

HELMSLEY TOWN COUNCIL

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

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

Also Present County Councillor V Arnold, 5 members of the public, one member of the Press and Ms V Ellis (Town Clerk).

Part One – opening business

1 Apologies

All councillors were present.

2 Code of Conduct

Councillor Duncombe declared a pecuniary interest in the Elmslac Road Trees, Agenda Item 5b, as required by the Code of Conduct.

3 Public Comments

A member of the public addressed the council about state of the street, grass growing in the gutters and cigarettes outside certain premises.

4 Minutes

- a) The council resolved to agree and sign the minutes of the Ordinary Meeting on 29 June 2015.
- b) The council received the minutes of the meeting of the Helmsley Recreation Charity Meeting on the 14th July 2015.

Part Two – For Information

5 Exchange of Information and items for next agenda

- a) **Chairman's Report**
- b) **Clerk's Report**
 - I. Complaint about grass cutting on Elmslac Road. The contractors had cleared up the grass.
 - II. Letter from Helmsley in Business about the council not sending a representative to RDC's Ryedale Market Town Working Group. Councillor Parkin agreed to attend the next one to see if it was of more use than earlier meetings.
 - III. Complaint about litter and property damage during a rally weekend.
 - IV. Complaint about the Churchyard being sprayed with herbicide by person(s) unknown.
 - V. More statements received for the DMMO application for a public footpath between Pottergate and Bridge Street.
 - VI. Documents received and sent to councillors:
 - a. Police Annual Report and Statistics and Newsletter – June
 - b. Thank you email from RDC for grant to the Chairman's Charity Fund.
 - c. Email - Submission of Ryedale District Community Infrastructure Levy-Draft Charging Schedule.
 - d. RDC Parish Liaison Minutes.
 - e. Notice of the Adoption of the Helmsley Plan. The council is very pleased to see this plan become part of planning legislation and thanked the North York Moors National Park for their work.
 - f. Helmsley Recreation Charity Management Committee minutes of the July meeting.
 - g. Email addressed to the Council regarding the decision of the Trustee Meeting about the removal of the snooker table.

6 Planning: To receive Decisions and Notice of Appeal

- a) Appeal against Refusal of Householder Application, Ref: APP/Y2736/W/15/312595 – 7 Pottergate, Helmsley
- b) NYM/2015/0275/FL, Applicant - **Helmsley** Town Council, Erection of non-illuminated sign to advertise Helmsley events on Land to the west of the A170, south of Helmsley (461492, 483186) Decision **Approval**
- c) NYM/2015/0276/FL **Applicant** Helmsley Town Council, Erection of non-illuminated sign to advertise Helmsley events on Land to the south of the B1257, north west of Helmsley (460709) (484051) **Decision Approval**

7 Meetings, training and events: The council received verbal reports

- a) YLCA Councillor Training 1 July 2015 at Malton. Councillors Duncombe, Marsden, Rose and Swift.
- b) Helmsley Arts Centre Trustees 7th July. Councillor Duncombe.
- c) YLCA Chairman and Vice-Chairman Training 13 July 2015. Councillor Swift.

8 Finance, Audit and Governance

- a) The council received and noted the Bank Reconciliation to the 30 June 2015.
- b) The council received and noted the Running Budget to the 30 June 2015.

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

None received.

10 Meetings and Training: To consider attendance

Coast & Vale Community Action (CaVCA) Friday 11 September 1pm at the meeting room at the back of the Town Hall, Helmsley. Councillor Swift and Library Volunteer Jeanne Brown to meet Mr P Simpson.

11 Consultations: The council agreed a response to the following consultations:

- a) North Yorkshire County Council Local Transport Plan 4.
- b) North Yorkshire Fire and Rescue Authority Fire Cover Review.

12 Policies and Agreements: The council adopted the following policies and statement:

- a) An Editorial Policy for the Newsletter.
- b) An Equalities Policy (see Library Volunteers Agreement).
- c) A Commitment to Volunteers Statement (see Library Volunteers Agreement).

