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DRAFT Minutes of the meeting of Cayton Parish Council held on Tuesday 20th June 2023 at 7.00pm at The Jubilee Hall , Main Street , Cayton

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

In Attendance: County Councillor Swiers, plus 5 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:** Cllr Boak (Chairman) due to injury, accepted

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 14

b) To approve dispensation requests. None received.

4. **Public Participation:**

Member of the public raised issues relating to the recent downpour and the Coulson Drain – Cllr Shasanya and Cllr Hall continue to monitor each week.

Concern raised in relation to standing water after rain at the entrance to the St Johns development – Cllr Swiers reports that she had attended the area and noted the water herself, she has spoken with the site manager and informed him of the concerns, he will now look into it. Shae reported that she had also reported similar just beyond the Persimmon site the week before and had been in conversation with NYC Highways about both areas. Cllr Swiers will pursue this in her capacity as County Councillor.

5. **Meeting of Cayton Parish Council held 16th May 2023:**

a) It was **RESOLVED** to approve the minutes of the Cayton Parish Council meeting held on 16th May 2023 as a true and accurate record. The Chairman signed the minutes.

b). **Matters arising from the minutes:** The VAS sign being bought by CPC has been ordered and the Clerk showed Councillors picnic benches that could be purchased for the Green belt to commemorate the Coronation of King Charles III. It was **RESOLVED** to order the bench that could seat a wheelchair so that it is accessible at a cost of £629.33 including VAT from Cost cutters who supplied the recycled plastic benches in the Parish. There is a £60 delivery charge for this item.

6. **Police Matters:** Details circulated of the relaunch of the CAP group on 20th July at 6PM.

7. **Correspondence/ Complaints / Concerns Received:**

a) Parking on Church Lane - A complaint has been received in relation to cars parking along Church Lane that are visiting The Farrier. The vehicles are

parking partly on grass verges and due to the corner it is difficult for the householders to see approaching traffic. This has been noted by all members of the public present and Councillors not only there but in other areas too. It was **RESOLVED** to publish a generalised message regarding considerate parking.

- b) Allotments access – Cllr Boak to assess access issues should they continue.
- c) The proposed one way system between Limekiln and Main Street- Cllr Swiers has spoken with one of the Highways managers at NYC and the money is available for the proposal. There is a potential of 300 additional homes worth of traffic now and there will be a formal consultation on the proposal. There is no time scales for this and there are no plans to put double yellow lines along Limekiln Lane unless it is clear that there is a serious issue. This issue has been questioned over and over at the Parish Council and this is the final reply. The issue will not be discussed further until any formal consultation is held.

8. Report from County Councillor

County Councillor Swiers reported: There have been a few technical problems with the NYC phone service and work is ongoing to improve this however 96% of calls are answered in less than 3 minutes.

There is to be a new local plan for the County and it will be the largest in the UK. It will be something for residents in the County to get involved in and will shape the future. She has recently consulted on one in another area that took 5 years to reach Planning so it is a big piece of work.

A lot of work is now coming through for all Unitary Councillors with meetings at Northallerton however there are still local meetings in Scarborough including those relating to water issues in South Bay. Cayton Bay is ok at this time but there are large amounts of monitoring going on in Bridlington.

NYC has released funding directed at Loneliness that will target those in need.

In relation to the Osgodby development, the Ombudsman only found one minor discrepancy in relation to the site after investigation. Councillor Swiers also reports that she has spoken to both the Management at the St Johns development and NYC Highways about her concerns in relation to the water that gathers on the road after any downpour. This is now being assessed with a view to dealing with it succinctly.

Despite constant requests from Councillor Swiers there will not be a 20mph zone around the school however a traffic survey is due to be completed and this has been requested at the busiest of times.

Congratulations were offered to both Toney Viney and Ken Keld on their MBE's and echoed by Council.

9. Chairman's report:

Cllr Boak reports a very positive annual assembly was held on the 25th May, with representation from several external bodies, namely NYP, Cayton in Bloom, Cayton Methodist Chapel and Cayton Community Drop In.

