

HELMSLEY TOWN COUNCIL

Minutes of the Meeting of Helmsley Town Council held in the National Park Meeting Room on Monday 29th September 2014 at 6:30pm

Councillors Present Councillors C Parkin (Chairman), J Duncombe, J Fairburn, J Marsden, C Swift and M Vander Weyer.

Also Present Six members of the public, one member of the press, Ms V Ellis (Town Clerk) and Mrs L Pryor (Assistant Clerk).

Part One – opening business and determination of Agenda Item 1

1 The Openness of Local Government Regulations 2014

- a) The council resolved to adopt Rules for the Effective Management of Recording at Helmsley Town Council Meetings.
- b) The council resolved to amend Standing Order 3L by replacing the text *“Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council’s consent”* with:
“The recording of council and parish meetings is permitted under the Openness of Local Government Bodies Regulations 2014 but that recording will be carried out in accordance with separate rules adopted by the local council to effectively and lawfully manage this activity.”
- c) The council resolved to reconsider recording and filming its meetings once the National Park makes its decision. The council will then decide how long it retains copies and how members of the public will obtain a copy.
- d) The council deferred setting a budget for recording or fees for copying recordings.

2 Apologies

The council received apologies for absence from Councillor Paton and approved the reason.

3 Code of Conduct

Councillor Duncombe declared a pecuniary interest in Agenda Item 6c)ii Galtres Festival just after the discussion started.

4 Public Comments

Residents addressed the council on the following matters and the chairman responded.

- a) The conduct of council meetings and on hearing what councillors were saying.
- b) Parking and the reservation of spaces on the NYCC owned car park in front of the Black Swan Hotel by the hotel’s guests and staff.
- c) The Christmas tree and its disappointing lights last Christmas and his preference for a central Christmas Tree rather than one by the Town Hall.

5 Minutes

The council resolved to agree the minutes of the meeting held on Monday 26th August 2014 and the Planning Meeting held on Tuesday 2nd September 2014 and the minutes were signed.

Part Two – For Information

6 Exchange of Information and items for next agenda

- a) **Chairman’s Report**
 - I. Update on Helmsley Recreation Charity.
 - II. Complaints received about the use of the Black Swan Car Park referred to Richard Marr, NYCC Highways and RDC. Responses received from both.
 - III. Revised draft cemetery rules are to be sent for consultation to local funeral directors and clergy.
 - IV. Signage at the fringe. Policy on random signs is identical at RDC and NYMNP A but it is currently only enforced on the NYMNP A side. The council discussed sizes, style, design and usage. Wharfedale Homes s106 money not received yet. It would be distributed by NYMNP A as a Community Investment Levy.
 - V. The two S106 Agreements. As the Riccal Drive development money goes to RDC, the council should make representations to them.

b) Councillor Vander Weyer

Magna Carta celebrations update and minutes of June meeting were circulated. A facsimile copy of the Magna Carta will be displayed in Helmsley Castle for about a month around Sunday 14th June 2015. English Heritage will grant a week's free access for Helmsley residents to see it and has also agreed to waive nominal castle entry charges for the early evening town picnic

c) Clerk's Report

- I. PCSO Claire Routh started work in the Helmsley area in September.
- II. Residents have complained about the size of the Beech Tree on the green area of Ryedale Close, and the state of the Crab Apple Tree at the eastern end of Swanland Road – small fruit this year; noise and lateness of the Galtres Festival; and the frontage of The Crown Hotel, a listed building. HTC will write to the Crown's owner. Resident has complimented Mr J Bowes on his grass cutting at Ryedale Close.
- III. Northern Gas Works work outside the church is complete. Found some leaks under the pavement.
- IV. The clerk attended 2 Ryedale Five Towns Clerks' meetings and discussed changes in the law and guidance affecting town councils and policies and procedures.
- V. Documents received and sent to councillors: email from resident about signage in Helmsley; letter from resident about Bells Court – vehicles using and damaging pavement and covers and inconsiderate parking (highways informed by clerk), email from visitor about lack of signage, the Cleveland Way track and the footpath from the car park to the Walled Garden; Helmsley Town Hall Management Committee Minutes of Meeting 3rd June 2014; a link to *Governance and Accountability 2014*; 2 emails from NYCC about bus services and tenders; YLCA Minutes of Annual Meeting of Ryedale Branch at RDC on 3 June 2014; YLCA White Rose Update Sept 2014; email from Ryedale Youth Development Worker re November consultation; and Ryedale Safety Partnership response to HTC about Bondgate speeding complaint.

