

HELMSLEY TOWN COUNCIL

Minutes of the Annual Meeting of Helmsley Town Council held in the National Park Meeting Room on Monday 18th May 2015 at 6:30pm

Councillors Present Councillors Duncombe (Chairman), Fairburn, Hawkins, Marsden, Parkin, Rose and Swift.

Also Present 3 members of the public, Ms V Ellis (Town Clerk) and Mrs L Pryor (Assistant Clerk).

1 **Election of chairman, vice-chairman and councillor business**

- a) Councillor Duncombe was elected Chairman for 2015-2016.
- b) The council received the chairman's Declaration of Acceptance of Office
- c) Councillor Swift was elected Vice Chairman for 2015-2016.
- d) The council received the vice-chairman's Declaration of Acceptance of Office.
- e) The council received Declarations of Acceptance of Office of Councillor from all councillors.
- f) Councillors who had not completed the online Registers of Interest as required by RDC were informed that they had 30 days to complete them from the date of the election.
- g) The council noted that all councillors agreed to receive their meetings summons by email.
- h) The council noted that all councillors agreed to share their email addresses amongst councillors and office staff, and to the publication of their photograph on the council website and noticeboard.

2 **Apologies**

All councillors were present.

3 **Code of Conduct.**

Pecuniary declarations of interest were made for the following Agenda Items:
Councillor Duncombe 10d and 15e , Councillor Hawkins 10c and Councillor Parkin - 10d

4 **Public Comments**

A member of the public addressed the council about the need for the streets to be cleaned, the problems with car parking in town and the lack of obvious enforcement where parking on yellow lines and pavements was concerned.

5 **Minutes**

- a) The council resolved to agree and sign the minutes of the meeting held at 6.30pm on the 27th April 2015.
- b) This item was deferred until another meeting.

Part Two – For Information

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

- a) **Chairman's Report**
 - I. Town Council elections 2015. The chairman thanked all the candidates and former councillor Martin Vander Weyer for his service to the community as a councillor.
 - II. May 2015 Newsletter/Annual Report had been published.
- 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-NYCC Highways installed a 3inch outlet - a 'slow runner'.
 - 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 – withdrawn by complainant.
 - V. Assistant Clerk has completed the Introduction to Local Council Administration course.
 - VI. Documents received and sent to councillors: Funding Opportunities, email string re Helmsley's old rail track, Police April Statistics and Newsletter, RAY Bulletin, a letter from Safer Ryedale about the council's complaint about speeding vehicles on the Stokesley Road not going further and a policing exhibition at Malton.

7 **Planning: The council received the following decision notices.**

- a) **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

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 **Decision: Approval for windows, door refused.**

8 Meetings: The council received verbal reports on the following meetings:

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

9 Finance and Governance

- a) The council noted that 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) The council noted 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 council noted the Bank Reconciliation to the 30th April 2015 (figures above).

Part Three – for determination

10 Planning Applications: The council resolved as follows:

- a) **Application No.** NYM/2015/0292/CU **Applicant** The Crown Hotel Building Ltd.
Proposal Change of use of ground floor of Hotel to retail area (Use Class A1) together with external alterations (revised scheme to NYM/2012/0187/CU)
Address The Crown Hotel, 21 Market Place, Helmsley.
Decision The council hopes that the Crown sign can be retained and that the National Park takes into consideration the listed building designation. The council has concerns about the delivery and access requirements for these applications and would like to see these matters addressed.
- 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.
Decision The council hopes that the Crown sign can be retained and that the National Park takes into consideration the listed building designation. The council has concerns about the delivery and access requirements for these applications and would like to see these matters addressed.
- c) **Application No.** NYM/2015/0241/CU **Applicant** Mr N A Luckhurst **Decision** No comment
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 **Decision** No comment
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

The council resolved that Helmsley Town Council meets the conditions of eligibility required to exercise the General Power of Competence in that all the council was elected in May 2015 and the clerk is CiLCA qualified, as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, with immediate effect.

12 Litter signs

The council considered putting up two signs on the open ground beyond Storey Close but resolved that the situation would be monitored for a while by Councillor Rose.

13 Pottergate to Bridge Street DMMO Application

The council resolved that Helmsley Town Council wishes to be part of NYCC's case so as to have the services of NYCC's barrister acting on the Town Council's and its witnesses' behalf.

14 Helmsley Library

The council resolved that the Service Level Agreement with NYCC be signed by the Chairman. The council discussed various requirements such as the need for the names and addresses of all the volunteers and a risk assessment (which the library service will help with). A working group was set up and the following people were appointed – Councillor Duncombe, District & County Councillor Val Arnold, Martin Vander Weyer and Jeanne Brown (Library Volunteer)

15 Working Groups and Nominations.**The council resolved to set up working groups as follows:**

- a) The council resolved that an editorial policy for the Town Council newsletter and Annual Report be drafted by Councillors Duncombe and Rose.
- b) The council resolved to refer back to NYCC the preparation of a Community Emergency Plan.
- c) The council resolved that a policy on the care and safety of memorials in the Churchyard and Cemetery is drafted, and that when that is approved by the council, to inspect all the memorials and graves in the churchyard and cemeteries with the clerk – Councillors Hawkins and Parkin, together with the clerk and the caretaker.
- d) The council resolved not to draft a Grants Policy but agreed that Councillors Parkin and Rose should draft a statement for the website.
- e) The council resolved not to draft a Fracking Policy or Statement of Principle as:
 - it has not taken a position either for or against fracking
 - it does not wish to enter into prolonged debate in order to create such a policy
 - when an application for fracking directly affects the ward or parish of Helmsley, the Town Council can at that stage take advice from the appropriate authorities.
 - Helmsley Town Council is not the decision-making authority, it need not comment until it is consulted by the planning authority
 - councillors felt that they were not in possession of the full facts regarding fracking
 - there was uncertainty about the views of the residents of Helmsley.
 Councillor Rose requested that her vote against the decision be recorded.
- f) The council resolved not to research the provision of Allotments or a Community Garden but that Councillor Rose would write an article for the Autumn newsletter.

