

HELMSLEY TOWN COUNCIL

AGENDA for the Monthly Meeting of Helmsley Town Council

to be held in the National Park Meeting Room on Monday 29th February 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 25th January 2016 and the Additional Meeting on the 8th February 2016. .

5 Exchange of Information and items for next agenda

a) Chairman's Report

b) Clerk's Report

- I. The two Barn Owl Boxes as suggested by the late Cllr Mac Boulton, after his barn owl sightings, have been put up in the Old Cemetery and at Helmsley Recreation Ground. These were grant aided by the National Park and the grant application was supported by Ryedale Naturalists. Mr Jim Pewtress, of Ryedale Naturalists, kindly advised on suitable locations.
- II. A resident donated a large Bird Box to the council that has been put up in Station Platform Conservation Area, near to where the donor lives, with the permission of RDC. Don Davies of RDC advised on the location.
- III. Footpath - Pottergate to Bridge Street. Complaints about the surface, 'A' boards and dog fouling. NYCC have a contractor to do the work within a couple of months.
- IV. Dog Fouling – complaints about fouling on Bondgate pavement (south side) and Pottergate. Also on Bridge Street, Station Road and Ashdale Road.
- V. NYCC – Mr P Ball, Streetlighting, has successfully negotiated with Northern Powergrid (NP) on the town council's behalf – the town council will not be charged by NP for their work to the Ashdale Road and Station Road streetlights following the problems caused by their new cables.
- VI. Leaflets received from 'Concerned Yorkshire Residents Against Fracking'.
- VII. **Documents received and sent to councillors:**
 - a. Email from resident and leaked letter to George Osborne about Shale Gas/fracking exploration.
 - b. NYMNPA – Wharfedale Homes development on Carlton Lane. S106 contribution - £5,000 as the 40% affordable housing requirement was met. Will be used for Public Rights of Way in the Helmsley area. However, the Authority will be seeking to achieve an educational contribution on other site(s) in the Helmsley Plan Area and the NYMNPA will inform them when these are successful.
 - c. NYMNPA Leader grants available.
 - d. NYMNPA Clair Shields Planning Policy & Conservation Officer - comments on Visitor Information Panels in the town centre. Email 10th February.
 - e. Rural Housing Trust - 9 Storey Close, for sale via Boulton & Cooper to local purchaser – 61% share + rent – development was joint project between the Rural Housing Trust, town and district councils.
 - f. NYCC response to complaint about pavement surfaces - Highways Officer has inspected footways. Acknowledges the surfaces are 'scabby'. No defects that are deemed dangerous and would meet the criteria for intervention. These footpaths are inspected every 6 months so the Highways Officer will continue to monitor and should any defects deteriorate then he will take remedial action.
 - g. RDC 'Walks from Ryedale Market Towns' Project.
 - h. RDC council tax discounts and/or grants for residents affected by recent flooding.
 - i. RDC Notice of Approval of Community Infrastructure Levy (CIL) Charging Schedule. Start 01/03/16.
 - j. RDC Tour de Yorkshire – 1st May 2016 - Ryedale Spectator Guide. Copy deadline 8th March.
 - k. NYCC Planned Road Closure Notification - Market Place & Bridge Street, Helmsley. The Closure will be in place for a period of four weeks between 1st March 2016 and 29th August 2017.
 - l. Post Office National Consultation Team – response to the council's comments on consultation.
 - m. Helmsley Town Hall Draft Minutes of Meeting on 9th February 2016.
 - n. Kevin Hollinrake MP Advice Surgery at Helmsley Arts Centre 11am-12:30pm Sat 27th February.
 - o. Clean for the Queen Weekend 4th, 5th and 6th March 2016.
 - p. Ryedale Crime Statistics and Newsletter.
 - q. River Derwent and Rye project update.
 - r. Deputy Lieutenant of North Yorkshire – invitation to people whose birthday is 21 April or 12th June to attend Ripon Cathedral to celebrate HM The Queen's 90th birthday. [Draw for people reaching 90.](#)
 - s. Research on Parish Councils and Freedom of Information research results.
 - t. YLCA advice on expenditure on town centre wi-fi.

- u. YLCA advice for the council as Sole Trustee – Charity property is vested in the council but not owned.
- v. YLCA White Rose Update January Edition.
- w. YLCA – more information about the sector led body for audit.
- x. NALC members – Good Councillors Guide 2016.

