

LYTHE PARISH COUNCIL

MINUTES OF MEETING, MONDAY 8 APRIL 2024, COMMENCED AT 18:45, LYTHE VILLAGE HALL

Public question time: None present.

Present: Councillors J Braime, P Cornforth, J Morris, L Smith (Chairman), T Spark+ (Vice Chairman) I Suckling. J A Clark (Clerk)++.

ITEM	SUBJECT	ACTION
1.0	Councillor Issues	
1.1	To receive declaration of interest(s) by members. Non pecuniary declarations of interest were made by Cllrs JM and TS in any items related to Mulgrave Estate.	To note
1.2	Non-attendance of Councillors - To receive and note apologies from councillors who are unable to attend the meeting. - To consider reasons for absence provided by councillors who cannot attend and resolve the council's acceptance of these if felt relevant. Apologies received from Cllr SB and the reason approved by the Council.	To note
2.0	Minutes of meetings	
2.1	To confirm the minutes of the meeting held on 4 March 2024. RESOLVED to confirm the minutes and obtain the Chairman's signature.	Clerk
3.0	To receive information on the following ongoing issues and resolve further actions	
3.1	Police and speeding related activities.	
3.1.1	Police Report. RESOLVED to circulate when received.	Clerk
3.1.2	Action plan to reduce number of speeding vehicles, including feedback from data loggers and potential Community Speed. Still awaiting data from Sandsend deployment, RESOLVED to wait for this before taking any action on requesting CSW in the Raithwaite to Sandsend location. Noted that as the Raithwaite to Sandsend area was in the Newholm cum Dunsley Parish Council area, that Council should be consulted in any action. RESOLVED to retain on agenda.	Clerk Clerk
3.2	Planning applications to feedback to Authorities.	
3.2.1	ZF24/00096/HS 26 Meadowfields Sandsend, Creation of driveway and dropped kerb following removal of dwarf brick wall*. Response sent.	Complete
3.2.2	ZF23/01968/FL ZF23/01969/LB, Re-consultation, enlarging of existing opening in stone wall, new dropped kerb to create vehicular access and hardstanding. Estbek House East Row Sandsend. Response sent.	Complete
3.3	Parish 'Items to address.' RESOLVED to continue to progress and circulate updated spreadsheet. RESOLVED to send photographs to Clerk of broken drain in Goldsborough and blocked gully in Lythe so that they could be reported for repair.	Cllr PC Clerk
3.4	Development of new LPC website. RESOLVED to update on an ongoing basis and arrange for removal of the old website.	Clerk
3.5	LPC bench painting. The Clerk reported that the contractor would undertake the Sandsend work w/c 8 April 2024. RESOLVED to retain on agenda until complete.	Clerk
3.6	Motorhome/campervan parking, A174 Sandsend to Whitby layby, Sandsend, Sandsend (behind Sandsend South toilets) and Wits End car park. RESOLVED to retain on agenda until further updates received from NYH.	Clerk
3.7	East Row car park, safe access/egress. RESOLVED to retain on agenda until installation of new footbridge by ME, currently scheduled by the end of April 2024.	Clerk
3.8	Digital/parishioner engagement strategy. RESOLVED to progress an LPC Facebook page.	Cllr TS/ Clerk
3.9	Law & Governance Bulletins November & December 2023*, further policies required. The Clerk reported that several employment policies were required even for the one current employee. RESOLVED to draft and circulate one/two each month prior to each LPC meeting.	Clerk
3.10	Event promoting the organisations/activities within the Parish, draft proposal*. RESOLVED to circulate NALC information to Cllrs for further debate at the next meeting.	Clerk