7 Planning and Tree Preservation Orders**The council received the following results**

- a) **Applicant** Mr D Houston **Application No.** 14/00781/TPO **Decision** Approval
Description T9 Lime Tree – Crown lift to (6m). Crown thin by 15%. T10 Lime Tree – As T9 plus extend weight reduction of three lowest limbs that are over extended. T11 Lime Tree – as T9 plus removal of limb over garage. **Location** 10 Acres Close, Helmsley
- b) **Tree Preservation Order 2014/2** made under the Town and Country Planning Act 1990, North York Moors National Park Authority (Linkfoot Lane, Helmsley). The trees are in a line of 18 adjacent to the northern boundary of Linkfoot Lane. Date 22nd August 2014.

8 Meetings**The council received reports on the following meetings and training.**

- a) English Heritage Lottery Fund application training, 27th Aug, Norton. (clerk's notes circulated).
- b) Helmsley Town Hall Management Committee 3rd September 2014. Councillor Marsden gave a verbal report.
- c) Ryedale Market Towns 9th September 2014. (minutes circulated)
- d) SLCC Audit Training at Easingwold 23rd September (clerk). The clerk gave a verbal report.

9 Finance, Audit and Governance**External Audit – Annual Return 2013-2014****Year end accounts 31 March 2014: the Annual Return and the External Auditor's Report.**

- a) i) The council noted that copies of the Notice of Conclusion of Audit and right to inspect the Annual Return were posted on the noticeboard on Monday 15th September 2014.
ii) The council noted that the External Auditor has issued their certificate and opinion, and stated that the audit of the annual return for the year ended 31 March 2014 was complete, and that "on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met."
iii) The council noted that the External Auditor reported that there were no "other matters not affecting our opinion which we draw to the attention of the council".
- Other**
- b) The council noted the receipt of the precept and precept grant, total £27,916.78 on the 11th Sept.
 - c) The council noted that the following transfers have been made from the following accounts and that the transfer forms were signed by two councillors.

- £834.28 from A/c No. 81372327 Investment Income to Current A/c 41372300 on the 30th July 2014.
 £10,000 from A/c No. 81372319 Money Manager to Current A/c 41372300 on the 30th July 2014.
 £5,000 from A/c No. 81372319 Money Manager to Current A/c 41372300 on the 31 August 2014
 d) The council received the Bank Reconciliation to the 31 August 2014.
 e) The council received the Running Budget to the date the agenda was issued.

Part Three – for determination

10 Planning Applications

The council considered the the following application.

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| c) Application No. NYM/2014/0607/FL | Applicant Mrs Sally Foster |
| Proposal Construction of orangery | Address Rear of 5 Vicarage Farm, Helmsley |
| Decision No Objection | |

11 Churchyard

- a) The council received information and the Yorkshire Wildlife Trust Churchyard booklet, to help with the consideration of the wildlife area. Churchwarden Mr Rabjohn attended the meeting on behalf of Vicar. A site meeting was arranged for 11am on the 9th October. Matters discussed included: funding to re-erect memorials, pollarding the trees along the path, the wildflower area and its management, the lack of Land Registry records about ownership of the collapsing wall between the churchyard and the Black Swan. Legal title to the churchyard remains with the vicar and his two churchwardens, only maintenance was handed to the town council.
- b) Management Plan 2012-2017 (circulated). A working party has done most of the work but not any to the trees. The path is to be re-laid using Yorkshire stone.

12 The Limes Play Area

The Council resolved that the hedge by the fences of two residents be pruned to a height of about 12 inches so that fences and hedge are easier to maintain.

13 Streetlighting

- a) Meeting with Mr P Gilmore, NYCC Streetlighting, 19th September 2014 at HTC office attended by Councillors Parkin, Swift, Vander Weyer, County Councillor Val Arnold, and the clerk. The council received a verbal a report of the meeting – an electrical inspection for most of the streetlights is needed, a £6,000 package of priority work can be considered at a future meeting, leaving about £1,000 in this year's budget.
- b) The council considered the NYCC Street Lighting Energy Reduction Programme.
- c) The council noted that NYCC are due to inspect the 2 streetlights in Carlton, 1 of which is out, and will repair without further consultation if it is reasonably practicable.