The council considered the following Nominations:

- g) No councillor wished to stand for election as a parish council member on the North York Moors National Park Authority.
- h) The council resolved that Helmsley in Business be asked to report on the meetings of RDC's Ryedale Market Towns Working Group run by Ryedale District Council.

16 NYCC Consultation - Renewal of Subsidised Local Bus Service Contracts in Ryedale

The council hoped that there would not be a reduction in the subsidy.

17 Baron Feversham Memorial and War Memorial

This item could not be considered as the report had not arrived. If it reveals urgent expenditure is required, the clerk could be authorised following consultation with two councillors.

18 Churchyard Trees

- a) The council considered the plan of works received from the Revd. T Robinson and the Churchwardens for the trees in the churchyard and commented as follows:
 - 287 - it would be a shame to lose this tree. Suggest a heavy trim unless there are problems with its roots affecting the foundations of the church.
 - 292 - holly tree in poor health may be felled as necessary
 - 313 - would prefer this tree to be kept as it has nice and unusual foliage.
 - 315 - an iconic tree, a severe trimming would be acceptable but the council would prefer that the tree was not felled.
- b) The council considered the grant request for the above work. It recognised the large amount of voluntary work done by the Churchwardens and others but most of the grants budget has been allocated for the Magna Carta this financial year, therefore a nominal amount of £50 was granted.

19 The council resolved that the following policies would be updated following changes in the law, updated guidance or a change in council procedures :

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: The council considered attendance at the following meetings and training:

- a) Ryedale Five Towns at RDC on Tuesday 9th June at 7pm. Cllr Duncombe and the clerk.
 b) Parish Liaison at RDC on Wednesday 10th June at 7pm. Cllr Parkin and the clerk.
 c) YLCA Ryedale Branch at RDC on Tuesday 16th June at 7pm. Cllr Parkin and the clerk.
 d) YLCA Councillor Training sessions at a cost of £45 each 1st July. Cllrs Duncombe, Marsden, Rose and Swift.

21 Risk Register, Asset Register and Insurance

The council reviewed the Risk Register which had been updated following comments from the Internal Auditor and, together with consideration of the updated Asset Register (Value £94,651.35), resolved which items to insure (i.e. all those valued over the excess except for streetlights and the Feversham Monument which do have public liability, all the office and shed contents, and the Council insurance as before) when the Insurance Policy with Zurich is renewed for 1 June 2015 to 31 May 2016.

The council noted that the Fidelity Guarantee at £250,000 is adequate to insure the council's cash including the precept.

22 Finance and Governance

- a) The council ratified an order by the clerk for 6 of the remaining copies of The Good Councillors' Guide (4th edition) plus addendum at a cost of £14.80.
 b) The council resolved that councillors could have the website password to the YLCA Members Area.
 c) The council resolved to grant Friends of Moorsbus £50.
 d) The council resolved that all councillors be signatories to the council's bank accounts.
 e) The council noted the information received about Internet Banking, HSBC's arrangements, the advice received from the YLCA, and resolved that the clerk further investigate internet banking with Unity Bank.
 f) This item was not considered following the decision to investigate internet banking.
 g) The council resolved that payment up to ten years in advance for streetlight wayleaves (5p per streetlight on some properties) would be made if possible.
 h) The council resolved to agree the following payments and the cheques were signed.

			NET	VAT	TOTAL
101420	Yorkshire Local Councils Associations	Training x 3 councillors	£135.00		£135.00
101421	Ryedale Printing Works Ltd	Photocopying & newsletter	£718.87	£2.17	£721.04
101422	National Association of Local Councils	Local Councils Award scheme registration	£50.00	£10.00	£60.00
101423	Keith Sanderson	Helmsley Archive photo printing	£21.87	£3.08	£24.95
101424	Allgardens Ltd	Grass cutting incl. visibility splay	£1,344.66	£268.93	£1,613.59
101425	Glasdon UK Limited	Replacement of stopped cheque 101401 dog waste bin	£173.94	£34.78	£208.72
101426	SLCC Enterprises Ltd	Conference attendance fee	£69.00	£13.80	£82.80
101427	Ian Teasdale	Monument bench brackets	£31.20	£6.24	£37.44
101428	Ryedale District Council	Wayleaves x 3	£0.15		£0.15
101429	Barclays Bank plc	Wayleave	£0.05		£0.05
101430	Nat West Bank plc	Wayleave	£0.05		£0.05
101431	Zurich Municipal	Annual insurance premium	£1,395.87		£1,395.87
101432	V Ellis	Expenses - post, milk, petrol	£21.05		£21.05
101433 /4/5	Staff Salaries x 3	Staff Salaries	£1,731.63		£1,731.63
101436	HMRC	PAYE/NI	£177.22		£177.22
		TOTAL	£5,870.56	£339.00	£6,209.56

Signed

Date