

HELMSLEY TOWN COUNCIL

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

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

Also Present 9 members of the public, County Councillor V Arnold, one member of the press, Ms V Ellis (Town Clerk) and Mrs L Pryor (Assistant Clerk).

Part One – opening business

1 Apologies

All councillors were present.

2 Code of Conduct

Councillor Duncombe declared a pecuniary interest in Agenda Item 17c.

3 Public Comments

Members of the public addressed the council about the following matters:

- ‘Fracking and Helmsley’ Information Event at the Town Hall. A letter from Helmsley Residents Group was read out, thanking Councillors Rose and Parkin for their efforts and expressing disappointment that few councillors attended the preview.
- The footpath between Pottergate and Ryegate. It is not certain if an appeal about reopening the path has been received by the High Court. The council was asked to maintain pressure on NYCC to have the path reopened as soon as possible and to have it properly cleared, resurfaced and to investigate lighting it, perhaps via liaising with Helmsley Arts Centre.
- Ryedale Cycle Forum. It was requested that the council consult residents on cycle routes, especially the old railway line heading east and the possibility of using s106 monies for funding.
- Extending the Moorbus Service in 2016 to Rievaulx following a proposal from English Heritage, possibly running from Sutton Bank via Helmsley to Rievaulx. The council was provided with some figures for expenditure, income, grants and users.
- Churchyard Trees – concern was expressed about the application to remove trees because they were not considered aesthetically pleasing.

4 Minutes

The council resolved to agree and sign the minutes of the Ordinary Meeting on the 26th October 2015.

Part Two – For Information

5 Exchange of Information and items for next agenda

a) Chairman’s Report

- I. Councillor Duncombe gave a verbal report about Helmsley Arts Centre Trustees Meeting and the Annual General Meeting.
- II. Helmsley in Business was congratulated on its success on winning the Market Town Category in The Great British High Street competition 2015 and commended for its efforts.

b) Vice Chairman

Councillor Swift reported that over 900 people attended Helmsley Bonfire and Fireworks Display and she thanked the Town Council for buying the fireworks.

c) Clerk’s Report

- I. Dog Bag Dispenser Bins all have a notice asking people to take only one bag.
- II. Black Swan carpark review – update was requested, no news.

III. Documents received and sent to councillors:

- a. Rural Action Yorkshire [Good Neighbour Scheme](#) and grants to £300 for steering groups.
- b. Rural Action Yorkshire Winter Weather Scheme grants for communities.
- c. Emails from NYCC asking Northern Powergrid to move the new pole and cable on Ashdale Road as it has ‘compromised the minimum width’.
- d. Repeat complaint about water on Pottergate. Reported to NYCC via email and website.

- e. Northern Ryedale - Crime, Road Traffic Collision and General Incident Statistics and Newsletter
- f. Environment Agency information about Rapid Response Catchments & the Flood Action Campaign.
- g. NALC/SLCC Pensions Briefing Note.
- h. Response from Sharon Fox, NYCC Highways Customer Communications Officer, about the issues raised at the Helmsley Town Council Meeting on the 26th October 2015. Councillors Fairburn, Hawkins and Parkin will meet with Ms Fox.
- i. Yorkshire & Humber Employers Association email about their services.
- j. YLCA White Rose Update November and NALC Weekly Bulletin.
- k. NYMNPA Letter 30th October asking about progress on town signs approved by RDC & NYMNPA.
- l. NYCC Road Closure notice for the parking area outside the Black Swan between 2-6 December.
- m. Email about the storage of the market barriers and banners. Space undercover needed.

6 **Planning: The council received an appeal decision, a planning decision and late notice of a tree application.**

- a) **APP/Y2726/W/15/3129595 Decision Allowed** Replacement of the existing four panel front door with a part glazed four panel front door at 7 Pottergate, Helmsley YO62 5BU.(Application 15/00312/HOUSE)
- b) [15/01134/LBC](#) **Decision Approved** 39 Bridge Street, Helmsley **Applicant** Mr D Boddy External and internal alterations to include conversion of store room to form an office, 3no. replacement Yorkshire sliding sash windows to south and east elevations, 3no. replacement casement windows to north elevation and replacement quoins to north elevation.
- c) **Tree in Conservation Area –** Cragstone House, Helmsley – notice to fell a Lawson Cypress, received by NYMNPA 22 October, notified to Helmsley Town Council 30th November.

