

HELMSLEY TOWN COUNCIL
AGENDA for the Monthly Meeting of Helmsley Town Council
to be held in the National Park Meeting Room on Monday 31st October 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

To agree and sign the minutes of the Ordinary Meeting on the 26th September 2016.

5 Exchange of Information and items for next agenda

a) Chairman's Report

b) Clerk's Report

i. Received - Howardian Hills Annual Report 2015/2016.

ii. Newsletter published early October.

I. Documents received and sent to councillors:

a. Two letters from residents about parking, resident parking and traffic control in Helmsley. Copies to Area 4 Highways.

b. Email suggesting recycling bins in the market place car park.

c. National Small Business Saturday Campaign Tour Bus at Helmsley on 2nd November, 10am-1pm, Town Crier at noon.

d. Stephensons – changes to 31/31X bus timetable.

e. Ryedale North West Police Report.

f. Police & Crime Commissioner Survey.

Part Two – for determination

6 Planning Applications To consider the following applications

a) Application No. 16/01554/CAT

Applicant Mr D Boddy

Proposal T1 – To fell x 1 Yew Tree **Address** 39 Bridge Street, Helmsley, York YO62 5DX

b) Application No. [NYM/2016/0666/FL](#)

Applicant Ryedale District Council

Proposal Use of existing upper overflow section of car park for the siting of 6no. motor homes overnight for a temporary 12 month period

Address Car Park, Cleveland Way, Helmsley

c) Application No. [NYM/2016/0722/LB](#) Applicant Helmsley in Business

Proposal Siting of a commemorative plaque

Address Town Hall (Library), 16 Market Place, Helmsley

d) Application No. [NYM/2016/0678/FL](#) Applicant Hon Jake & Melissa Duncombe

Proposal Construction of 64 no. apartment extra care facility with associated parking and garden areas and 35 no. open market dwellings, each with associated parking and amenity space together with access off Ashwood Close and landscaping works.

Address Land west of Ashwood Close, Helmsley

7 Consultations: To consider a response

a) [NYMNPA New Local Plan – First Steps](#) Mr Paul Fellows, Head of Strategic Policy at the National Park, will attend the meeting to give a presentation and answer questions.

b) [RDC Consultation and Review of Visually Important Undeveloped Areas](#). Helmsley is not affected.

8 Helmsley Market Place and the provision of bins

To consider the information about litter bins and to consider further action.

9 The Limes Play Area

a) To consider having the Multiplay cleaned and painted by Streetscape for £700, following an offer from County Councillor Val Arnold and NYCC that the Locality Budget grant of £700 could be used for The Limes Play Area as long as the work is completed within the time limit.

b) To consider the signage.

10 Magna Carta

To consider the loan of the facsimile of the Magna Carta to Helmsley Community Library.

11 Winter Maintenance

- a) To consider RDC's Winter Maintenance Schedules for 2016/2017 and the rates for treating and clearing footways.
- b) To consider the two options for authorising gritting.

12 Newsletter Delivery

- a) To note that 6 written comments, correspondence and/or complaints have been received about the additional material on projects bidding for s106 funding that was delivered with the newsletter in some areas of town without the knowledge or agreement of the council.
- b) To note that all correspondents have received a response and information in line with the council's procedures for acknowledging correspondence and providing information.
- c) To agree a response from the council.
- d) To consider the arrangements for the delivery of the newsletter.

13 S106 Consultation

- a) To note and consider the correspondence in the previous agenda item which covered the s106 consultation as well as the newsletter, and one additional feedback form purely about the consultation.
- b) To note that all correspondents have received a response and information in line with the council's procedures for acknowledging correspondence and providing information.
- c) To note that any other comments on the consultation on the feedback forms about the consultation have not been recorded.
- d) To note that 182 (inc 1 feedback only) Helmsley TC feedback forms were received and were handed to the National Park who will make a decision on the 3rd November on the allocation of the £46,370, and that two forms received after the closing date were not forwarded.
- e) S106 Consultation Event by Helmsley Town Council, 14th to 17th October. To receive reports.
- f) To agree to reimburse Helmsley Walled Garden for the replacement display board which they bought for £62 plus VAT as they were not responsible for changing the setup of their display and which led to the display board being damaged.

14 Meetings and budget working group

- a) To consider items for the Ryedale Five Towns Meeting, 8th November at Pickering, and to consider attendance.
- b) To appoint members to a budget working group

15 Finance including Grant requests, Town Event, Council as Sole Trustee and Audit

- a) To consider an application from Helmsley in Business for a grant of £400 towards Christmas Lights, and a request that a grant of £400 is made every year.
- b) To consider a request from the British Red Cross for a grant towards their Family Reunion Appeal.
- c) To consider seeking legal advice for the council acting in its role of Sole Trustee of Helmsley Recreation Charity and to agree an initial budget from the contingency budget.

Audit

- d) To consider if the Audit Plan is adequate for the council's needs.
- e) To consider the Terms of Reference for the Internal Audit.
- f) To consider quotations for Internal Audit and to appoint an Auditor for 2016/2017.
- g) To note that the Internal Auditor for 2015/2016 and the External Auditor did not make any recommendations or comments that required action from the council.
- h) To receive and consider the report on Councillors' Audit undertaken on the 24th October by Councillors Parkin and Rose.

Payments

- i) To ratify the purchase of fireworks by a councillor for £1,250 plus Vat using the General Power of Competence, to be paid from the Fireworks(Town Events) budget.
- j) To agree payments and to appoint two councillors to authorise the Unity transactions.

Part Three – For Information

16 Planning. To receive decisions

None received.

17 Meetings, training and events: To receive reports

- a) NYMNPA Western Parish Forum Thursday 13 October at 7.15 pm at Coxwold Village Hall. Councilor Parkin.
- b) RDC Parish Liaison 19th October. The clerk.

18 Finance, Audit and Governance

Annual Return/External Audit

- a) To note the payment by Direct Debit to the NEST Pension Scheme in October.
- b) To receive and note the [Bank Reconciliation](#) to the 30 September 2016.
- c) To receive and note the [Running Budget](#) to the 30 September 2016.

19 Staffing Matters: Salary 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.

To consider the recommendations of the Staffing Group about the Salary Evaluations undertaken by the Yorkshire Local Councils Association for the clerk and the assistant clerk.

Signed

Date