

HELMSLEY TOWN COUNCIL
AGENDA for the Monthly Meeting of Helmsley Town Council
to be held in the National Park Meeting Room on Monday 25th January 2016 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 14th December 2015.

5 Exchange of Information and items for next agenda

a) Chairman's Report

b) Clerk's Report

- I. Footpath between Pottergate and Bridge Street.
 - NYCC informed (photographs and plan) about the difference in levels between paths at western end, 21/12/2015, inspected by the Public Rights of Way Officer, Ben Jackson. Improvements will be made by NYCC.
 - Request made to NYCC for signage as a public footpath – NYCC will put up 3 signs
 - Dog Fouling – RDC Dog Warden has been asked to visit and to consider putting up notices.
 - Letter from resident about signage and dog fouling of the path.
- II. Email and photos from resident about the footpath between Pottergate and Bridge Street – various matters. Referred to NYCC and RDC Dog Warden.
- III. Cemetery Hedge Laying Course was cancelled due to lack of interest. RDC Countryside Officer is finding out if NYCC countryside volunteers would like to do it.
- IV. Riponian Rally 28th February 2016 in forests in Thirsk and Helmsley Area.
- V. FOI Request with 6 questions received from Mark Denten, News Correspondent, BBC North East and Cumbria. Received on the 6th January 2016 and answered on the 11th January 2016.
- VI. The National Park will be contacting the council in January or February 2016 about Black Swan s106 agreement and the funding for the council for recreation and open space to be received.
- VII. **Documents received and sent to councillors:**
 - a. [NYCC Report on Library Reconfiguration and the Delivering Community Libraries Conference.](#)
 - b. Email from residents – press cuttings – about fracking and Helmsley, and insurance implications.
 - c. Email from Helmsley in Business about consultation on moving the Post Office to Costcutters, received and replied to on 16th January 2015.
 - d. Government Response and updated post Consultation [Report on Consultation on Habitats Regulations Assessment \(HRA\) of the 14th Onshore Oil and Gas Licensing Round.](#)
 - e. [Rural Action Yorkshire](#) Projects – Musical Memories.
 - f. Email from NYCC about Storm Desmond, request for info about flooded properties and Community Emergency Plans.
 - g. YLCA Membership Fees 2016/2017.
 - h. YLCA Changes to the External Audit Regime.
 - i. YLCA White Rose Update December 2015.
 - j. NYCC Changes to supported bus services from April 2016.
 - k. Email and brochure about The Queen's 90th Birthday Beacons - 21 April 2016.
 - l. CaVCA Helmsley Volunteering Meeting Minutes 10 December.
 - m. Email from INEOS Shale about their purchase of the fracking licences for the Helmsley area.
 - n. Letter to Frank Ward dated 1936 for Helmsley Archive.
 - o. December Crime Statistics and Newsletter.
 - p. Email from Channel Five inviting applicants for 'To B&B the best' Series.
 - q. Letter from Ryedale Lions - reorganised, now has Helmsley/Kirkbymoorside hub.
 - r. Email from Jill Thompson, Forward Planning Manager, RDC, to confirm that the two Compulsory Purchase Orders for the sites in the south east corner of Helmsley have been confirmed.

Part Two – for determination

6 Planning Applications. To consider the following applications:

- a) Application No. [NYM/2015/0892/FL](#) Applicant NYCC**
Address Helmsley Community Primary School
Proposal Variation of condition 1 of planning approval NYM/2010/0839/FL to allow the retention of the pre-fabricated classroom building for a further five year period.

- b) Application No. [NYM/2015/0930/CU](#) Applicant Ms E Liemann
Address 6 Castlegate, Helmsley Proposal Permanent use of ground floor as café (use Class A3)(no internal/external alterations).**
- c) Application No. [15/01490/HOUSE](#) Applicant Mr Simon Kershaw
Address 35 Bridge Street, Helmsley YO62 5DX Proposal Erection of a single storey extension to rear elevation following demolition of existing rear extension.**
- d) Application No. [15/01530/HOUSE](#) Applicant Mr Phillip Pearce
Address 6 Bells Court, Helmsley Proposal Erection of rear first floor extension and erection of two storey side extension to replace existing attached garage.**
- e) Application No. [NYM/2016/0003/NM](#) Address Plots 12 and 6 Linkfoot Lane, Helmsley
Applicant Wharfedale Homes
Proposal Non material amendment to planning approval NYM/2013/0649/FL to allow the substitution of window with door to Plot 12 and the insertion of 1 no. rooflight to Plot 6.**

7 Consultations: To consider a response

- a) Post Office. [Proposed move to new premises](#) - Costcutter, 25 Bridge Street, Helmsley, York, YO62 5BG, and modernisation.**
- b) To federate Ryedale, Kirkbymoorside, Sinnington and Helmsley Schools.**

8 Wi-Fi in the centre of Helmsley

- a) To receive a report from Mr C Nattress, Visitor Economy Officer, RDC, and from the clerk.**
- b) To note that Helmsley in Business support the scheme (email 17th December).**
- c) To consider a budget allocation for setting up town centre wi-fi (approx. £1,600 plus £400 grant from RDC) and for its annual running costs, approx. £1,000. (RDC has put the scheme for all the Ryedale Five Towns out to tender).**

