

**HELMSLEY TOWN COUNCIL****Minutes of the Monthly Meeting of Helmsley Town Council**

held in the National Park Meeting Room on Monday 25<sup>th</sup> January 2016 at 6:30pm

**Councillors Present** Councillors Duncombe (chairman), Fairburn, Marsden, Parkin, Rose and Swift  
**Also Present** District Councillor S Windress, 8 members of the public, Ms V Ellis (Town Clerk) and Mrs L Pryor (Assistant Clerk).

**Part One – opening business****1 Apologies**

Apologies from Councillor Hawkins were received and approved.

**2 Code of Conduct**

Councillor Duncombe declared a pecuniary interest in Agenda Items 6b, 6e, 18b

**3 Public Comments**

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

- How the council could support the Helmsley Branch of the British Legion by annually grant funding the cost of Swinton Band, £120, for the Remembrance Day parade and by donating more than the cost price of the wreath.
- The need for a substantial increase in the precept to restore the council's reserves to about £20,000 and to mitigate financial risk.
- The status of the £5,000 payment to Helmsley Recreation Charity most years – whether it is a loan or a grant. The chairman confirmed it was a grant.
- The running costs of the proposed town centre Wi-Fi were regarded as excessive at an estimated cost of £1,0000 pa as lots of cafés provide free Wi-Fi.
- The Black Swan Car Parking Review and the lack of progress by NYCC. The council was informed that NYCC intend to consult in January or February 2016.

**4 Minutes**

Following the correction of a date, the council resolved to agree and sign the minutes of the Ordinary Meeting held on the 14<sup>th</sup> December 2015.

**5 Exchange of Information and items for next agenda****a) Chairman's Report**

The chairman decided to defer his report given the amount of business to be conducted.

**b) Clerk's Report**

- I. Footpath between Pottergate and Bridge Street.
  - NYCC informed 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 visited and has been asked 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. RDC Countryside Officer asking NYCC volunteers.
- IV. Riponian Rally 28<sup>th</sup> 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 6<sup>th</sup> January 2016 and answered on the 11<sup>th</sup> 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 Costcutter.
  - 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. 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 the Hospitality Series '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.
- viii. Information received after the agenda was issued**
- a) Black Swan parking consultation due in January or February 2016.
  - b) NYCC Highways had emailed asking if the council would like to pay £40,000 for the resurfacing of the pavement from Barclays to the bridge with flags rather than the usual pavement surface.
  - c) NYMNPA – there will be c£46,000 s106 funding for the council from the Black Swan development for recreational purposes after the completion of 6 houses.
  - d) Apologies from District Councillor S Arnold and County Councillor V Arnold for missing this meeting.
  - e) Kevin Hollinrake MP emailed a link to a fracking report.
  - f) The council has been given an owl box, the preferred location is RDC's land at the old station.
  - g) Pottergate – cleaning out the drains has solved the road flooding problem.
  - h) Carlton Road flooding – it is possible that a drain has been blocked/damaged as it was very difficult to get any water through with the water jet. NYCC will investigate.
  - i) YLCA document – Understanding the Role of Combined Authorities.
  - j) Community Resilience Training at Pickering on 1 March 4pm-6pm.
  - k) Ryedale Market Towns Meeting on 2<sup>nd</sup> March at 1pm or 9<sup>th</sup> March, both at RDC, date tbc.
  - l) Email about the state of the footpaths on Ryegate and Station Road – weeds, litter, dog fouling, and around town in general. Referred to RDC and NYCC.
  - m) Award of a Woodland Trust tree pack – 30 saplings for Old Cemetery hedge.
  - n) NYMNPA Farmer Funding Events, Helmsley 4<sup>th</sup> February.

## **Part Two – for determination**

### **6 Planning Applications. This item was considered after Agenda Item 10. The council considered the following applications:**

- a) **Application No. [NYM/2015/0892/FL](#) Decision No objection**  
**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](#) Decision No objection 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](#) Decision No objection Applicant** Mr S 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](#) Decision No objection Applicant** Mr P 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](#) Decision No objection**  
**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: The council considered responses to the following consultations:**

- a) Post Office. [Proposed move to new premises](#) - Costcutter, 25 Bridge Street, Helmsley, York, YO62 5BG, and modernisation. The council summarised 11 points against the move and delegated the letter of response to the clerk.  
Helmsley in Business representatives and members of the public addressed the council during this agenda item about their opposition to the plans.
- b) To federate Ryedale, Kirkbymoorside, Sinnington and Helmsley Schools. This response was deferred until the February meeting, after the public meeting.

### **8 Wi-Fi in the centre of Helmsley**

- a) The council received reports from Mr C Nattress, RDC Visitor Economy Officer and the clerk.
- b) The council noted that Helmsley in Business support the scheme but will not be offering any

financial support for the setup or running costs..

- c) The council resolved not to make 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.

## 9 Tour de Yorkshire

- a) The council resolved to apply for a grant for £300 from RDC for TdY 'route dressing'.  
 b) The council resolved to buy between approx. 500m of blue/yellow bunting from Norton Town Council at a cost of £150, subject to inspection.  
 c) The council resolved that the clerk would consult with Helmsley in Business about the expenditure of the balance of the grant - £150 if the bunting was purchased.  
 d) The council noted the Tour de Yorkshire Roadshow in Helmsley, National Park 24 February 2016, 9:30-11am. Councillors Duncombe, Marsden and Rose were appointed to attend.