13 Feversham Monument

- a) The council noted that the clerk has commissioned a further inspection by the architect, Mr Pace and a stone mason using a hydraulic platform at a cost of £515 plus VAT prior to obtaining specifications and quotes for any work required.
- b) The council agreed to obtain specifications and costings if work is required.
- c) The council agreed to investigate the availability of grants.

14 Helmsley Library

- a) The council received Martin Vander Weyer's statement to the NYCC Executive Meeting on the 7th July.
- b) The council received written and verbal reports of the Library Working Group Meetings at Helmsley on the 15th May, 15th June and the 23rd July 2015.
The Lead Volunteer, Jeanne Brown, addressed the council about the location of the library and the volunteers. A meeting between councillors and volunteers is to be arranged.
- c) The council agreed to adopt an agreement between Helmsley Town Council and Helmsley Town Council Library Volunteers.
- d) The council resolved to delegate to the clerk the application form for Helmsley Town Council Library Volunteers.
- e) The council discussed the time and financial input needed by the council and its staff to fulfil its current and future obligations to Helmsley Library and resolved that the Assistant Clerk could work up to an additional 30 hours to the 31 March and attend Library Working Group meetings instead of the clerk.
- f) The council was informed that there was no need to have a training budget to train Helmsley Town Council Staff and the Volunteer Coordinator in Attracting, Recruiting and Training Volunteers as it could be funded via Stronger Communities and training provided free from CaVCA.
- g) The council resolved to transfer £350 from the Contingency Budget to the Salaries budget to cover the extra hours required by the Assistant Clerk for library work. No budget was needed for additional training.

15 Finance, Audit and Governance

- a) The council received three quotations for the Annual Play Area Inspections for The Limes and Helmsley Recreation Charity and resolved to appoint The Play Inspection Company at a cost of £125 plus VAT.
- b) The council resolved that the clerk and assistant clerk investigate dedicated accounting software to cover the day-to-day accounts, the Annual Return and budgeting.
- c) The council resolved to give a grant of £50 to Ryedale Citizens Advice Bureau.
- d) The council resolved to agree the following payments and the cheques were signed.

			NET	VAT	TOTAL
DD	NEST	Pension Contribution	£352.26		£352.26
101465	Bilsdale Silver Band	Performance at Magna Carta celebrations	£200.00		£200.00
101466	NYMNPA	Office & Room Hire + IT support	£710.22	£24.80	£735.02
101467	Allgardens Ltd	Grass cutting incl. visibility splay	£1,531.56	£306.31	£1,837.87
101468	J Duncombe	Expenses re Magna Carta dinner	£36.80		£36.80
101469	Cancelled	Cancelled	£0.00		£0.00
101470	Cancelled	Cancelled	£0.00		£0.00
101471 /2/3	Staff Salaries x 3	Staff Salaries x 3	£1,733.79		£1,733.79
101474	HMRC	PAYE/NI	£173.82		£173.82
101475	Ryedale Lions	Magna Carta Stewarding grant	£150.00		£150.00
101476	Keith Sanderson	Helmsley Archive photo printing	£3.66	£0.34	£4.00
101477	Northern Powergrid	Damaged streetlights x 2	£916.58	£183.32	£1,099.90
101478	Ryedale Printing Works	Magna Carta printing	£60.60	£10.20	£70.80
101479	All Saints Church Helmsley	Grant for churchyard works	£50.00		£50.00
101480	V Ellis	Mileage & expenses	£24.49		£24.49
		TOTAL	£5,943.78	£524.97	£6,468.75

16 Staffing Matters

- a) The council resolved to increase the assistant clerk's hours from 5 hours per week to 6 hours per week from 1 September 2015.
- b) The council agreed to give the assistant clerk and clerk additional hours in autumn to visit nearby parish councils using the sector specific accounting software systems.
The council resolved that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.
- c) The council received a verbal report of the clerk's appraisal.

Signed

Date