It is pleasing to see all Councillors working well together, there are a lot of exciting projects and events coming to fruition this year and they wouldn't be in the position they are in now without their valuable input.

10. Planning Working Group: – Cllr Swiers reported that Councillors had visited a property at East Carr and no objections were raised. The working group members had also visited a property on Harford Road and had raised objection due to the plot becoming over developed and the plan causing intrusion to surrounding bungalows. The Clerk reported that if properties required more than a kerbside visit then letters are going to householders advising that the Councillors would be attending. She also issued

a reminder that NYC are the Planning Authority and any appeals should be directed to them.

11. Village Maintenance Committee:

- a) Cllr. Shasanya reports that he has visited Cayton Bay with Cllr Hall to a report that trees had been planted on the coastal path along with the dumping of some rubble. It appears that in order to prevent people making an extra path some sort of rose whips have been planted and some garden waste left to block the path. The Clerk will advise the residents of Cayton Bay
Cllr Petts will attend to the yellow paint splatters around the recycling compound and the damaged bin on Mill Lane has been reported on the portal.
- b) The Clerk reported that the Community Payback Team will continue with the work at the allotments and also clearing the weeds at the roadsides. There is ample work at the cemetery and they have recently rectified the noticeboard issue.
- c) It was **RESOLVED** that the previous years terms of reference were re adopted for 2023 – 2024
- d) A report from NYC Highways on the work to be carried out on the drains reported as blocked was read out by Cllr Shasanya. There is a routine clean due in the next week or so. Cllr Shasanya and Cllr Hall will continue to monitor all drains. It was **RESOLVED** to purchase a dyke rake to assist with maintaining the Coulson Drain.
- e) Cllr Boak proposes that costings are obtained to have kerbstones in the cemetery where metal plaques can be fixed on them to remember loved ones. It was agreed that this should be taken forward.
- f) Cllr Hall requests a flood/snow group meeting on Tuesday 5TH September at 11am
- g) Next meeting is the Thursday 20th July 2023 at 7.00pm

12. Community Land – Open Space :

- a) Community Land – An email has been received from the CPC solicitor in relation to the land which continues to advise not taking the land on with the ditch. However whilst discussing other issues Cllr Hall, Cllr Shasanya and the Clerk have had a conversation with Andy Crossley at NYP who is responsible for flood / waterways in the County and he said he cannot see an issue with taking it on as Yorkshire Water would have responsibility for any issues relating to foul water should it be released.
Cllr Swiers suspended standing orders at this point to allow Mr Green to speak who confirms that it is a raw sewage overflow.
It was **RESOLVED** that Cllr Boak should arrange a meeting with Andy Crossley and the Council plus invite Mr Green as an ex Parish Councillor as he is very aware of previous concerns over the last 10 years.
- b) The Open Space transfer on Main Street has now been passed to the new Unitary Council due to long term staffing issues with SBC prior to change over. No further update has been forthcoming and the estates department have informed the Clerk that they have a resource issue at this time. It was **RESOLVED** that a further email be sent and cc'd to Kerry Metcalf also for an update as to how to now proceed.

13. Recreation & Amenities Committee

- a) Cllr Petts reported that arrangements were in hand for the forthcoming events including Halloween and Christmas.

- b) Terms of reference - . The Clerk had previously circulated a proposed terms of reference relating to this committee with a suggestion that it was changed to the Events Committee. Historically Recreation and Amenities overlapped somewhat with the Village Maintenance Committee and the requirements had now changed. It was **RESOLVED** to accept the change of name and formally adopt the terms of reference for the Events Committee.
- c) Children’s Activities – the dates are as follows : 8th, 15th and 22nd August – with the last date outdoors weather permitting and Cayton in Bloom to be invited. The Clerk will email Councillors prior to the events to see who can assist.
- d) Fun Run – All in hand, poster to be done for social media and shops. The Clerk will put a call out for volunteer stewards.
- e) Future events- Cllr Petts gave details of an event she had attended in Pickering called a Give and Take recycling event. Basically people can bring items to the hall through the week and then on the day come along, fill a bag and take away what they like – there is no cost. It was **RESOLVED** to arrange one for the 5th August with items stored at the hall the week before. The Clerk explained about the 80th anniversary of D-Day next year and it was **RESOLVED** to register with the official pageant master to light the beacon
- f) Date of next meeting Thursday 20th July 2023 8pm

