

HELMSLEY TOWN COUNCIL

AGENDA for the Monthly Meeting of Helmsley Town Council

to be held in the National Park Meeting Room on Monday 30th November 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 26th October.

Part Two – For Information

5 Exchange of Information and items for next agenda

a) Chairman's Report

Helmsley Arts Centre Trustees Meeting and Annual General Meeting.

b) Vice Chairman

Helmsley Bonfire and Fireworks Display.

c) Clerk's Report

I. Dog Bag Dispenser Bins all have a notice asking people to take only one bag.

II. 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 they have '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.

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 and NYMNPA.

l. NYCC Road Closure notice for the parking area outside the Black Swan between 2-6th December.

m. Email about the storage of the market barriers and banners. Space undercover needed.

6 Planning: To receive an appeal decision

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)

7 Helmsley Library

a) To note information received from NYCC (email 16 November 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 (Councillors Swift & Parkin, and the assistant clerk)

c) Agenda for NYCC Corporate and Partnership Overview and Scrutiny Committee on the 16th November – includes [Reconfiguration of the Library Service](#) and report on Helmsley, prior to [NYCC Executive Meeting on the 8th December](#) (link to page, no agenda as yet).

d) NYCC Delivering Community Libraries 20th November at Harrogate (Assistant Clerk).

8 Meetings, training and events: To receive reports and to note dates

- a) Ryedale Five Towns 10th November at Kirkbymoorside (Councillor Duncombe) (clerk's notes circulated, minutes to follow from Kirkbymoorside TC).
 - 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) To receive and note the [Bank Reconciliation](#) to the 31 October 2015.
- b) To receive and note the [Running Budget](#) to the 31 October 2015.
- c) To note 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) To note 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) To note the following payment by Direct Debit to NEST Pension Scheme, £334.84 submitted on 16th November 2015.

Part Three – for determination

10 Planning Applications: To consider the following planning applications

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

11 Consultations

To consider a response to the following consultations and reviews.

- a) [RDC Sites Consultation](#) - Local Plan Sites Document.
- b) [NYCC Local Transport Plan 4](#).

12 Trees in the Churchyard

- a) To receive an email from the NYMNPA Tree Officer on the proposed works in the Churchyard (to Rev'd Robinson 23 October 2015)
- b) To consider writing to the Diocese as requested by the Rev'd Robinson supporting the proposed works and an application for a faculty.

13 Pottergate – water in heavy rain

To consider raising the problem of the street flooding with Yorkshire Water as drainage is limited by the sewer size.

14 'Fracking and Helmsley Information Event' and Working Group

- a) To receive a report from Councillors Parkin and Rose (circulated).
- b) To consider whether to put a link from the Town Council website to the illustrated report on Helmsley Blog or to put the report on the Town Council website.
- c) To note that the deferred Working Group agenda item will be on a future agenda.

15 Verges

- a) To consider Helmsley Verge maintenance in 2015 and 2016 (contractor is Allgardens).
- b) To consider whether to cut the [Highway grass within Visibility Splays](#) from 2016 for the grant of £521.95 from NYCC or, if NYCC confirm this is acceptable, whether to cut the Visibility Splays except the Harome Road/A170 junction which costs £275 and for which the share of the £521.95 grant is c£26. ¹

16 Litter Bin

This item was deferred from the October meeting. To consider installing a litter bin near the seat by the bridge and beck, Church Street, following a site visit by councillors.

17 Plans and Working Groups and 2016-2017 Meetings Calendar

- a) To review and update the Action Plan.

¹ The council cuts 1 metre of the roadside verge as part of its contract with Allgardens and NYCC cut the visibility splay twice a year as a rural cut.

- b) To receive an update from Councillors and Staff on their learning and training as per the Councillor and Staff Training Plan.
- c) To consider setting up a working group for the Town Signs and to consider its terms of reference (may be supplied by the group at a future meeting).
- d) To agree the meeting dates for 2016-2017

