

**HELMSLEY TOWN COUNCIL**  
**AGENDA for the Monthly Meeting of Helmsley Town Council**  
**to be held in the National Park Meeting Room on Monday 25<sup>th</sup> April 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 29<sup>th</sup> February 2016.

**5 Exchange of Information and items for next agenda**

- a) Chairman's Report**
- b) Clerk's Report**
  - I. Complaint about size of trees in Cemetery bordering Warwick Place.
  - II. Comment about the topping up of graves in the cemetery.
- III. Documents received and sent to councillors:**
  - a. British Geological Survey: [Vale of Pickering Environmental Baseline Monitoring](#).
  - b. Crime Statistics for 2015-2016.
  - c. RDC – email from Beckie Bennett, Streetscene - ticket machines and confusion over yellow stickers.
  - d. RDC – [Tour de Yorkshire](#) – latest timings for publicity caravan, race timings and spectator guide.
  - e. [NYCC Highways](#). Planned Road Closure Notification - 00007857 - Market Place, Helmsley 5 days between 30th April 2016 and 4th May 2016.
  - f. YLCA – advice for the council as Sole Trustee of a Charity.
  - g. YLCA White Rose Update April 2016.
  - h. Joint Practitioners Advisory Group SLCC/NALC *Governance and Accountability* March 2016

**Part Two – for determination**

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

- a) Application [NYM/2016/0156/FUL](#) Applicant Bullitt Associates Ltd**  
**Location** Land to the rear of the Black Swan and Crown Hotels, Swan Way, Helmsley.  
**Proposal** Variation of condition 2 (material amendment) of planning approval NYM/2012/0355/FL to allow conversion of barn to form 2 no. dwellings together with construction of 15 no. dwellings and 4 no. flats together with changes to include alterations to approved heights, windows, doors, rooflights, chimneys, solar panels, stores, footprint of Block D and internal layouts and with details relating to stone, windows, doors, rooflights, solar pv panels, rainwater goods and landscaping (part retrospective).
- b) Application [NYM/2016/0204/AD](#) Applicant Fat Face Ltd** **Location** 21 Market Place, Helmsley  
**Proposal** advertisement consent for the display of non-illuminated fascia, projecting hanging sign, wall plaque and stencil signage.
- c) Application [NYM/2016/0225/FL](#) Applicant Mr S Parker** **Location** 11 Feversham Road, Helmsley **Proposal** alterations to garage and construction of first floor extension to form additional living accommodation.

**7 Sport and Recreation**

- a)** To consider the response from Mr Chris France, Director of Planning, NYMNPA, that the field immediately north of the Helmsley Recreation Charity Carpark is rented by the Town Council for sport and recreation instead of the 'Hockey Field', where it will be close to the planned Extra Care Unit.
- b)** To consider further action including seeking formal pre-application advice from the NYMNPA, professional assistance and an estimate of costs.

**8 Consultations: To consider a response:**

- a)** Black Swan Car Parking Review.
- b)** Libraries Deliver: Ambition for Public Libraries in England 2016-2021. Online questionnaire.

**9 To consider policies, information and the adoption of a Scheme of Delegation**

- a)** The information to be published about the availability of town council grants.
- b)** The review of the Disciplinary Policy. (as per the recent NALC update)
- c)** The review of the Grievance Policy. (as per the recent NALC update)
- d)** The adoption of a Scheme of Delegation.

## 10 Streetlighting

- a) To consider adopting a new streetlight between Linkfoot Close and the pedestrian crossing.
- b) To consider the adoption of a streetlight on Elmslac Road outside No. 24, at the T-junction.
- c) To note that the cost of replacing LP67 Baxton's Road is approximately £1,134 plus VAT.

## 11 Newsletter

To ratify the clerk's decision to accept a quote of £160 for printing the newsletter from Depth Charge Printers.

## 12 Meetings and Representatives:

- a) To consider attendance at the Libraries Focus Group at York Explore (York Library, Museum St), 16<sup>th</sup> May, 1pm-3pm.
- b) To appoint a representative to attend Helmsley in Business meetings.

