

HELMSLEY TOWN COUNCIL
AGENDA for the Monthly Meeting of Helmsley Town Council
to be held in the National Park Meeting Room on Monday 27th June 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

- a) To agree and sign the minutes of the Annual Meeting of the Council on the 31st May 2016.
b) To receive the minutes of the Annual Parish Assembly on the 3rd May 2016.

5 Exchange of Information and items for next agenda

- a) **Chairman's Report**
b) **Clerk's Report**
I. Request from NYCC to developers to install a new streetlight on Linkfoot Lane and a proposal that the council then adopt it, which was refused by the council. Confirmation has been received from NYCC that the light is not considered necessary.
II. Rural Action Yorkshire Country Air Issue 131 received.
III. **Documents received and sent to councillors:**
a. YLCA White Rose Update June and Training Programme.
b. NALC Strategy 2016/17.
c. Nominations are being sought for the North York Moors National Park Design Awards 2016.
d. North Yorkshire Police May News.
e. 'Hockey' Field. Keepmoat have permission to carry out site investigations by digging trial pits and/or bore holes before making a planning application and will make good the ground.
f. Helmsley Volunteering update.
g. Information from Ryedale District Council about the Community Infrastructure Levy.
h. Statement from the Post Office about the closure of the PO and the delay in opening the new one.
i. Ryedale Market Towns Walks Project – [walks on ifootpath](#).
j. Helmsley in Business Agenda 27th June 2016.

Part Two – for determination

6 Planning Applications

Application No. [NYM/2016/0312/FL](#) **Applicant** Mannion & Co Ltd **Proposal** Change of use of land, replacement fencing and installation of external light to form outdoor seating area (Use Class A3) in association with adjoining Café. **Location** 5 Castlegate, Helmsley

7 Visitor Information Panels

- a) To note that RDC decided on the 21st June to put the Visitor Information Panels up at the Cleveland Way Car Park.
b) To receive a response from Clair Shields, Policy Officer at the National Park. Clair has reiterated some comments she made previously – wooden noticeboard, possible need for planning permission, will need Listed Building Consent etc.
c) To note that the Library Volunteers would welcome the panels on the side of the Town Hall.
d) To note that the Town Hall Trustees next meet on the 23rd August and will discuss putting up in a noticeboard on the side of the Town Hall for the panels if requested by the council.
e) To consider if the council wishes to have two panels for the side of the Town Hall, if the Town Hall Trustees agree, and to note that the council will need to:
 - seek formal pre-application advice from the NP at a cost of £27.50
 - prepare a planning application if required (The NP will advise on how much info is needed for an application), purchase site and block plans and possibly have professional assistance with a planning application.
 - make an application for listed building consent
 - investigate how noticeboards are to be fixed without damaging the fabric of the building
 - seek quotations for wooden noticeboards and for the cost of putting them up (without damaging the building).
 - consider the time required for this project and a timescale.
 - accept responsibility for the updating and maintenance of the panels and the maintenance of the noticeboards.

8 Consultations and a letter. To consider a response to:

- a) The RDC trial of overnight parking ([Brit Stops](#) Level 1 Facility) in the overflow car park in the Cleveland Way Car Park for 5/6 motorhomes.
- b) [The North York Moors National Park Management Plan 2012-2027](#) – a five-yearly ‘light touch’ review.
- c) The letter requesting that the council become pro-active in swift conservation by putting up boxes around Helmsley and by publicising the birds and their presence.

9 Play Areas

- a) To note that:
 - the hedge on the eastern boundary of the playing field, that was reduced in height, and the surrounding grass has been sprayed by person(s) unknown.
 - the clerk authorised the repair of the climbing wall on the multi-play at The Limes, cost £80
 - new goal nets have been ordered for The Limes Play Area but that they have to be specially made as they are not a standard size.
- b) To consider quotations for the Annual Play Area inspections for The Limes.
- c) To consider adding to the Scheme of Delegation that the clerk will arrange and book the Annual Play Area Inspections for The Limes Play Area and The Recreation Charity.
- d) To consider quotations and/or estimates for doing a planning application for the sportsfield to be rented by the council north of the current parking area/pool at the Recreation Ground.
- e) To consider writing a letter to the National Park in support of Helmsley Recreation Charity’s application for a Community Grant for a new piece of play equipment, goal nets and accessories, and a basketball net.

10 Magna Carta Books

- a) To consider the donation and sale of the Magna Carta books published by the Magna Carta Barons Association.
- b) To consider what to do with the framed facsimile of the Magna Carta, the copy of the certificating commemorating the Magna Carta Barons Association reception hosted by the Lord Mayor of the London with a copy of the Magna Carta Book incorporated into the frame.

11 Cemetery and Churchyard

- a) To note that Councillors Fairburn and Swift will be undertaking the Memorial inspections for the Cemetery, and will be accompanied by Churchwarden Valma Child for the churchyard inspection.
- b) To consider if the council is going to assist with the repair of the damaged memorial in the new cemetery.

12 To review policies, the Action Plan and to consider the adoption of a Media Policy

- To review the following policies and the Action Plan:
- a) Action Plan - updated after May meeting.
 - b) Cemetery Rules - please refer to 30B.
 - c) Complaints Procedure - no changes from previous YLCA template.
 - d) Data Protection Policy - different document on YLCA website.
 - e) Recording and Filming of meetings.
 - f) To consider the adoption of a Media Policy.

