

HELMSLEY TOWN COUNCIL
Minutes of the Monthly Meeting of Helmsley Town Council
held in the National Park Meeting Room on Monday 31 October 2016 at 6:30pm

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

Also Present County Councillor V Arnold, District Councillor S Arnold, eight members of the public, Mr P Fellows (Head of Strategic Policy, NYMNPA), 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 an interest in Agenda Items 6c and 6d. Councillors Hawkins, Marsden and Rose declared an interest in Agenda Item 6c.

3 Public Comments

No members of the public wished to comment.

4 Minutes

The council resolved 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.** None.
- b) Clerk's Report**
- i. Received - Howardian Hills Annual Report 2015/2016.
 - ii. Helmsley Town Council Autumn 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. Councillor Parkin's map highlighting the problems will be resubmitted.
 - 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. Stephenson's – changes to 31/31X bus timetable.
 - e. Ryedale North West Police Report.
 - f. Police & Crime Commissioner Survey.
 - g. Overgrown hedge by NatWest. NYCC have given the owners further notice about the work needed.
 - h. BT Phone Kiosk at Carlton. Used once in 12 months. November agenda item.
 - i. Letter and photos from residents about the state of the pavements on Bondgate.

Part Two – for determination

6 Planning Applications The council considered 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
Decision No comment
- 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 **Decision** No comment
- 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
Decision The council is concerned about the proximity to the War Memorial and preferred the original position near the parking machine.

Councillor Duncombe left the room during the consideration of Agenda Item 6d.

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

Decision The council made the following comments and raised some concerns:

- a) The council liked the mix of building materials, brick and stone, and slate and tile.
- b) Please inform the council how much provision there is for affordable housing in the development.
- c) The council reiterates some of the comments made in the email to Mr Mark Hill of the National Park on the 31 August 2016 following the public consultation, namely: The council requests that in light of the development and the increased use of the adjacent path on the Recreation Charity land, (the council is Sole Trustee of the Charity), that the Recreation Field fence along the boundary with the path is replaced, the surface of the path is improved or resurfaced and that the lighting is replaced.

Concerns

- d) The extra traffic that will be generated through Ashwood Close.
- e) The lack of footpaths directly linking the development to other public footpaths, for example at the top north-west corner, there is not a direct link to the Helmsley Recreation Charity sporting facilities, play area, pavilion and outdoor pool, and the lack of a direct link at the south-west corner near the cemetery.
- f) The need for toughened glass windows on the Extra Care Facility where it faces the cricket pitch.
- g) The need for some sort of defence of the grounds surrounding the Extra Care Facility where they face the cricket pitch given their proximity to the cricket pitch. Cricket balls land in that area every season.
- h) Insufficient provision of parking spaces for staff and visitors at the Extra Care Facility.

7 Consultations: The council considered the following consultations:

a) This agenda item was brought forward. [NYMNP New Local Plan – First Steps](#) Mr Paul Fellows, Head of Strategic Policy at the National Park, addressed the council and answered questions. The new plan replaces the 2008 Core Strategy and will be valid till 2035.

Decision The response was delegated to the clerk in consultation with councillors Marsden and Parkin.

b) [RDC Consultation and Review of Visually Important Undeveloped Areas](#).

Decision No comment.

8 Helmsley Market Place and the provision of bins

Councillors Marsden and Rose will investigate the options and liaise with the clerk.

9 The Limes Play Area

a) The council resolved that Streetscape clean & paint the Multiplay and thanked County Councillor Val Arnold for a contribution of £700 from the Locality Budget.

b) The wording of signs on the play area was delegated to the clerk.

10 Magna Carta

The council resolved to lend the facsimile of the Magna Carta to Helmsley Community Library.

11 Winter Maintenance

a) The council agreed RDC's Winter Maintenance Schedules for 2016/2017 and the rates for treating and clearing footways.

b) The council resolved to specify Option 1 – assessment by RDC Streetscene at 5:30am daily.

