

## HELMSLEY TOWN COUNCIL

### Minutes of the Meeting of Helmsley Town Council held in the National Park Meeting Room on Monday 24<sup>th</sup> November 2014 at 6:30pm

**Councillors Present** Councillors Parkin (Chairman), Duncombe, Fairburn, Marsden, Swift and Vander Weyer.

**Also Present** District Councillor G Hawkins, two members of the public, one member of the press and Ms V Ellis (Town Clerk) and Mrs L Pryor (Assistant Clerk)

#### **Part One – opening business**

##### **1 Apologies**

There were no apologies for absence.

##### **2 Code of Conduct**

Councillor Parkin declared that he had been lobbied about Agenda Item 9.  
Councillor Duncombe made a Declaration of Pecuniary Interest in Agenda Item 16.

##### **3 Public Comments**

There were no comments from members of the public.

##### **4 Minutes**

The council resolved to agree and sign the minutes of the meeting held on Monday 27<sup>th</sup> October 2014.

#### **Part Two – Council**

##### **5 Resignation**

The council noted that there was no call for a by-election for the vacancy following the resignation from the council of Mrs Paton with effect from 10<sup>th</sup> November 2014.

##### **6 Co-option**

This item was deferred pending interviews.

##### **7 Declaration of Acceptance of Office of Councillor**

This item was deferred.

#### **Part Three – For Information**

##### **8 Exchange of Information and items for next agenda**

- a) Chairman's Report**
- I. Update on Helmsley Recreation Charity.
  - II. Helmsley Town Council Newsletter responses.
  - III. Helmsley Town Council Google Calendar is accessible from Councillor info email.
  - IV. Annual Parish Meeting 27<sup>th</sup> April 2015 at 6:00pm.
- b) Councillor Vander Weyer**
- I. Update on the Magna Carta proposals and the possibility of grant funding from RDC. The town's facsimile copy of the Magna Carta will be collected soon.
  - II. Library Group Meeting 4<sup>th</sup> November 2014 at the National Park Committee Room with Lee Taylor of the NYCC Library Service. There are many interested parties. NYCC's proposal is that Helmsley Library would have to provide its own premises and staff. Report of the consultation process will be presented to NYCC executive members in June 2015.
  - III. NYCC Libraries Consultation 3<sup>rd</sup> November to 8<sup>th</sup> February 2015. See Agenda Item 15.
- c) Clerk's Report**
- I. Streetlights with electrical faults that cannot be quickly repaired – 48 Eastgate (out for just over a year) and Stone Garth. Our electrical contractor (Acorn) cannot work on NEDL property. NYCC Streetlighting will try to get NEDL to attend asap. Complaints received about both.
  - II. Complaint about streetlights on Elmslac Road – brightness and on at night (email circulated).
  - III. Complaint received about faint 'No Parking' markings on Buckingham square; referred to NYCC.
  - IV. Complaint reiterated about the volume of water on Pottergate by the dropped kerb. Referred to the head of NYCC Highways, Richard Marr.
  - V. The council has been thanked for the work on the lime trees by Church Street.

- VI. The Feversham Monument was damaged by the placing of a cone on the Earl's head – a finial was knocked off. The damage was reported to the police.
- VII. NYMNPA *Involving People in Planning: Statement of Community Involvement* August 2014 received.
- VIII. Application to add the blocked footpath between Bridge Street and Pottergate to the Definitive Map RYE/2012/04/DMMO – NYCC has reported that there is no change in the timetable, i.e. the case will be sent to the Secretary of State by the end of March 2015. Further submissions may be made.
- IX. Documents received and sent to councillors: General Incidents, Road Traffic Collision and Crime statistics for October, Northern Ryedale Public Transport Group Minutes - next meeting 18th November at Pickering Memorial Hall at 10.30am, Rural Action Yorkshire Autumn 2014 newsletter (in office/at meeting).
- X. The council thanked the donors of two benches to the Cemetery, Mrs Sheila Magson and Mr and Mrs Saxby.

## 9 Planning: To receive appeal notices.

- a) **DOE Appeal Ref** APP/Y2736/C/14/3000139 **Appeal Start Date** 28 October 2014  
**Enforcement No** 14/00067/UD **Appellant** Ms Sarah Jane Coxon  
**Alleged Breach** Without planning permission, the material change of use of the Land to a mixed use comprising both a residential use and the operation of a childminding business.  
**Location** 7 Con Owl Close, Helmsley YO62 5DU
- b) **DOE Appeal Ref** APP/Y2736/C/14/2227687 **Appeal Start Date** 30 October 2014  
**Enforcement No** 13/00127/UD **Appellant** Andrew John Lishman, Anne Marie Lishman  
**Alleged Breach** Without planning permission, the material change of use of the Land to a mixed use comprising both a residential use and the operation of a child-minding business.  
**Location** 3 Con Owl Close, Helmsley YO62 5DU

## 10 Meetings and Training: To receive reports

- a) YLCA Chairmanship Training at York. Councillor Duncombe gave a verbal report.
- b) Ryedale Five Towns 4<sup>th</sup> November 2014 at Norton. Councillors Parkin, Vander Weyer, Marsden and the Clerk. (minutes circulated)

## 11 Finance, Audit and Governance

- a) The council received the Bank Reconciliation to the 31<sup>st</sup> October 2014.
- b) The council received the Running Budget to the date the agenda was issued.

