

HELMSLEY TOWN COUNCIL

AGENDA for the Monthly Meeting of Helmsley Town Council

to be held in the National Park Meeting Room on Monday 28th September 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 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 hedgelaying 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. Update on Traffic Regulation Order requested from NYCC.
- IX. Review of carparking by Black Swan. Update requested August and September.
- X. RDC Local Plan Sites Consultation to start late September for 6 weeks, and an Event (no details yet)
- XI. 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: To receive decisions

Application No. 15/ 00472/ADV Applicant Helmsley Town Council for the Erection of a pole mounted frame for display of non-illuminated temporary sign for events within Helmsley and Duncombe Park.

Decision Approved

7 Meetings, training and events: To receive reports

- 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 to be circulated)
- d) RoSPA Play Area Inspection Course 18 Sept 2015 (Asst. clerk, report circulated)
- e) Meeting the Challenges: NY Rural Housing Enabler Network 23 September. Cllr Duncombe

8 Finance, Audit and Governance

- a) To receive and note the [Bank Reconciliation](#) to the 31 August 2015.
- b) To receive and note 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

- 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
- 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
- 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)

10 **Consultations and Helmsley Library SLA review. To consider a response to the following:**

- 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)
- b) NYCC Integrated Transport – “quality” evaluation of tenders for the 31x service – to ratify the appointment of Councillor Marsden to assist with effect from 21 Sept as required by NYCC.
- c) NYCC Winter Service – Grit Bins and Heaps Review, the options, staff and financial implications of taking on the grit bins and heaps NYCC have decided to discontinue.
- d) To consider and sign the Supplemental Agreement for Helmsley Library- Appendix 3 updated

11 **Helmsley Town Council Minutes**

To consider publishing draft minutes within a fortnight of a meeting on the council's website.

12 **Helmsley Bonfire**

To consider arrangements for the Bonfire on Saturday 7th November 2015.

13 **Meetings and Events: To consider attendance & appointment of a council representative**

- a) Delivering Community Libraries Conference on the 20th November at Harrogate.
- b) YLCA Training Days including *Understanding the Planning System*, at a cost of £115.
- c) SLCC Training Day on 3rd October at Wetherby at a cost of £20.
- d) To appoint a representative to Ryedale Cycle Forum.

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

- a) To update the *Code of Conduct* in accordance with the current NALC template.
- b) To update s18 of *Standing Orders* in accordance with the latest NALC guidance.
- c) To consider the *Guide to Meetings* and the *Agenda Explained* leaflets.
- d) To consider the *Training for Councillors, Volunteers and Staff Policy*.
- e) To consider the *Action Plan*.

15 **Newsletter**

To consider the Autumn newsletter – its publication date, printing quotes and topics to date.

16 **Date of the Annual Parish Assembly**

To agree a date for the Annual Parish Assembly in 2016.

17 **Finance, Audit and Governance**

- a) To receive and consider the report of Councillors' Audit for June, July and August 2015 undertaken on Monday 28 September by Councillors Duncombe and Parkin.
- b) To consider if the Audit Plan is adequate for the council's needs.
- c) To review the effectiveness of internal controls - to consider if the council 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) To consider the appointment of the Internal Auditor for 2015-2016.
- e) To consider supporting the Helmsley Library Steering Group, and if so, to consider transferring £335 from the Contingency to the Staff Budget to allow for up to 30 hours additional staff time for the assistant clerk.
- f) To agree payments and to sign cheques.

Signed

Date