

## 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> April 2016 at 6:30pm

**Councillors Present** Councillors Duncombe (chairman), Fairburn, Marsden, Parkin, Rose & Swift.  
**Also Present** 5 members of the public, 1 member of the press, Ms V Ellis (Town Clerk) and Mrs L Pryor (Assistant Clerk).

#### Part One – opening business

##### 1 **Apologies**

There were no apologies for absence.

##### 2 **Code of Conduct**

Councillor Parkin declared a non-pecuniary interest in 6c. Councillor Duncombe declared a Pecuniary Interest in 7 and a non-pecuniary interest in 5b III.

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

No member of the public wished to comment.

##### 4 **Minutes**

The council resolved to agree and sign the minutes of the Ordinary Meeting held on the 29<sup>th</sup> March 2016.

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

###### a) **Chairman's Report**

The council congratulated Mr Dean Smith on attending the National Queen's Scout Award Parade.

###### 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. Complaint about A boards in town and in Barkers Yard. Referred to NYCC and the Estate.
- IV. Mark Hill, NYMNPA, will be handling bids for the s106 money from the Black Swan. It will be available after the 6th house is completed.
- V. **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.
  - 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
  - i. NYMNPA - Alterations to Properties within Conservation Areas, Window Replacements and Article 4 Directions.
  - j. Update from Lee Taylor about Helmsley Library (email 22nd April).
  - k. Information from Mr Pete Walker about MAG rally grants.
  - l. Awards for All training session at Kirkbymoorside.
  - m. Complaint about the condition of the paintwork on the railings outside 5 Castlegate. NYCC Highways states that the birdsmouth fencing has historically been painted, however with the current financial constraints no funds are available within the maintenance budget other than to repair if dangerous.

#### Part Two – for determination

##### 6 **Planning Applications. The council considered 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).

**Decision** No objection but the council is concerned about the amount of space provided for waste – wheelie bins and recycling containers.

###### 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.

**Decision** The council would prefer a sign on the front that is more in keeping with the historical character of the Market Place in Helmsley and more fitting for a listed building in a Conservation Area in the National Park. The council suggests a wooden board that will look more traditional. The sign on the gable end is considered unnecessary, as the road is narrow so not much of the sign will be visible.

**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. **Decision** No comment.

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### **Sport and Recreation**

**a)** The council received and discussed 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)** The council resolved to seek formal pre-application advice from the NYMNPA.

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### **Consultations**

**a)** Black Swan Car Parking Review. The council resolved to make the following response:

- The attached plan presents a better option for local residents who even if it is adopted will be surrendering some parking amenity. (The plan showed the 3 spaces to the east of the car park for the use of the Black Swan and the rest for residents).
- Parking places should be clearly marked with Public and Black Swan places.
- Demonstrably clear signage of the bays and access and egress points are required prior to the new regime coming into operation.
- 20 minute parking in the public section is considered a better option than 10 minutes currently enjoyed and shown on the plan.
- Parking Tickets should not be issued in respect of any parking infringement for a period of 28 days from the start date to enable users to become aware of the new regime. Some monitoring and 'advice' to users would be helpful.
- No 'Parking/Bay Reserved' signs should be allowed in the public section of the Car Park unless authorised by NYCC.
- Tables and chairs from the Black Swan currently situated on the public footpath should not be permitted. This is a safety issue. No public designated footpath exists across the top the Market Square apart from the one immediately outside the Black Swan. To have it seriously impeded by outside furniture is unhelpful and dangerous.
- 'Events' in the public Car Park should be carefully controlled and not allowed for private use.
- The 'new' parking arrangements need policing to ensure effective control.
- Allowing the Black Swan to reserve the public highway/car park for their business only is unfair to other businesses in Helmsley who would appreciate the same privilege and sets a precedent in Helmsley as other businesses may request the same provision.
- NYCC has a fiduciary responsibility to maximise income from assets
- The practice of Black Swan residents using NYCC's parking area has no official background or permission.

**b)** Libraries Deliver: Ambition for Public Libraries in England 2016-2021. Completion of the online questionnaire was delegated to the clerk.

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### **The council considered policies, information and the adoption of a Scheme of Delegation**

**a)** The information to be published about the availability of town council grants. Councillor Parkin proposed a statement (Appendix 1), rather than a policy, which was seconded by Councillor Swift, and carried by a majority vote. Councillors Rose and Marsden recorded their vote against the statement. Councillor Rose asked that the following be minuted – "the council needs to demonstrate due diligence with regard to evaluating all applications for grants in an equitable way".