7 **Helmsley Library**

- a) The council received information from NYCC (email 16 Nov 2015) – Property Services have contacted the Town Hall Trustees regarding remaining in the current premises and requested further information on the length of lease available, break clauses and clarification on their position regarding assigning the lease to a third party. NYCC has not yet made a formal decision to take a new lease at either the Parks HQ or at the Town Hall.
- b) [Library Working Group 3 November](#) at the Recreation Club. Councillor Parkin gave a verbal report.
- c) NYCC Corporate and Partnership Overview and Scrutiny Committee on the 16th November – includes [Reconfiguration of the Library Service](#) and report on Helmsley, for [NYCC Executive Meeting on the 8th December](#). The Agenda was not available.
- d) NYCC Delivering Community Libraries 20th November at Harrogate. The assistant clerk gave a verbal report.

8 **Meetings, training and events: The council received verbal reports and noted dates.**

- a) Ryedale Five Towns 10th November at Kirkbymoorside. – Councillor Duncombe.
- b) Kirkbymoorside Police and Community Consultation Group, 19 Nov - Councillor Swift.
- c) YLCA Planning Training Day, 21 November at Scotch Corner – Councillor Rose.
- Meeting Dates**
- d) Friday 4th December 1-7pm, Consultation Event at the NYMNPA - NYCC/NYMNPA/City of York [Minerals and Waste Joint Plan – Preferred Options](#) (for December agenda).
- e) Ryedale Five Towns 2016: 8 March (Malton), 5 July (Norton on Derwent), 8 Nov (Pickering).

9 **Finance, Audit and Governance**

- a) The council received and noted the [Bank Reconciliation](#) to the 31 October 2015.
- b) The council received and noted the [Running Budget](#) to the 31 October 2015.
- c) The council noted that under the [Accounts and Audit Regulations 2015](#), the council must inform the electorate of a single period of 30 working days during which electors' right may be exercised and which must include the first 10 working days of July and start and finish within certain dates([guide](#)).These can be within normal office hours and by appointment only on Wednesday-Friday.
- d) The council noted that RDC has granted an extension for the return of the Parish Precept request from the 11th January to the 26th January, the day after the January meeting.
- e) The council noted the following payment by Direct Debit to NEST Pension Scheme, £334.84 submitted on 16th November 2015.

Part Three – for determination**10 Planning Applications: The council considered the following planning application**

15/01292/HOUSE **Decision No Objection Address** 8 Acres Close, Helmsley YO62 5DS
Proposal Erection of a two storey extension to side elevation **Applicant** Mrs K Atkinson

11 Consultations

The council considered its response to the following consultations and reviews.

- a) [RDC Sites Consultation](#) - Local Plan Sites Document. No response was required as the Helmsley Development Plan was adopted in July 2015.
- b) [NYCC Local Transport Plan 4](#). The council did not add to its previous responses.

12 Trees in the Churchyard

- a) The council received an email from the NYMNPA Tree Officer on the proposed works in the Churchyard (to Rev'd Robinson 23 October 2015)
- b) The council resolved that Councillors Parkin and Swift would have a site visit to view the proposed works and that the decision about writing to the Diocese as requested by the Rev'd Robinson supporting the proposed works and an application for a faculty be delegated to the clerk in consultation with Councillors Parkin and Swift.

13 Pottergate – water in heavy rain

The council resolved that the clerk contact Yorkshire Water about the water not draining away on Pottergate after heavy rain.

14 'Fracking and Helmsley Information Event' and Working Group

- a) The council received a verbal and written reports from Councillors Rose and Parkin
- b) The council resolved to put a report on the Town Council website and not to put a link to Helmsley Blog.
- c) The council noted that the deferred Working Group agenda item will be on a future agenda.

15 Verges

- a) The council noted that early problems with the new regime for Helmsley Verge maintenance were quickly resolved.
- b) The council resolved to cut the [Highway grass within Visibility Splays](#) in 2016 for the NYCC grant of £521.95, the preferred option being to exclude the Harome Junction visibility splay which costs £275 and for which the share of the grant is c£26 if this is acceptable to NYCC.