## 13 Finance, Audit, Insurance and Governance

- a) To consider an application under the [Community Grant Scheme](#) for any projects the council wishes to undertake.
- b) Grant Application: To consider a grant application from the Helmsley Branch of the Royal British Legion for an unspecified donation for the Remembrance Sunday Wreath and for £110 - the cost of the Swinton Band playing at the Remembrance Parade on 13 Nov 2016.
- c) To consider reissuing the grant of £50 to All Saints Church for work to the churchyard trees as the cheque101479 has gone astray.
- d) To consider supplying the library with dog waste bags.
- e) To consider quotations for the council's insurance to run from 1 June 2016 with reference to the council's review of its Risk and Asset Registers in March 2016 and to confirm that the Fidelity Guarantee is adequate in comparison to council funds and the precept.
- f) To consider a report of Councillors' Audit for March by Councillors Duncombe and Parkin.
- g) To consider giving all councillors access to the National Association of Local Councils website (free with YLCA membership. Access details are confidential).
- h) To ratify the decision of the clerk to accept a quote of £400, to avoid delay to the Feversham Monument works, for steel sheeting to secure the base of the scaffolding.
- i) To consider the quotations for insurance for 2016-2017 with reference to the review of the council's Asset and Risk Registers in March, and to check that the Fidelity Guarantee is adequate in comparison to council funds and the precept.
- j) To note that Unity Trust Bank has introduced a charge of £6/month plus 15p per individual debit and credit on accounts with a turnover above £100,000 from the 4<sup>th</sup> June 2016 and to consider whether to accept or not.
- k) To consider the transfer of £5,000 from HSBC (balance £10,049.59 31/03/16) to Unity Trust.
- l) To agree payments, to sign cheques and to authorise two councillors to undertake the Unity Trust Bank transactions.

## 14 Helmsley Recreation Charity No. 523358

### Helmsley Recreation Charity No. 523358<sup>1</sup>

- a) To review the [Trustees Annual Report and Accounts](#) for the year ended 31 December 2015.
- b) To consider if the council has met all of its responsibilities as [sole managing trustee](#)<sup>2</sup> of Helmsley Recreation Charity No. 5233583, 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 2015 with the Charities Commission by the deadline of the 31<sup>st</sup> October 2016 (received by the Charity Commission on 15<sup>th</sup> April 2016)
  - 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.
- c) To note that the Helmsley Recreation Charity has set up a working group to consider management, governance and financial arrangements and to consider further action.

<sup>1</sup> 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 Helmsley Recreation Charity.

<sup>2</sup> *Governance & Accountability for Local Councils: A Practitioners Guide* 2014 1.39-1.49, 2.41, 2.29, 2.50

**15 Staffing Matters**

To consider adding to the Clerk's Job Description responsibility for the payroll for Helmsley Recreation Charity including calculating holiday pay and pension rights under Auto-Enrolment.

**Part Three – For Information**

**16 Planning: To receive decisions**

**Application** [16/00292/HOUSE](#) **Decision Approval** Mr P Pearce, 6 Bells Court, Helmsley  
Erection of a two storey side extension and first floor rear extension replacing existing attached single garage.

**17 Meetings, training and events: To receive reports**

- a) Preventing Terrorism & Violent Extremism – RDC's responsibilities. 14<sup>th</sup> April. Cllr Marsden.
- b) [Fracking Working Group Market Stall and news update](#).

**18 Finance, Audit and Governance**

- a) External Audit: To note that the dates for the period of exercise of public rights (inspection of the accounts) is from 6<sup>th</sup> June 2016-15<sup>th</sup> July 2016, during office hours or by appointment.
- b) To note the payment of £234.84 by Direct Debit to the NEST Pension Scheme in April.
- c) To receive and note the [Bank Reconciliation](#) to the 31<sup>st</sup> March 2016.
- d) To receive and note the [Running Budget](#) to the 31 March 2016 (the financial year end).

**Signed**

**Date**