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DRAFT Minutes of the meeting of Cayton Parish Council held on Tuesday 17th October 2023 at 7.00pm at The Jubilee Hall , Main Street , Cayton

Present : Councillor Boak (Chairman), Councillor Swiers ,Councillor Liley, Councillor Shasanya, Councillor Hurst, Councillor Bentley, Councillor Lockyer

In Attendance: County Councillor Swiers, plus members of the public and a representative of North Yorkshire Police.

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 Hall due to illness - 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 15c

b) To approve dispensation requests. None received.

4. **Public Participation:**

A member of the public attended in their capacity as a School Governor and reported that the Headteacher and Govenors at Cayton School were dismayed that Filey Infants had been invited to sing for the Drop In on a Thursday. The Clerk reported that this had been due to one of the Police Staff doing a project with the school and needing an event to practice at and that they had attended back in April but also that the Parish Council is not responsible for the Drop In as it is a standalone organisation.

A member of the public, a previous Councillor requested clarification as to why she remained on the banking for the Council – the Clerk reported that as Council were well aware Barclays had now had 5 separate mandates for new signatories, however they had mislaid each one and would not speak to the Clerk as she is not a signatory currently. Cllr Liley had visited the bank on two separate occasions for over an hour as had the Clerk to attempt to sort the issue. This is a national issue with Barclays and another Council has attempted to alter a mandate for 4 years. It is hoped that the move to a new bank would take place currently but at this time there is little else that either the Clerk or Council can do.

A local resident informed Council that he had spoken with a tanker operator recently who was discharging sewerage into pipelines and the smell of sewerage each day was quite bad. They also spoke of recent flooding as previously discussed at Full Council as well as the one way system proposed for Church Lane/Main Street at the Farrier. The member of the Public was reminded that this has been fully discussed at Council and would not be discussed further unless there was a date for the NYC Highways consultation as he had been previously told.

5. Meeting of Cayton Parish Council held 18th July 2023:

a) It was **RESOLVED** to approve the minutes of the Cayton Parish Council meeting held on 15th August 2023 as a true and accurate record. The Chairman signed the minutes.

b). Updates from the minutes: None

6. Police Matters: A representative from NYP attend and informed that there had been a number of burglaries in the Filey area with large amounts of cash and jewellery taken plus 3 caravans on Parkdean had been broken in to and amongst other things 42” tvs removed.

7. Correspondence Received:

- a) Cllr Swiers has received a complaint about a property on Harford Road requiring a drop kerb however they do have side access.
- b) The General Manager at Parkdean requests that consideration be given to sharing the cost of a defib at Cayton Bay – Clerk to get costing..

8. Report from County Councillor

- County Councillor Swiers reports that the previously reported Issues with trees on the completed Persimmon site are in the process of being resolved and hedging will not be touched plus grassed area will be made good.
- The site at St John’s View has had the road improvements delayed due to items in the ground but 12 more houses will be occupied by Christmas
- There are too many wagons coming through Cayton from the Osgodby site and Cllr Swiers has asked that the road be cleaned more regularly. There is to be a name change to Osgodby Rise and recently Karbon Homes had an open day where management attended.
- White lining is ongoing and will be coming through Cayton soon.
- The recent sudden closure of Alpamare is a huge concern to County and there must be a plan going forward.
- It is hoped that the plans for Seamer station may be included in projects to be developed by area committees.
- The drop in surgeries have been going well at both Cayton and Osgodby. Constant reports of the state of the footpaths in the area and Cllr Swiers encourages residents to report to NYC.

9. Chairman’s report:

I am sad to see Cllr Petts resigned from the council. She will be a loss to us, especially in respect of liaising with the younger generation in the village, through her role as a head of year teacher and with her involvement in the local junior football team.

A range of illness and injuries curtailed our September meeting, however, as a council we still responded to residents’ needs and requests during this period. Activities such as the installation of one of the VAS signs and preparation for the 2nd have recently been completed; a successful beetle drive event last Saturday, online councillor ‘flying start training’ and discussions around the upcoming events still took place.

Thanks to all involved, this drive, commitment and effort is what makes us the good team that we are.

Thanks to Cllr Swiers and Cllr Liley who hand delivered letters in relation to the 5g mast to the residents of Cayton Bay informing them of the appeal from the communications company and also for the clearing of the 6 flower beds this weekend

10. Co-option of new Councillor – Council **RESOLVED** to formally proceed with co-option and the Clerk will organise the relevant process. Co-option will take place in December unless an election is requested.

11. Planning Working Group: – Cllr Swiers reports that a couple of applications had been received from McCains that were within the current site and internal changes to current buildings

12. Village Maintenance Committee:

- a) Cllr. Shasanya reports that the drains continue to be monitored by himself and Cllr Hall
- b) Community Payback will attend sporadically at the moment and the Clerk will maintain contact.
- c) The Clerk continues to monitor the allotments access and also has reported the trees at Penton Road and also West End View via the portal.
- d) Christmas Trees – Cllr Boak expressed his thanks and recognition of Mr Swiers commitment to putting up all the trees over the last 20 years. Echoed by all in attendance.
- e) It was **RESOLVED** to purchase the Hedgehog Highway equipment to give out to residents on a first come first served basis
- f) Cllr Shasanya has reported the state of the road near The Farrier as a concern and will also do the same for the road near the Open Space on Main Street.
- g) Next meeting is the Thursday 18th October 2023 at 7.00pm

13. Community Land – Open Space :

- a) Community Land –Cllr Boak has made contact with Yorkshire Water and will await details to arrange meeting to confirm ownership of any discharge that may come down ditch.
- b) The Open Space transfer paperwork is due next week for signing.

