

HELMSLEY TOWN COUNCIL
AGENDA for the Annual Meeting of Helmsley Town Council
to be held in the National Park Meeting Room on Monday 18th May 2015 at 6:30pm

Part One – opening business

1 Election of chairman, vice-chairman and councillor business

- a) To elect a chairman.
- b) To receive the chairman's Declaration of Acceptance of Office
- c) To elect a vice-chairman.
- d) To receive the vice-chairman's Declaration of Acceptance of Office.
- e) To receive the Declarations of Acceptance of Office from all councillors.
- f) To receive information about which councillors have completed the online Registers of Interest as required by RDC.
- g) To receive from each councillor the Declaration of Office of Councillor, to be signed then posted by the clerk to RDC.
- h) To note which councillors agree to receiving the summons to council meetings by email.
- i) To note which councillors agree to sharing their email addresses amongst councillors and office staff, and to publishing their photograph on the council website and noticeboard.

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

- a) To agree and sign the minutes of the meeting held at 6.30pm on the 27th April 2015.
- b) To receive the minutes of the Annual Parish Assembly held at 6pm on the 27th April 2015.¹

Part Two – For Information

6 Exchange of Information and items for next agenda

- a) **Chairman's Report**
 - I. Helmsley Town Council elections 2015
 - II. May 2015 Newsletter.
- b) **Clerk's Report**
 - I. Application for a public right of way between Pottergate and Bridge Street – Public Inquiry at The Feathers Hotel on the 2nd and 3rd September at 10:00am.
 - II. Complaint about water on Pottergate referred to NYCC Highways – a 3inch outlet has been installed.
 - III. RDC may celebrate Love your Market week between 13th to 27th May 2015.
 - IV. Complaints about grass cutting and dandelions at The Limes Play Area.
 - V. Documents received and sent to councillors: Funding Opportunities, email string re Helmsley's old rail track, Police April Statistics and Newsletter, and RAY Bulletin.

7 Planning: To receive decision notices

Application No. 15/00096/FUL **Applicant** Forward Developments Ltd **Decision** Approved
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

8 Meetings and Training: To receive reports

- a) Howardian Hills AONB Meeting 6th May. Councillor Marsden.
- b) Helmsley Community Library Meeting 15th May 2015. Councillor Duncombe.

9 Finance and Governance

- a) To note the cost of cutting the visibility splay at the junction of Linkfoot Lane with the Harome road is £164.90 per cut, six times per year.
- b) To receive and note the Running Budget to the 30th April 2015 which showed income of £31,019.50, expenditure of 17,363,75 excluding VAT, and bank balances of £59,668.31.
- c) To receive and note the Bank Reconciliation to the 30th April 2015 (figures above).

¹ To be agreed at the 2016 Annual Parish Assembly

Part Three – for determination

10 Planning Applications

- a) **Application No.** NYM/2015/0292/CU **Applicant** The Crown Hotel Building Ltd.
Proposal Change of use of ground floor of Hotel to from retail area (Use Class A1) together with external alterations (revised scheme to NYM/2012/0187/CU)
Address The Crown Hotel, 21 Market Place, Helmsley.
- b) **Application No.** NYM/2015/0293/LB **Applicant** The Crown Hotel Building Ltd.
Proposal Internal and external alterations to enable the change of use of ground floor of Hotel to retail area) **Address** The Crown Hotel, 21 Market Place, Helmsley.
- c) **Application No.** NYM/2015/0241/CU **Applicant** Mr N A Luckhurst
Proposal Change of use from commercial with residential flat above to 1no. dwelling (no external alterations) **Address** 9 Bondgate Helmsley
- d) **Application No.** NYM/2015/0276/FL **Applicant** Helmsley Town Council
Proposal Erection of non-illuminated sign to advertise Helmsley events
Address Land to the south of the B1257, north west of Helmsley (460709) (484051)

11 General Power of Competence

To resolve that Helmsley Town Council meets the conditions of eligibility² required to exercise the General Power of Competence, as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, with immediate effect. (information circulated)

12 Litter signs

To consider erecting two signs on the open ground behind Storey Close subject to obtaining a street furniture licence from NYCC and permission from landowners if applicable.

