

HELMSLEY TOWN COUNCIL

Minutes of the Helmsley Town Council Meeting held in the National Park Meeting Room on Monday 28 September 2015 at 6:30pm

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

Also Present 6 members of the public, Ms V Ellis (Town Clerk) and Mrs L Pryor (Assistant Clerk).

Part One – opening business

1 Apologies

Apologies were received from Councillors Hawkins and Swift and the reasons for absence were approved.

2 Code of Conduct

Councillor Duncombe declared a pecuniary interest in Agenda Item 9b). Councillor Parkin declared a non-pecuniary interest in Agenda Item 12.

3 Public Comments

Residents addressed the council on the following matters:

- The Raising Cycling in Ryedale Group is now known as Ryedale Cycle Forum
- Support for cycling initiatives such as Ryedale Cycle Forum in Ryedale.
- Moorsbus has operated a limited, but very popular, service this summer and the council's donation and support was much appreciated.
- The Helmsley Archive has received by bequest The Frank Collection of 34 Roman silver denarii coins, which were found locally in 1931.
- The result of the Public Local Enquiry concerning the disputed footpath between Pottergate and Bridge Street will be published in the local paper on 30th September 2015, which then allows objectors 6 weeks in which to lodge an appeal with the High Court, after which time the path should be restored to full usage by NYCC.

4 Minutes

The council resolved to agree and sign the minutes of the Ordinary Meeting on the 24th August 2015.

Part Two – For Information

5 Exchange of Information and items for next agenda

a) Chairman's Report

b) Clerk's Report

- I. RDC Countryside Officer, Don Davies, will run a free hedge-laying course for the council at The Old Cemetery on Saturday 9th January 10:30-2:00pm, maximum 5 places.
- II. Helmsley Library Information Day on Friday 2nd October 3pm-6pm at Helmsley Library.
- III. Community Information Day about PEDL Licences, 6 & 7 November, Helmsley Town Hall – side room, all day - times tbc. (PEDL= Petroleum Exploration and Development Licences)
- IV. Request for resident's parking on High Street –referred to NYCC Highways and County Councillor.
- V. Complaint about RDC's bins in the Cleveland Way Carpark referred to RDC – replacements ordered.
- VI. Complaint about cut grass sticking to memorials in the Cemetery – humidity and timing of grass cut.
- VII. Complaint re streetlight out (disconnected by Northern Powergrid) on Carlton Road for nearly a year – new maintenance contract with NYCC to be confirmed. Awaiting documentation from NYCC.
- VIII. Complaint about vehicles with disabled parking badges parking outside NatWest building and Claridges and Topiary Tree. NYCC only do a Traffic Regulation Order once a year to save advertising costs. A representative from Highways will attend October meeting.
- IX. Review of carparking by Black Swan. NYCC Corporate Division has held up this review. A representative from Highways will attend October meeting - either Sharon Fox or Richard Marr.
- X. RDC Local Plan Sites Consultation to start late September for 6 weeks, and an Event (no details yet)
- XI. Apologies for missing this meeting were received from District Councillor S Arnold and County Councillor V Arnold.
- XII. Grant from NYMNP for the 2 Barn Owl Boxes has been approved. Ryedale Naturalists will advise on the best locations.
- XIII. Documents received and sent to councillors:
 - a. [Responses to the council's letter](#) about the handling of Shale Gas Applications.
 - b. [Planning Inspector's Decision](#) on successful application for public footpath between Pottergate & Bridge Street.

- c. Complaint about the appearance of the area around the beck and trees by High Street.
- d. Thank you letter from Ryedale Citizens Advice Bureau for the grant of £50.
- e. Northern Ryedale Police Statistics and Newsletter.
- f. YLCA September White Rose Update.
- g. [NYMNP Annual Report 2014-2015](#).
- h. Letter from Malton against Superstore (MASS) re Wentworth Street Carpark, Malton.

