

HELMSLEY TOWN COUNCIL

Minutes of the Annual Meeting of Helmsley Town Council

held in the National Park Meeting Room on Monday 27th June 2016 at 6:30pm

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

Also Present 2 members of the public were present though not for the entirety of the meeting.
District Councillor Steve Arnold, County Councillor Val Arnold, Ms V Ellis (Town Clerk) and Mrs L Pryor (Assistant Clerk).

Part One – opening business

1 Apologies

Apologies were received from Councillors Hawkins and Rose and the reasons for absence were approved.

2 Code of Conduct

Councillor Duncombe declared a pecuniary interest in Agenda Item 9d.
Councillor Swift declared a non-pecuniary interest in Agenda Item 8a.

3 Public Comments

There were no comments from the members of the public.

4 Minutes

- a) The minutes of the Annual Meeting of the Council on the 31st May 2016 were agreed and signed.
- b) The minutes of the Annual Parish Assembly on the 3rd May 2016 were received.

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.
 - k. YLCA Joint Annual Meeting of the YLCA in Wetherby on Saturday 16th July.
 - l. Northern Ryedale Public Transport Group Meeting 29th June Agenda and Minutes.
 - m. River Derwent Catchment Partnership update.
 - n. Rural Crime Breakfast Briefing 12th July at the Yorkshire Show.
 - o. Swifts in Helmsley – correspondence from RDC and NYMNPA.
 - p. NYCC Ryedale Area Committee 29th June at Hovingham.
 - q. Moorsbus Services information

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
Decision No objection

7 Visitor Information Panels

- a) The council noted that RDC took a decision on the 21st June to put the Visitor Information Panels up at the Cleveland Way Car Park.

- b) The council received 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. A member of the public stated that Helmsley in Business supports the panels being sited on the Town Hall building.
- c) The council noted that the Library Volunteers would welcome the panels being sited on the side of the Town Hall.
- d) The council noted that the Town Hall Trustees will next meet on the 23rd August 2016, when they can discuss putting up a noticeboard on the side of the Town Hall for these panels if requested by the council.
- e) The council considered having two panels for the side of the Town Hall, if the Town Hall Trustees agree, and noted that the council will need to:
 - seek formal pre-application advice from NYMNPA at a cost of £27.50
 - prepare a planning application if required (NYMNPA 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 the noticeboards can 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.

- a) 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. The council had concerns about who would police this facility for noise and litter or for staying longer than the time allowed, but resolved that a year's trial of this arrangement would be acceptable.
- b) [The North York Moors National Park Management Plan 2012-2027](#) – a five-yearly 'light touch' review. The council decided not to respond.
- 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. The council resolved to acknowledge the correspondence with an explanation that this was not really a matter for the council to act upon.

9 Play Areas

- a) The council noted that:
 - the hedge on the eastern boundary of The Limes 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 as they are not a standard size, they have had to be specially made.
- b) The council considered two quotations for the Annual Play Area inspections for The Limes.
- c) The council resolved to add to the Scheme of Delegation that the clerk will arrange and book the Annual Play Area Inspections for both The Limes Play Area and The Recreation Charity.
- d) The council considered quotations and/or estimates for doing a planning application for the sports field to be rented by the council north of the current parking area/pool at the Recreation Ground. Councillors Swift and Parkin will undertake this task themselves but if it proves too challenging, the council agreed to accept the lower of the two commercial quotes.
- e) The council resolved to write a letter to NYMNPA in support of Helmsley Recreation Charity's application for a Community Grant towards the cost of a new piece of play equipment, goal nets and accessories, and a basketball net.

10 Magna Carta Books

- a) The council resolved to donate 12 of the Magna Carta books published by the Magna Carta Barons Association to the primary school, with the rest being made available for sale locally.
- b) The council considered 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. The council felt that whilst Helmsley Castle was the natural home for this display, it would be preferable for it to be located somewhere that residents can access without charge and decided to ask All Saints Church.

11 Cemetery and Churchyard

- a) The council noted that Councillors Fairburn and Swift will be undertaking the Memorial inspections for the Cemetery, and that they will be accompanied by Churchwarden Valma Child for the churchyard inspection.
- b) The council considered its position with regard to the repair of the damaged memorial in the new cemetery. The council's Public Liability insurance may well cover this, subject to payment of an £100 excess but if not, the council agreed to meet the cost of repair as a goodwill gesture.

