

HELMSLEY TOWN COUNCIL
AGENDA for the Monthly Meeting of Helmsley Town Council
to be held in the National Park Meeting Room on Monday 27th April 2015 at 6:30pm
(start may be delayed as this meeting follows the Annual Parish Assembly at 6:00pm)

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 Mac Boulton

- a) To offer the condolences of the council to Mrs Boulton and family
- b) To note there is no need to advertise a vacancy for a councillor as an election is imminent.

4 Public Comments

To receive comments from the public for future consideration.

5 Minutes

To agree and sign the minutes of the ordinary meeting held on the 30th March 2015.

Part Two – For Information

6 Exchange of Information and items for next agenda

- a) **Chairman's Report**
 - I. Update on Helmsley Recreation Charity.
- b) **Councillor Vander Weyer**
 - I. Magna Carta.
- c) **Clerk's Report**
 - I. Car parking in Helmsley. Letter from the council sent to, Mr B Mason, Asst. Director, NYCC Highways. Acknowledgement received.
 - II. Pottergate to Bridge Street - Public Footpath and Statement No 25.45/16, Helmsley, Ryedale Modification Order. Public Inquiry on 2nd and 3rd September, venue to be announced.
 - III. Complaints: about burning of plastic waste referred to RDC Environmental Health, about dog fouling on Sawmill Lane verge and Ryegate referred to RDC Dog Warden.
 - IV. The Assistant Clerk has achieved the Management module of ILCA.
 - V. Documents received and sent to councillors: Email about amendments to the schedule of main modifications to Helmsley Development Plan after Ministerial Statement by Eric Pickles 'Planning update March 2015' and the subsequent enactment of The Deregulation Act 2015, work to Ash Tree at 2 Vicarage Farm agreed, YLCA White Rose April, Ryedale March Crime statistics, NYMNPA Community Grant, NYCC Stronger Communities Programme, RAY 22 Bulletin, Police Commission Advice Surgery in Helmsley at Arts Centre on 29th April by appointment, Berghaus Trail Chase, 8th & 9th August 2015.

7 Planning: To receive decision notices

None received.

8 Meetings and Training: To receive reports

SLCC Ryedale Branch Training Clerk and Assistant Clerk Saturday 25th April 2015.

9 Finance, Audit and Governance

- a) To note the Asset Register value of £94,651.35 on the 31st March 2015.
- b) To note that a Direct Debit payment was submitted to NEST (National Employment Savings Trust) on the 21 April 2015 of £356.26 for April contributions.
- c) To receive and note the Bank Reconciliation to the 31 March 2015.
- d) To receive and note the Running Budget to the 31 March 2015 and to agenda issue date.

Part Three – for determination

10 Planning and Tree Applications

- a) **Applicant** Mr I Saggars, Duncombe Park Estate Office
Proposal Removal of multiple Lawsons Cypress Trees **Address** 22-28 High Street, Helmsley
- b) **Application No.** NYM/2015/0223/NM **Applicant** Wharfedale Homes
Proposal Non material amendment to planning approval NYM/2013/0649/FL to allow erection of bicycle storage building to approved car port **Address** Plot 19 at land to north of Linkfoot Lane.

11 Meetings and Training

- a) Meeting about Helmsley Library Service Level Agreement and Volunteers on 15th May 2015 at NYMNPA at 2pm. Current Chairman has offered to attend, and the clerk.
- b) To consider attendance at the Howardian Hills AONB Partnership Meeting on Wed 6 May at 6:00pm (optional guided walk around Arboretum 4:30pm).
- c) To consider holding a training/Q&A session for new councillors, and any former councillors who wish to attend, prior to the Annual Meeting of the Town Council on the 18th May 2015.¹

12 Cemeteries

- a) To consider whether to apply for a NYMNPA Community Grant for 'wildlife habitat improvement', such as owl boxes, which were suggested at a meeting in 2014.²
- b) To consider quotations for grazing sheep in the Old Cemetery.

13 Streetlights

- a) To consider using NYCC as the council's streetlighting repairs and maintenance contractor from 1 June 2015 without issuing tenders as per Financial Regulations on the grounds that NYCC can handle all the instructions to Northern Powergrid, unlike other contractors, and speed up the time in which disconnection/reconnection and other work is done because NYCC are regularly using Powergrid for other jobs in the area, and also save the town council's administrative time
- b) To note that the 4 replacement lights (66 Stonegarth, 42 Pottergate, 92 and 94 Carlton Lane) ordered from NYCC on 16/12/14 for the 14/15 financial year will be installed in spring for £4,156 plus VAT.
- c) To consider removal of Elmslac Road No. 76 following a verbal consultation with the nearest residents and/or to replace No. 48 in ginnel east of Pottergate.
- d) To consider instructing NYCC to replace 4 more concrete columns as budgeted for in 2015-2016, namely Southlands Nos. 34,35,36 and Elmslac Road No.76, to install a bracket with LED lantern (91 Carlton Road) and to arrange all transfers and connections (including 42 Eastgate which needs a power supply following repairs 18 months ago), at a cost of £5,500 plus VAT. The reasons for using NYCC are as stated in Agenda Item 'a' above.

14 Annual Report

To consider the content of the Annual Report to be published in May 2015. (info circulated)

15 Finance, Audit, Assets and Risk

Audit – Councillors', Internal and External and Year End Accounts

- a) To review the Checklist for Councillors' Audit.
- b) To receive the report of the Internal Auditor and to decide on further action.
- c) To agree the Terms of Reference of the Internal Auditor for 2015-2016.
- d) To agree the Annual Accounts for 2014-2015.
- e) To agree and sign the Annual Governance Statement as prepared by the clerk and signed by the Internal Auditor, and to sign Sections 1 and 2 (Accounting Statements 2014/2015 and Annual Governance Statement). (circulated)
- f) To agree the Explanation of Variances to be submitted to the External Auditor. (circulated).
- g) To note that the Notice of Appointment of Date for the Exercise of Electors' Rights Accounts for the Year Ended 31 March 2015 has been displayed from the 14th April 2015.

Budgets, Finance and Risk

- h) To consider quotations for risk reports on the Baron Feversham Monument and the War Memorial in the Churchyard.
- i) To consider the YLCA Provision of Services Agreement 2015/2016. (circulated)
- j) To consider adding £29,880.31 to the Income and Expenditure Budgets for 2015-2016, being the remaining balance of s106 monies for the Linkfoot Lane NYM/2013/0609/FL development received from the National Park Authority on the 27th January 2015.³
- k) To ratify the issue of the following cheques on the 7th April 2015 which were signed by two councillors for applications for planning permission for the 3 Helmsley Entrance signs:
Cheque No 101403 Payee North York Moors National Park Authority Amount £385.00
Cheque No 101404 Payee Ryedale District Council Amount £192.50
- l) To consider renewal of the clerk's membership of the Society of Local Council Clerks, £149.
- m) To agree payments and to sign cheques.

Signed

Date

¹ The clerk will email a *Guide for Helmsley Town Councillors* to all councillors after the 7 May 2015.

² Funding of up to 70% available, deadline for applications 30th June 2015.

³ The Third Schedule, Open Space Contribution, to be 'used towards extensions and improvements to existing community and leisure facilities at Baxton's Lane, Helmsley'.