

**HELMSLEY TOWN COUNCIL**  
**AGENDA for the Monthly Meeting of Helmsley Town Council**  
**to be held in the National Park Meeting Room on Tuesday 30<sup>th</sup> August 2016 at 6:30pm**

**Part One – opening business**

**1 Apologies**

To receive apologies and approve reasons for absence.

**2 Code of Conduct**

- a) To receive advice from the YLCA on the Declaration of Interests following an enquiry from the clerk about the process for s106 funding considerations.
- b) 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 25<sup>th</sup> July 2016 and the Additional Meeting on the 8<sup>th</sup> August 2016.

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

- a) **Chairman's Report**
- b) **Clerk's Report**
  - I. An email address, [helmsleytowncouncil@gmail.com](mailto:helmsleytowncouncil@gmail.com) has been registered and is in use by an unknown person. It has been reported to Google for possible breach of Terms of Service as it was not registered by the council. The clerk has corresponded with its owner.
  - II. **Documents received and sent to councillors:**
    - a. Email from the Chairman of Luttons Parish Council about roadworks signage and reply from NYCC.
    - b. NYMNP consent to work to trees protected by Tree Preservation Orders, Linkfoot Lane, Helmsley.
    - c. North Yorkshire Police News.
    - d. Town Hall Management Committee has agreed Heads of Terms for the library.
    - e. Police Report for July.
    - f. NYCC Sutton Bank A170 Annual Maintenance Road Closure - 5th September.
    - g. YLCA Training Events.
    - h. YLCA White Rose update.
    - i. YLCA – Helmsley Town Council has achieved the Foundation Level of the Local Council Award Scheme which will be valid until August 2020.

**Part Two – for determination**

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

- a) **Application No. [16/01242/73A](#) Applicant** Mrs Emmy Burdon  
**Proposal** Variation of Condition 12 of approval 12/00264/FUL dated 26.06.2012 to state 'The development hereby permitted shall be carried out in accordance with the following approved plan(s). Drawing no. 968\_AR50\_06A' – replacement of plan 968\_AR50\_03 – increase in roof height to allow for additional domestic storage areas (retrospective application)  
**Location** Longhouse, Pottergate, Helmsley YO62 5BY
- b) **Application No. [NYM/2016/0513/CU](#) Applicant** Helmsley Recreation Charity  
**Proposal** Change of use of agricultural land to sports field (Use Class D2)  
**Location** Land adjacent Helmsley Recreation Ground, Baxton's Lane, Helmsley.
- c) **Application No. [NYM/2016/0478/AD](#) Applicant** Miss Johanna Tateson  
**Proposal** Advertisement consent for the display of 1 no. hanging sign and 1 no. fascia sign.  
**Location** Former Youth Club/TA Drill Hall, Carlton Lane, Helmsley.
- d) **Application No. [16/01267/HOUSE](#) Applicant** Mr Roger Hudson  
**Proposal** Erection of single storey rear extension **Location** 51 The Limes, Helmsley
- e) **Application No. [NYM/2016/0565/FL](#) Applicant** The Crown Hotel Buildings Ltd  
**Proposal** Application in respect of variation of condition 3 of planning approval NYM/2015/0294/FL to allow the self-contained residential units of staff accommodation to be used for short term holiday accommodation  
**Location** The Crown Hotel, 21 Market Place, Helmsley
- f) **Application No. [NYM/2016/0592/FL](#) Applicant** Mr Geoff Nicholson  
**Proposal** Installation of 6 no. replacement uPVC double glazed windows and 1 no. door  
**Location** 1 Canons Garth Mews, Helmsley

**7 Ryedale Market Towns Promotion**

To consider the request from RDC for a letter of support and a contribution of £500pa for 2017-18 and 2018-19 for this project.

**8 Freedom of Information Request by the Council to RDC about the carparks in Helmsley**

To consider a response to the information received.

**9 Keepmoat Planning Consultation**

To consider if there are any questions the council would like to put to the developer.

**10 New field north of Helmsley Recreation grounds**

To consider arrangements for the field and the extent of the work to be carried out by the council such as fencing and a football practice area or football pitch.

**11 Community Led Housing Survey**

To consider a response.

**12 Magna Carta Trail**

- a) To consider a proposal that the five members of the Magna Carta Barons of Yorkshire could form an association and create a Yorkshire Magna Carta Trail.
- b) To consider attendance at a lunch meeting at the Kings Croft Hotel, Pontefract, some day in the week commencing 26th September 2016 to discuss matters further.

**13 Town Crier**

To consider appointing a voluntary Town Crier.

**14 S106 Funding**

- a) To consider a closing date for the consultation, possibly noon on Monday 24<sup>th</sup> October.
- b) To consider making the consultation applications available on the Town Council website and the library (subject to permission) and to have feedback forms available in town.
- c) To agree the feedback form.
- d) To consider delegating to the clerk in consultation with two councillors the arrangements for the remainder of the s106 process including the consultation and the practical arrangements for the exhibition.
- e) To consider handing the process over to the National Park once the consultation responses have been typed up, that no recommendations by the council to the National Park are made about the allocations of funding, and to request that the National Park makes the decisions at committee.

**15 Signs**

- a) To note that the National Park is going to tidy up the signage on their drive and have one sign for all the authorities on site.
- b) To decide whether to have 'Helmsley Town Council' or 'Helmsley Town Council' and the castle logo on the sign.  
**RDC Visitor Information Panels**
- c) To consider the acknowledgements/support section and whether to have 'Helmsley Town Council' or 'Helmsley Town Council' and the castle logo but to note that the castle already has its symbol on the map.
- d) To consider the suggested strapline (Helmsley in Business) "Officially Britain's best market town and the perfect short break destination in the heart of the North York Moors".

**16 Storage Shed at the Recreation Field**

To consider allowing the Bowling Club to use it.

**17 Policies. To review the following policies**

- a) Equalities.
- b) Commitment to Volunteers Statement.
- c) Editorial Policy for the Helmsley Town Council Newsletter.
- d) Unity Transactions.
- e) Code of Conduct.
- f) Councillors, Volunteers and Staff Training Policy.
- g) Standing Orders

**18 Meetings and Training: To consider attendance:**

- a) NYMNPA Western Parish Forum on the 31<sup>st</sup> August at Rievaulx Abbey, 5:30pm.
- b) YLCA Conference in October 2016 and/or the YLCA Training Seminars.
- c) SLCC Branch Training Day Saturday 8<sup>th</sup> October at Darley near Harrogate.

**19 Finance and Councillors' Audit**

- a) To consider paying for Data Protection Registration renewal by Direct Debit, currently £35pa.
- b) To consider an annual subscription to Dropbox, currently £79pa.
- c) To ratify the payment of £192.50 to the NYMNPA on the 12<sup>th</sup> July 2016 for the planning application for the change of use of the field adjacent to the sportsfield.
- d) To consider a grant application from York Disabled Workers Co-operative
- e) To agree payments and to appoint two councillors to authorise the Unity transactions.

**Part Three – For Information**

**20 Planning. To receive decisions**

None received.

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

None attended.

**22 Finance, Audit and Governance**

- a) To note the payment by Direct Debit to the NEST Pension Scheme in August.
- b) To note that the actions required for Auto Enrolment Declaration of Compliance have been completed and an acknowledgement received.
- c) To receive and note the [Bank Reconciliation](#) to the 31 July 2016.
- d) To receive and note the [Running Budget](#) to the 31 July 2016.

**Signed**

**Date**