13 Helmsley Library

To consider the council’s responsibilities with reference to the arrangement with NYCC and to consider if a councillor would like to liaise with the lead volunteer on a regular basis.

14 Streetlights

- a) To consider arranging for the following work by NYCC:
 - LP 81, £1150 + VAT. New 6m steel column complete with 20W LED lantern, Rutland Place, to replace the concrete column.
 - Feversham Rd/Withington Place. LP 84-86 Dim day burners that had new bulbs last winter and cannot be repaired – i.e. the bulbs cannot be replaced or turned off:
 - LP 84, £1150 + VAT. New 6m steel column complete with 20W LED lantern
 - LP 85, £1150 + VAT. New 6m steel column complete with 20W LED lantern
 - LP 86, £330 + VAT, only needs a new 20W LED lantern + a re-wire. The column is OK.
- These estimates include the Northern Powergrid fees.

- b) Wayleaves. To note that 9 owners of streetlight wayleaves have been paid for 2016-2017 to 2015-2026 inclusive and that 4 owners will continue to be paid on an annual basis.
- c) Scheme of Delegation. To note that the clerk has ordered replacement lanterns for LP 44 and LP 45 on Eastgate at £700 each and a repair to LP 54 on Castlegate (latter completed).

15 Verges

To consider renewing the verges contract for the third and final year, 2017-2018.

16 Meetings and Representatives: To consider attendance:

- a) Ryedale Five Towns Tuesday 5th July at Norton Town Hall.
- b) YLCA Ryedale Branch 5th July at RDC Malton.
- c) Yorkshire Day Celebration Event on Monday 1 August at Halifax, tickets £40 each.

17 Helmsley Recreation Charity No. 523358¹

- a) To note that the Charity Commission does not require the accounts for the Pool and the Recreation Charity to be combined into one set of accounts for the year ending 31 December 2015.
- b) To review the [Trustees Annual Report and Accounts](#) for the year ended 31 December 2015.
- c) To consider if the council has met all of its responsibilities as [sole managing trustee](#)² 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 31st October 2016 (received by the Charity Commission on 15th 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.
- d) To note that the Helmsley Recreation Charity has set up a working group to consider management, governance and financial arrangements.

18 Finance and Councillors' Audit

- a) To consider renewing the subscription to Rural Action Yorkshire, cost £35.
- b) To appoint 2 councillors to undertake the Councillors Audit for April-June.
- c) To agree payments and to authorise two councillors to undertake the Unity Trust Bank transactions.

Part Three – For Information

19 Planning: To receive decisions and information

- a) [NYM/2016/0182/FL](#) 18 Market Place, Helmsley for Thomas of York Ltd Approved Additional information from Jill Bastow, Planning Officer. The signage shown on the submitted plans can only be dealt with by a separate application for advertisement consent and as such has not been approved as part of this application for extensions and alterations to the building. Should an application be made the council will be consulted.
- b) Application No: 16/00776/FUL. Erection of storage building for coal, logs and associated coal merchant products at the Coal Yard, Station Rd, Helmsley for Mr David Waines.
Decision Approved

20 Meetings, training and events: To receive reports

- a) Helmsley Town Team 7th June. Councillor Duncombe. (notes circulated)
- b) Parish Liaison 8th June. Councillor Rose.
- c) Section 106 Working Group 15th June. Councillor Duncombe. (notes circulated)
- d) Ryedale Five Towns Clerks' Meeting 16th June 2016. The clerk. (notes circulated)

¹ 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.

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

21 Finance, Audit and Governance

- a) To note the payment of £334.80 by Direct Debit to the NEST Pension Scheme in June.
- b) To receive and note the [Bank Reconciliation](#) to the 31st May 2016.
- c) To receive and note the [Running Budget](#) to the 31st May 2016.

Part 4 Staffing Matters

22 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.

- a) To receive a report of the Clerk's Appraisal undertaken on the 7th June by Councillors Duncombe, Rose and Swift.
- b) To note that the additional 10 hours agreed for the clerk for the installation of the accounting software have been used and have been added to her June salary.
- c) To consider adding two hours per week to the clerk's contracted hours for July to September inclusive to account for the additional work for the Recreation Charity and two hours per week to the assistant clerk's hours from 1 September 2016 and to consider arranging a date to review the time and work involved.
- d) To consider adding to the Clerk's Job Description the following items:
 - Compile and submit, or assist with, Planning Applications (e.g. town signs) and research as necessary if planning is required (e.g. Visitor Information Panels) and how a project fits within planning policy guidelines.
 - Identify funds and projects that are eligible for grants and submit grant applications.
 - Liaise with Building Conservation Officers, architects and stone masons about the inspection and care of the Feversham Monument (Grade 2* listed) and make recommendations to council.
 - Use mapping software, Parish Online, to supply maps electronically to members, contractors (trees, verges), NYCC Highways and RDC.
 - Data Protection Officer under the Data Protection Act 1998 and responsible for updating the Data Protection Office with details of which data protection categories apply to the council.
- e) To note receipt of, and to consider, the ACAS Job Evaluation information received from the YLCA.
- f) To consider having the clerk's job evaluated by the YLCA at a cost of £30 per hour.

Signed

Date