

HELMSLEY TOWN COUNCIL

Minutes of the Annual Meeting of Helmsley Town Council

held in the National Park Meeting Room on Tuesday 31st May 2016 at 6:30pm

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

Also Present 8 members of the public were present though not for the entirety of the meeting.
District Councillor Steve Arnold, District/County Councillor Val Arnold, Ms V Ellis (Town Clerk) and Mrs L Pryor (Assistant Clerk).

Part One – opening business

1 **Election of the Chairman and Vice Chairman**

- a) The council resolved that Councillor Jake Duncombe be elected Chairman for the new civic year.
- b) Councillor Duncombe signed the Declaration of Acceptance of Office.
- c) The council resolved that Councillor Carol Swift be elected Vice Chairman.
- d) Councillor Swift signed the Declaration of Acceptance of Office.

2 **Apologies**

The council received and approved apologies from Councillors Hawkins and Parkin.

3 **Code of Conduct**

There were no declarations as required by the Code of Conduct.

4 **Public Comments**

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

- A member of the public expressed interest in the s106 Working Group.
- The Tour de Yorkshire, how smoothly it had gone in Helmsley, and the good turnout.

5 **Minutes**

The council resolved to agree and sign the minutes of the Ordinary Meeting on the 25th April 2016 and the Additional Meeting (Planning) on the 3rd May 2016.

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

- a) **Chairman's Report**
- b) **Clerk's Report**
 - I. Complaint re parking on Pottergate blocking/making difficult access. Referred to NYCC Highways.
 - II. Cemetery complaints: A memorial has been damaged on the back; soil from a new grave was put on another without a covering sheet to protect the existing grave by the undertaker's gravedigger – tidied up after the complaint.
 - III. The council's Spring Newsletter was published and delivered in early May.
 - IV. Notice of Referendum on the UK's membership of the European Union Thursday 23 June.
 - V. **Documents received and sent to councillors:**
 - a. Black Swan Car Parking Review: Public consultation announced, closing date 17th June. There will be a formal notice in the paper and on site. The decision will be made by The Business and Environmental Services (BES) Corporate Director in conjunction with the BES Executive Members for Highways – Dom Mackenzie and Chris Metcalfe. The date of the meeting is not set yet, but any objectors will be invited to the meeting to explain their objection(s).
 - b. Complaint from a resident about the 'A' boards on Borogate, obstructing access along Borogate and to Barker's Yard, forwarded to NYCC Highways.
 - c. Email about increasing the planters at the end of Borogate to 3 to stop parking and to have double-yellow lines - referred to NYCC Highways.
 - d. Various emails about Visitor Information Panels in Helmsley and the location of a noticeboard.
 - e. Email from Janet Waggott, Chief Executive of RDC, about the lack of consultation with the town council about the changes to parking arrangements and the toilets, and a suggestion of all parties meeting for discussions.
 - f. Email from RDC about changes to the parking arrangements and toilets.
 - g. Recruitment of co-opted independent members to the North Yorkshire Police and Crime Panel.
 - h. RDC – Deadline for Voter Registration for EU Referendum is 7th June. Online gov.uk/register-to-vote
 - i. Kevin Hollinrake MP – Timetable of Surgeries (on noticeboard) and Broadband and Business Forum on 10th June 2016.
 - j. Police Report April 2016.
 - k. Appeal from Marie Curie to hold a 'Blooming Great Tea Party' between the 20th - 29th June 2016.
 - l. Gravel Biking Event 4 September at Duncombe Park and local tracks and roads.
 - m. A complaint about grass cutting on Elmslac Road and other areas had been replied to.
 - n. Feversham Monument. Work was completed last week.

Part Two – for determination

7 **Planning Applications. The council considered the following application:**

Application [NYM/2016/0208/LB](#) **Applicant** Fat Face Ltd

Location 21 Market Place, Helmsley

Proposal Listed Building consent for internal and external alterations including 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 that 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.

8 **Visitor Information Panels/Town Maps**

The council received the correspondence from RDC and Helmsley in Business. The clerk is to follow up the suggestion that they are put on the sides of the Town Hall.

9 **Sport and Recreation**

- a) The council received formal pre-planning advice from the National Park Authority about the 'Hockey Field' and the field north of the carpark – letter from Hilary Saunders 20 May 2016.
- b) The council resolved to submit a planning application for the field north of the car park.
- c) The council resolved to buy nets for the goalposts on The Limes Play Area, £94 plus VAT plus £12 carriage, plus the required fasteners.
- d) The council resolved not to dedicate The Limes Play Area as a Centenary Field.

10 **Consultation and feedback: To consider a response**

- a) The council responded to the request from RDC for feedback about the Tour de Yorkshire, as follows. The council:
 - was pleased to see Helmsley on TV looking fantastic but was disappointed about the lack of a helicopter shot.
 - appreciated that the Tour created tremendous excitement in the town and felt that it was well worth hosting.
 - agreed the Tour was well supported, with enthusiastic community feeling
 - thought it was good that the Tour caravan stopped in Helmsley
 The council is delighted to hear the talk about Yorkshire being the centre of British cycling and it thanked Helmsley in Business for putting up bunting and balloons.
- b) NYMNP Planning Department Consultation: Review of Local Validation List. The council agreed a response.

11 **Black Swan s106 Working Group**

The council resolved to set up a s106 Working Group which will recommend to council how the consultation(s) are to be carried out and the criteria for awarding s106 funding. Councillors Duncombe, Parkin and Rose were appointed.

12 **Policies and Action Plan.**

- a) The council considered the reviews timetable and resolved that the policies would be revisited by their due dates, and that the ones due for update would be on the next agenda.