9 Tour de Yorkshire

- a) To consider applying for a grant for £300 from RDC for TdY 'route dressing' - bunting, flags, banners etc (application deadline 31 March 2015).**
- b) To consider whether to buy between approx. 500m of blue/yellow bunting from Norton Town Council at a cost of £150, subject to inspection within the next 2 weeks. (approved by TdY as pantone colours matched. Not from official suppliers – made by Flying Colours of Harrogate)**
- c) To consider consulting Helmsley in Business about the expenditure of the balance of the grant - £150 if the council decides to buy the bunting.**
- d) To note the Tour de Yorkshire Roadshow in Helmsley, National Park 24 February 2016, 9:30-11am and to consider appointing a representative to attend.**

10 Town Maps

- a) To note that at a meeting of Helmsley in Business and RDC that it was agreed that the town and area maps (each larger than A3) would be located in the Market Place in a noticeboard as the National Park already has two maps at other locations.**
- b) To consider:**
- if the town council is to be involved with finding a suitable location and acquiring the relevant permissions.
 - if the town council wishes to buy or to contribute towards the cost of a noticeboard
 - to have any involvement with the responsibility and maintenance of the maps (RDC will provide updated maps free of charge).
 - offering Helmsley in Business a grant towards a noticeboard if said organisation wishes to buy it, arrange for its location, get any permissions required, and to take on responsibility for the maintenance of the noticeboard and updating the maps.

11 Policies and Statements

- To consider either amending the [Grants Statement](#) - June 2015, Minute 9c or to rescind it.

12 The Limes Play Area

- a) To consider a quotation for cleaning and painting the Multi-Play Unit from Streetscape, the original supplier.**
- b) To consider quotations for repair/replacement of the 2 pedestrian gates at The Limes Play Area.**
- c) To consider the surface of the path from Station Road to the play area.**

13 Litter Pick

- To consider holding a litter pick in 2016 and to discuss its management.

14 Meetings and Training: To consider attendance

- a) SLCC Training Day (Clerks and Councillors) Saturday 19th March at The Pavilion, Helmsley Recreation Ground, £30 early bird booking/payment by 29th Feb, otherwise £35, inc lunch.
- b) YLCA Ryedale Branch 2nd February at RDC Malton at 7pm.
- c) To consider whether to invite an RDC officer to give a 45 minutes workshop on *Preventing Terrorism and Violent Extremism - Ryedale District Council's Responsibilities* to a council meeting or to a Ryedale Five Town's Meeting.

15 Helmsley Recreation Charity No. 523358 (Helmsley Town Council is Sole Trustee)

- a) To receive the draft minutes of the Trustees Meeting held on the 18th January 2016.
- b) To receive advice from the YLCA on the council's funding of the Charity.
- c) To consider a grant application from the Charity for 2016-2017.

16 Finance, Audit and Governance

Budget and Precept

- a) To agree the budget for 2016-2017, to note the estimated income and expenditure for 2016-2017 and the estimated opening balance/reserves of £23,000 on the 1 April 2016.
- b) To consider drawing on reserves to contribute towards the balance between estimated income and expenditure and to consider earmarking some of the reserves.
- c) To agree the precept for 2016-2017 - to meet the balance between estimated income including/excluding the use of reserves and expenditure.

Councillors' Audit and External Audit

- d) To consider the report of Councillors' Audit undertaken for September to November 2015 undertaken on the 22nd December by Councillors Duncombe and Swift.
- e) To consider using the 'sector led body' for external audit from 2017-2018 for five years inclusive (following the closure of the Audit Commission in 2015) at a cost of £400 for 2017-2018 or to opt out. (see guidance on making own arrangements)

Other

- f) To agree payments, to sign cheques and to authorise two councillors to undertake the Unity Bank transactions.

Part Three – For Information

17 Planning: To receive decisions

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

18 Meetings, training and events: To receive reports

- a) NYCC Ryedale Area Committee 16th December 2015. Councillor Parkin.
- b) Pre-application Presentation about Extra Care Facility, Market Housing and Replacement Playing Field by Keepmoat at the NYMPA on 14 January 2016. Councillor Swift.
- c) Fracking Working Group 21 January 2016 at Town Council Office.

19 Finance, Audit and Governance

- a) To note the payments of £334.84 by Direct Debit to NEST Pension Scheme in December and January.
- b) To receive and note the [Bank Reconciliation](#) to the 31 December 2015.
- c) To receive and note the [Running Budget](#) to the 31 December 2015.

Part Four – For determination

20 Staffing Matters

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.

- a) To consider increasing the SCP of the clerk from SCP 27 to SCP 28 from the 1 June 2016
- b) To consider a request from Helmsley Recreation Charity, of which Helmsley Town Council is Sole Trustee, that the clerk works on behalf of Helmsley Recreation Charity during council hours (to be recorded) on matters agreed at the last meeting of the Charity on the 18th January 2016.
- c) To define the clerk's responsibilities with reference to Helmsley Recreational Charity, and to add said responsibilities to her Job Description, subject to the agreement of the clerk.

Signed

Date