

HELMSLEY TOWN COUNCIL
AGENDA for the Monthly Meeting of Helmsley Town Council
to be held in the National Park Meeting Room on Monday 30th March 2015 at 6:30pm

Part One – opening business

1 Apologies

To receive apologies and approve reasons for absence.

2 Code of Conduct

To receive declarations as required by the Code of Conduct.

3 Public Comments

To receive comments from the public for future consideration.

4 Minutes

To agree and sign the minutes of the ordinary meeting held on the 23rd February 2015.

Part Two – For Information

5 Exchange of Information and items for next agenda

a) Chairman's Report

- I. Update on Helmsley Recreation Charity.
- II. Sport
- III. Cemetery
- IV. NYCC Highways

b) Councillor Vander Weyer

- I. Magna Carta.

c) Clerk's Report

- I. Pottergate to Bridge Street - Public Footpath and Statement No 25.45/16, Helmsley, Ryedale Modification Order. Notice of Local Inquiry received from the Planning Inspectorate. (letter circulated and is on the website). Also email from a resident about the decision to hold an Inquiry.
- II. Complaint about number and distribution of A-boards on Borogate making vehicular access difficult. Referred to the National Park and NYCC Highways.
- III. Carlton Lane & Carlton Road – temporary road closure 5 April 0900hrs to 1200 hrs for 10k run.
- IV. Benches around Feversham Memorial – some require replacement seats and maintenance.
- V. The Assistant Clerk has successfully completed the Finance module of ILCA.
- VI. Documents received and sent to councillors: Letter/info/emails on fracking from residents, Speed Watch, Helmsley & Kirkbymoorside Police Group Minutes & Agenda, Ryedale February Crime statistics, Safer Neighbourhood newsletter, YLCA White Rose March, NYM LEADER Programme, NYMNPA Planning, Administration and Enforcement Charges, email from local business about car parking in the Market Place and the lack of enforcement for a certain vehicle (11/3/15) – referred to RDC and Scarborough BC, emails about churchyard wildlife area and Borough Beck from a resident.

6 Planning: To receive decision notices

Application to Fell Trees in Conservation Area - 8 Leylandii, 1 Cherry and 2 Lawsons Cypress along the southern boundary; 4 Lawsons Cypress along the eastern boundary; and 2 Lawsons Cypress in the rear garden. Mr Phil Crabtree, Cragstone House, Elmslac Close, Helmsley, York, YO62 5AN NYMNPA had no objection and did not consult within the time limits.

7 Meetings and Training: To receive reports

- a) YLCA Ryedale Branch – 24th February 2015 at RDC at 7:00pm. Cllr Duncombe & the clerk.
- b) Helmsley Plan Examination 3rd March. Councillor Vander Weyer. (submission circulated).
- c) Ryedale Five Towns-10th March at Pickering. Cllr Duncombe & the clerk (minutes circulated)

8 Finance, Audit and Governance

- a) To note that the council has received a workplace pensions staging date, 1 July 2016, from The Pensions Regulator and that the clerk has nominated herself as the point of contact.
- b) To receive the Bank Reconciliation to the 28th February 2015.
- c) To receive the Running Budget to the 28th February 2015 and to the agenda issue date.

Part Three – for determination

9 Planning and Tree Applications

- a) **Application No.** 15/00096/FUL **Applicant** Forward Developments Ltd
Proposal Erection of a storage and distribution building (Use Class B8), erection of 1.6m high front boundary fence and alteration to existing entrance and parking/turning areas.
Address Forward Developments Ltd, Station Road, Helmsley YO62 5BZ

b) Application No. 15/00312/HOUSE (retrospective application)**Applicant** Mr D Trousdale
Proposal Replacement of 4no. existing timber single glazed Yorkshire sliding sash windows to front elevation with 4no. timber double glazed Yorkshire sliding sash windows together with replacement of existing four panel front door with part glazed four panel front door
Address 7 Pottergate Helmsley YO62 5BU

c) Application No. 15/00184/CAT **Applicant** Mr N Gray
Proposal To remove two lower branches from the southern side of the crown of a single Beech Tree on the southern boundary of Orchard Close.
Address Orchard Close, Pottergate, Helmsley, YO62 5BY

10 Consultations: To consider responses to the following:

- a) RDC's Community Infrastructure Levy Draft Charging Schedule (CIL).
b) The Schedule of Main Modifications to the Helmsley Plan.
<http://www.ryedaleplan.org.uk/helmsley-plan/helmsley-plan-examination>
c) RDC – the Licensing Authority's Review of its Statement of Principles under the Gambling Act 2005.

11 Meetings and Training – to appoint or confirm attendees.

To consider attendance by the clerk at the SLCC Regional Conference/Roadshow at Durham on Wednesday 3rd June 2015 at a cost of £69 plus VAT.

12 Local Council Award Scheme¹

- a) To consider registering with NALC for the Local Council Award Scheme Foundation Level, fee £50. (information circulated)
b) To appoint two councillors to work with council staff with a view to completing the few documents lacking and submitting an application to the YLCA after the April or May meetings at a further cost of £50.