**b)** The council resolved to agree the reviewed Disciplinary Policy.

**c)** The council resolved to agree the reviewed Grievance Policy.

**d)** The council resolved to adopt the Scheme of Delegation.

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### **Streetlighting**

**a)** The council resolved not to adopt a new streetlight between Linkfoot Close and the pedestrian crossing.

- b) The council resolved not to adopt the streetlight on Elmslac Road outside No. 24, at the T-junction and suggested that it may be owned by Yorkshire Housing.
- c) The council noted that the cost of replacing LP67 Baxton's Road is approximately £1,134 plus VAT.

#### 11 Newsletter

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

#### 12 Meetings and Representatives:

- a) Ms Jeanne Brown will attend the Libraries Focus Group at York Explore on the 16<sup>th</sup> May.
- b) The council resolved not to appoint a representative to attend Helmsley in Business meetings but that a councillor would attend where possible.

#### 13 Finance, Audit, Insurance and Governance

- a) The council received information about the [Community Grant Scheme](#).
- b) The council received 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. The council resolved to grant £150.
- c) The council resolved to reissue the grant of £50 to All Saints Church for work to the churchyard trees as the cheque 101479 has gone astray.
- d) The council resolved to buy dog bags and donate them to Helmsley Library. The council suggested that the Library requests a donation towards the Library.
- e) The council considered 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 confirmed that the Fidelity Guarantee is adequate in comparison to council funds and the precept. The council resolved to accept a quotation for a 3-year policy from Hiscox at a cost of £699.59pa.
- f) The council received a report of a satisfactory Councillors' Audit for March 2016 by Councillors Duncombe and Parkin.
- g) The council resolved to give all councillors access to the National Association of Local Councils website (free with YLCA membership. Access details are confidential).
- h) The council ratified 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) The council noted 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 - with effect from the 4<sup>th</sup> June 2016. The council resolved to stay with Unity Trust Bank.
- j) The council resolved to transfer £5,000 from HSBC (balance £10,049.59 @ 31/03/2016) to its Unity Trust account.
- k) The council resolved to agree the following payments and authorised Councillors Duncombe and Parkin to undertake the Unity Trust Bank transactions.

			Net	Vat	Total
U02	Helmsley Recreation Charity	Grant	£5,000.00		£5,000.00
U03	Helmsley PCC	Replacement of lost cheque	£50.00		£50.00
U04	Homeworks (Helmsley)	Screws for caretaker	£1.50	£0.30	£1.80
U05	Duncombe Sawmill Ltd.	Play area gates & fastenings	£279.82	£55.96	£335.78
U06	Rialtas Business Solutions Limited	Financial software installation cost & annual support	£751.80	£150.36	£902.16
U07	J R Toogood	Service costs strimmer & mower	£179.00	£35.80	£214.80
U08	Allgardens Limited	Grass cutting	£1,179.76	£235.95	£1,415.71
U09	Ms V F Ellis	Expenses - provisions & postage	£3.56		£3.56
U10	Ms V F Ellis	Travel expenses	£21.60		£21.60

U11	Mrs L Pryor	Stationery supplies	£44.49	£8.70	£53.19
U12	Mr J E Teasdale	Expenses - strimmer petrol	£9.87	£1.97	£11.84
U13	Staff Salaries	Staff salaries x 3	£1,627.15		£1,627.15
U14	HMRC	PAYE	£162.02		£162.02
101529	Helmsley Town Council	Spoiled cheque - not sent	£0.00		£0.00
101530	Helmsley Town Council	Transfer of funds to Unity account	£5,000.00		£5,000.00
			<b>£14,310.57</b>	<b>£489.04</b>	<b>£14,799.61</b>

#### 14 Helmsley Recreation Charity No. 523358

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

- a) The council received and reviewed the [Trustees Annual Report and Accounts](#) for the year ended 31 December 2015 and noted that the Swimming Pool accounts will be added as an addendum to the Charity Commission website.
- b) This item was deferred.
- c) The council noted that the Helmsley Recreation Charity has set up a working group to consider management, governance and financial arrangements and to consider further action.

#### 15 Staffing Matters

The council resolved to add 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: The following decision was received.

**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: Verbal reports were received:

- a) Preventing Terrorism & Violent Extremism – RDC's responsibilities. 14<sup>th</sup> April. Cllr Rose.
- b) [Fracking Working Group Market Stall and news update](#). Councillor Rose.
- c) Helmsley in Business AGM in April. Councillor Parkin.
- d) Western Area Parish Forum.
- e) Helmsley Arts Centre Meeting. Councillor Duncombe.

#### 18 Finance, Audit and Governance

- a) External Audit: The council noted 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) The council noted the payment of £234.84 by Direct Debit to the NEST Pension Scheme in April.
- c) The council received and noted the [Bank Reconciliation](#) to the 31<sup>st</sup> March 2016.
- d) The council received and noted the [Running Budget](#) to the 31 March 2016 (the financial year end).

Signed

Date

<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.