

**HELMSLEY TOWN COUNCIL**  
**MINUTES of the Ordinary Meeting of Helmsley Town Council**  
**held in the National Park Meeting Room on Monday 30th January 2017 at 6:30pm**

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

**Also Present** 5 members of the public, 1 member of the press, Ms V Ellis (Town Clerk) and Mrs L Pryor (Assistant Clerk).

**Part One – opening business**

**1 Apologies**

Apologies were received and approved from Councillor Parkin.

**2 Code of Conduct**

Councillor Duncombe declared an interest in Agenda Item 6.

**3 Public Comments**

There were no public comments.

**4 Minutes**

The council resolved to agree and sign the minutes of the Additional Meeting on the 23<sup>rd</sup> January 2017.

**Exchange of Information and items for next agenda**

**5 a) Chairman's Report**

**b) Clerk's Report.**

**Information:**

- I. Riponian Rally 9<sup>th</sup> Feb 2017. Roppa Wood/East Moor Wood, Cropton Forest & Gale Rigg Forest.
- II. Advertising signage on High Street by the beck/Rievaulx sign reported to the NYMNPA by the clerk.

**Documents received and sent to councillors:**

- III. NYMNPA email about tree works at 1 Buckingham Square after notification period has elapsed.
- IV. Churchyard tree stumps. The churchwardens and the vicar will inspect in January.
- V. Grant application for The Limes Trim Trail was unsuccessful but will be reconsidered if more information is provided.
- VI. NYCC Locality Budget grant of £700 towards the cemetery works has been approved.
- VII. YLCA guidance on the number of councillors.
- VIII. YLCA circulated information about the commemoration - Battle's Over – A Nation's Tribute and WW1 Beacons of Light on 11 November 2018 at 7pm.
- IX. Northern Ryedale Transport Group agenda for January meeting and minutes.
- X. Minerals and Waste Joint Plans Team acknowledgement email.
- XI. Email from a resident asking about infrastructure provision for new housing developments.
- XII. Email from visitor complaining about the written response from Scarborough Borough Council following the cancellation of a parking ticket.
- XIII. Nigel Hollinrake MP Surgery dates in Ryedale (poster on noticeboard).
- XIV. Email from residents about the sale of fracking licences in the area.
- XV. YLCA White Rose January 2017.

**Part Two – For Determination**

**6 Planning Applications/Street Naming. The council considered the following applications:**

**Application No.** [NYM/2016/0678/FL \(amended\)](#) **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** It was resolved to delegate the decision to the clerk in consultation with councillors Hawkins and Marsden.

**7 Ryedale District Council – Flood Grant Scheme**

The council discussed engaging with NYCC to set up a Community Resilience Group with a Community Resilience Plan and resolved to invite Robin Derry, Senior Emergency Planning Officer for NYCC, to speak to a future council meeting.

**8 Defibrillator on RDC's Borogate Toilets**

The council resolved to ask RDC to consider increasing the notice period on the draft licence from 3 months to 6 months, in case RDC ever wished to sell the premises.

## 9 **Street Furniture and Verges: Litter Bins, Dog Waste bin and Cleveland Way sign**

- a) The results of the consultation about new bins (2 on Borogate, 1 on High Street) were received.
- b) The council resolved to apply for a Community grant application for two Litter/Recycling Bins on Borogate and a litter bin on the grassy area by the bench and bridge on High Street.
- c) The council noted that the clerk does not know who owns the verge by High Street and neither does NYCC, so she has submitted a search to the Land Charges Registry, fee £4.
- d) The quote from RDC for installing the three bins has not yet been received.
- e) The council resolved to agree the terms of the Street Furniture Licence for the three litter bins and authorised the clerk to sign the application.
- f) The council resolved to give the clerk delegated authority to buy the bins once the grant application is successful.
- g) The council noted that the clerk, using emergency spending powers in Standing Orders, purchased a replacement dog waste bin for £85 plus VAT from RDC for the northern fence of The Limes Play Area after the old one broke, and ratified the expenditure.
- h) The council resolved to give the clerk authority under the Scheme of Delegation or her job description to replace damaged litter and dog waste bins and to sign Street Furniture Licence applications.
- i) The council decided to apply for a National Park Community Grant to restore NYCC's cast iron Footpath to Rievaulx sign by Borough Beck at a cost of about £900 plus VAT in total (thereby costing the council £270) and gave the clerk the delegated authority to order the work once the grant application is successful.
- j) The council resolved to apply for the maximum National Park Community Grant of £3,500 to restore memorials in the Cemetery and Churchyard. The project would cost the council £1,500 as set against a £5,000 total charge. Councillors Parkin and Swift will select a number of interesting or important memorials upon which the council can focus its efforts.
- k) The council resolved to continue to cut NYCC's visibility splays in 2017 for £620.61, excluding the full extent of the Harome visibility splay as in 2016.

