

HELMSLEY TOWN COUNCIL
AGENDA for the Monthly Meeting of Helmsley Town Council
to be held in the National Park Meeting Room on Monday 27th March 2017 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 27th February 2017.

Exchange of Information and items for next agenda

5 a) Chairman's Report

b) Clerk's Report.

Information:

- I. Helmsley Town Council is on Facebook, www.facebook.com/helmsleytowncouncil
- II. The noticeboard in the Town Hall, donated by Mrs Jane Barker, listing town council Chairman is out-of-date and will be updated after the election of a chairman in May 2017.
- III. Helmsley Cemetery (the new area and some of the old) has been topped up with graded topsoil – the work was part-funded by an NYCC Locality Grant.

Documents received and sent to councillors:

- IV. Thank you email from resident about tree works on High Street.
- V. Thank you emails for grants from Moorsbus CIC and Helmsley Community Library.
- VI. Email from resident about the barrels by the bridge by High Street. Referred to Helmsley in Bloom.
- VII. NYMNPA Leader Grant Scheme open for applications.
- VIII. RDC information about Community Officer roles and PROUD behavior, areas map etc.
- IX. RDC information about Helmsley coverage in Sunday Times. Followed press trip organised by Welcome to Yorkshire and RDC with support from Pyper PR via the Ryedale's Market Towns project. Feature has potential reach of more than 792,000 people and is worth more than £52,000 in EVE (editorial value equivalent). It was also online and coincided with the publication of their best places to visit list -Helmsley and Malton featured prominently within Yorkshire.
- X. Yorkshire Derwent Partnership update.
- XI. Moorsbus CIC – email thanking the council for the grant.
- XII. YLCA Information about the Department for Culture, Media and Sport Better Broadband Campaign.
- XIII. YLCA White Rose Update March 2017.
- XIV. Police Report February Ryedale North West.
- XV. Civic Voice – Civic Day celebrations 17th June 2017

Part Two – For Determination

6 Planning Applications: To consider the following applications:

- a) **Application No.** [NYM/2017/0053/FL](#) **Applicant** Ms Jacqueline Cahoon
Proposal Installation of flue **Address** 3 Bondgate Mews, Helmsley
- b) **Application No.** [NYM/2017/0131/FL](#) **Applicant** Thomas of York Limited
Proposal Variation of condition 2 (material amendment) of planning approval NYM/2016/0182/FL to allow rebuilding of two storey section in facing brickwork
Address 18 Market Place, Helmsley
- c) **Application No.** [NYM/2017/0134/NM](#) **Applicant** Thomas of York Limited
Proposal Non material amendment to planning approval NYM/2016/0771/FL to allow a change of surface material of the hoarding to galvanised steel
Address 18 Market Place, Helmsley
- d) **Application No.** [NYM/2017/0159/FL](#) **Applicant** Mr R Wilson
Proposal Erection of extension to existing pig weaning accommodation
Address Baxton Grange, Baxtons Road, Helmsley

7 RDC Ryedale Market Towns Promotion Project (note, the council may bring this forward)

- a) Marcus Aldrich, Ryedale Market Towns Promotion Officer, and Jos Holmes, Economy & Community Manager, will address the council about the project and answer questions.

- b) To consider attendance at the Ryedale Market Towns Promotion meeting - Wed 29th March, 3.30 pm at Ryedale House (Briefing note circulated).
- c) To consider contributing £500 towards the project from the 2017-2018 Contingency Budget.

8 Helmsley Market

- a) Helmsley Market stallholders. To receive a report of informal talks with the clerk on Friday 10th March 2017. (notes circulated)
- b) To note that following the talks with stallholders the clerk submitted a Freedom of Information request to RDC about the income and expenditure for Helmsley Market in recent years.
- c) To receive the response from Beckie Bennett at RDC and to consider whether to reply or to wait until the council's April meeting which she and the RDC Community Officer will attend.
- d) To consider a response to the stallholders who are expecting a reply from Helmsley Town Council around the end of March/early April 2017.

9 Vacancy for a town councillor

- a) To note the resignation of Erica Rose (resignation letter circulated), acknowledged by the clerk, and to consider a letter from the council for her service to the council and community.
- b) To note that following the resignation from the council of Erica Rose, a Notice of Vacancy in the Office of Councillor was put up on the noticeboard, in the office window and on Facebook. The closing date for 10 electors to contact Ryedale District Council and to claim a poll is Friday 24th March 2017.
- c) To receive an update from Ryedale District Council.
- d) If no by-election has been called, to consider a procedure and timetable for co-option.

