

## HELMSLEY TOWN COUNCIL

### Minutes of the Meeting of Helmsley Town Council held in the National Park Meeting Room on Monday 27th April 2015 at 6:30pm

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

**Also Present** District Councillor S Arnold, County Councillor V Arnold, 7 members of the public, one member of the press, 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 Duncombe declared a pecuniary interest in agenda items 10a, 10b and 15h.

##### 3 Mac Boulton

- a) The council offered its condolences to Mrs Boulton and family and noted that it was Mr Boulton's interest in owls around the cemetery which had resulted in him becoming a councillor. Agenda Item 12a was brought forward and the council resolved to apply for a grant towards two barn owl boxes, one for the cemetery, the other for the trees by the carpark or swimming pool of the Recreation Club.
- b) The council noted there was no need to advertise a vacancy for a councillor as an election was imminent.

##### 4 Public Comments

- Ms Val Travis addressed the council about the fundraising efforts for the swimming pool, the management of the Helmsley Recreation Charity and its meetings (the council is Sole Trustee), and questioned the entire allocation of the s106 funding on the Recreation Club and its environs. She handed additional questions for Helmsley Recreation Charity to the clerk and councillors and requested a public meeting.
- Dr P Harris thanked the chairman for challenging NYCC's decision to hold the Public Inquiry into the DMMO Application for a public footpath between Pottergate and Bridge Street at Pickering. It is understood that a Helmsley location is being sought once again.

##### 5 Minutes

The council resolved to agree and sign the minutes of the meeting held on 30<sup>th</sup> March 2015.

#### Part Two – For Information

##### 6 Exchange of Information and items for next agenda

- a) **Chairman's Report**
- I. Councillor Parkin gave a verbal report on the building works Helmsley Recreation Charity.
- b) **Councillor Vander Weyer**
- I. Councillor Vander Weyer gave a verbal report on the Magna Carta plans. There will be a Tea Party for the over-75s on the 16<sup>th</sup> June at the Town Hall. A video of his lecture on the Magna Carta is on the Town Council website and will be repeated at the Arts Centre on the 11<sup>th</sup> June.
- c) **Clerk's Report**
- I. Car parking in Helmsley. Acknowledgement of letter to Mr B Mason, Asst. Director, NYCC Highways. Pottergate to Bridge Street - Public Footpath and Statement No 25.45/16, Helmsley, Ryedale Modification Order. Public Inquiry on 2<sup>nd</sup> and 3<sup>rd</sup> September, venue to be announced.
  - II. 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.
  - III. The Assistant Clerk has achieved the Management module of ILCA.
  - IV. 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 29<sup>th</sup> April by appointment, Berghaus Trail Chase, 8th & 9th August 2015 and the YLCA Training programme.

**7 Planning: To receive decision notices**

None received.

**8 Meetings and Training: To receive reports**

SLCC Ryedale Branch Training 25<sup>th</sup> April 2015. The Assistant Clerk gave a verbal report.

**9 Finance, Audit and Governance**

- a) The council noted the Asset Register value of £94,651.35 on the 31<sup>st</sup> March 2015.
- b) The council noted 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) The council received and noted the Bank Reconciliation to the 31 March 2015.
- d) The council received and noted the Running Budget to the 31/03/15 and to the agenda issue date.

**Part Three – for determination****10 Planning and Tree Applications**

- a) **Applicant** Mr I Saggars, Duncombe Park Estate Office **Decision** No comment  
**Proposal** Removal of multiple Lawsons Cypress Trees **Address** 22-28 High Street, Helmsley
- b) **Application No.** NYM/2015/0223/NM **Applicant** Wharfedale Homes **Decision** No comment  
**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 15<sup>th</sup> May 2015 at NYMNPA at 2pm. Councillors Parkin, Marsden, Swift, Duncombe and the clerk.
- b) Councillor Marsden to attend the Howardian Hills AONB Partnership Meeting on Wed 6 May at 6:00pm (optional guided walk around Arboretum 4:30pm).
- c) The council decided not to have a training/Q&A session for councillors, with the clerk. Some YLCA training was available and the clerk was preparing an information pack.