16 Litter Bin

This item was deferred. Councillors will have a site visit.

17 Plans and Working Groups and 2016-2017 Meetings Calendar

- a) The council reviewed the Action Plan and it was updated.
- b) The council will receive an update from Councillors and Staff on their learning and training as per the Councillor and Staff Training Plan at a future meeting. Councillors will complete a copy of the forms.
- c) The council resolved to set a working group for the Town Signs. Councillors Duncombe, Fairburn and Parkin were appointed.
- d) The calendar of meeting dates for 2016-2017 agreed.

18 Streetlights

- a) The council noted that it will not have to pay for the energy for the day burners on Ashdale Road, Station Road and The Crescent as it has been making efforts to resolve the problems since the decision by Northern Powergrid to remove LP 23 Ashdale Road without informing the council.
- b) The council resolved to ratify the decision of the clerk to have a trial Photo Electric Cell (PEC) fixed to LP 29 Ashdale Road, one of the day burners, following the removal of LP 23 Ashdale Road, at an estimated cost of £55 and noted that the work took longer than expected and will cost £119.02 plus VAT.
- c) The council considered the options for the remaining 8 day burners – Ashdale Road, LP 25, LP 27, LP 28, Station Road, LP 30, LP 31, LP 33, The Crescent, LP 46 and LP 47 following the removal of LP 23 Ashdale Road and resolved to order new LED lanterns at a cost of £730 each which can be paid for in the 2016/2017 financial year.

- d) The council considered the extent of work for Elmslac Road LP 78, currently lacking a power supply due to vehicle damage and resolved that if all Elmslac Road lights can be adopted in the future by NYCC then all the necessary work be carried out, i.e. extend the column to 6 metres, fit a 20W LED lantern, NPG to re-connect into the column, re-wire the new lantern to the NPG connection, replace the column door, and paint the column at a cost of £925 plus VAT, or, if not, to get the light back on at £505 minimum including NPG fees.¹
- e) The council set up a working group for the streetlights and Councillors Hawkins, Parkin and Swift were appointed.
- f) The working group will meet with Mr Peter Ball of NYCC Streetlights to survey Helmsley Town Council's streetlights together with the clerk or assistant clerk.

19 Winter Maintenance and Winter Services Policy

- a) The council received and noted the RDC fees for Footpaths Winter Maintenance for 2015-2016 and noted that NYCC pays for all Priority 1 routes except for the National Park Drive, which is paid for by the council.
- b) The council resolved to continue to pay RDC to clear and grit Priority 2 footpaths by authorisation Option 1, i.e. RDC decide. The council will not pay RDC for the footpaths on Yorkshire Housing managed estates – Elm Green, Elmslac Close and Warwick Place. The council will no longer pay for the National Park Drive to be gritted.
- c) The council reviewed and updated the Winter Services Policy.

20 White Rose Home Improvement Agency/Choices4Energy & RAY Cold Snaps Warm Homes

- a) The council decided to invite the energy advisor for Scarborough Borough Council/RDC for The White Rose Home Improvement Agency/Choices4Energy to address the council if she would not be attending RDC Parish Liaison.
- b) The council decided not to invite Maggie Farey, the NY Development Officer to meet the council about the RAY Cold Snaps Warm Homes project

21 Finance, Audit and Governance including Helmsley Recreation Charity

Helmsley Recreation Charity No. 523358²

- a) The council reviewed the [Trustees Annual Report and Accounts](#) for the year ended 31 December 2014.
- b) The council considered that it had met all of its responsibilities as [sole managing trustee](#)³ of Helmsley Recreation Charity No. 5233584, that it had complied with the [requirements of trustees](#) in the Charities Act and resolved that it has:
- Separate bank accounts for the council and the Charity.
 - Filed the [Trustees Annual Report and Accounts](#) for the financial year to 31 December 2014 with the Charities Commission by the deadline of the 31st October 2015 (received by the Charity Commission on the 25th October 2015)
 - Arranged for an audit or independent examination of the trust's accounts (as required) – the accounts were audited and verified by Hallgarth Accountants Ltd of Pickering.
 - Completed all appropriate returns to the Charity Commission's requirements.