6 **Planning: The council received the following decisions:**

- a) **Application No.** 15/ 00472/ADV **Address** Land at A170 East of Riccal Drive, Helmsley for the Erection of a pole mounted frame for display of non-illuminated temporary sign for events within Helmsley and Duncombe Park. **Applicant** Helmsley Town Council **Decision** **Approved**
- b) **Application No.** NYM/2015/0427/FL **Address** Rear of 6 Castlegate, Helmsley for Change of use of land to be used as a café terrace together with erection of storage shed. **Applicant** The Helmsley Estate **Decision** **Approved**
- c) **Application No.** 15/00900/LBC **Address** Rye Cottage, 7 Ryegate, Helmsley for Conversion and alterations to existing outbuilding to form additional bedroom (resubmission of approval 11/01004/LBC dated 11.11.11) **Applicant** Miss J Priest **Decision** **Approved**

7 **Meetings, training and events: The council received reports on the following:**

- a) Ryedale Five Towns on 8th September 2015 (minutes circulated).
- b) CaVCA Volunteering Meeting & Event at Helmsley on 11 September 2015. (notes circulated)
- c) Library Working Group Meeting on 21 September 2015 (minutes circulated)
- d) RoSPA Play Area Inspection Course 18 September 2015 (Asst. clerk, report circulated)
- e) Meeting the Challenges: NY Rural Housing Enabler Network 23 September. Cllr Duncombe gave a verbal report.

8 **Finance, Audit and Governance**

- a) The council received and noted the [Bank Reconciliation](#) to the 31 August 2015.
- b) The council received and noted the [Running Budget](#) to the 31 August 2015.

Part Three – for determination

9 **Planning Applications**

- a) **Application No.** [15/00987/HOUSE](#) **Address** Longhouse, Pottergate, Helmsley
Proposal Installation of internal staircase to allow access to first floor loft storage area
Applicant Mrs Emmy Burdon **Decision** No comment
- b) **Application No.** [NYM/2015/0648/NM](#) **Address** Land to the north of Linkfoot Lane, Helmsley
Proposal installation of first floor window to side (garden elevation) and replacement of bi-folding doors at first floor with window to rear elevation (plot 15 only)
Applicant Wharfedale Homes **Decision** No comment
- c) **Application No.** [NYM/2015/0563/FL](#) **Address** 6 Canons Garth Mews, Helmsley
Proposal installation of replacement uPVC double glazed windows & door
Applicant Mr D Shaw **Decision** No comment
- d) **Application No.** [NYM/2015/0294/FL](#) and [NYM/2015/0295/LB](#)
Address The Crown Hotel, 21 Market Place, **Applicant** The Crown Hotel Buildings Ltd
Proposal Internal and external alterations to buildings, construction of single storey rear extension following demolition of conservatory, erection of self-contained entrance and escape stair to first floor accommodation together with planning permission for the conversion of outbuildings and stable block to provide waste and laundry facilities, conversion of barn buildings to 4. No. self contained residential units of staff accommodation and change of use of holiday cottages to staff accommodation together with external alterations and landscaping works (resubmission following expiration of NYM/2011/0762/FL and NYM/2014/0682/NM)
Decision The council resolved to delegate the decision to the clerk who will consult with Councillors Duncombe and Parkin before responding on behalf of the council.

10 **Consultations and Helmsley Library SLA review. The council considered the consultations and review and responded as follows:**

- a) Oil & Gas Authority and Dept. of Energy and Climate Change: [Habitats Regulations Assessments of 14th onshore oil and gas licensing round](#) (known as fracking)
Decision The consultation exercise is meaningless and of such complexity that it is not fit for purpose.

- b) The council resolved to ratify the appointment of Councillor Marsden to assist NYCC Integrated Transport with their “quality” evaluation of tenders for the 31x service.
- c) The council resolved not to take on NYCC’s Winter Service of supplying grit bins and heaps for certain roads in and around Helmsley that NYCC plan to stop supplying following a service review.
- d) The council resolved that two councillors would sign the updated Supplemental Agreement for Helmsley Library - Appendix 3.