14 Defibrillator

The council agreed that the defibrillator be put up on the RDC Toilets on Borogate.

15 Winter maintenance of pavements

The council considered the current arrangements for clearing of snow and gritting (documents circulated) and asked to clerk to contact NYCC about adding to the NYCC Priority 1 Areas.

16 Newsletter

The council considered items for the newsletter.

17 Meetings

The council considered attendance and/or agenda items at the following meetings:

- a) Raising Cycling Group, 30th September, 7.30pm and Ryedale Town and Country Trails at Pickering.
- b) Ryedale's 5 Towns Promotion.¹
- c) Ryedale Five Towns Meeting at Pickering, to be arranged.
- d) Parish Liaison at RDC on Wednesday 22nd October at 7pm. Councillor Parkin and the clerk.
- e) YLCA 7 October at RDC at 7pm. The clerk.

¹ Please note this is not associated with the Ryedale Five Towns meetings.

18 Finance, Audit and Governance

Helmsley Recreation Charity loan

- a) The council resolved to note that in addition to Minute 28/04/02014, 13e, p392, that the loan of £10,000 from the Town Council to the Helmsley Recreation Charity, Reg. No. 523358, was agreed in the budget for 2014-2015 which was approved on the 27/01/14, Minute No. 15e, p383, and that no arrangements for repayment were made.
- b) The council resolved to amend the accounts and budget for 2014-2015 so the £10,000 loan to Helmsley Recreation Charity Reg.No.523358 is recorded as revenue expenditure not capital expenditure and resolved to add said loan to the Asset Register as a long term asset.²

Councillors' Audit

- c) The council reviewed the terms of reference and scope, the Checklist, of Councillors Audit and agreed to add on a review of the Asset Register every March.
- d) The council reviewed the work and effectiveness of Councillors' Audit and agreed it was satisfactory.
- e) The council resolved that the report of 'satisfactory' from the Councillors' Audit for June-August 2014 that was undertaken on the 19th September by Councillors Parkin and Swift, according to the Checklist (available on the council website on Policies page).

Internal Audit

- f) The council agreed the Audit Plan for 2014-2015.
- g) The council agreed the terms of reference for the Internal Auditor for 2014-2015.
- h) The council resolved to appoint Andrew Husband as Internal Auditor for 2014-2015.

Other

- i) The council resolved to renew the subscription to Action for Market Towns at a cost of £145 excluding Vat and thanked Helmsley in Business for a donation of £50 towards the cost.
- j) The council resolved to pay the Playsafety invoice for the John Atkinson Memorial Playing Field inspection for Helmsley Recreation Charity as it is included on the invoice for The Limes Play Area inspection invoice.
- k) The council agreed a fee of £10 a month to Douglas Tonks to complete the pension payment forms for NEST until the financial year end (letter circulated).
- l) The council agreed to apply to RDC Community Fund for £1,000 towards the Magna Carta event.
- m) The council agreed 30 additional hours for the clerk and/or assistant clerk for organising and attending the Magna Carta celebrations on Sunday 14th June 2015.
- n) The council resolved to agree the following payments and the cheques were signed.

Chg.			NET	VAT	TOTAL
101301	Playsafety Limited	play area inspections	£148.00	£29.60	£177.60
101302	PKF Littlejohn LLP	external audit	£300.00	£60.00	£360.00
101303	Ryedale District Council	annual lease of land at Ryedale Close (no VAT)	£10.00		£10.00
101304	Keith Sanderson	photo printing	£63.42	£12.68	£76.10
101305	Ian Wood	grass cutting	£665.00		£665.00
101306	Vision ICT Limited	data backup	£120.00	£24.00	£144.00
101307	V Ellis	Mileage (June to Sept Inc £218), training £20, Stamps 27.14, council meetings-refreshments 4.87	£270.01		£270.01
101308 to 108311	Staff salaries	Staff salaries for September and one for July	£2,086.31		£2,086.31
101312	HMRC	PAYE September	£332.77		£332.77
		TOTALS	£3,995.51	£126.28	£4,121.79

Signed

Date

² Governance and Accountability, The Practitioner's Guide, 2014 edition, Para 2.35, page 24