## Part Four – for determination

## 12 Planning Applications and Tree Protection Order: The council considered the following:

- a) **Application No.** 14/00839/HOUSE **Applicant** Miss Sandra Race  
**Proposal** Erection of external flue to gable end.  
**Address** 8 Storey Close, Helmsley YO62 5DP **Decision:** No comment.
- b) **Application No.** 14/01122/HOUSE **Applicant** Mr N Jones  
**Proposal** Replacement of front door and replacement of existing UPVC front windows with a mixture of vertical and horizontal sliding sash double glazed timber windows together with erection of front stone wall piers with stone coping and wrought iron railings and erection of rear single storey extension. **Address** 1 Pottergate, Helmsley, YO62 5BU  
**Decision** Whilst welcoming the transition to wooden windows the town council has a concern that the proposed railings and stone piers are out of keeping with the property and will exaggerate an already unusual and prominent feature of the front elevation.
- c) **Application No.** NYM/2014/0660/FL – amended **Applicant** Mr Michael Metcalfe  
**Proposal** Construction of 1no. dwelling and attached garage.  
**Address** Land off Carlton Road, Helmsley.  
**Decision** The Town Council deplores the proposal to remove the old forge. Access to the garage proposed would be better made from 'Linkfoot Close' which the developers are happy to accommodate. The current proposal for the driveway exacerbates the already difficult road junction less than 10 metres away and it suggests that the west aspect of the site will be developed at some future date.
- d) **Application No.** NYM/2014/0718/FL **Applicant** Mr Howard Topham  
**Proposal** Construction of replacement conservatory to rear together with re-roofing works.  
**Address** 3 High Street, Helmsley **Decision** No comment.

- e) Application No. 14/00898/TPO Applicant Mr N Rhodes**  
**Address** 38 The Limes, Helmsley, YO62 5DT **Decision** No comment.  
**Proposal Tree 1** (sited next to boundary line) Crown lift to 6 metres. North side: Removal of 1 branch with 12cm diameter. East side: Removal of 2 branches with 12-15cm diameter. South side: Removal of 1 branch with 10-12 cam diameter. Removal of 1 small branch less than 5 cm diameter. West side: Removal of 1 branch with 15cm diameter.  
**Tree 2** (sited in centre of garden). Crown lift to 6 metres. North side: Removal of 1 branch with diameter of 12cm. Removal of 1 small branch less than 5 cm diameter. East side: Removal of 1 branch with 8cn diameter. South side: Removal of 1 branch with 18-20cm diameter with inclusion at branch union. West side: Removal of 2 smaller branches with 5-8cm diameter.

### 13 Churchyard/ Cemetery

The council welcomed the responses which it had received as a result of the Autumn newsletter. The church has agreed to establish a modest wildflower area. The council may apply for funding from the NYMNP for conservation work in 2015 in the cemetery and the extent of work will be decided then. A hedge-laying course run by RDC is to be arranged.

### 14 Cemetery

- a)** The Council resolved to adopt the revised Cemetery Rules and resolved that one additional plot may be reserved at the time of interment.  
**b)** The council discussed having sheep in the cemetery but the presence of yew trees was a problem as they are poisonous to sheep.  
**c)** The council agreed the Cemetery Fees from the 1 January 2015.

### 15 NYCC Library Consultation

The Council resolved to respond to the NYCC Library Consultation in January. The council urged individuals to make their own feelings known. Consultation deadline 8<sup>th</sup> February 2015.

### 16 Verges

- a)** The Council noted the reduction in funding for verge cutting from NYCC from 1 April 2015 (actual funding 2014-2015 was £1587.06). Details and map circulated.