13 Assets, Asset and Risk Management and Insurance

- a) To agree to donate to Helmsley Recreation Charity the mowers formerly in the shed in The Old Cemetery, Asset Value £2,700.
b) To agree to dispose of the Cemetery Shed, Asset Value £300 (listed with the mowers as a combined value of £3,000) as it is beyond repair, to be written off.
c) To review the Asset Register as of 30th March 2015, to note the changes since the 28th April 2014 and to minute the total of Helmsley Recreation Charity assets.
d) To review the Risk and Financial Risk Registers and to consider if risks have been identified, assessed and managed.
e) To consider the council's insurance requirements with reference to the Risk and Financial Risk Registers.
f) To ratify the additional hours by the assistant clerk to undertake a photographic inventory of bins and seats.

14 Helmsley Recreation Charity

- a) To consider if the council has met all of its responsibilities as sole managing trustee of Helmsley Recreation Charity No. 5233582 and complied with the requirements of trustees in the Charities Act. (link to <https://www.gov.uk/charity-trustee-whats-involved> circulated).
 - Has separate bank accounts for the council and the Charity.
 - Filed the Trustees Annual Report and Account for the financial year to 31 December 2013 by the deadline of the 31st October 2014³ – 21 days late due accountant's delay.
 - Arranged for an audit or independent examination of the trust's accounts (as required) – the accounts were audited and verified.⁴
 - Completed all appropriate returns to the Charity Commission's requirements. See above.

b) To consider turning the 2014-2015 loan of £10,000 to the charity which was in lieu of grants of 2015-2016 and 2016-2017 into a grant with immediate effect in lieu of grants for the aforementioned years.
c) To receive the Minutes of the Helmsley Recreation Charity Meeting Charity Number: 523358 held at Carlton Lodge on December 8th 2014 at 6.30pm.

¹ Each level of award lasts for four years. No extra costs.

² Governance & Accountability for Local Councils: A Practitioners Guide 2014, para 2.50, page 25

³ Trustees Annual Report and Accounts for the year ended 31 December 2014 are not due to be submitted to the Charity Commission until the 31 October 2015.

⁴ The Trustees Report and Accounts for the year ended 31 December 2013 were reviewed by the council on the 24/11/14, Minute 20a, page 420.

15 Audit

- a) To consider a report of Councillors' Audit for December to February inclusive undertaken by Councillors Duncombe and Swift on the 17th March 2015.
- b) To review the effectiveness of Internal Audit.
- c) To consider if the council has acted on the recommendations and comments of the Internal Auditor.

16 Finance, Budget and Staff hours

Verges

- a) To consider the new NYCC maps showing visibility splays and to amend the contract with Allgardens so that the areas are cut in return for payment from NYCC in 2015-2016.
- b) To ratify two decisions taken by the clerk about the verges contract with Allgardens.
 - i) all the grass outside The Limes Play Area was missed off the map and which the council owns was added to the contract with Allgardens at a cost of £49.88 per cut.
 - ii) After consultation with the former clerk an area on the north of Station Road was deleted from the map of grass verges to be cut.

Town Entrance Signs

- c) To consider how the signs are to be financed and grant applications, such as LEADER.

Staff hours

- d) To increase the hours agreed for the additional work for the Magna Carta. (info)
- e) To ratify the additional hours worked by the clerk and assistant clerk for the litterpick day.

Magna Carta

- f) To consider paying for the chairman and the Trowbridge Town Clerk to have dinner at The Feathers in June when the clerk is on a cycle tour of all the Magna Carta Towns.

Finance and budget

- g) To resolve to add £44,352 to the Income and Expenditure Budgets for 2014-2015 being the s106 monies for the Linkfoot Lane NYM/2013/0609/FL development received from the National Park Authority on the 27th January 2015. The Third Schedule, Open Space Contribution, to be 'used towards extensions and improvements to existing community and leisure facilities at Baxton's Lane, Helmsley'.
- h) To ratify the issue of the following cheques between meetings which were signed by two councillors:
 - No. 101381 for £17,366.03 (Net £14,471.69 Vat £2,894.34), 2nd March 2015, to S & G M Clements for remedial works at the Bowling Club being s106 expenditure.
 - No. 101382 for £750 (no VAT), 20th March 2015, to Ian Wood Garden Services for the rental of a mower by Helmsley Recreation Charity. If the mower is purchased at the end of the season the rental will be deducted from the purchase cost.
- i) Following the discussion at the February Meeting, to ratify the clerk's purchase of a Glasdon Fido Dog Waste Bin, £84, and a Glasdon Retriever Dog Bag Dispenser (one bag at a time), £89.94 both plus VAT. To be fitted to the fence by The Limes Wood on Riccal Drive.
- j) Grant request: To consider a grant request from Friends of Moorsbus. (emails circulated)
- k) To agree payments and to sign cheques.

17 NEST Pension Payments and administration

- a) To ratify the clerk's Exceptions Payment on the 27th February by Direct Debit to clear the overdue employer and employee payments as the company undertaking the administration does not respond to queries by email, phone or recorded delivery letter. (details circulated).
- b) To note that the clerk has informed The Pensions Regulator about the reasons for the overdue payments.
- c) To ratify the authorisation of payment by the clerk by Direct Debit of the March contributions on the 23rd March 2015 so that they are processed within this financial year.
- d) To consider if the clerk can set up a contribution schedule on the 21st of each month to allow the few days required by Nest to administer the direct debits so that they are processed within the corresponding salary month and the same financial year.

18 Cemetery

To consider a request from a resident for a reservation beside the path on the north side of the cemetery to be opposite their father. The applicant has offered to pay fees equivalent to the costs of a reservation in 2014 and current burial and Exclusive Right of Burial fees.

Signed

Date