



DRAFT Minutes of the meeting of Cayton Parish Council held on Tuesday 21st May 2024 at 7.00pm at The Jubilee Hall , Main Street , Cayton

Present : Councillor Boak (Chair),Councillor Swiers (Vice Chair), Councillor Shasanya, Councillor Hall, Councillor Lockyer, Councillor Bentley, Councillor Cranston, Councillor Liley

In Attendance: County Councillor Swiers

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:**

a) To note declarations of interests not already declared under members' code of conduct or members register of disclosable pecuniary interests.
None received

b) To approve dispensation requests. None received.

4. **Public Participation:** None

5. **Meeting of Cayton Parish Council held 16th April 2024:**

a) It was **RESOLVED** to approve the minutes of the Cayton Parish Council meeting held on 16th April 2024 as a true and accurate record. The Chairman signed the minutes.

b) Resident made contact in relation to the previous report of cars obstructing on Main Street and requested advice which was given.
Defib funding has finished so Clerk awaiting next round
All Cayton News delivered, thanks to Councillors and also volunteers Mr Law, Miss Groves, Mrs Baker, Mrs Armitage, Mr Jefferey and Mrs Barber who delivered all 1500 copies.

6. **Police Matters:** All members have received the latest report

7. **Correspondence Received:**

a) Numerous thankyou notes received and various emails stating how great the First Aid courses were.

b) The Clerk has received a further complaint in relation to the number 10 bus service, despite 4 emails to the company no reply has been received. Cllr Swiers asks that this is brought to the attention of Keane Duncan who has the transport portfolio for NYC

- c) PCSO Loosely has requested a property marking event – it was **RESOLVED** to offer the 26th June .
CPFA have asked if they can borrow the cake stands for an afternoon tea event – this request refused as previously they have been damaged or returned dirty when loaned out to people.

8. Report from County Councillor

- County Councillor Swiers reports that County departments are now more settled and restructured
- Some restructuring is still required in Licensing across County
- Cllr Swiers is frustrated about the continuing delays to the Planning application for the Surf Shop and is going to take this back to the authority to demand an answer as to the hold ups.

9. Chairman's report Firstly on behalf of the Parish Council I'd like to congratulate Councillor Swiers on becoming the Chair of North Yorkshire Council. This is very prestigious position to hold and I'm sure Councillor Swiers will do it justice over the course of her years term.

Secondly, I'd like to offer my appreciation to the Clerk, Gill, for preparing for and achieving a successful audit. Although it is undertaken annually, in having a different auditor this year challenges may have been unforeseen, however, due to thorough preparation and diligence the audit was completed with the minimum of issues.

I am pleased to have been elected as chair for another year, I'd like to say a personal thank you to all the councillors for your dedication and support. This makes the role of Chair one where I can focus on trying to be proactive with ventures and projects in the parish, as opposed to firefighting issues and problems.

Looking forward I am excited for the year ahead, with the acquisition of the open space imminent as well as the commemorative events for D-Day being of particular interest.

Thanks to Councillor Lockyer for a concerted effort in organising Speedwatch activities over the coming months. The Speedwatch events are being noticed outside of the parish, so much so that Bridlington Town Council have been seeking advice on our scheme. Well done and thank you.

To conclude I'd like to express my gratitude to all Councillors and volunteers who made the Freedom of the Parish event for Ken Keld MBE such a success. Without our dedication, selflessness and efforts, events like this would not take place and deserving members of the community would not receive the commendations that they duly deserve.

10. Planning Committee: – A recent amendment to a current planning application has been received in the office and the Planning Committee will convene a meeting

11. Village Maintenance Committee:

- a. Cllr. Shasanya reports that the Coulson Drain is clear and running, he had responded to an elderly lady in relation to weeds around her property. Cllr Hall reports trees on Mill Lane have some low branches, it was **RESOLVED** that Cllr Shasanya and Cllr Hall can manage to remove them as they are not large branches. An up to date map has been made of the plots at the allotments and Cllr Shasanya will look to work with the Clerk to separate some double plots to single ones.
- b. Drains require checking on Main Street and it was **RESOLVED** that Cllr Shasanya and Cllr Hall will do that prior to the June meeting. Cllr Swiers requested an update to a report made on the NYC portal in relation to a resident accessing their property with vehicles over the footpath where no drop kerb is in place. The Clerk will check the report for an update
- c. Next meeting is the Thursday 4th July 2024 at 8.00pm

12. Community Land – Open Space :

a. Community Land –The Clerk is updating the solicitor and Planning in relation to the recent development whereby some of the gardens bordering the ditch have slipped into the gully. She will also email Peter Morris in relation to this from Barratts. Council were reminded that the planning application would need renewing in August

b. The Open Space transfer is in the hands of the solicitor and all paperwork has been submitted

13. Events Committee

Recent Events:

- The First Aid sessions were popular It was **RESOLVED** that another session should be offered
- The Freedom of the Parish presentation for Ken Keld was also a success It was moving to see how much it meant to Ken and his daughter.
- A little disappointing was the Parish Assembly. Only a couple of people, beyond invited representatives, attended..

