

HELMSLEY TOWN COUNCIL
AGENDA for the Monthly Meeting of Helmsley Town Council
to be held in the National Park Meeting Room
on Monday 29th September 2014 at 6:30pm

Part One – opening business and determination of Agenda Item 1

1 The Openness of Local Government Regulations 2014

- a) To consider the adoption of Rules for the Effective Management of Recording at Helmsley Town Council Meetings.
- b) To agree 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) To consider if the council wishes to record/and film its meetings from this year or to wait until the National Park makes its decision. If the council decides to record how long does the council wish to record copies for and how will members of the public obtain a copy?
- d) To agree a budget for recording/copying and to consider if any grants are available.

2 Apologies

To receive apologies and approve reasons for absence.

3 Code of Conduct

To receive declarations as required by the Code of Conduct.

4 Public Comments

To receive comments from the public for future consideration.

5 Minutes

To agree and sign the minutes of the meeting held on Monday 26th August 2014 and the Planning Meeting held on Tuesday 2nd September 2014.

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.
- b) **Councillor Vander Weyer**

Update on arrangements for the Magna Carta celebrations. Minutes of June meeting circulated.
- 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.
 - III. Resident has complimented Mr J Bowes on his grass cutting of the green at Ryedale Close.
 - IV. Northern Gas Works – work outside the church complete. Found some leaks under the pavement.
 - V. The clerk attended 2 Ryedale Five Towns Clerks’ meetings and discussed changes in the law and guidance affecting town councils and policies and procedures.
 - VI. 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

To receive 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

To receive 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.
c) Ryedale Market Towns 9th September 2014. (minutes circulated)
d) SLCC Audit Training at Easingwold 23rd September (clerk).

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) To note 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) To note 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) To note 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) To note the receipt of the precept and precept grant, total £27,916.78 on the 11th Sept.
c) To note 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) To receive the Bank Reconciliation to the 31 August 2014.
e) To receive the Running Budget to the date the agenda was issued.

Part Three – for determination

10 Planning Applications

To consider the following application.

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

11 Churchyard

- a) To receive information (Yorkshire Wildlife Trust Churchyard booklet circulated), to consider the wildlife area and a site visit in September.
b) To consider the Churchyard Management Plan 2012-2017 and a site visit to look at the work originally planned for the trees etc. (report circulated).

12 The Limes Play Area

To consider a request from two residents that the hedges planted by their fences are removed as it is damaging the fences and makes maintenance difficult.

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. To receive a report of the meeting and to consider if any further action is required.
b) To consider the NYCC Street Lighting Energy Reduction Programme.

c) To note that NYCC are inspecting the 2 streetlights in Carlton, 1 of which is out, and will repair without further consultation if it is reasonably practicable.

14 Defibrillator

To consider the location in the town (emails from the National Park and RDC circulated)

15 Winter maintenance of pavements

To consider the current arrangements for clearing of snow and gritting (documents circulated)

16 Newsletter

To consider the newsletter items.

17 Meetings

To consider attendance and/or agenda items at the following meetings:

- a) Raising Cycling Group, 30th September, 7.30pm, Pickering Memorial Hall to consider Ryedale Town and Country Trails & Ryedale's 5 Towns Promotion¹.
- b) Ryedale Five Towns Meeting at Pickering, to be arranged. To consider attendance and topics the council would like on the agenda.
- c) Parish Liaison at RDC on Wednesday 22nd October at 7pm.

18 Finance, Audit and Governance

Helmsley Recreation Charity loan

- a) To agree 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) To agree 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 to consider adding the loan to the Asset Register as a long term asset.²

Councillors' Audit

- c) To review the terms of reference and scope, the Checklist, of Councillors Audit.
- d) To review the work and effectiveness of Councillors' Audit.
- e) To agree 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 website on policies page).

Internal Audit

- f) To consider the Audit Plan for 2014-2015.
- g) To consider the terms of reference for the Internal Auditor for 2014-2015
- h) To appoint an Internal Auditor for 2014-2015.

Other

- i) To consider renewing the subscription to Action for Market Towns at a cost of £145 exc Vat.
- j) To agree to pay the Playsafety invoice for the John Atkinson Memorial Playing Field inspection for Helmsley Recreation Charity as it is on with The Limes inspection invoice.
- k) To consider paying 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) To agree to apply to RDC Community Fund for £1,000 towards the Magna Carta event.
- m) To consider additional hours for the clerk and/or assistant clerk for organising and attending the Magna Carta celebrations on Sunday 14th June 2015.
- n) To agree payments and to sign cheques.

			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

Signed

Date

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

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

