

HELMSLEY TOWN COUNCIL
AGENDA for the Monthly Meeting of Helmsley Town Council
to be held in the National Park Meeting Room on Monday 28th November 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 of Pecuniary and Non-Pecuniary interests.

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 31st October 2016 and the additional Meeting on the 14th November 2016.

Exchange of Information and items for next agenda

5

a) Chairman's Report

b) Clerk's Report

i. Email from a resident about the development off Ashwood Close and how out-of-date OS maps did not reflect current buildings/extensions was referred to the NYMNPA Planning Officer.

c) Documents received and sent to councillors:

I. NYMNPA. Principles of S106 Fund Allocation.

II. NYMNPA. Proposed extra care facility and housing development at land off Ashwood Close – details of how the accommodation is made up.

III. NYMNPA 23/24th November 2016. Allocation of Helmsley S106 funding by the NYMNPA.

IV. NYCC email from Sharon Fox 21/11/2016. A full review of parking including The Black Swan is to be undertaken by a specialist engineer from County Hall, the first in the County following a proposal that Helmsley would be an ideal location for this exercise to take place. The review will start at the end of the month and the engineer will contact the council to discuss the assessment, procedure etc.

V. RDC Rough Sleeper Estimate on 14th November 2016.

VI. Discussions about Indoor Food Market at Town Hall.

VII. PCSO Parish report.

VIII. Citizens' Advice Annual report.

Part Two – For Determination

6 Planning Applications: To consider the following applications

a) Application No. [NYM/2016/0562/FL](#) Applicant Mr S Hall

Proposal Installation of replacement timber door and 3 no. double glazed timber windows to front elevation **Address** 5 Bondgate, Helmsley

b) Application No. [NYM/2016/0783/FL](#) Applicant Helmsley Recreation Charity

Proposal Erection of 5 no. pieces of outdoor gym equipment and 3 no. pieces of playground equipment **Address** Recreation Ground, Baxtons Road, Helmsley

7 Keepmoat

Mr Richard Levin, Partnerships Manager, Keepmoat, will address the council about the development off Ashwood Close.

8 Consultations: To consider a response

a) [Minerals and Waste Joint Plan Publication](#) - whether the plan is sound and legally compliant.

b) To consider a response to BT's intended removal of the phone kiosk at Carlton.

c) To receive the advice from the YLCA and the comments from the National Park about the possible listing of the kiosk and to consider investigating its adoption for £1.

9 Town Team

To discuss the arrangements for the Town Team.

10 Signs

a) To consider cancelling the A170 and B1257 Town Signs project.

b) To note that the £700 NYCC Locality Budget grant for the Town Signs will be returned but an application may be made for £700 towards the cemetery works.

c) To consider the sign for the National Park drive.

d) To consider signs for the Cemetery and all land owned or the responsibility of the council.

e) To consider investigating the feasibility of replacing the broken cast iron sign to the Youth Hostel that was outside Pears Travel.

11 **Cemetery**

- a) To consider quotations for work to level the surface of the graves and fill in gaps by the path in the Old Cemetery at the northern end.
- b) To consider asking memorial masons to number the back of each new memorial.
- c) To receive the Parochial Church Council Fees from 1 January 2017 for their churchyards and to consider the fees for Helmsley Town Council Cemetery from 1 January 2017.
- d) To consider asking gravediggers to leave a small amount of topsoil in the cemetery so that graves can be topped up on a regular basis and if so, to fence off a small area.
- e) To consider selling the Grant of Exclusive Right of Burial duplicate book found amongst old receipt books.

12 **The Limes Play Area**

To note that the Climbing Wall on the Multiplay is irreparably damaged and to consider a quotation from the manufacturer.

13 **Action Plan**

To consider the council's updated Action Plan

Streetlight

- 14 To note that the cast iron Streetlight No. 64 Canon's Garth Lane is out and to consider agreeing to its replacement if it is irreparable or more than an agreed cost to repair.

15 **Trees**

To consider work to the trees as suggested in the tree report.

16 **Budget and Finance**

- a) To ratify the payment of the £400 grant to Helmsley in Business, approved at the October meeting, by BACs in the week commencing 21 November 2016 as requested by HiB.
- b) To consider buying an external hard drive which automatically backs up work for about £70.
- c) To consider projects/additional budget items suggested by councillors for the draft budget which is to be discussed in detail at a later meeting.
- d) To consider the quotations for 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.

Part Three – For Information

17 **Planning: To receive decisions**

Application No. [16/01468/HOUSE](#) Mr & Mrs Rusling, 11 Pottergate, Helmsley
Erection of two storey extension and attached outbuilding to rear elevation together with installation of 4no. replacement timber casement windows and 1no. replacement timber vertical-boarded door to front elevation following demolition of existing single storey extension and attached outbuilding **Decision Approved**

18 **Meeting. To receive a report.**

Ryedale Five Towns Meeting 8th November 2016. The clerk. (minutes circulated)

19 **Finance, Audit and Governance**

- a) To receive and note the Bank Reconciliation to the 31 October 2016.
- b) To receive and note the Running Budget to the 31 October 2016.
- c) To note the payment by Direct Debit to the NEST Pension Scheme in November.

Part Four: Staffing Matters

20 **Staffing Matters: Salary Evaluations and additional hours.**

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.

- a) 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.
- b) To consider a request from the Clerk to work up to 10 additional hours up to the end of March 2017.

Signed

Date