Part Two – for determination

6 Planning Applications. To consider the following applications:

None received

7 Consultations and Petition: To consider a response

- a) To federate [Ryedale, Kirkbymoorside, Sinnington and Helmsley Schools](#).
- b) To name the street for the development at the rear of the Black Swan – Black Swan Yard.
- c) To consider supporting the [petition](#) to give the right to parish councils to appeal planning decisions.

8 Policies

- a) To review the Cemetery Rules.
- b) To consider Memorial Inspection Policies for the Churchyard and Cemeteries.
- c) To consider who inspects the memorials and the timing of the inspection.
- b) To review Financial Regulations.
- c) To discuss the main points of a grants policy with a view to drafting a policy for 2016-2017.

9 Meetings and Representatives

- a) To note the resignation of Councillor Swift as the representative of Helmsley Town Council on the Town Hall Committee and to elect a representative. Next meeting AGM 10th May 2016.
To consider attendance at the following meetings and events:
- b) Northern Ryedale Public Transport Group Tues 8th March Pickering Memorial Hall, 10.30am.
- c) Ryedale Five Towns at Malton Tuesday 8th March 2016 at 7:00pm.
- d) Ryedale Market Towns Promotion Wed 9th March, RDC at 10:00am
- e) Ripon Cathedral Sat 12th June Thanksgiving to celebrate HM The Queen's 90th birthday.

10 Finance, Audit and Governance

Councillors', Internal and External Audit

- a) To review the work and effectiveness of Councillors' Audit.
- b) To review the effectiveness of Internal Audit.
- c) To consider if the council has acted on the recommendations and comments of the Internal Auditor.
- d) To consider if the council has acted on the recommendations and comments of the External Auditor
- e) To note that the Internal Auditor appointed for the current year is now unavailable and to consider quotations for Internal Audit, with the same terms of reference.

Other

- f) To ratify the decision of the clerk to apply to County Councillor Val Arnold's Locality Budget Grant Fund for a £700 grant towards the Town Signs. (deadline 29th February 2016).
- g) To consider donating the TdY bunting purchased from Norton Town Council to Helmsley in Business who will be decorating the town for the event (including non-member properties).
- h) To consider purchasing £150 worth of TdY tour dressing items and to donate said items to Helmsley in Business.
- i) To consider applying for a £300 grant from RDC for TdY Tour Dressing items.
- j) To agree payments, to sign cheques and to authorise two councillors to undertake the Unity Bank transactions.

Part Three – For Information

11 Planning: To receive decisions and notice of a withdrawn application

- a) **Application No.** 15/01490/ HOUSE, 35 Bridge St, Helmsley, Erection of a single storey extension to rear elevation following demolition of existing rear extension. Approved.
- b) **Application No.** 15/01530/HOUSE 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. Withdrawn.

12 Meetings, training and events: To receive reports

- a) YLCA Ryedale Branch 2nd February at RDC Malton at 7pm. The clerk.
- b) NYCC Area Four Highways Parish Council Workshop 18th Feb. Councillors Parkin & Swift.
Tour de Yorkshire
- c) NYMNPA Community and Landowners Meeting 9th February at Helmsley. The clerk.
- d) Welcome to Yorkshire Roadshow 24th February at Helmsley. Councillor Duncombe.

13 Finance, Audit and Governance

- a) To note the payment of £334.84 by Direct Debit to NEST Pension Scheme in February.
- b) To note that the Helmsley Recreation Charity (No. 523358) accounts for the year ending 31 December 2015 have been submitted to the accountant.
- c) To receive and note the [Bank Reconciliation](#) to the 31 January 2016.
- d) To receive and note the [Running Budget](#) to the 31 January 2016.

Part Four – For determination

14 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.

Pensions - Automatic Enrolment. Helmsley TC Staging Date 1 July 2016.

- a) To note that the clerk would qualify for automatic enrolment were she not already in the NEST pension scheme.
- b) To consider the use of the NEST Pension Scheme should any employee become eligible, i.e. has a right to opt in, an occasional seasonal possibility, or wishes to opt in.
- c) To note the minimum contribution rates set by government and to consider council contribution rates.

Signed

Date