

## HELMSLEY TOWN COUNCIL

### Minutes of the Monthly Meeting of Helmsley Town Council

held in the National Park Meeting Room on Monday 29<sup>th</sup> February 2016 at 6:30pm

**Councillors Present** Councillors Duncombe (chairman), Fairburn, Hawkins, Marsden, Parkin, Rose and Swift.

**Also Present** 3 members of the public, 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**

There were no declarations of interest.

##### 3 **Public Comments**

No members of the public wished to speak.

##### 4 **Minutes**

The council resolved to agree and sign the minutes of the Ordinary Meeting on the 25<sup>th</sup> January 2016 and the Additional Meeting on the 8<sup>th</sup> 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 NorthernPowergrid (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 10<sup>th</sup> 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 8<sup>th</sup> 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 9<sup>th</sup> February 2016.
  - n. Kevin Hollinrake MP Advice Surgery at Helmsley Arts Centre 11am-12:30pm Sat 27<sup>th</sup> February.
  - o. Clean for the Queen Weekend 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> 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 12<sup>th</sup> June to attend Ripon Cathedral to celebrate HM The Queen's 90<sup>th</sup> 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, 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.

**Additional Items not on agenda**

- a. Apologies were received from District Councillor S Arnold and District/County Councillor V Arnold.
- b. Helmsley Volunteering Meeting notes were circulated.
- c. Prevention of Terrorism Training by RDC. Attend at Kirkbymoorside, possibly 14<sup>th</sup> April at 1pm.
- d. Ryedale Five Towns Clerks' Meeting – to be followed up by the agenda this week.
- e. Rural Housing Trust – 8 Storey Close for sale.
- f. Rev'd T Robinson offered to get the churchyard hedge to the west of the former NatWest bank cut.
- g. Feversham Memorial. Following the Investigative Report (circulated), the apex cross will be removed on Wednesday 2<sup>nd</sup> March.

**Part Two – for determination**

**6 Planning Applications. To consider the following applications:**

None received

**7 Consultations and Petition: To consider a response**

- a) The council resolved to support the federation of [Ryedale, Kirkbymoorside, Sinnington and Helmsley Schools](#) but would like to know more details about the governance arrangements.
- b) The council resolved that it would prefer the development at the rear of the Black Swan called Hutchinson's Yard rather than Black Swan Yard.
- c) The council resolved not to support the [petition](#) to give the right to parish councils to appeal planning decisions.

**8 Policies**

- a) The council resolved to review the Cemetery Rules as per the draft received.
- b) This agenda item was withdrawn.
- c) This agenda item was withdrawn
- d) The council resolved to update Financial Regulations as per the January 2016 template except for Councillors Audit which can be carried out by any two councillors.
- e) Councillors Parkin and Rose will draft a grants policy for 2016-2017.

**9 Meetings and Representatives**

- a) The council noted the resignation of Councillor Swift as the representative of Helmsley Town Council on the Town Hall Committee and resolved to appoint Councillor Hawkins.  
**The council considered attendance at the following meetings and events:**
- b) Northern Ryedale Public Transport Group Tues 8th March. Send apologies.
- c) Ryedale Five Towns at Malton Tuesday 8th March 2016 at 7:00pm. Councillors Parkin and Rose and the clerk.
- d) Ryedale Market Towns Promotion Wed 9<sup>th</sup> March, RDC at 10:00am. The clerk.
- e) Ripon Cathedral Sunday 12<sup>th</sup> June Thanksgiving to celebrate HM The Queen's 90th birthday. Councillor Marsden.

**10 Finance, Audit and Governance**

**Councillors', Internal and External Audit**

- a) The council reviewed the work and effectiveness of Councillors' Audit and resolved that it was useful and satisfactory.
- b) The council reviewed the effectiveness of Internal Audit and found the process useful.
- c) The council resolved that it had acted on the recommendations of the Internal Auditor.
- d) The council resolved that it had acted on the recommendations and comments of the External Auditor.
- e) The council noted that the Internal Auditor appointed for the current year is now

unavailable, considered 2 quotations for Internal Audit, with the same terms of reference, and resolved to appoint Yorkshire Internal Audit at a cost of £270.

#### Other

- f) The council resolved 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.
- g) The council resolved to donate the TdY bunting purchased from Norton Town Council to Helmsley in Business to decorate the town for the TdY (including non-member properties).
- h) The council resolved to purchase £150 worth of TdY tour dressing items (balloons) and to donate said items to Helmsley in Business.
- i) The council noted that a £300 grant from RDC for TdY Tour Dressing items has been received.
- j) The council resolved to agree the following payments and authorised Councillors Duncombe and Swift to undertake the Unity Bank transactions, except for the last one to be authorised by Councillors Swift and Parkin.

Payee	Details	Net	Vat	Total
Moorsbus CIC	Friends of Moorsbus grant	£100.00		£100.00
Norton Town Council	Purchase of TdY bunting	£150.00		£150.00
Duncombe Sawmill	Stakes	£22.25	£4.45	£26.70
Keith Sanderson	Helmsley Archive photo printing	£25.93	£3.88	£29.81
Catalyst 2 Services Ltd (reimbursed) P J & J J Harris	Website hosting & postage	£50.62	£10.00	£60.62
NYCC County Fund New	Footpath surfacing work	£100.00		£100.00
Glasdon UK Limited	Dog bags	£84.99	£16.99	£101.98
JRB Enterprise Ltd	Dog bags	£197.50	£39.50	£237.00
D M Davies	Barn owl boxes	£190.00		£190.00
P Pace	Feversham monument inspection	£515.00	£103.00	£618.00
Cartridge Save (via V Ellis)	Printer cartridge ink	£35.43	£7.09	£42.52
Staff Salaries x 3	Staff Salaries x 3	£1,511.02		£1,511.02
HMRC	PAYE/NI	£398.66		£398.66
The Helmsley Estate	Annual rent for playing field	£50.00		£50.00
	<b>Totals</b>	<b>£3,431.40</b>	<b>£184.91</b>	<b>£3,616.31</b>

### Part Three – For Information

#### 11 Planning: The council received a decision 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: The council received reports:

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

#### 13 Finance, Audit and Governance

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

**Part Four – For determination****14 Staffing Matters**

**Pensions - Automatic Enrolment.** Helmsley Town Council Staging Date 1 July 2016.

- a) The clerk noted that the clerk would qualify for automatic enrolment were she not already in the NEST pension scheme.
- b) The council resolved to use the NEST Pension Scheme for Auto-Enrolment as the council uses the scheme for the clerk.
- c) The council resolved to adopt the contribution rates set by government for any employee who qualifies for auto-enrolment from the 1 July 2016 or who has the right to opt in.

**Signed**

**Date**