13 Pottergate to Bridge Street DMMO Application

To consider whether Helmsley Town Council wishes to appear at the Public Inquiry in its own right or as part of NYCC's case in which event it will have NYCC's barrister acting on the Town Council's and its witnesses' behalf.

14 Helmsley Library

To consider the Service Level Agreement

15 Working Groups and Nominations.

To consider setting up working groups of at least two councillors to:

To consider setting up working groups of at least two councillors to:

- a) Draft an editorial policy for the Town Council newsletter and Annual Report.
- b) Work on a Flash Flooding – Community Emergency Plan (request from NYCC circulated, plan template in the office) **or** to resolve to refer the matter back to the NYCC Emergency Planning Officer.
- c) Draft a policy on the care and safety of memorials in the Churchyard and Cemetery and when that is approved by the council, to inspect all the memorials in the churchyard and cemeteries with the clerk.
- d) Draft a Grants Policy.
- e) Draft a Fracking Policy or Statement of Principle.
- f) To research the provision of Allotments or a Community Garden.
- To consider the following Nominations:**
- g) A councillor to stand for election as one of the four parish council members on the North York Moors National Park Authority.
- h) A councillor to attend meetings of RDC's Ryedale Market Towns Working Group (often attended by Helmsley in Business) run by Ryedale District Council.

16 Consultation

To consider a response to the NYCC Consultation on the Renewal of Subsidised Local Bus Service Contracts in Ryedale.

² Eligibility – 2/3 of the council were elected and the clerk is qualified. GPC could last until next elections in May 2015.

17 Baron Feversham Memorial and War Memorial

To consider the report on the Feversham Memorial and the War Memorial in the Churchyard and to decide on further action if required.

18 Churchyard Trees

- a) To consider the plan of works received from the Rev'd T Robinson and the Churchwardens for the trees in the churchyard.
- b) To consider a request for a grant towards the work.

19 To consider reviewing the following policies:

Standing Orders, Financial Regulations, Complaints Procedure, Disciplinary Procedure, Publication Scheme (info available to the public is updated by the clerk on the website), Data Protection Policy and Freedom of Information Policy

20 Meetings and Training: To consider attendance at the following meetings and training:

- a) Ryedale Five Towns chaired by Malton Town Council at RDC on Tuesday 9th June at 7pm.³
- b) Parish Liaison at RDC on Wednesday 10th June at 7pm. (any no. of councillors, and the clerk)
- c) YLCA Ryedale Branch at RDC on Tuesday 16th June at 7:00pm. (clerk and 2 councillors)
- d) YLCA Councillor Training sessions at a cost of £45 each 1st July.⁴

21 Risk Register, Asset Register and Insurance

To review the Risk Register and take decisions, with reference to the Asset Register and the Insurance Policy, about what should be insured from 1 June 2015 to 31 May 2016.

22 Finance and Governance

- a) To ratify an order by the clerk for 6 of the remaining copies of The Good Councillors' Guide (4th edition) plus addendum at a cost of
- b) To consider giving each councillor the password to YLCA Members Area of its website.
- c) To consider a grant application from Friends of Moorsbus.
- d) To consider which or if all councillors are to be signatories to the council's bank accounts.
- e) To consider the information received about Internet Banking, HSBC's arrangements, the advice received from the YLCA, and to decide how to proceed.
- f) To agree the instructions on the Bank Mandate.
- g) To consider investigating the payment in advance for streetlight wayleaves (5p per streetlight on some properties).
- h) To agree payments and to sign cheques.

Signed

Date

³ 1 councillor minimum (usually the chairman), 4 maximum, and the clerk.

⁴ Councillors Marsden and Rose are booked to attend Malton on the 1st July