ITEM	SUBJECT	ACTION
3.11	Lythe Parish Assembly Meeting. Noted that as the ME representative had been unavailable, date changed to 29 April 2024.	To note
3.12	NYC	
3.12.1	• Urban grass cutting 2024/5*. Request sent NYC to continue to cut visibility splays.	Complete
3.12.2	• Home to school travel policy - consultation (Parish & Town Councils) *. Added to website.	Complete
3.12.3	• North Yorkshire cost of living campaign*. Added to website and put on notice boards.	Complete
3.12.4	• Let's Talk Food campaign, North Yorkshire Council*. Added to website	Complete
3.12.5	• NYC, Joint local health & wellbeing strategy, public consultation*. Added to website	Complete
3.13	LPC, draft policies. See 3.9.	To note
4.0	Planning Issues	
4.1.	To consider the following planning applications	
4.1.1	NYM/2024/0187 Application for certificate of lawfulness for confirmation of the lawful implementation of planning permission NYM/2022/0518/FL before 07 November 2025 at Land to the rear of Holly Cottage and Meadowfield House, High Street, Lythe*. RESOLVED to draft a response and circulate for approval prior to sending to NYMNPA. The following response was subsequently sent; - that it is; - crucial that the NYMNPA confirms, by tangible and robust evidence, whether the appropriate level of works to complete all the developments contained within the planning application and decision notice are undertaken by the applicant and/or any subsequent owners of the land and/or properties within the timescale specified in the decision notice. - essential that all the conditions within the planning decision notice are adhered to by the applicant and/or any subsequent owners of the land and/or properties, within the timescale specified in the decision notice.	Clerk To note
4.2	To receive the following planning decision, full information on relevant websites.	
4.2.1	ZF24/00032/HS Creation of new vehicular access and 1 no. parking space Ness View East Row Sandsend. Permitted with conditions.	To note
4.2.2	ZF23/01379/HS Single storey front extension with roof terrace over and window alterations Seaward Meadowfields Sandsend. Refused.	To note
5.0	Correspondence received by the Clerk where decisions are required or are for information (excluding financial matters which are included in 7.0)	
5.1	Correspondence requiring decisions	
5.1.1	YLCA	
	• YLCA Information/vacancies bulletin/training bulletin 8, 22 March 2024*.	NAR
	• White Rose Bulletin 1, 15, 28 March 2024*.	NAR
	• Law & Governance bulletin March 2024*.	NAR
5.1.2	NYC,	
	• Lease of Land at Sandsend - Parking of Boats etc*. RESOLVED that LPC would not pay for the lease due to the very small number of people in the Parish who would benefit, nor would LPC ask NYC to do so. RESOLVED to advise Sandsend Boat Club of this and confirm that they should progress as a club.	Clerk
	• York and North Yorkshire Mayoral election 2 May 2024 - Election Comms Toolkit*. RESOLVED to add to the website.	Clerk
5.1.3	NYMNPA, Have your say on nature recovery in the North York Moors!, by 19/04/24*. RESOLVED to add to the website.	Clerk

ITEM	SUBJECT	ACTION
5.2	Correspondence for information (excluding financial matters included in 7.0)	
5.2.1	NALC, Chief Executive's bulletins 7, 14, 21, March 2024*.	NAR
5.2.2	NYPFCC North Yorkshire Police "Improves its performance" says HM Inspector*.	NAR
6.0	To agree actions on issues raised by Councillors and/or submitted to the Clerk	
6.1	Sandsend flower beds, storm damage. RESOLVED to discuss with NYC re salt in the soil involving the lady who maintains the flower beds.	Clerk
6.2	Zebra crossing, Lythe. Following requests from members of the public, RESOLVED to request NYH to install zebra or pelican crossing.	Clerk
7.0	To receive information on financial matters and approve spend	
7.1	Balance of accounts @ 01/04/2024 both credit	
	Savings £6,034.17	
	Current £0.05	
7.2	Money received	
	£0.00	
7.3	Money paid	
	£1832.70 Clerk salary, including back pay, for 6months until 31/03/24 and associated HMRC payment.	
	£5.50 Lythe Village Hall, hire 04/01/24	
	£52.04 NALC, Clerk's attendance on 'Engaging with Local Communities' event.	
7.4	Invoices, processed. As above.	
7.5	Invoices and payments for approval (at agenda publication). - YLCA membership fee 2024/5 £142.00. RESOLVED to approve. Arrange payment. - Authorisation to purchase two sets of defib pads. RESOLVED to approve expenditure and purchase pads.	Clerk Clerk
7.6	NY0365 Lythe Parish Council – 2023/24 AGAR external auditor instructions. Noted that the Clerk is preparing the necessary work.	Clerk
8.0	To notify the Clerk of matters for inclusion on the agenda of the next meeting	
	Parish wide scarecrow festival to be held the last week of July 2024.	To note
9.0	To confirm the details of the next meeting	
	Post meeting date changed to Monday 13 May 2024 due to Bank Holiday. The meeting would commence following the Annual Parish Council meeting that commences at 18:00, Lythe Village Hall.	To note
	 Meeting closed at 19:32.	

*Circulated via email.

Judy Clark, Clerk to the Council, Lythe Parish Council.

Email: clerk@lytheparishcouncil.org

+ left at 19:00.

++ arrived at 18:50.

Glossary			
AGAR	Annual Governance and Accountability Return	NYC	North Yorkshire Council
CCG	Clinical Commissioning Group	NYFRS	North Yorkshire Fire and Rescue Service
CSW	Community Speed watch	NYH	North Yorkshire Highways
CiLCA	Certificate in Local Council Administration	NYMNPA	North Yorkshire Moors National Park Authority
FOLS	Friends of Lythe School	PCC	Police and Crime Commissioner
LPC	Lythe Parish Council	SLCC	Society of Local Council Clerks
LSPCC	Lythe & Sandsend Parochial Church Council	TRO	Traffic Regulation Order
NAR	No action required	YAS	Yorkshire Ambulance Service