

HELMSLEY TOWN COUNCIL
Minutes of the Monthly Meeting of Helmsley Town Council
held in the National Park Meeting Room on Monday 26th September 2016 at 6:30pm

Councillors Present Councillors Duncombe (chairman), Fairburn, Hawkins, Marsden, Rose, Swift & Parkin.

Also Present District Councillor S Arnold, County & District Councillor V Arnold, four members of the public, Ms V Ellis (Town Clerk) & Mrs L Pryor (Assistant Clerk)

Part One – opening business

1 Apologies

All councillors were present.

2 Code of Conduct

Councillor Duncombe declared a pecuniary interest in Agenda Item 6a.

3 Public Comments

No members of the public wished to comment.

4 Minutes

It was resolved to agree and sign the minutes of the Ordinary Meeting on the 30th August 2016.

5 Exchange of Information and items for next agenda

- a) Chairman's Report**
b) Clerk's Report
I. Documents received and sent to councillors:
 a. North Yorkshire Police News.
 b. YLCA Training Events.
II. Additional Items
 1) The National Park will decide on the allocation of the s106 bids on Thursday 3 November 2016.
 2) The Limes – Big Lottery grant application was unsuccessful but Streetscape are studying it with a view to resubmission.
 3) Complaint by a visitor about the Old Cemetery grass and access.
 4) Northern Ryedale Transport Group Meeting 4 October – circulated.
 5) Swan Lane – resident has come in about a large rare elm tree and a hawthorn that is interfering with it. Referred to the National Park Planning as it has a TPO.
 6) Swan Lane – complaint about parked cars obstructing the access to Canon Garths Lane. Was referred to the police and highways were emailed.
 7) Complaint about noisy manhole cover on Bridge Street referred to Highways.
 8) YLCA White Rose – September
 9) Oil & Gas Regulators event at Malton.
 10) Footpath at Helmsley Arts Centre – complaint about the surface. NYCC will not improve it even with a grant from the council. Clerk to ask landowner for permission to repair surface to NYCC specifications.
 11) Newsletter should be published early next week.

Part Two – for determination

6 Planning Applications: The council considered the following applications

- a) Application No. [NYM/2014/0808/FL](#) Amended Details/additional information
Applicant Wharfedale Homes **Proposal** Construction of 61 no. dwellings (37 no. open market and 24 no. affordable) with associated garages, parking, access and landscaping works. **Decision** No comment**
- b) No. [16/01468/HOUSE](#) **Applicant** Mr and Mrs Rusling
Proposal Erection of two storey extension and attached outbuilding to rear elevation following demolition of existing single storey extension and attached outbuilding
Location 11 Pottergate, Helmsley YO62 5BX **Decision** No comment**

7 Town Crier

- a)** The council noted that Helmsley in Business Committee has voted unanimously to appoint Mr David Hinde as Helmsley Town Crier and that Mr Hinde has confirmation from the Secretary of The Ancient & Honourable Guild of Town Criers that he can represent Helmsley on a

voluntary basis if the council formally recognises the appointment.

- b) The council resolved that as Helmsley in Business would like to appoint David Hinde as Official Town Crier for Helmsley that the appointment by Helmsley In Business be formally recognised by Helmsley Town Council. The appointment will be for events and special occasions only, by invitation.

8 State of the Market Place – bins and detritus around buildings

The appearance of the market place was discussed, in particular the wheelie bins around the monument and the Town Hall, the lack of recycling bins and the litter which when blown around settles at the front of the Town Hall. District Councillor Steve Arnold advised the council that he would discuss it with the manager of Streetscene at RDC. The clerk will price up triple bins.

9 Community First Responders

The council resolved not to invite speakers about the Community First Responders scheme but would contact them if there was any interest shown after publicising it.

10 Consultations. The council considered the following:

- a) [NYMNPA New Local Plan – First Steps](#)¹. The council received the draft Local Plan and invited Mr Fellows, Head of Strategic Policy at the Park, to address the council on the 31 October.
- b) NALC Developing Capacity in Smaller Councils survey. The council delegated a response to the clerk.
- c) [Local government finance settlement 2017 to 2018: technical consultation](#) – referendum principles may be extended to parish council precepts. The council resolved to delegate a response to the clerk in consultation with councillors Parkin and Rose.

