

HELMSLEY TOWN COUNCIL

Minutes of the Helmsley Town Council Meeting held in the National Park Meeting Room on Monday 24th August at 6:30pm

Present Councillors Duncombe (Chairman), Hawkins, Marsden, Parkin, Rose and Swift.
Also Present 8 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**

Apologies were received from Councillor Fairburn and the reason for absence was approved.

2 **Code of Conduct**

Councillor Duncombe made a Declaration of Pecuniary Interest in Agenda Item 5 iii)a and Item 9a). Councillor Hawkins made a Declaration of non-Pecuniary Interest in Agenda Item 9a.

3 **Public Comments**

A member of the public expressed concern about the 16 week statutory timeframe in which mineral applications need to be determined by the planning authority. A letter was read out to the councillors on this subject which had been signed by 16 residents. This issue was discussed in detail at Item 10.

4 **Minutes**

The council resolved to agree and sign the minutes of the meeting held 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. Residents want half as allotments & half as wildlife area.
 - 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.
 - h. Police looking for many volunteers.
 - i. RDC is offering compost bins for sale at a reduced rate for a limited time.
 - j. Apologies received from County Cllr Arnold & District Cllr Arnold.

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. Councillors Duncombe and Marsden gave a verbal report on the meeting.

8 **Finance, Audit and Governance**

- a) The council received and noted the Bank Reconciliation to the 31 July 2015.
- b) The council received and noted 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
Decision The council requests that the National Park looks at the previous application to determine if this site is being used in accordance with its planning permission. The council objects to the materials for the shed, the plastic roof and guttering, and also to the extension of the outdoor terrace. The terrace will be nearer the castle and has the potential to disturb neighbours.
- a) **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
Decision No comment
- b) **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 11/01004/LBC dated 11.11.11) **Applicant** Miss Jane Priest
Decision No comment

10 Procedures for Shale Gas Planning Applications

The council considered the government's intention to 'call in' mineral and shale gas applications (fracking) if not determined within 16 weeks and resolved to write to the Ryedale MP, Amber Rudd MP - Secretary of State for Energy and Climate Change, NYCC, the National Park and YLCA to object to the time pressure. The councillors felt that 16 weeks would not necessarily be long enough to give proper consideration to an application, and that enforcement of a rigid timetable would not be helpful. In order to allow local democracy to function, the councillors felt that flexibility should be built in to the system.

11 Consultations: To consider a response to the following:

The council considered its response to the 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.
b) Ryedale Five Towns Meeting at Helmsley, Tues 8th Sept 2015. Councillor Duncombe, the clerk and the assistant clerk.
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) Councillor Duncombe.

13 Policies, Agreements and the provision of information

- a) The council reviewed Standing Orders.
b) i) The council reviewed its Financial Regulations and resolved that they are up-to-date and do reflect new legislation (include Standing Orders for Goods and Services).
ii) The council resolved that its Financial Regulations are appropriate with respect to the activities of the Council.
c) The council reviewed the updated Risk including Financial Risk Register. The council noted that its insurers have been informed of the council's intention to use electronic banking and its insurers have replied by email that this 'is fine'.
d) The council resolved to adopt the Unity Bank Procedures.
e) The council resolved to publish a guide to meetings for members of the public, a brief explanation of how council meetings work and a feedback form.

14 Local Council Award

The council received an update and discussed how to progress to Foundation Level.

15 The Limes Play Area and the Recreation Charity Play Area Annual Inspection Reports

The council received the Annual Inspection Reports and noted that there were no issues that were considered urgent or high risk.

16 Finance, Audit and Governance

a) External Audit

- i) The council noted 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) The council noted that the External Auditor has issued their certificate and opinion, which 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) The council noted 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) The council noted 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) The council noted 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) The council resolved to transfer 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) The council resolved to transfer 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) The council considered the quotations for a search of Elmslac Road grass verge in order to plant a tree and deferred a decision until a reply is received from Yorkshire Housing (who owns the land) about the need for a search.
- g) The council resolved to ratify the early payment of the NEST Pension payment in August by Direct Debit to speed up the introduction of electronic banking.
- h) The council resolved to agree the following payments and the cheques were signed.

			Net	Vat	Total
101481	PKF Littlejohn LLP	Annual audit	£400.00	£80.00	£480.00
101482	Information Commisioner	Data protection registration	£35.00		£35.00
101483	Homeworks (Helmsley)	Oil & strimmer cord	£7.42	£1.48	£8.90
101484	The Play Inspection Company Ltd	Annual play area inspection x 2	£125.00	£25.00	£150.00
101485	Allgardens Ltd	Grass cutting	£1,201.76	£240.35	£1,442.11
101486	V Ellis	Expenses inc printer ink	£50.34	£9.00	£59.34
101487/ 8/9	Staff Salaries x 3	Staff Salaries x 3	£1,637.71		£1,637.71
101490	HMRC	PAYE/NI	£166.62		£166.62
101491	Ryedale Citizens Advice Bureau	Grant	£50.00		£50.00
		TOTALS	£3,673.85	£355.83	£4,029.68

17 Staffing Matters

There were no members of the public present to exclude for the following item.

The council resolved to increase the Assistant Clerk's salary scale from SCP 23 to SCP 24 with effect from the 1 September 2015.

Signed

Date