12 Policies, the Action Plan and the adoption of a Media Policy

The council reviewed the following policies and updated the Action Plan (a-e):

- a) Action Plan – as updated at May meeting.
- b) Cemetery Rules - 30B added.
- c) Complaints Procedure - no changes from previous YLCA template.
- d) Data Protection Policy – as per the document on the YLCA website.
- e) Recording and Filming of meetings.
- f) The council resolved to adopt the draft Media Policy.

13 Helmsley Library

The council considered its responsibilities with reference to the arrangement with NYCC and nominated Councillor Marsden to liaise with the lead volunteer on a regular basis.

14 Streetlights

- a) The council resolved to commission the following work from NYCC:
 - LP 81 Rutland Place, £1150 + VAT. New 6m steel column complete with 20W LED lantern, to replace the concrete column.
 - LP 84-86 Feversham Road & Withington Place. 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 + re-wiring. The column is OK.

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

15 Verges

The council resolved to renew 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. Cllr Duncombe to attend.
- b) YLCA Ryedale Branch 5th July at RDC Malton. No attendance.
- c) Yorkshire Day Celebration Event on Monday 1 August at Halifax, tickets £40. No attendance.

17 Helmsley Recreation Charity No. 523358¹

- a) The council noted 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) The council reviewed the [Trustees Annual Report and Accounts](#) for the year ended 31

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.

December 2015.

- c) The council considers that it has met all of its responsibilities as [sole managing trustee](#)² of Helmsley Recreation Charity No. 5233583, that it has complied with the [requirements of trustees](#) in the Charities Act and resolved that it 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.
 - 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) The council noted that the Helmsley Recreation Charity has set up a working group to consider management, governance and financial arrangements.

18 Finance and Councillors' Audit

- a) The council resolved to renew its subscription to Rural Action Yorkshire, at a cost of £35.
- b) The council appointed Councillors Swift and Parkin to undertake the Councillors Audit for April-June, with Councillor Fairburn shadowing them.
- c) The council agreed to the following payments and authorised Councillors Duncombe and Swift to undertake the Unity Trust Bank transactions.

Payee Name		Net	Vat	Total
Yorkshire Internal Audit Services	Internal audit fee	£270.00		£270.00
Allgardens Ltd	Verges	£1,179.76	£235.95	£1,415.71
SLCC Enterprises Ltd	Annual Conference	£59.00	£11.80	£70.80
Jen & Paul Harris	Helmsley Archive postage	£2.35		£2.35
Ebor Stone Company Ltd	Feversham Monument Repairs	£3,060.00	£612.00	£3,672.00
Peter Gaze Pace	Feversham Monument	£275.00	£55.00	£330.00
Rural Action Yorkshire Limited	Annual Subscription	£35.00		£35.00
Newitt & Co Ltd	Goal nets and accessories	£124.75	£24.95	£149.70
Keith Sanderson	Photographs	£11.46	£0.89	£12.35
Victoria Ellis	Mileage	£44.55		£64.80
Victoria Ellis	Reimbursements	£20.25		
Victoria Ellis	Printer ink	£58.15	£11.63	£69.78
John Teasdale	strimmer fuel	£10.00	£2.00	£12.00
Salaries	Salaries	£2,040.94		£2,040.94
HMRC	PAYE/NI	£284.27		£284.27
		£7,475.48	£954.22	£8,429.70

Part Three – For Information

19 Planning: The council received the following decision 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

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

coal merchant products at the Coal Yard, Station Rd, Helmsley for Mr David Waines.
Decision Approved

20 Meetings, training and events: The council received written and verbal 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)

21 Finance, Audit and Governance

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

Part 4 Staffing Matters

22 No members of the public were present.

- a) The council received a report of the Clerk's Appraisal undertaken on the 7th June by Councillors Duncombe, Rose and Swift.
- b) The council noted 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) The council resolved to add 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.
- d) The council resolved to add 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 stonemasons 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) The council noted the receipt of ACAS Job Evaluation information received from the YLCA.
- f) The council resolved to have both the clerk's job and the assistant clerk's job evaluated by the YLCA at a cost of £30 per hour.

Signed

Date