

HELMSLEY TOWN COUNCIL
Minutes of the Monthly Meeting of Helmsley Town Council
held in the National Park Meeting Room on Tuesday 30th August 2016 at 6:30pm

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

Part One – opening business

1 Apologies

Apologies were received from Councillor Fairburn and the reason for absence was approved.

2 Code of Conduct

- a) The council received and noted advice from the YLCA on the Declaration of Interests following an enquiry from the clerk about the process for s106 funding considerations.
- b) Councillor Parkin declared a non-pecuniary interest in Items 6B & 6F. Councillors Marsden and Rose declared a non-pecuniary interest in Item 14 as Town Hall Trustees.
- c) Councillor Duncombe declared a pecuniary interest in Items 6B, 9 & 10.

3 Public Comments

There were no comments from members of the public.

4 Minutes

The council resolved to agree and sign the minutes of the Ordinary Meeting on the 25th July 2016 and the Additional Meeting on the 8th 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 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 not yet 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.
- c) **Additional items noted at the meeting**
 - a. Complaint about the postbox being moved.
 - b. Ryedale Area Committee 31 August.
 - c. Apologies were also received from County Councillor V Arnold and District Councillor S Arnold.

Part Two – for determination

6 Planning Applications The council considered 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 **Decision** No comment.
- 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.
Decision No comment.

- 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. **Decision** No comment.
- d) **Application No.** [16/01267/HOUSE](#) **Applicant** Mr Roger Hudson
Proposal Erection of single storey rear extension **Location** 51 The Limes, Helmsley
Decision Application was withdrawn.
- 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
Decision **Objection** There is high demand for private and affordable rented accommodation
 in Helmsley, particularly from hotel employees. The Crown Hotel was granted planning
 permission to convert these buildings for staff use and should use them for that purpose, as
 per Condition 3 of the planning approval given in 2015. There was a lack of parking provision
 with the original application which makes the properties unsuitable for visitor use.
- 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
Decision No objection but the council requests that the National Park ensures that the
 windows satisfy its design guidance.

7 Ryedale Market Towns Promotion

The council considered the request from RDC for a letter of support and a contribution of £500pa for 2017-18 and 2018-19 for this project and resolved not to support this promotion.

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

Having received information from RDC, the council considers that the substantial amount of carpark income generated in Helmsley should mean that RDC has sufficient funds to be able to improve the rather unkempt public areas of the town and requested that the clerk write to RDC. The council asked for the following matters to be addressed at the Cleveland Way Carpark as it does not do justice to Helmsley, giving our visitors a poor first impression of the town:

- 1 Tidy up the recycling area
- 2 Signage - scruffy and needing a good clean
- 3 Signage - too much of it
- 4 Shelterbelt trees need thinning out - surely autumn/winter would be a good time to do this?
- 5 Picnic area is wet - boggy underfoot and dripping trees
- 6 Footpath needs brushing
- 7 Toilets are not in a good state.

9 Keepmoat Planning Consultation

The council compiled a list of requests that it would like to put to Keepmoat for consideration:

- 1 Erect and maintain a high fence on the development to protect properties from cricket balls which currently go into that field.
- 2 Replace the fence that borders the Recreation Field.
- 3 Resurface the path from Warwick Place and replace the lighting.
- 4 Fence off the development all along the boundary.
- 5 Assist with surfacing the replacement playing field, perhaps by the provision of good quality topsoil, as the field will be used for football.

10 New field north of Helmsley Recreation grounds

The council will approach Helmsley Estate to see if they would be prepared to lease the field to Helmsley Recreation Charity instead of to Helmsley Town Council.

11 Community-Led Housing Survey

The council discussed its responses and resolved that the clerk complete the form online.

12 Magna Carta Trail

- a) The council considered a proposal that the five members of the Magna Carta Barons of Yorkshire could form an association and create a Yorkshire Magna Carta Trail. The councillors felt that unless English Heritage came on board, there would be little point in the enterprise.
- b) The council therefore resolved to decline attendance at a lunch meeting in Pontefract next month to discuss matters further.

13 Town Crier

The council resolved to keep details of the voluntary Town Crier on file, pending any suitable events, and to make sure that Helmsley in Business were fully aware of his offer.

14 S106 Funding

- a) The council agreed a closing date for the consultation, noon on Monday 24th October.
- b) The council resolved to make the consultation applications available on the Town Council website and the library (subject to permission) and to have feedback forms available in town.
- c) The council agreed amendments to the feedback form.
- d) The council resolved to delegate to the clerk in consultation with two councillors (Councillors Rose and Marsden) the arrangements for the remainder of the s106 process including the consultation and the practical arrangements for the exhibition.
- e) The council resolved to hand over to NYMNPA once the consultation responses have been typed up, that no recommendations are made by HTC to the National Park about the allocation of funding, and to request that the National Park makes the decisions at committee.

15 Signs

- a) The council noted 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) The council resolved not to have its castle logo added to the 'Helmsley Town Council' sign.
- RDC Visitor Information Panels**
- c) The council considered the acknowledgements/support section and resolved not to have its castle logo on the panel, noting that Helmsley Castle already has its symbol on the map.
 - d) The council discussed the suggested strapline "Officially Britain's best market town and the perfect short break destination in the heart of the North York Moors" and resolved to leave the wording to Helmsley in Business.

16 Storage Shed at the Recreation Field

This item was withdrawn.

17 Policies. The council reviewed 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: Attendance was agreed as followed:

- a) NYMNPA Western Parish Forum on the 31st August at Rievaulx Abbey, 5:30pm. Councillors Duncombe and Parkin.
- b) YLCA Conference in October 2016 and/or the YLCA Training Seminars. No attendance.
- c) SLCC Branch Training Day Saturday 8th October at Darley. The Clerk and Asst. Clerk.

19 Finance and Councillors' Audit

- a) The council resolved to renew its annual Data Protection Registration by Direct Debit, currently £35pa.
- b) The council resolved to take an annual subscription to Dropbox, currently £79pa.
- c) The council ratified the payment of £192.50 to the NYMNPA on the 12th July 2016 for the planning application for the change of use of the field adjacent to the sportsfield.
- d) The council declined a grant application from York Disabled Workers Co-operative.

- e) The council agreed the following payments and appointed Councillors Marsden and Rose to authorise the Unity transactions.

Payee	Description	Net	VAT	Total
Keith Sanderson	Photographic prints	£ 13.83	£ 0.97	£ 14.80
North York Moors National Park	Office and IT	£ 714.91	£ 24.80	£ 739.71
North York Moors National Park	2 office chairs	£ 273.26	£ 54.65	£ 327.91
Victoria Ellis	Mileage & Expenses	£ 51.16		£ 51.16
HMRC	PAYE/NI	£ 210.24		£ 210.24
Allgardens Ltd	Verges and grass cutting	£ 1,179.76	£235.95	£ 1,415.71
Russells (Kirkbymoorside) Ltd	Caretaking equipment	£ 52.00	£ 10.40	£ 62.40
Salaries - August x 3	Salaries	£ 1,744.64		£ 1,744.64
	Total Payments	£ 4,239.80	£326.77	£ 4,566.57

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

Signed

Date