

HELMSLEY TOWN COUNCIL

Minutes of the Helmsley Town Council Meeting held in the National Park Meeting Room on Monday 29 June 2015 at 6:30pm

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

Also Present District Councillor S Arnold, County Councillor V Arnold, 5 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

All councillors were present.

2 Code of Conduct

Councillor Duncombe declared a pecuniary interest in agenda items 11 and 16 and a non-pecuniary interest in agenda item no. 15.

3 Public Comments

A member of the public spoke about fracking and brought in a leaflet for the councillors.

4 Minutes

- a) 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 were agreed & signed.
- b) The minutes of the Annual Parish Assembly held on Monday 27 April 2015 were received.

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 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. Email from Trustees of Helmsley Town Hall asking for support for the library remaining in the Town Hall.
- X. 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

The council received the following Appeal Decisions and a planning decision.

- 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: The council received verbal reports of the following training event and meetings.

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

8 Finance, Audit and Governance

- a) The Council received the Bank Reconciliation to the 31 May 2015.
- b) The Council received the Running Budget to the 31 May 2015.

Part Three – for determination**9 Planning Applications**

None received.

10 Meetings, Training and Events : The council considered 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 Chopgate Village Hall 7.15pm - Councillors Fairburn and Hawkins.
- d) RoSPA Playground Inspection Course Fri 18 Sept at Bedale (half day) £55 – assistant clerk.
- e) Volunteers for Helmsley Recreation Charity Bonfire Night Sat 7th November – preparation for, during and after the event. Councillors Marsden and Fairburn volunteered to help Councillor Swift.

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

The Council received the results of PROWs by the Ryedale Branch of the Ramblers Association and asked that the clerk make some enquiries about work that could be done.

12 Policy, Risk Assessments, and Library Volunteers

- a) The council resolved to replace the council's existing Recording Policy with Rules for the Recording of Town Council Meetings following updated guidance from the YLCA.
- b) The council deferred a decision on the Newsletter Editorial Policy and Objectives.
- c) The Grants Statement will appear on the council website with a link to a funding advice site.
- d) Library: The council resolved to amend and adopt the Risk Assessments – General and Manual Handling (2) statements compiled by NYCC.
- e) Library: The council deferred drafting an agreement with the volunteers.

13 Grass Cutting in Helmsley

- a) The council considered the complaints and compliments about grass cutting in Helmsley (compliment was for allowing grass to grow longer on Carlton Road; plants and wild flowers are appearing and the eastern verge is starting to stabilise as there is now less bare soil).
- b) The council resolved not to amend the current contract for the junction of Swanland and Carlton Roads and would revisit the arrangements at the end of the season.

14 Sutton Bank Traffic Regulation Order

The council resolved not to support a Traffic Regulation Order on Sutton Bank.

15 Feversham Monument and War Memorial

The council considered the report and resolved to obtain a quote for the recommended remedial work.

16 Helmsley Town Signs

The council resolved to await a decision from the planning authorities before considering their management and usage.

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

The council resolved that its response should be that the Black Swan be allowed three numbered permits, that the 10 minute rule should be extended to 20 minutes to give people time to shop, and that it is the choice of the Black Swan and The Crown to build on their carpark.

18 Finance, Audit and Governance**Unity Trust Bank – The council resolved 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 of £2,000 on the maximum transaction was agreed Two signatories are required for all transactions – the clerk or assistant clerk to be able to view and submit transactions, any two councillors to view and authorise transactions.

Other

- h) The council resolved to subscribe to Doodle to arrange additional meetings/working group meetings online at a cost of Euro 29pa (about £22) – after a one month free trial.
- i) The council resolved to renew the subscription to Rural Action Yorkshire.
- j) The council ratified the expenditure of £190 on a flyer appealing for Library Volunteers.
- k) The council resolved to agree a response from the council, as sole trustee of Helmsley Recreation Charity, to Ms V Travis.
- l) The council resolved to grant Ryedale Lions £150 and thanked them for stewarding the Magna Carta Picnic in Helmsley Castle.
- m) The council resolved to grant £50 to the RDC Chairman’s Charities to be split equally between Macmillan Cancer Support and Yorkshire Air Ambulance.
- n) The council received and considered the report of Councillors’ Audit for April and May 2015 undertaken on Monday 29th June by Councillors Swift and Hawkins and was held to be satisfactory.
- o) The council agreed the following payments and the cheques were signed.

			Net	Vat	Gross
101437	Friends of Moorsbus	Donation	£50.00		£50.00
101438	M J Young	Wind-damaged cemetery tree	£100.00		£100.00
101439	NYCC	Carlton village streetlight repairs	£250.60	£50.12	£300.72
101440	YLCA	"Developing skills" course - Swift	£45.00		£45.00
101441	YLCA	RoSPA course - Pryor	£55.00		£55.00
101442	YLCA	Chairmanship course - Swift	£45.00		£45.00
101443	Ian Kildin	Magna Carta poster	£75.00		£75.00
101444	Russells (Kirbymoorside)	Sundries for caretaker	£32.49	£6.19	£38.68
101445	Ryedale Printing Works	Printing Magna Carta posters & library flyers	£256.00	£13.20	£269.20
101446	RDC Chairman's Charity	Donation	£50.00		£50.00

101447	Depth Charge Design	Magna Carta artwork & banners	£130.00	£2.00	£132.00
101448	Keith Sanderson	Helmsley Archive photo printing	£32.82	£4.92	£37.74
101449	JRB Enterprise Ltd	Dog bags	£445.00	£89.00	£534.00
101450	Glasdon UK Limited	Dog bags to fit new dispenser	£55.00	£11.00	£66.00
101451	Allgardens Ltd	Grass cutting incl. visibility splay	£1,531.56	£306.31	£1,837.87
101452	Rhys Thomas	Magna Carta risk assessment	£90.00		£90.00
101453	NYMNPA	Room hire - library	£20.00		£20.00
101454	Rural Action Yorkshire	Membership	£35.00		£35.00
101455	E J Barker	Magna Carta tea-party costs	£55.00		£55.00
101456	YLCA	Good Councillor Guides	£14.80		£14.80
101457	V Ellis	Mileage & expenses	£86.73		£86.73
101458	J E Teasdale	Expenses - fuel (VAT charged by BATA)	£21.69	£4.34	£26.03
101459 /60/61	Staff Salaries x 3	Staff Salaries	£2,122.64		£2,122.64
101462	HMRC	PAYE/NI	£341.52		£341.52
101463	Cancelled	Cancelled	£0.00		£0.00
101464	Mr P Pace	Survey of Monument & War Memorial	£400.00	£80.00	£480.00
		TOTAL	£6,340.85	£567.08	£6,907.93

Signed

Date