14. Events Committee

- a) It was **RESOLVED** that a chair of this committee would be elected when all members were present.
- b) Recent events – The Beetle drive was a great success and thanks t the Clerk for organising it.
- c) Halloween – It was **RESOLVED** that this year we would just run the party in the evening, depending on the weather there may be a lantern parade. All arrangements are in hand.
- d) Give and Take event – The Clerk has produced posters for the event and this will be discussed at the next Events Committee tomorrow. A rota of collection staff will be put out nearer the time.
- e) Adult Christmas provision – Cllr Hurst would like to see some provision for adults in the Parish. The Clerk reports that Drop In will be running a longer session on the 28th December as they did the previous year and also Cllr Swiers is to provide hampers from her locality budget to those people

identified as in need. It was **RESOLVED** that the Clerk will ask for nominations from residents via social media.

- f) Christmas Events – Cllr Shasanya will visit the Star to speak with the new Landlords about the tree and also the carol service. The Clerk is meeting with Ceri from Magical Quests North next week to run through the children’s parties and will sort out the ticketing process. There will be no Santa sleigh from Cayton in Bloom this year
- g) Date of next meeting Wednesday 18th October 2023 8pm

15. Finance

- a) Councillor Bentley reported the current financial information related to monies held
- b) It was **RESOLVED** to accept the bank reconciliation for August and September 2023
- c) Schedule of payments reviewed: It was **RESOLVED** to note the September 2023 payments schedule and to accept the October payments schedule totalling as follows:

Sep 23 Accounts due for payment

	Nett	VAT	Gross	
OneCom	£51.83	£10.37	£62.20	DD Telephone internet
Staff costs INC hmrc & NEST	£1,062.00		£1,062.00	net wage paid via BACS, HMRC and NEST paid via d/d.
Gill Armstrong	£6.74	£1.34	£8.08	trophy fun run
Gill Armstrong	£5.18	£0.87	£5.18	Dog fouling sign
Cumbria Clock company	£195.00	£39.00	£234.00	Clock servicing
David Wilson	£180.00		£180.00	Grass cutting x 3
ylca	£25.00		£25.00	Cllr Hall training
Total	£1,525.75	£51.58	£1,576.46	

Oct 23 Accounts due for payment

	Nett	VAT	Gross	
OneCom	£51.83	£10.37	£62.20	DD Telephone internet
Staff costs INC hmrc & NEST	£1,165.00		£1,165.00	net wage paid via BACS, HMRC and NEST paid via d/d. 7 hours
Yorkshire Moors Christmas Trees	£380.00		£380.00	
YLCA	£66.80		£66.80	TRAINING Cllr Hurst
pkf	£315.00	£63.00	£378.00	External AUDIT
David Wilson	£120.00		£120.00	Grass cutting x 2
Jonathan Dyer	£180.00		£180.00	George Wilson Bed
NYC	£550.00		£550.00	Transfer of land fees
Rhona Liley	£10.00		£10.00	engraving
Walkers accountants	£35.00	£7.00	£42.00	
Total	£2,873.63	£80.37	£2,954.00	

- d) It was **RESOLVED** to accept the Clerks 7 hours overtime for September and for the Clerks basic wage to be set up as Standing Order due to banking issues with Barclays.
- e) Grants applications – The grants working group had discussed a recent grant application for stationary and postage costs for the Korean Veterans association – it was decided that as this did not benefit the resident of Cayton that although this was a very worthy cause it could not be awarded a grant at this time. It was **RESOLVED** that this working group would be encompassed in Main Council from now on and all decision made by full membership. The Clerk will produce new Terms of reference.
- f) 106 money – Cllr Boak has emailed Jonathan Clubb, head of parks to ask clarification of who is responsible, Cllr Swiers informs that this is an issue in other areas also.
- g) The Clerk had circulated information about Unity Trust bank who deal with Parish Councils as well as costs related to changing banking to Lloyds or Nat West etc. It was **RESOLVED** that the Clerk be able to complete the application to Unity Trust and that we proceed with changing bank accounts. It was also **RESOLVED** that the Clerk be able to trial Scribe accounting to see if it fits requirements.
- h) The next meeting is on Wednesday 15th November at 10.30am

16. Communications

Cllr Boak will ask about the domain name to proceed with new email addresses – they will require multi factor authentication which may impact members without mobile phones..

- 17. Cayton News –** The Clerk provided all members with anonymous information relating to quotes to produce and print the next two editions of the Cayton News. After a lengthy discussion it was unanimously **RESOLVED** to accept a quote that was from Adverset printers of Scarborough. The Clerk will arrange copy with them for delivery the third week of November .

18. EXCLUSION OF PRESS AND PUBLIC

No requirement

19. Time & Date of the Next Meeting

The next meeting of Cayton Parish Council will be held on Tuesday 21st November 2023 at 7pm at The Jubilee Hall.

Meeting closed at 9.40 pm

Chairman’s Signature:.....

Date:.....