11 Tree Survey

The council received the Tree Survey and the clerk will get quotes for some of the work and was given delegated authority to have any urgent work carried out.

12 Meetings and Training: The council considered attendance:

- a) YLCA Ryedale Branch 4 October at 7pm at RDC. Apologies as Charity Working Group meeting.
- b) NYMNPA Western Parish Forum Thursday 13 October at 7.15 pm at Coxwold Village Hall. Councillor Duncombe and possibly Councillor Fairburn.
- c) Councillors Parkin and Rose will undertake Councillors' Audit, date to be arranged.

13 Finance

- a) The council resolved to give Musical Memories a grant of £100.
- b) The council resolved not to give a grant to Ryedale Book Festival.
- c) The council resolved to agree the following payments and councillors Marsden and Swift were appointed to authorise the Unity transactions.

| Payee Name | Details | Net | £ VAT | £ Total |
|--|-------------------------------|------------------|----------------|------------------|
| Philip Thompson | Hire of hedgecutter | £18.60 | £3.72 | £22.32 |
| Ryedale District Council | Annual lease of Ryedale Close | £10.00 | | £10.00 |
| PKF Littlejohn LLP | Annual Return | £300.00 | £60.00 | £360.00 |
| Allgardens Ltd | Verges | £1,179.76 | £235.95 | £1,415.71 |
| Keith Sanderson | Photos | £38.67 | £0.73 | £39.40 |
| John Teasdale | Expenses | £10.53 | £2.11 | £12.64 |
| Salaries | September salaries | £1,962.32 | | £1,962.32 |
| HMRC | PAYE/NI | £210.24 | | £210.24 |
| North Yorkshire Branch of Society Local Council Clerks | SLCC Branch Training Day | £50.00 | | £50.00 |
| | Total | £3,780.12 | £302.51 | £4,082.63 |

¹ Please note that the new *Local Plan* will eventually sit alongside the current *Helmsley Local Plan* and policies in both will apply to the town. Nothing in the new *Local Plan* will replace or supersede existing policies in the *Helmsley Plan*. Paul Fellows, Head of Strategic Policy, NYMNPA

Part Three – For Information**14 Planning. To receive decisions**

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| None received. |
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15 Meetings: The council received verbal reports from Councillor Duncombe

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| <ul style="list-style-type: none"> a) NYMNPA 2016 Joint Parish Forum 31 August 2016. b) RDC Helmsley Town Team Pilot 6 September 2016. |
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16 Finance, Audit and Governance**Annual Return/External Audit**

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| <ul style="list-style-type: none"> a) Year end accounts 2016-2016: the Annual Return and the External Auditor's Report. <ul style="list-style-type: none"> i) The council noted that copies of the Notice of conclusion of Audit and the right to inspect the Annual Return were posted on the noticeboard on the 20 September and on the website on the 13 September 2016. ii) The council noted that the External Auditor has issued their certificate and opinion, and stated that the audit of the annual return for the year ended 31 March 2016 was complete, and that "on the basis of our review, in our opinion, the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met." iii) The council noted that the External Auditor stated that there were no "other matters not affecting our opinion which we draw to the attention of the council" |
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Other

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| <ul style="list-style-type: none"> b) The council noted the payment by Direct Debit to the NEST Pension Scheme in September. c) The council received and noted the Bank Reconciliation to the 31 August 2016. d) The council received and noted the Running Budget to the 31 August 2016. |
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17 Staffing Matters: Job Evaluations

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 a decision is made by the council.

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| <ul style="list-style-type: none"> a) The council received and noted the Job Evaluations for the role of Clerk and Assistant Clerk undertaken by the YLCA in August 2016. b) A meeting of the Staffing Working Group will be held and it will make recommendations to the council in October 2016. |
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Signed

Date