## 10 Town Maps

- a) The council noted that at a meeting of Helmsley in Business and RDC 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) The council considered the following matters:
- 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.

The council noted that RDC can supply noticeboards (clerk to find out the cost) and that Helmsley in Business was unable to manage this project due to the time involved.

**Agenda Item 6 was considered at this point, followed by Agenda Item 11.**

## 11 Policies and Statements

The council resolved to rescind the [Grants Statement](#) - June 2015, Minute 9c and to publish another in due course.

## 12 The Limes Play Area

- a) This item was not discussed.  
 b) The clerk had sought 3 quotations for the repair/replacement of the 2 pedestrian gates at The Limes Play Area. The council resolved to accept a quotation from Duncombe Sawmill of £376.44 exc. VAT.  
 c) The council agreed to monitor the surface of the path from Station Road to the play area.

## 13 Litter Pick

The council resolved that it would not organise a litter pick in 2016.

## 14 Meetings and Training: To consider attendance

- a) SLCC Training Day (Clerks and Councillors) Saturday 19<sup>th</sup> March at The Pavilion, Helmsley Recreation Ground, £30 early bird booking/payment by 29<sup>th</sup> Feb, otherwise £35, inc lunch. Councillors Marsden, Rose and Swift, the clerk and the assistant clerk will attend. The council agreed that the booking could be paid for between meetings to receive the discount.  
 b) YLCA Ryedale Branch 2<sup>nd</sup> February at RDC Malton at 7pm. The clerk.  
 c) The council resolved to ask that the workshop on *Preventing Terrorism and Violent Extremism – RDC's Responsibilities* be presented by RDC at a Ryedale Five Towns Meeting.

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

- a) The council received the draft minutes of the Trustee Meeting held on the 18th January 2016.  
 b) The council received advice from the YLCA on the council's funding of the Charity.  
 c) The council resolved to give a grant of £5,000 to Helmsley Recreation Charity in 2016/2017.

## 16 Finance, Audit and Governance

### Budget and Precept

- a) The council resolved to set an expenditure budget of £85,500 for 2016-2017 and an income budget of £6,033 (excluding the precept). The council noted the estimated opening balance/reserves of £21,850 on the 1 April 2016.

- b) The council resolved to draw on approximately £2,500 of its reserves to contribute towards the balance between estimated income and expenditure. No reserves were earmarked.
- c) The council resolved to set a precept of £77,000 for 2016-2017 to meet the balance between estimated income, including the use of reserves, and expenditure.

#### **Councillors' Audit and External Audit**

- d) The council received a report of a satisfactory Councillors' Audit undertaken for September to November 2015 on the 22<sup>nd</sup> December by Councillors Duncombe and Rose.
- e) The council resolved to use the new 'sector led body' for external audit from 2017/2018 for five years inclusive at a cost of £400 for 2017/2018.
- f) The council resolved to agree the following payments and Councillors Parkin and Rose were authorised to undertake the following Unity Bank transactions.

		<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>
NYMNPA	Office & Room Hire + IT support	£710.22	£24.80	£735.02
Vision ICT Ltd	Website hosting	£115.00	£23.00	£138.00
V Ellis	Expenses - mileage & stationery	£67.83		£67.83
Staff Salaries x 3	Staff Salaries x 3	£1,388.68		£1,388.68
HMRC	PAYE/NI	£149.22		£149.22
	<b>TOTAL</b>	<b>£2,430.95</b>	<b>£47.80</b>	<b>£2,478.75</b>

### **Part Three – For Information**

#### **17 Planning: The council received the following decision:**

**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: The council received verbal reports:**

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

#### **19 Finance, Audit and Governance**

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

### **Part Four – For determination**

#### **20 Staffing Matters**

- a) The council resolved to increase the SCP of the clerk from SCP 27 to SCP 28 from the 1 June 2016.
- b) To council resolved to agree 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 18<sup>th</sup> January 2016.
- c) The council resolved to add the following responsibilities with reference to Helmsley Recreational Charity to the clerk's Job Description, to which she agreed.
- 1) To issue agendas and minutes for the Trustee Meetings and to display them on the Notice Board on the Town Hall and on the Recreation Charity website.
  - 2) To receive monies for the Recreation Charity, check against the records provided, and to pay all cash and cheques into the bank.
  - 3) To maintain the accounts from March 2016 following the installation of the RBS Software at the Town Council Office, and to provide reports and Bank Reconciliations.
  - 4) To liaise with accountants auditing the charity's accounts, to ensure the accounts are submitted to the Charity Commission within the submission deadline and to supply a copy of the audited Trustee Reports and Accounts to the Trustee and to Helmsley Town Council.
  - 5) To ensure that weekly inspections of the Play Area are carried out, that an Annual Inspection is undertaken and is reported to the Trustee, and that urgent/other work required is carried out.
  - 6) To ensure that an inspection of the trees is carried out every 2 years and is reported to the Trustee, and that any urgent/other work required is carried out.
  - 7) To purchase the signs required and to arrange for them be put up.
  - 8) To register for Auto-Enrolment, to maintain the records and correspond with the Charity's employees and the Pensions Regulator as required.

**Signed**

**Date**