Parish / Town Council	Approx. area cut 2013/14 / SqM	Payment based upon 2013/14 outturn / £	Potential area of cut under proposed standards / SqM	Potential quantum of payment under new regime / £
Helmsley	8817	1481.256	440.85	66.13

- b)** The council received NYCC's map showing who is responsible for which verges in Helmsley. The council resolved not to make representations about where a visibility cut is required other than those shown. Councillor Parkin will talk to the residents of Swanland Road & Ryedale Close to gauge the level of support or opposition to the proposed change of cutting policy there in order to create a meadow.  
**c)** The council discussed the council's policy of looking after verges which are not the responsibility of NYCC and for which either an owner or responsible authority has or has not been identified. The council resolved not to cut land for which the owner is unknown/known except for the grass around the trees by High Street. In future the Town Caretaker will trim the grass behind Town Hall because this forms part of Helmsley's "heritage view".  
**d)** The Council will determine specifications for the tenders for verge cutting at its December meeting. Councillors Parkin, Swift and Marsden will work on the tender document. Yorkshire Housing to be asked about having one grass cutting contract with the council. Ryedale District Council to be asked if they would like the council to continue cutting their grass and if so, would they like to make a contribution to the cost.

### 17 Meetings

#### To consider attendance at the following meetings:

Ryedale Five Towns, Tuesdays at 7:00pm (Chairman, Vice-Chairman, possibly one other councillor, and the clerk): 2015 dates – 10<sup>th</sup> March at Pickering Town Hall (Councillor Parkin said he would attend), 9<sup>th</sup> June at RDC, 8<sup>th</sup> September at Helmsley and the 10<sup>th</sup> November at Kirkbymoorside.

**18 Meeting Calendar 2015 to 30 April 2016**

The council agreed the calendar of meetings for 2015-16. The Annual Meeting of the Town Council will be on the 18<sup>th</sup> May 2015 and the Annual Parish Meeting on 27<sup>th</sup> April 2015, to be followed by the Town Council meeting.

**19 Helmsley Town Council and Helmsley Recreation Charity, Reg'd No. 523358**

The Council resolved to agree the following matters, subject to agreement at a Helmsley Recreation Charity Meeting. That Helmsley Town Council, as sole trustee:

- Conducts the weekly inspections of the Charity's Children's Play Area, arranges and pays for its Annual Inspection, and arranges and pays for maintenance and repairs.
- Arranges for the inspection of trees on the Charity's land and arranges and pays for any tree work required.

**20 Finance and Governance**

- The Council received the Annual Accounts of Helmsley Recreation Charity, Reg'd No. 523358.
- The Council agreed the winter services policy, as per RDC's Winter Maintenance rates.
- The Council agreed to give the clerk delegated approval to replace out of order streetlight bulbs with LED bulbs/lanterns where practicable.
- The Council resolved to ratify the clerk's decision to authorise expenditure on the following surveys by Elliott Consultancy Ltd:
  - trees within the recreation ground at a cost of £300.00 plus VAT on behalf of Helmsley Recreation Charity.
  - trees within the churchyard at a cost of £100.00 plus VAT.
  - Further investigative inspections of Trees 225, 281, 312 at a cost of £100.00 plus VAT.
- The council deferred consideration of the draft budget for 2015-2016.
- The Council resolved to authorise writing off the £10,000 loan to Helmsley Recreation Charity as follows: £5,000 on the 1<sup>st</sup> April 2015 and £5,000 on the 1<sup>st</sup> April 2016.
- The Council resolved to agree the following payments and the cheques were signed.

Chq. No	Payee	Details	Net	Vat	Total
101333	Helmsley Town Hall	Christmas trees & lights	£1,000.00		£1,000.00
101334	Ryedale Citizens Advice	grant	£100.00		£100.00
101335	Ian Wood	grass cutting	£372.50		£372.50
101336	JRB Enterprise Ltd	degradable dog bags	£245.00	£49.00	£294.00
101337	Elliott Consultancy Ltd	Tree surveys -rec ground & churchyard + specific trees	£500.00	£100.00	£600.00
101338	Duncombe Sawmill Ltd	2 x memorial benches	£308.34	£61.66	£370.00
101339	Bayes Tree Services	Tree works - Cemetery 712, Ryedale Close 118	£830.00		£830.00
101340	Keith Sanderson	Photographic prints	£22.11	£3.25	£25.36
101341	V Ellis	Expenses and mileage	£30.98		£30.98
101342	V Ellis	November salary	£813.85		£813.85
101343	L Pryor	November salary	£210.28		£210.28
101344	J E Teasdale	November salary	£384.00		£384.00
101345	HMRC	PAYE	£322.17		£322.17
		<b>TOTAL</b>	<b>£5,139.23</b>	<b>£213.91</b>	<b>£5,353.14</b>

**h) Staff salaries 2015-2016**

Under the Public Bodies (Admission to Meetings) Act 1960, the council resolved to exclude the public and representatives of the press and broadcast media from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Consideration of the pay scales for the office staff was deferred until the pay award calculations could be completed.

Signed

Date