14. Finance

- a) Finance Chairman, Councillor Bentley reported the current financial information related to monies held
- b) It was **RESOLVED** to accept the bank reconciliation for May 2023
- c) Schedule of payments reviewed: It was **RESOLVED** to approve the June 2023 payments schedule totalling as follows:

June 23 Accounts due for payment				
	Nett	VAT	Gross	
OneCom	£51.83	£10.37	£62.20	DD Telephone internet
Staff costs INC hmrc & NEST	£1,180.00		£1,180.00	net wage paid via BACS, HMRC and NEST paid via d/d. Includes 8 O/T
Earth Anchors	£385.95	£77.19	£463.14	Cayton Bay notice board
Lyreco	£65.08	£6.22	£71.30	Stamps plus hall supplies
Walkers Accountants	£35.00	£7.00	£42.00	
West Building Supplies	£34.93	£6.98	£41.91	Maintenance supplies
David Wilson	£105.00		£105.00	Millennium Gardens x 3 grass cutting
Defib warehouse	£118.00	£23.60	£141.60	replacement defib pads x 2
Brigit Clarke	£20.00		£20.00	Allotment deposit refund
Rhona Liley	£20.00		£20.00	Tree plaque
North Yorkshire Council	£6,460.00	£1,292.00	£7,752.00	VAS signs x 2 (locality budget for 1)
Internal audit yorkshire	£375.00		£375.00	internal audit
Total	£8,850.79	£1,423.36	£10,274.15	

- d) It was **RESOLVED** to accept the Clerks 8 hours overtime for June
- e) It was **RESOLVED** to approve the Chairs allowance for 2023/2024 as the previously agreed £400 to be paid in 2 instalments July and December.

- f) Broadband provision – it was **RESOLVED** that Cllr Boak progress this with a view to a cheaper option for CPC than is currently provided.

YEAR END ACCOUNTS- Due to the Chair not being available and also the lateness of the internal audit report being received in the office it was **RESOLVED** to hold an Extra Ordinary Meeting on 27th June 2023 at 6pm to approve the year end accounts for 2022/2023.

- g) The next meeting is on Thursday 13th July at 11.00am

15. Co-option requirements: The Clerk reported that no resident had requested an election and therefore the Co-option notice would be placed in noticeboards and also on the website. Written letters of application must be with the Clerk by 4pm on Monday 10th July 2023.

16. Accessibility Working Group – Cllr Bentley proposes to form a working group to look at issues in the Parish relating to accessibility. It was **RESOLVED** that Cllr Bentley moves this forwards with the Clerks assistance. Cllr Swiers would also like to be involved in this and include local stakeholders.

17. Communications – Cllr Boak proposes that a Chairmans newsletter is produced each month with bullet points and a QR code link to the minutes and agendas. This can be put on facebook and also made into posters. It was **RESOLVED** that the Clerk produce the newsletters with items requested.
Email Addresses– Cllr Boak is progressing this with NYC

18. Menopause policy – It was **RESOLVED** to formally adopt the previously circulated Menopause Policy

19. Vexatious Complaints Policy - – It was **RESOLVED** to formally adopt the previously circulated Vexatious Complaints Policy

20. EXCLUSION OF PRESS AND PUBLIC
No requirement

21. Time & Date of the Next Meeting
It was **RESOLVED** that the next meeting of Cayton Parish Council will be held on Tuesday 18th July 2023 at 7pm at The Jubilee Hall.

Meeting closed at 9.10 pm

Chairman’s Signature:.....

Date:.....