## 10 **Helmsley Library and Volunteers**

- a) The General Risk Assessment was reviewed.
- b) The Risk Assessment – Manual Handling was reviewed.
- c) The council noted that the clerk received a list of volunteers on the 26<sup>th</sup> January 2017.

## 11 **Meetings and training. To consider attendance**

- a) Helmsley Town Team, venue to be arranged, 11 July and 6 October 6pm-8pm. Attendees to be decided nearer the date.
- b) YLCA Training Seminars in Planning and Development and Neighbourhood Planning. Councillors to let Clerk know if they wish to attend - £120 per day.

## 12 **2017-2018 Meetings Calendar**

- a) The council resolved to restrict the agenda of the August meeting to Planning, Finance and urgent matters.
- b) The council agreed the meeting dates for 2017-2018 including the Annual Parish Meeting.

## 13 **Budget and Precept, Councillors' Audit and Finance**

### **Budgets and Precept**

- a) The council resolved to set an expenditure budget of £118,924<sup>1</sup> for 2017-2018, noting the estimated income of £27,145 and the estimated opening balance/reserves on the 1 April 2017 of £47,289.
- b) The council resolved to draw on £6,780 from reserves to contribute towards the balance between estimated income and expenditure.
- c) The council resolved to earmark some of the reserves for specific projects, £2,000 for The Limes Play Area equipment and £2,000 for election expenses.
- d) The council resolved to set a precept for 2017-2018 of £85,000 to be used to meet the balance between estimated income plus the use of reserves and expenditure.
- e) The council resolved that the clerk could make transfers (virements) from budgets in credit to those overspent by £100 or 15% on the 31 March 2017.

<sup>1</sup> Including expected s106 funding for Helmsley Recreation Charity of £20,524 maximum.

**Councillors' Audit and Finance**

- f) **Grant request.** Whilst the council was generally minded to assist, it felt incapable of awarding a grant of £500 from Helmsley Community Library Group for a marketing campaign to attract new volunteers without some additional details. Councillors Marsden and Rose will liaise with the Library Group to secure further information. A decision on the award of the grant was delegated to the clerk in consultation with Councillors Marsden and Rose.
- g) **Grant request.** The council decided that whilst the Library was still welcome to apply for funds each financial year the council would not commit itself to an annual grant.
- h) The council received a report from Councillor Swift of a satisfactory Councillors' Audit for October to December 2016 that was conducted by Councillors Parkin and Swift on the 24<sup>th</sup> January 2017.
- i) The following payments were agreed and Councillors Fairburn and Marsden were authorised to undertake the Unity transactions.

Payee Name	Details	Net	Vat	Total	Ref
Homeworks (Helmsley)	Clips/paint/binbags	£9.37	£1.88	£11.25	U123
Vision ICT Limited	Website hosting & support	£115.00	£23.00	£138.00	U124
North York Moors National Park	Office & room hire & IT	£714.91	£24.80	£739.71	U125
North Yorkshire County Council	Refund of ARN05 Locality Grant Town Signs	£700.00		£700.00	U126
Ryedale District Council	Dog waste bin at The Limes	£85.00	£17.00	£102.00	U127
Jen & Paul Harris	Catalyst2 Linux Power Package	£49.99	£10.00	£59.99	U128
Victoria Ellis	Mileage, meeting refreshments, Land Reg	£29.58		£29.58	U129
Salaries	January salaries x 3	£1,701.66		£1,701.66	U130/1/2
HMRC	PAYE/NI	£184.68		£184.68	U133
	<b>Total</b>	<b>£3,590.19</b>	<b>£76.68</b>	<b>£3,666.87</b>	

**Part Three – For Information****15 Planning: The council received the following decision and information**

- a) [NYM/2016/0784/FL/](#) Mr & Mrs Nicholson. Alterations and extension to domestic outbuilding to enable its use as annexe accommodation at 13 High Street, Helmsley. **Withdrawn.**
- b) **Application No. 16/01242/73A (AMENDMENT)** Applicant Mrs Emmy Burdon  
**Proposal** Variation of Condition 12 of approval 12/00264/FUL dated 27.06.2012 to state 'The development hereby permitted shall be carried out in accordance with the following approved plan(s): Drawing no. 968\_AR50\_06A' - replacement of plan 968\_AR50\_03 - increase in roof height to allow for additional domestic storage areas (retrospective application). **Address** Longhouse, Pottergate, Helmsley. **Decision Conditional Approval (decision notice circulated).**

**16 Meetings. The following reports were received.**

- a) Helmsley Town Team 10<sup>th</sup> January. Notes circulated. Councillor Rose.
- b) Helmsley Town Hall Trustee 24<sup>th</sup> January.

**17 Finance, Audit and Governance**

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

Signed

Date