

HELMSLEY TOWN COUNCIL
AGENDA for the Monthly Meeting of Helmsley Town Council
to be held in the National Park Meeting Room on Monday 24th August 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

To agree and sign the minutes of the Ordinary Meeting on the 27th July 2015.

Part Two – For Information

5 Exchange of Information and items for next agenda

a) Chairman's Report

b) Clerk's Report

- I. Notice of Public Local Inquiry – Application for footpath between Pottergate and Bridge Street – The Feathers Hotel on Wednesday 2 September 2015 at 10:00am.
- II. The Limes Play Area. A second Rowan Tree has been vandalised, pulled out by its roots. The vandalism has been reported to the police who have visited the site.
- III. Documents received and sent to councillors:
 - a. Letter from residents about the use of the land at the back of Storey Close.
 - b. YLCA White Rose Update July.
 - c. Letter of thanks from Saint Catherine's Hospice for past support. Light up a Life Service on Monday 7th December at All Saints Church, Helmsley at 6pm.
 - d. Ryedale Safer Neighbourhood Statistics and Newsletter.
 - e. Email from resident about possible 'fast-tracking' of shale gas drilling applications.
 - f. Complaint about grass cutting by Borough Beck at High Street.
 - g. Response from RDC about an incinerator complaint.

6 Planning: To receive decisions

Application No. 15/00579/FUL **Applicant** Bisca for Erection of extension to existing workshop (use Class B1) at Bisca Design (Unit 1) Sawmill Lane, Helmsley YO62 5DQ **Decision Approval**

7 Meetings, training and events: To receive reports

Meeting with Library Volunteers on 21 August. Councillor Duncombe.

8 Finance, Audit and Governance

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

Part Three – for determination

9 Planning Applications

- a) **Application No.** NYM/2015/0427/FL **Address** Rear of 6 Castlegate, Helmsley
Proposal Change of use of land to be used as a café terrace together with erection of storage shed. **Applicant** The Helmsley Estate
- b) **Application No.** NYM/2015/0501/FL **Address** 23 Church Street, Helmsley
Proposal Insertion of 1 no. ground floor window to rear elevation **Applicant** Ms S Crossley
- c) **Application No.** 15/00900/LBC **Address** Rye Cottage, 7 Ryegate, Helmsley
Proposal Conversion and alterations to existing outbuilding to form additional bedroom (resubmission of approval 11/01004LBC dated 11.11.11) **Applicant** Miss Jane Priest

10 Procedures for Shale Gas Planning Applications

To consider the government's new approach to shale gas planning applications - "identifying councils that repeatedly fail to determine oil and gas applications within the 16 week statutory timeframe, with subsequent applications potentially decided by the Communities Secretary."

11 Consultations: To consider a response to the following:

NALC Parish Councils Bill E-Survey.

- 12 Meetings and Events: To consider attendance, and agenda items for the Five Towns**
- a) Joint Area Parish Forum, Whitby Museum, Wed 30 Sept, 7pm. Some events/tea beforehand.
b) Ryedale Five Towns Meeting at Helmsley, Tues 8th Sept 2015. (clerk's meeting 27th Aug)
c) Meeting the Challenges: NY Rural Housing Enabler Network, Wed 23 September 2015 from 09:30 to 16:00 at Duncombe Park (free of charge)
- 13 Policies, Agreements and the provision of information**
- a) To review Standing Orders.
b) i) To review Financial Regulations and consider if they are up-to-date and reflect new legislation (include Standing Orders for goods and Services)
ii) To consider if they are appropriate to the activities of the Council.
c) To review the updated Risk including Financial Risk Register and to note that the council's insurers have been informed of the council's intention to use electronic banking and have replied by email that this 'is fine'.
d) To consider the draft Unity Bank Procedures.
e) To consider producing a guide to meetings for members of the public, a brief explanation of how council meetings work and a feedback form.(NYCC Area Committee leaflet circulated)
- 14 Local Council Award**
- To receive an update and to decide on how to progress to Foundation Level.
- 15 The Limes Play Area and the Recreation Charity Play Area Annual Inspection Reports**
- To receive the reports, receive an update and to decide further action.
- 16 Finance, Audit and Governance**
- a) External Audit**
- i) To note that copies of the Notice of Conclusion of Audit and right to inspect the Annual Return were posted on the noticeboard on Tuesday 4 August 2015.
ii) To note that the External Auditor has issued their certificate and opinion, and stated that the audit of the annual return for the year ended 31 March 2014 was complete, and that "on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met."
iii) To note that the External Auditor reported under "Other matters not affecting our opinion which we draw to the attention of the Council:" that "In the completion of Section 4, the Annual Internal Audit Report, and their detailed report, the internal auditor has drawn attention to significant weaknesses in relation to risk assessment (Box C). The Body must ensure that action is taken to address this area of weakness in a timely manner."
- Other matters**
- b) To note that the North York Moors National Park has offered a grant of 50%, £257.50, towards the cost of the second inspection of the Feversham Memorial as a 'goodwill gesture' as it is 'at the heart of the Conservation Area'.
c) To note that the North York Moors National Park has offered a grant towards the cost of the two Barn Owl Boxes (details by the end of August).
d) To consider transferring from the contingency budget to the staff budget the amount of £850 to cover the additional staff hours for the Magna Carta in April-June.
e) To consider transferring from the contingency budget to the staff budget the amount of £230 to cover up to 20 additional hours for the assistant clerk to report on 3 financial software packages, visit a local council, have an online demo of one package and for training time on the chosen package.
f) To consider the quotations for a search of Elmslac Road grass in order to plant a tree.
g) To ratify the early payment of the NEST Pension payment in August by Direct Debit to speed up the introduction of electronic banking.
h) To agree payments and to sign cheques.
- 17 Staffing Matters**
- Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media may 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. Please note: this does not apply at the time the decision is made by the council.
- To consider increasing the Assistant Clerk's salary scale from SCP 23 to SCP 24.

Signed

Date