18 Streetlights

- a) To note that the council 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) To ratify the decision of the clerk to have a trial Photo Electric Cell (PEC) fixed to LP29 Ashdale Road, one of the day burners following the removal of LP 23 Ashdale Road, at an estimated cost of £55 but to note that the work took longer than expected and will cost £119.02 plus VAT.
- c) To consider 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 47 and LP 46 following the removal of LP 23 Ashdale Road.
 - i) Fit PECs at an estimated cost of £119.02 each
 - ii) Fit PECs at an estimated cost of £119.02 each and have the lights cleaned and changed at an estimated cost of £11.52 each - though state NYCC these MBFU lantern shades are “well and truly discoloured and brittle. The lantern parts are obsolete, so we cannot replace the shade”.
 - iii) To order new LED lanterns at a cost of £720 each which can be paid for in the 2016/2017 financial year.
- d) To consider the extent of work for Elmslac Road LP78, currently lacking a power supply due to vehicle damage. To either carry out all the work if Elmslac Road lights can be adopted in the future by NYCC, 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 get the light back on at £505 minimum including NPG fees.²
- e) To consider setting up a working group for the Town Signs and to consider its terms of reference (may be supplied by the group at a future meeting).
- f) To arrange a meeting with Mr Peter Ball of NYCC Streetlights to survey Helmsley Town Council’s streetlights.

19 Winter Maintenance and Winter Services Policy

- a) To receive the RDC fees for Footpaths Winter Maintenance for 2015-2016 and to note that NYCC pays for all Priority 1 routes except for the National Park Drive, which is paid for by the council.
- b) To consider if the council wishes to grit Priority 2 footpaths, and if so, by which of the two authorisation options.
- c) To review the Winter Services Policy.

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

- a) To consider inviting the energy advisor for Scarborough Borough Council and RDC for The White Rose Home Improvement Agency/ Choices4Energy to address the council about their promotion of their service.
- b) To consider expressing an interest in the RAY Cold Snaps Warm Homes project and inviting Maggie Farey, the NY Development Officer to meet the council or a group interested in the project.

21 Finance, Audit and Governance including Helmsley Recreation Charity

Helmsley Recreation Charity No. 523358³

- a) To review the [Trustees Annual Report and Accounts](#) for the year ended 31 December 2014.
- b) To consider if the council has met all of its responsibilities as [sole managing trustee](#)⁴ of

² NYCC will advise on the likelihood of Elmslac Road lights being adopted following a meeting with councillors

³ 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.

⁴ *Governance & Accountability for Local Councils: A Practitioners Guide* 2014 1.39-1.49, 2.41, 2.29, 2.50

Helmsley Recreation Charity No. 5233585, that is has complied with the [requirements of trustees](#) in the Charities Act and to resolve that is 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) To consider authorising the clerk and assistant clerk to give and receive information, not transactions, to Unity Bank via telephone banking.
- d) To consider transferring £25,000 from the HSBC Current Account to the Helmsley Town Council Unity Current Account.
- e) To consider changing the Direct Debit for pension payments from HSBC to Unity Bank Current Account.

Footpath between Pottergate and Bridge Street

- f) To note 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 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 are on request from a resident.
- g) To consider whether to offer a grant to NYCC towards surfacing material for the path.
- h) To consider lighting the path (NYCC will not consider this).

Other

- i) To consider supporting in principle setting up free public Wi-Fi in Helmsley as part of an RDC Ryedale Market Towns initiative, at a set up cost of c£2,000 (£1,600 after RDC contribution) and running costs of c£1,000 per annum.
- j) To consider investigating Visitor Information Panels – an RDC Market Towns initiative.
- k) To consider the request from Helmsley Branch of the Royal British Legion for retrospective grants for the Remembrance Parades in 2014 and 2015.
- l) To consider a grant application from Friends of Moorbus for a further grant (£50 June 2015) to extend the 2016 service.
- m) To consider adding to the response from the clerk to an email (21 November) from Helen Gundry, Ryedale Cycle Forum, about the Community Infrastructure Levy (CIL) and future development within the RDC area of Helmsley parish and a consultation about cycling.
- n) To consider purchasing a dedicated accounting package for the council and Recreation Charity accounts for the financial year 2016-2017 onwards.
- o) To consider the Cemetery Fees for 2016 and to consider introducing a lower fee where ashes are added to an existing ashes or burial plot.
- p) To consider the draft budget in principle prior to setting the budget in January 2016.
- q) To consider the Town Council's main
- r) priorities for any CIL monies received in the future with a view to informing RDC Forward Planning Unit after the budget is set in January 2016.
- s) To consider paying councillors mileage claims for attending previously approved meetings, events or training.
- t) To agree payments and to sign cheques and to authorise two councillors to carry out the Unity online transactions as per the list provided.

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Staffing Matters

- a) To consider the membership of the Staffing Matters Working Group and to consider its terms of reference (may be supplied by the group at a future meeting).
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 item 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.
- b) To consider increased the SCP of the clerk from SCP 27 to SCP 28 from the 1 June 2016.

Signed

Date