**12 Cemeteries**

- a) This item was brought forward to 3a.
- b) No quotations for, or interest in, grazing sheep in the Old Cemetery had been received.

**13 Streetlights**

- a) The council resolved to use NYCC as the council's streetlight 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 regularly use Powergrid for other jobs in the area, thereby saving the town council's administrative time.
- b) The council noted that the 4 replacement lights (66 Stonegarth, 42 Pottergate, 92 & 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 with payment to be made from the council's reserves.
- c) The council resolved to remove column No. 76 Elmslac Road, noting that permission had been received from Yorkshire Housing on whose land it stands, and to ask NYCC to arrange the reconnection of No. 48 in ginnel east of Pottergate.
- d) The council resolved to order from NYCC: four replacement columns (No's. 34, 35 & 36 Southlands); to install a bracket with LED lantern (91 Carlton Road); and to arrange all transfers and connections (including No. 48 Pottergate 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**

The council agreed the content of the Annual Report to be published in May 2015.

**15 Finance, Audit, Assets and Risk****Audit – Councillors', Internal and External and Year End Accounts**

- a) The council revised the Checklist for Councillors' Audit.
- b) The council received the report of the Internal Auditor and to decide on further action and agreed to follow his recommendations.
- c) The council resolved to agree the Terms of Reference of the Internal Auditor for 2015-2016.
- d) The council agreed the Annual Accounts for 2014-2015.

- e) The council resolved to agree the Annual Governance Statement as prepared by the clerk and signed by the Internal Auditor, and resolved to sign Sections 1 and 2 (Accounting Statements 2014/2015 and Annual Governance Statement). (circulated)
- f) The council agreed the Explanation of Variances to be submitted to the External Auditor. (circulated)
- g) The council noted 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 14<sup>th</sup> April 2015.

### Budgets, Finance and Risk

- h) The council accepted a quotation for risk reports on the Baron Feversham Monument and the War Memorial in the Churchyard from Mr P Pace, Architect.
- i) The council considered the YLCA Provision of Services Agreement 2015/2016. (circulated)
- j) The council agreed to consider adding £29,880.31 to the Income and Expenditure Budgets for 2015-2016, this 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.<sup>1</sup>
- k) The council ratified the issue of the following cheques on the 7<sup>th</sup> 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
- a) The council resolved to renew the clerk's annual membership of the Society of Local Council Clerks, £149.
- b) The council resolved to agree the following payments and the cheques were signed.

101405	North York Moors National Park Authority	Office 1/4/15-30/06/16 £511.23, IT £123.99, room hire £75	£710.22	£24.80	£735.02
101406	Ryedale Printing Works Ltd	Photocopying	£24.10	£4.82	£28.92
101407	Homeworks (Helmsley)	Brackets etc for bench repairs	£5.17	£1.03	£6.20
101408	Home Decorating Centre	Wood stain for benches	£24.28	£4.99	£29.27
101409	Allgardens Ltd	Verges x 2 + Harome visibility splay	£1,344.66	£268.93	£1,613.59
101410	S & G M Clements Ltd	Drainage work Recreation Charity	£12,059.00	£2,411.80	£14,470.80
101411	Andrew Husband	Internal Audit Fee	£75.00		£75.00
101412	V Ellis	Travel & postage, carpark ticket, meeting refreshments	£84.54	£6.28	£90.82
101413	Black	Hire of chairs for band at Magna Carta	£85.00	£17.00	£102.00
101414	/5/6 Staff Salaries x 3	Staff Salaries	£1,575.06		£1,575.06
101417	HMRC	PAYE/NI	£193.96		£193.96
101418	SLCC	Annual Membership for clerk	£149.00		£149.00
101419	NYMNPA	Plans for Planning App.	£100.00		£100.00
		<b>TOTAL</b>	<b>£16,429.99</b>	<b>£2,739.65</b>	<b>£19,169.64</b>

Signed

Date

<sup>1</sup> The Third Schedule, Open Space Contribution, to be 'used towards extensions and improvements to existing community and leisure facilities at Baxton's Lane, Helmsley'.