Unity Bank

- c) The council resolved to authorise the clerk and assistant clerk to give information to, and receive information from, Unity Bank. This will not include transactions.
- d) The council resolved to transfer £25,000 from the HSBC Current Account to the Helmsley Town Council Unity Current Account.
- e) The council agreed to change the Direct Debit for pension payments from HSBC to Unity Bank Current Account.

Footpath between Pottergate and Bridge Street

- f) The council noted the following information received from NYCC on the 23rd November "The clearing of the path is in hand and should be complete within the first couple of weeks of

¹ NYCC will advise on the likelihood of Elmslac Road lights being adopted following a meeting with councillors

² This item is required on the Helmsley Town Council agenda for internal and external audit purposes as the council is the Sole Trustee of the Charity.

³ *Governance & Accountability for Local Councils: A Practitioners Guide* 2014 1.39-1.49, 2.41, 2.29, 2.50

December. This will not include adding a surface or lighting the path. It is limited to the opening up of the path by removing building materials, miscellaneous detritus and the strimming of the weeds."

The following two items were on request from a resident.

- g) The council resolved to give a grant of £100 to NYCC towards surfacing the path.
- h) The council resolved not to consider lighting the path at this stage. Councillor Duncombe will raise the matter with Helmsley Arts Centre Trustees.

Other

- i) The council expressed an interest in the RDC Market Towns initiative to set up free public Wi-Fi in Helmsley, at a set up cost of c£2,000 (£1,600 after RDC contribution) and running costs of c£1,000 per annum.
- j) The council expressed an interest in the RDC Market Towns initiative of Visitor Information Panels which will be free of charge. Councillor Parkin will discuss with Helmsley in Business.
- k) The council considered the request from Helmsley Branch of the Royal British Legion for retrospective grants for the Remembrance Parades in 2014 and 2015 and resolved not to give retrospective grants but would consider increasing the donation for the wreath in 2016.
- l) The council resolved to grant Friends of Moorbus £100 to extend the 2016 service.
- m) The council discussed the email from Helen Gundry, Ryedale Cycle Forum, about the Community Infrastructure Levy (CIL), the future development within the RDC area of Helmsley parish and a consultation about cycling. One of the priorities of the council is the Helmsley Recreation Charity for which it is Sole Trustee.
- n) The council resolved to purchase the RBS (Rialtas) Alpha accounting software for the council and Recreation Charity accounts for the financial year 2016-2017 onwards.
- o) The council reviewed the Cemetery Fees for 2016.
- p) Discussion of the draft budget was deferred until the December meeting.
- q) The council noted that one of its main priorities was discussed in Agenda Item 21m, Helmsley Recreation Charity.
- r) The council resolved to pay councillors mileage claims for attending previously approved meetings, events or training at the current HMRC rate.
- s) The council resolved to agree the following payments and the cheques were signed. Councillors Parkin and Swift were authorised to carry out the Unity online transactions as per the list provided.

			NET	VAT	TOTAL
UNITY	Ryedale Group	Autumn newsletter printing	£708.00		£708.00
UNITY	JRB Enterprise Ltd	Dog bags	£225.00	£45.00	£270.00
UNITY	E A M Rose	Expenses - fracking exhibition	£57.35	£1.45	£58.80
UNITY	StickyThings (V F Ellis)	Expenses - dog bag bin labels	£33.75	£6.75	£40.50
UNITY	Amazon (V F Ellis)	Expenses - fracking exhibition	£17.95	£3.60	£21.55
UNITY	L Pryor	Expenses - stationery/postage/provisions	£28.16		£28.16
UNITY	HMRC	PAYE/NI	£149.22		£149.22
101524	Dr P J Harris	Room hire & postage Helmsley Archive	£11.56		£11.56
101525	Keith Sanderson	Helmsley Archive photo printing	£28.17	£1.03	£29.20
101526	E J Barker	Refreshments Helmsley Archive	£8.66		£8.66
101527, 2xUnity	Staff Salaries x 3	Staff Salaries x 3	£1,755.52		£1,755.52
		TOTAL	£3,023.34	£57.83	£3,081.17

22

Staffing Matters

- a) The council resolved to appoint at least three councillors to a Personnel Working Group, to include the Chairman and Vice Chairman as de facto members.
- b) The council deferred a decision on whether to increase the SCP of the clerk from SCP 27 to SCP 28 from the 1 June 2016.

Signed

Date