

HELMSLEY TOWN COUNCIL
Minutes of the Monthly Meeting of Helmsley Town Council
held in the National Park Meeting Room on Monday 28th November 2016 at 6:30pm

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

Also Present County Councillor Val Arnold, District Councillor Steve Arnold, 4 members of the public, Ms V Ellis (Town Clerk) & Mrs L Pryor (Assistant Clerk)

Part One – opening business

1 Apologies

Apologies for absence were received and approved from Councillor Parkin.

2 Code of Conduct

Councillor Duncombe declared a Pecuniary interest in Item 7 and Non-Pecuniary interests in Items 8b, 8c, 10a & 10b.

3 Public Comments

There were no public comments.

4 Minutes

The council resolved to agree and sign the minutes of the Ordinary Meeting on the 31st October 2016 and the additional Meeting on the 21st 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i. Email from a resident about the development off Ashwood Close, and how out-of-date OS maps did not reflect current buildings/extensions, was referred to the NYMNP A Planning Officer.

c) Documents received and sent to councillors:

- i. NYMNP A. Principles of S106 Fund Allocation.
- ii. NYMNP A. Proposed extra care facility and housing development at land off Ashwood Close – details of how the accommodation is made up.
- iii. NYMNP A 23/24th November 2016. Allocation of Helmsley S106 funding by the NYMNP A.
- 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: The council considered 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 **Decision** **No objection**

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 **Decision** **No objection**

7 Keepmoat

Mr Richard Levin, Partnerships Manager at Keepmoat, addressed the council about the development off Ashwood Close, [NYM/2016/0678/FL](#), and answered verbal questions from councillors and members of the public

8 Consultations: The council considered the following consultations:

a) [Minerals and Waste Joint Plan Publication](#) – is the plan is sound and legally compliant? A response will be made at the December meeting.

b) The council held no objection to BT's removal of the public telephone kiosk at Carlton.

c) The council received the advice from the YLCA and the comments from the National Park about the possible listing of the kiosk and resolved not to pursue its adoption for £1.

9 Town Team

A discussion was held about the arrangements for the Town Team and as its scope, purpose, capability, and powers remain unclear it was resolved that the clerk write to Ryedale District Council's chief executive Janet Waggott for terms of reference and more information.

10 Signs

- a) The council resolved to set aside the A170 and B1257 Town Signs project for the time being.
- b) The council noted that the £700 NYCC Locality Budget grant for the Town Signs will be returned, but a further application may be made for £700 towards the cemetery works.
- c) The council considered that the proposed new Helmsley Town Council office sign at the end of the National Park drive was rather plain, and delegated to the Clerk to investigate the possibility of a redesign, for example a background colour of dark green, and to find out who is paying for the sign.
- d) The clerk was delegated to create appropriate signs for the Cemetery and all land owned by or the responsibility of the council, working from examples sourced from other local towns.
- e) The council resolved not to replace the broken cast iron sign to the Youth Hostel that was outside Spears Travel until recently.

11 Cemetery

- a) The council resolved to accept the quotation from Allgardens for work to level the surface of the graves and fill in gaps by the path at the northern end of the Old Cemetery at a cost of £1,200.
- b) The council resolved to ask the memorial masons to number the back of each new memorial.
- c) The council received the Parochial Church Council Fees from 1 January 2017 for their churchyards and agreed the fees for Helmsley Town Council Cemetery from 1 January 2017.
- d) A request will be made for gravediggers to leave a small amount of topsoil in a dedicated area of the cemetery so that graves can be topped up on a more regular basis.
- e) The council resolved to sell the unused Grant of Exclusive Right of Burial duplicate book to Norton Town Council for £45.

12 The Limes Play Area

The council noted that the Climbing Wall on the Multi-play is irreparably damaged and resolved to get it replaced at a cost of £390 plus VAT by the manufacturer, Streetscape.

13 Action Plan

The council agreed its updated Action Plan.

14 Streetlight

The council noted that the cast iron streetlight LP64 Canon's Garth Lane is working again.

15 Trees

The council accepted a quotation of £680 from Mr M Young for remedial work on several trees around the town which was recommended in the recent inspection report.

16 Budget and Finance

- a) The council ratified the BACS payment of the £400 grant to Helmsley in Business, approved at the October meeting, in the week commencing 21 November 2016 as requested by Helmsley in Business.
- b) The council agreed that the clerk purchase an external hard drive for about £70 which automatically backs up computer work.
- c) Projects and additional items were suggested for the draft budget which is to be discussed in detail at a later meeting.
- d) The council considered the quotations for legal advice for the council acting in its role of Sole Trustee of Helmsley Recreation Charity and resolved to set a budget of £1,000 to explore the council's options with solicitor Roger Taylor of Wellers Hedley. Councillors Duncombe and Parkin will write a brief for Mr Taylor. Once some options were known, there would be a meeting with the chairmen or representatives of each club to discuss Charity operational matters.
- e) The council received the payments and noted that as they had been missed off the agenda they would be ratified at the December meeting.

Part Three – For Information**17 Planning: The council received the following decision**

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

Ryedale Five Towns Meeting 8th November 2016. Minutes had been circulated and the clerk gave a verbal report.

19 Finance, Audit and Governance

- a) The council received and noted the Bank Reconciliation to the 31 October 2016.
- b) The council received and noted the Running Budget to the 31 October 2016.
- c) The council noted the payment by Direct Debit to the NEST Pension Scheme in November.

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

No members of the public were present for this agenda item.

- a) The Staffing Group will report to the council at a future meeting.
- b) The council approved a request from the Clerk to work up to 10 additional hours before the end of March 2017 to deal with Helmsley Recreational Charity work.

Signed

Date