11 Helmsley Town Council Minutes

The council resolved to publish draft minutes within a fortnight of a meeting on the council’s website.

12 Helmsley Bonfire

The council considered the arrangements for the Bonfire on Saturday 7th November 2015 and resolved to contribute £2,041.66 in sponsorship towards the cost of the firework display by Fireworkers Ltd. The cost will be transferred from the contingency budget.

13 Meetings and Events: The council considered attendance and the appointment of a council representative:

- a) Delivering Community Libraries Conference on the 20th November at Harrogate. Asst. Clerk and Martin Vander Weyer.
- b) YLCA Training Days including *Understanding the Planning System*, £115. Councillor Rose to Scotch Corner.
- c) SLCC Training Day on 3rd October at Wetherby at a cost of £20. The clerk.
- d) Councillor Rose was appointed to represent the council on Ryedale Cycle Forum.

14 Policies, Agreements, Action Plan and the provision of information

- a) The council updated its *Code of Conduct*.
- b) The council updated s18 of *Standing Orders* in accordance with the latest NALC guidance.
- c) The council resolved to adopt the *Guide to Meetings* and the *Agenda Explained* leaflets.
- d) The council resolved to adopt the *Training for Councillors, Volunteers and Staff Policy*.
- e) The council resolved to agree the *Action Plan*.

15 Newsletter

The council agreed the contents of the Autumn newsletter to date, its publication date (in time to publicise bonfire) and received the printing quotes. The council delegated the choice of printer to the clerk. (3 received – clerk to receive delegated authority to make decision) and topics to date.

16 Date of the Annual Parish Assembly

The council agreed to hold the next Annual Parish Assembly on Tuesday 3rd May 2016 and to book a speaker.

17 Finance, Audit and Governance

- a) The council received the satisfactory report of Councillors’ Audit for June, July and August 2015 undertaken on Monday 28 September by Councillors Duncombe and Parkin.
- b) The council considered that the Audit Plan is adequate for the council’s needs.
- c) The council reviewed the effectiveness of internal controls and considered that it receives adequate and regular financial information from the Responsible Financial Officer to keep it sufficiently updated, and if said information includes regular monitoring of payments and receipts against the budget, e.g. Bank Reconciliations and the Running Budget.
- d) The council resolved to appoint Andrew Husband as Internal Auditor for 2015-2016 at a fee of £75.
- e) The council resolved to support the Helmsley Library Steering Group, and agreed to transfer £335 from the Contingency to the Staff Budget to allow for up to 30 hours additional staff time for the assistant clerk.

f) The council resolved to agree the following payments and the cheques were signed.

			Net	Vat	Total
101492	Russells (Kirbymoorside) Ltd	Square line	£9.83	£1.87	£11.70
101493	Vision ICT Ltd	Website hosting	£120.00	£24.00	£144.00
101494	Ryedale District Council	Annual lease of Ryedale Close	£10.00		£10.00
101495	Allgardens Ltd	grass cutting	£1,201.76	£240.35	£1,442.11
101496	NYMNPA	Room hire - 5 Towns	£50.00		£50.00
101497	V Ellis	mtg expenses + strimmer petrol	£18.78	£2.09	£20.87
101498	L Pryor	mileage for training course	£32.00		£32.00
101499/0 101507	Staff Salaries x 3	Staff salaries	£1,796.30		£1,796.30
101501	Cancelled	Cancelled	£0.00		£0.00
101502	Cancelled	Cancelled	£0.00		£0.00
101503	The Fireworkers Ltd	Firework display for town bonfire	£2,041.66	£408.34	£2,450.00
101504	YLCA	Planning seminar -Cllr Rose	£115.00		£115.00
101505	HMRC	PAYE/NI	£179.82		£179.82
101506	SLCC NY Branch	Training Day - Wetherby- clerk	£20.00		£20.00
		TOTALS	£5,595.15	£676.65	£6,271.80

Signed

Date