Upcoming Events:

- Tomorrow – Wildlife Protection Officer talk and Whitby Wildlife – Jubilee Hall at 7pm
- D-Day Commemoration- The lantern workshop will run on Friday May 31st from 10-4pm. It was **RESOLVED** that Gill will order any necessary materials.. The lanterns to be labelled and kept in the meeting room until following Thursday. It was **RESOLVED** to ask Mrs Baker to judge along with Cllr Swiers, Gill will sort the prizes out.
- On Thursday 6th June the family lantern parade will leave Jubilee Hall around 6.45pm and led to the Beacon where prizes will be awarded and beacon lit. Later, gather for time of reflection and official beacon lighting 9:15. Local ex-servicemen to be invited.
- Saturday 8th June – Filey Fishermen’s Choir to perform in Jubilee Hall supported by Cayton Calypso. Entry will be £5 and refreshments available .Fundraising is for Poppy Appeal.
- Saturday 15th June – Bingo Night – money raised towards the Brain Tumour Trust
- Friday 19th July – Fun Run – mostly in hand, although may try to get new banners.
- Olympics 2024 – Hoping to get local sporting, health and well being groups to participate in event to run around the time of the Olympics. The intention is for a Saturday morning event (3rd August 10-12) where groups can set up a stall to promote clubs, activities etc. Not just sport but anything linked to health and well being for the community. Along with this we hope some clubs will offer ‘Come and Try It’ sessions. Possible financial implications. The Clerk will send initial email to gauge level of interest so we can collate and develop ideas.

Time and Date of next meeting: Thursday 4th July at 7pm

14. Finance

a. Cllr Bentley reported the current financial information related to monies held

b. Bank reconciliation received and Schedule of payments received: It was **RESOLVED** to accept the May payments schedule totalling as follows:

May 24 Accounts due for payment				
	Nett	VAT	Gross	
OneCom	£51.83	£10.37	£62.20	DD Telephone internet
Staff costs INC hmrc & NEST	£1,677.38		£1,677.38	net wage paid via BACS, HMRC and NEST paid via d/d. 34 hours o/t
Gro Training	£20.00		£20.00	Extra person first aid training
Gill Armstrong	£207.50	£41.50	£249.00	Karoke machine for grant recipient
Gill Armstrong	£129.17		£129.17	Freedom of Parish event
NALC	£50.00		£50.00	Foundation award registration
Jonathan Dyer	160.00		160.00	8 weeks George Wilson beds
Adverset	947.00		947.00	Cayton News April 24
Viking	31.33		31.33	Stationary
David Wilson	180.00		180.00	Millennium Gardens x 3
ICO	35.00		35.00	Data Protection Fee ICO
C Boston	108.00		108.00	Professional services audit
Zurich Insurance	2,237.76		2,237.76	Insurance for Parish
J Groves	252.00	63.00	315.00	Community First Aid sessions x 2
Asquith & Co accountants	350.00	70.00	420.00	Internal audit
Anna Blaszkiewicz	20.00		20.00	Allotment deposit refund
Richard Watson	10.00		10.00	Allotment deposit refund
Total	£6,466.97	£184.87	£6,651.84	

- c) It was **RESOLVED** to accept the Clerks 34.5 hours overtime for April/May including audit work.
- d) It was **RESOLVED** that the next Finance meeting be held on Friday 14th June at 12pm and that dates will be set at each one to fit in with the Clerks work load and Councillors commitments.
- e) It was noted and **RESOLVED** that the public examination of the last years accounts will be 29th June 2024 to 10th August 2024
It was **RESOLVED** that the Year-end accounts were agreed and signed
It was **RESOLVED** that the Annual Governance statement was approved and completed
It was **RESOLVED** that the figures on the accounting statement were agreed and the AGAR completed
- f) The next meeting is on Friday 14th June 2024 at 12pm

15.Co-option – It was **RESOLVED** to re advertise on website, paper and social media, carrying a vacancy until a suitable applicant comes forward. A reminder to Councillors that an applicant would require both a proposer and a seconder to be selected

16.EXCLUSION OF PRESS AND PUBLIC - No requirement

20.Time & Date of the Next Meeting

The next meeting of Cayton Parish Council will be held on Tuesday 18th June 2024 at 7.00pm at The Jubilee Hall.

Meeting closed at 9.15

Chairman’s Signature:.....

Date:.....