Policy	Date of last review (or adoption if stated)	Next review due date (unless advice received beforehand from the YLCA/ NALC)
Action Plan	September 2015	May 2016
Cemetery Policy	March 2016	March 2017
Complaints Procedure	February 2015	Was due Feb 2016. No changes from NALC.
Council, Volunteer & Staff Training	September 2015	September 2016
Data Protection Policy	July 2011	No date.
Disciplinary Procedure	April 2016	April 2017
Equalities policy	July 2015	July 2016

Financial Regulations	February 2016	February 2017
Grievance Procedure	April 2016	April 2017
Newsletter Editorial Policy	July 2015	July 2016
Publication Scheme	Clerk updates the info on the council's website.	
Recording & Filming of Meetings	Adopted June 2015	No date. Suggest June 2016.
Risk Management Strategy	March 2016	March 2017.
Standing Orders	October 2015	October 2016
Unity Transactions	August 2015	August 2016
Winter Services	November 2015	Not dated. Suggest Oct 2016.

- b)** The council resolved to store the recordings of meetings for two years then delete them.
c) The council resolved to add the following to the Scheme of Delegation:
The clerk is responsible for handling Annual Leave or Time off in Lieu requests from staff.

13 Meetings and Representatives: The following representatives are to attend

- a)** YLCA Ryedale Annual Branch Meeting 5th July. No one to attend as Ryedale 5 Towns meeting is on the same night.
b) RDC Parish Liaison 8th June at 7pm at RDC. Councillors Duncombe and Rose.
c) A meeting with Ryedale District Council, North Yorkshire County Council and Helmsley in Business. Councillors Parkin, Marsden and Swift.

14 Audit

- a)** The council received the Internal Audit Letter 2015/16 and resolved that it was satisfied with the effectiveness of the system of internal control as it receives adequate and regular financial information from the Responsible Financial Officer to keep it sufficiently updated, and that said information includes regular monitoring of payments and receipts against the budget.
b) The council noted that Section 4, the Annual Internal Audit Report of the 2015/16 Annual Return, has been completed and signed by the Internal Auditor.
c) The council resolved to complete and approve Section 1 (Annual Governance Statement) of the 2015/16 Annual Return and resolved that it be signed and dated.
d) The council resolved to approve Section 2 (Accounting Statement) as prepared by the clerk and resolved that it be signed and dated.
e) The council resolved that the Explanation of Variances 2015/16 be submitted with the Annual Return.

15 Finance

- a)** The council resolved not to give a grant to Autism Plus.
b) The council resolved to purchase a Word template for the newsletter, with a header, for £45 from Depth Charge Design & Print Ltd.
c) The council resolved not to buy coin counting scales.
d) The council resolved not to join Helmsley in Business.
e) The council agreed to renew the clerk's membership of the Society of Local Council Clerks at a cost of £149.
f) The council agreed that the two chairs in the office could be replaced if the National Park do not have any spare.
g) The council noted the 2016-2018 National Salary award agreed by The National Joint Council for Local Government Services (NJC) of a 1% cost of living increase for local council employees with effect from 1 April 2016 and agreed to implement it with effect from the 1 April 2016.
h) The council resolved to agree the following payments and authorised Councillors Rose and Swift to undertake the Unity transactions.

Ref	Payee Name	Transaction Detail	Total Amount Paid
U16	HMRC	PAYE/NI	£172.67
U17-19	Salaries	Salaries x 3	£1,766.45
U20	John Teasdale	Strimmer Petrol	£12.29
U21	Lucy Pryor	Benches paint/meeting biscuits	£44.16
U22	Victoria Ellis	Mileage, meeting biscuits	£34.99
U23	Keith Sanderson	Prints	£79.00
U24	Depth Charge Design	Newsletter	£160.00
U25	Mr & Mrs B Bowes	Streetlight Wayleave	£0.50
U26	Society Local Council Clerks	Membership	£149.00
U27	Came & Company	Insurance	£699.59
U28	Ryedale District Council	Streetlight wayleave	£0.15
U29	Royal British Legion-Helmsley	Remembrance Day	£150.00
U30	Allgardens Ltd	Grass Cutting	£1,415.71
U31	Homeworks	Sundries and postage	£2.99
U32	North York Moors National Park Authority	Office and Room Hire	£739.71
U33	North York Moors National Park Authority	Room Hire	£25.00
U34	JRB Enterprise Ltd	Dog Bin Bags	£490.32
U35	North Yorkshire County Council	Streetlights Energy 2015-2016	£3,471.46
U36	North Yorkshire County Council	Streetlights Maintenance	£7,544.42
		Total	£16,958.41

Part Three – For Information

16 Planning: To receive decisions

No planning decisions were received.

17 Meetings, training and events: In addition to written minutes/notes, verbal reports were received by the council:

- a) Ryedale Market Towns Promotion, 9th March (minutes circulated). The clerk.
- b) NYMNPA Parish Planning Training Event, 26th April. Councillors Duncombe and Swift.
- c) Ineos Presentation (fracking) at Malton, 11th May 2016. (written notes) Councillor Rose.
- d) Helmsley Volunteering Meeting 19th May 2016. Councillor Swift.
- e) NYCC - KM8 Planning Application, 20th and 23 May 2016. Councillor Rose.

18 Finance, Audit and Governance

- a) The council noted that 3 outstanding cheques, all over 6 months old, have been entered in the cashbook as negative amounts as they cannot now be paid into the bank - 101429 £0.05, 101430 £0.05 and 101479 £50.00
- b) The council received and noted the [Bank Reconciliation](#) to the 30th April 2016.
- c) The council received and noted the [Running Budget](#) to the 30th April 2016.

Signed

Date