

HELMSLEY TOWN COUNCIL
AGENDA for the Monthly Meeting of Helmsley Town Council
to be held in the National Park Meeting Room on Monday 29th June 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

- a) To agree and sign the minutes of the Annual Meeting of the Town Council held on the Monday 18 May 2015 and the Additional Meeting (Planning) held on Monday 8 June 2015.
- b) To receive the minutes of the Annual Parish Assembly held on Monday 27 April 2015.

Part Two – For Information

5 Exchange of Information and items for next agenda

a) Chairman's Report

- I. Magna Carta including emails from Martin Vander Weyer and Jane Barker (Tea Party over 75s).

b) Clerk's Report

- I. Complaints about RDC's verge on Station Road opposite Old Fire Station referred to RDC – Streetscene will cut it and complaints about weeds and detritus referred to NYCC and RDC. NYCC due to spray the weeds in July.
- II. Complaint about streetlights being turned off at night in Castle Court and the entrance to Castle Court – NYCC Energy Reduction programme.
- III. Complaint about streetlights being on overnight from a resident on Elmslac Road – referred to Yorkshire Housing as it is their light in the carpark area.
- IV. NYCC Library Consultation published and comments by Martin Vander Weyer received (circulated), decision by NYCC Executive on 7th July.
- V. Ryedale Five Towns Meeting on 9th June was cancelled.
- VI. FOI request from Making Parishes Better Places about how the council was meeting its duties under the 2015 Local Government Transparency Code was received and answered on the 2nd June 2015.
- VII. Complaints about vehicles parking on the grass at the southern end of Elmslac Road – NYCC verge and Yorkshire Housing flat triangular area and on the verges on the eastern side of the road.
- VIII. Kevin Hollinrake MP Advice Surgery at Helmsley Arts Centre 4th July 9:30am-11:00am.
- IX. Documents received and sent to councillors:
 - a. Reply from Councillor Parkin to Val Travis re questions about spending on Helmsley Recreation Charity raised at and following the April Meeting.
 - b. NYCC's Statement of Case - Footpath Modification Order – Pottergate/Bridge Street from Planning Inspectorate for the Inquiry at The Feathers on the 2nd and 3rd September 2015.
 - c. Raising Cycling Feb Minutes and June Agenda.
 - d. NYCC Highways Surface Dressing Programme.
 - e. Northern Ryedale Helmsley & Kirkbymoorside - Statistics May 2015/2016 & Newsletter.
 - f. Inspector Andy Everitt is to retire on 1 September – successor is Inspector Andy Short.
 - g. Moorsbus Bulletin.
 - h. YLCA White Rose Update June Edition

6 Planning: To receive Appeal Decisions

- a) Appeal Ref: APP/Y2736/C/14/3000139 - 7 Con Owl Close, Helmsley, York – Allowed.
- b) Appeal Refs: APP/Y2736/C.14/2227687&8 – 3 Con Owl Close, Helmsley, York - Allowed

7 Meetings, training and events: To receive reports

- a) SLCC Regional Conference Wed 3 June 2015. The clerk.
- b) RDC Parish Liaison Wed 10 June 2015. Councillor Duncombe.
- c) Library Working Group meeting Mon 15 June 2015. Councillors Swift and Parkin.
- d) YLCA Ryedale Branch Tues 16 June at RDC. The clerk.

8 Finance, Audit and Governance

- a) To receive and note the Bank Reconciliation to the 31 May 2015.
- b) To receive and note the Running Budget to the 31 May 2015.

Part Three – for determination

9 Planning Applications

None received.

10 Meetings and Training: To consider attendance and volunteers:

- a) Community Emergency Planning on Wed 8 July – 4pm-6pm at Helmsley Town Hall.
- b) YLCA Chairmanship Skills Mon 13 July at Malton 7pm - Councillor Swift.
- c) Western Area Parish Forum - Wed 15 July 2015 at 7.15pm - Chopgate Village Hall.
- d) RoSPA Playground Inspection Course at Bedale Fri 18 Sept (half day), £55 –assistant clerk.
- e) Volunteers for Helmsley Recreation Charity Bonfire Night Sat 7th November – preparation for, and during and after, the event.

11 Survey of Public Rights of Way in Ryedale (PROW)

To receive the results of PROWs by the Ryedale Branch of the Ramblers Association and to consider further action.

12 Policy, Risk Assessments, and Library Volunteers

- a) To consider replacing the council's existing Recording Policy with Rules for the Recording of Town Council Meetings following updated guidance from the YLCA.
- b) To consider the draft Newsletter Editorial Policy and Objectives.
- c) To consider the draft Grants Policy
- d) Library: To consider the following Risk Assessments – General and Manual Handling (2).
- e) Library: To consider drafting an agreement between the volunteers and Helmsley Town Council.

13 Grass Cutting in Helmsley

- a) To consider the complaints and compliments about grass cutting in Helmsley (compliment was re Carlton Rd for allowing grass to grow, the plants and wildflowers appearing and how the verge on the east side was possibly stabilising as there is less bare soil.
- b) To consider amending the contract – having only a one metre strip of the verge cut on the east side of Carlton Road from around the junction with Swanland Road.

14 Sutton Bank Traffic Regulation Order

To consider the request from Sutton Under Whitestonecliffe Parish Council to support their request to NYCC for a Traffic Regulation Order on Sutton Bank.

15 Feversham Monument and War Memorial

To consider the report and to decide if any further action is required.

16 Helmsley Town Signs

To consider their management and how they are to be used.

17 NYCC Consultation: Alterations to Parking Arrangements outside the Black Swan

To consider a response to the consultation.

18 Finance, Audit and Governance

Unity Trust Bank - To resolve that:

- a) The Council wishes to open a Current Account and a Deposit Account with Unity Trust Bank plc ("The Bank") and produced to the meeting a copy of the Bank's terms and conditions for operating an account;
- b) The Bank's terms and conditions are approved and we appoint the Bank as its Bankers;
- c) The Bank's terms and conditions may vary from time to time and we agree to be bound by them;
- d) The Mandate for the operation of the bank account(s), payment instructions and banking services be approved and be provided to the Bank by persons authorised to do so in accordance with the Bank's procedures;
- e) The Bank is entitled to rely upon this Mandate until it receives a later Mandate amending it.
- f) The Bank be authorised to close the council's existing HSBC accounts and transfer to the Current Account at the Bank.
- g) A limit on the maximum transaction be agreed and that two signatories are required for all transactions.

Other

- h)** To consider subscribing to Doodle to arrange additional meetings/working group meetings online at a cost of Euro 29pa – after a one month free trial. (about £22)
- i)** To consider renewing the subscription to Rural Action Yorkshire
- j)** To ratify the expenditure of £190 on a flyer appealing for Library Volunteers.
- k)** To consider a response from the council, as sole trustee of Helmsley Recreation Charity, to Ms V Travis' most recent correspondence.
- l)** To agree the grant for Ryedale Lions who provided Stewards for the Magna Carta Picnic in Helmsley Castle.
- m)** To consider a request for a grant for the RDC Chairman's Charities – Macmillan Cancer Support and Yorkshire Air Ambulance.
- n)** To receive and consider the report of Councillors' Audit for April and May 2015 undertaken on Monday 29th June by Councillors Swift and Hawkins.
- o)** To agree payments and to sign cheques.

Signed**Date**