12 Newsletter Delivery

a) The council noted 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) The council noted that all correspondents have received a response and information in line

with the council's procedures for acknowledging correspondence and providing information.

- c) The council resolved to apologise to all correspondents.
- d) The council resolved that a decision whether additional material be included in, or delivered with, the newsletter be delegated to the clerk and that this is added to the Editorial Policy at its next review.

13 S106 Consultation

- a) The council noted and considered 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) The council noted that all correspondents have received a response and information in line with the council's procedures for acknowledging correspondence and providing information.
- c) The council noted that any other comments about the consultation on the feedback forms have not been summarised but that the forms have been scanned. Councillor Rose gave a verbal report.
- d) The council noted 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 to the National Park.
- e) S106 Consultation Event by Helmsley Town Council, 14th to 17th October. The council received verbal reports of the consultation from councillors. The council thanked Helmsley Town Hall Trustees for providing free use of the Meeting Room.
- f) The council resolved 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 which led to the display board being damaged.

14 Meetings and budget working group

- a) Ryedale Five Towns Meeting, 8th November, 7pm at Pickering. Councillors Parkin and the clerk to attend.
- b) The council appointed Councillors Duncombe and Swift to a budget working group.

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

- a) The council resolved to grant Helmsley in Business £400 towards the cost of Christmas lights.
- b) The council resolved not to give a grant to the British Red Cross.
- c) The item about legal advice with reference to the Charity was deferred for advice.

Audit

- d) The council resolved that the Audit Plan is adequate for the council's needs.
- e) The council resolved to agree Terms of Reference for the Internal Audit for 2016/2017.
- f) The council considered the quotations for Internal Audit and resolved to appoint Mr Ian Smithson at a cost of £155 for 2016/2017.
- g) The council noted 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) The council received and considered the report on Councillors' Audit undertaken on the 24th October by Councillors Parkin and Rose. The clerk will work with one or two councillors during the next councillors' audit to decide which new reports are required from the software and to update the Councillors' Audit Checklist.

Payments

- i) The council resolved 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) The council agreed the following payments and authorised Councillors Duncombe and Marsden to authorise the Unity transactions.

Payee Name	Details	Net	Vat	Total
HMRC	PAYE/NI	£188.08		£188.08
Keith Sanderson	Helmsley Archive photos	£6.47	£0.49	£6.96
Helmsley Walled Garden	Go Displays boards refund	£62.00	£12.40	£74.40
The Play Inspection Co. Ltd	Annual play inspection	£62.50	£12.50	£75.00
Getmapping plc	Parish online annual fee	£28.00	£5.60	£33.60
Musical Memories CIC	Grant	£100.00		£100.00
Elliott Consultancy Ltd	HTC Tree inspection	£550.00	£110.00	£660.00
Paul Harris	Helmsley Archive domain name	£12.98	£2.60	£15.58
The Fireworkers Limited	Fireworks for bonfire	£1,250.00	£250.00	£1,500.00
Victoria Ellis	Mileage and expenses	£65.96		£65.96
Lucy Pryor	Office expenses	£4.69		£4.69
John Teasdale	Petrol for strimmer	£5.88	£1.18	£7.06
Salaries	Staff salaries x 3	£1,942.50		£1,942.50
	TOTAL	£4,279.06	£394.77	£4,673.83

Part Three – For Information

16 **Planning. The council received the following decision**

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** Approved

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 gave a verbal report.
b) RDC Parish Liaison 19th October. Minutes have been circulated. The clerk gave a verbal report.

18 **Finance, Audit and Governance**

Annual Return/External Audit

- a) The council noted the payment by Direct Debit to the NEST Pension Scheme in October.
b) The council received and noted the [Bank Reconciliation](#) to the 30 September 2016, which included some October receipts.
c) The council received and noted the [Running Budget](#) to the 30 September 2016.

19 **Staffing Matters: Salary Evaluations**

No members of the public were present.

A meeting of Staffing Working Group will be held in November.

Signed

Date