£35.95	£11.40	£47.35	DD
Christmas Trees	£310.00		£310.00	
Staff costs INC hmrc & NEST	£1,157.88		£1,157.88	net wage paid via BACS, tax and NEST paid via d/d. Includes 6.5 O/T
street furnishings limited	£465.00	£93.00	£558.00	Bollards as agreed
YLCA	£25.00		£25.00	erob Training Clerk
SLCC subscription	£177.00		£177.00	Subscription
Viking	£30.39	£0.58	£30.97	coffee drop in
Scarborough Borough Council	£225.00	£45.00	£270.00	Grit bin refills
Jon Carver Gas services	£50.00	£10.00	£60.00	Call out to boiler
One stop promotions	£427.50		£513.00	Bunting
Rhona Liley	£20.00		£20.00	engraving
S Taylor & Sons LTD	£3,268.20	£834.85	£3,921.84	Jubilee Hall Door (deposit paid already)
Total	£6,191.92	£994.83	£7,091.04	
Transfer	5000			

Transfer £5,000.00 from the deposit account to the current account to cover the February payments. It was **RESOLVED** that these be accepted.

- c) It was **RESOLVED** to accept the Clerks 6.5 hours overtime for January/ February
- d) The Clerk went through the list of Financial Controls and explained the process to Councillors
- e) Date of next meeting 10.30am Thursday 16<sup>th</sup> March 2023.

**16. Draft Parish Charter:** The Clerk read out all questions sent by SBC and they were answered by members, info will be sent back to SBC .

**17. VAS signs** – It was **RESOLVED** that the Clerk make contact with Darren Griffiths at NYCC to ascertain if there is an updated policy in relation to VAS signs and return her findings at the March meeting

**18. Cayton News** – The Clerk confirmed the deadlines for articles and told Councillors that it may be possible to print the Cayton News on recycled paper. Basic s Plus are going to research this and will go ahead if there is no extra cost implications.

**19. 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. 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 21st March 2023 at 7pm at The Jubilee Hall.

**Meeting closed at 9.55 pm**

Chairman's Signature:.....

Date:.....

**Amendments to minutes from January 17<sup>th</sup> 2023 moved and agreed unanimously by  
Members of Cayton Parish Council on 21<sup>st</sup> February 2023**

Point 11 – *consideration to be given in purchasing a new grit bin* – amended to **RESOLVED** that a decision on purchase to be made on re assessment in Autumn 2023

In relation to the point about the flood group – Cllr Boak did not offer to chair the group ad infinitum and was under the impression that he would do this WITH Cllr Boak, facilitating times when both agencies AND members of the public could attend. Cllr Boak did not state he was unable to chair the group due to work commitments. This was **RESOLVED** and both Cllrs will manage the group between them.

Point 14 – in relation to the point about Coronation Mugs it was **RESOLVED** for the Clerk to obtain more prices and options.

Discussion about a memorial tree for Bob Cowton was missed from the original minutes – it was **RESOLVED** that a tree could not be purchased by the CPC To place of CPFA land as this is private land however this should be looked at for the Open Space once it is passed over to CPC.

In relation to the booking of the Christmas Party entertainment Cllr Petts raised that a decision was to be made at the February meeting and this had been missed off the minutes. It was **RESOLVED** that this was correct.

In relation to the point about rural funding grants this is incorrect and is in fact a list of national grants, **RESOLVED** to be removed from the minutes

Point 16 – The wording '*recommended*' should be replaced with **RESOLVED** as it is confirmed a decision was made by members to stay with Basics Plus for printing