10 Ryedale District Council – Flood Grant Scheme and Community Resilience Plan

To consider setting up a Community Resilience Group, to undertake a Community Resilience Plan (NYCC template) and to apply to RDC for a grant. Community groups can also apply.

11 Helmsley Town Council website

- a) To consider adding a tab at the top of the council's page for Helmsley Recreation Charity and adding pages for the Charity. No extra fee from Vision.
- b) To add to the clerk's job description that from 2017 charity administrative documents, such as agendas, minutes, accounts, legal and insurance information are added to the council's website.

12 Public Toilets

To consider the request from NALC and the YLCA to write to Mr Hollinrake MP to ask him to support the amendment to the Public Finance Bill to give "Mandatory zero-rating for public toilets", i.e. 100% mandatory rate relief.

13 Streetlights

- a) To receive notification of an estimated 15% increase in energy costs for 2017-2018 and of similar increases each year to 2020.
- b) To consider giving the clerk delegated authority to replace up to six 70 SON bulbs (current costs £40.97 each per annum) or 80 MBFU bulbs (£42.79 each per annum) per annum where possible – i.e. excluding all decorative lights.

14 Meetings, training and groups: To consider attendance and to agree a response.

- a) Helmsley Town Team 4th April at 6pm. Venue to be confirmed.
- b) Civic Voice, free workshop in York on 5th April, 9.45am–1pm. How to identify and record the condition of war memorials.
- c) NYMNPA Western Area Parish Forum, St Peter's Church, Osmotherley, 18th April at 7:15 pm
- d) To note the date of the Ryedale Five Towns Meeting at Helmsley, 7:00pm on Tues 13 June. Helmsley.

15 Finance and Risk

Grants

- a) To note that the clerk, in consultation with Councillors Duncombe and Parkin, resolved to grant £250 of the £500 she was delegated to award to Helmsley Community Library for the recruitment of volunteers following the receipt of further information (meeting January 2017).
- b) To consider an application from Helmsley Community Library for the remaining £250, towards the cost of a logo, design and artwork, a website, poster template for events and volunteer recruitment and flyer design (details circulated).

- c) To review the existing Grants Statement.
- d) To consider an application form for grant applications.

Bank

- e) To agree that in the case of the resignation from the council of a councillor or member of staff, that any two bank Unity Trust account signatories may give notice to the bank to remove the councillor or member of staff who has resigned from the bank mandate.
- f) To agree that all councillors, including those who join the council at a by-election or by co-option may become a signatory to the council's Unity Trust bank account and are able to view and authorise payments as per the agreed terms, i.e. two signatories required, and that any new members of staff may have view and submit for authorisation permissions.

Other including the Risk Register and Financial Regulations

- g) To review the Risk Register.
- h) To review Financial Regulations.
- i) To consider placing an order for fireworks in April/May for the Bonfire/Fireworks in November and to authorise payment for them between meetings.
- j) To agree payments and to authorise two councillors to undertake the Unity transactions.

Part Three – For Information

16 Planning. To receive decisions.

None received

17 RDC Monitoring Officer Enquiries about the relationship between Helmsley Town Council and Helmsley Recreation Charity, of which it is Sole Trustee.

To note that the clerk has received enquiries from the Monitoring Officer at RDC, namely:

- a) A request for the agenda for the Helmsley Recreation Charity on the 8th August 2016.
- b) Whether council and charity meetings are kept separate. Evidence provided.
- c) Evidence of different start times for charity and town council meetings. Provided.
- d) A request to show the appointment of trustees to the charity. This is not how the council is legally required to manage the charity as Sole Trustee (note, not Custodian Trustee) and the YLCA gave permission to the clerk to forward the NALC Legal Topic Note 28 (Section 6 is the relevant para) to RDC.

18 Meetings. To receive a report.

Ryedale 5 Towns, Kirkbymoorside, 7th March. Councillors Duncombe and Marsden. The next meeting will be at Helmsley in the NP Committee Room at 7pm on the 13th June 2017

19 Finance

- a) To receive and note the Bank Reconciliation to the 28 February 2017.
- b) To receive and note the Running Budget to the 28 February 2017.
- c) To note that the National Joint Council for Local Government Services agreed 1% cost of living increase for the clerk and the assistant clerk will be applied to their salaries from the 1 April 2017 for 2017-2018.
- d) To note the payment by Direct Debit to the NEST Pension Scheme in March.

Signed

Date