

HELMSLEY TOWN COUNCIL

MINUTES of the Helmsley Town Council Meeting held in the National Park Meeting Room on Monday 27th March 2017 at 6:30pm

Present Councillors Duncombe (Chairman), Fairburn, Hawkins, Marsden, Parkin and Swift.
Also present Two members of the public, District Councillor S Windress, two Ryedale District Council officers, one member of the press, Ms V Ellis (Town Clerk) and Mrs L Pryor (Asst. Clerk)

Part One – opening business

1 Apologies

All councillors were present.

2 Code of Conduct

Councillor Duncombe declared a Pecuniary interest in Items 7a) and 7c).

3 Public Comments

None.

4 Minutes

The council resolved 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 The noticeboard in the Town Hall, donated by Mrs Jane Barker, listing town council Chairman is out-of-date and will be updated after the election of a chairman in May 2017.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 and was carried out by Allgardens Ltd.

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. NYMNP 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.

Additional Information provided at the meeting

- I. A compliment had been received about the quality of the topping up work in the cemetery by a resident visiting a grave that had been topped up.
- II. April Town Council Meeting, two RDC Officers to attend (Beckie Bennett of Streetscene and the Community Officer). Also the charity [Next Steps](#).
- III. Helmsley Recreation Charity to meet on Monday 3rd April at 6:30pm in the Committee Room.
- IV. The listed phone kiosk at East Moors will be painted this year by British Telecom.
- V. Thomas's have removed Helmsley Town Council's litter bin from the front of their deli and it has been put up by the caretaker at The Limes Play Area.
- VI. Apologies were received from District Councillor Steve Arnold and County Councillor Val Arnold.
- VII. The Agenda and Minutes of the Transport Group were circulated.

Part Two – For Determination**6 Planning Applications: The council considered the following applications:**

- a) **Application No.** [NYM/2017/0053/FL](#) **Applicant** Ms Jacqueline Cahoon
Proposal Installation of flue **Address** 3 Bondgate Mews, Helmsley
Decision No objection.
- 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 **Decision** The council would prefer stone to be used.
- 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 **Decision** No comment.
- 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 **Decision** No comment.

7 RDC Ryedale Market Towns Promotion Project (this item was brought forward and followed No. 3)

- a) Marcus Aldrich, Ryedale Market Towns Promotion Officer, and Jos Holmes, Economy & Community Manager, addressed the council about the project (information circulated) and answered questions. The following points were raised:
- Why was Ryedale District Council requesting £500 a year for two years from Helmsley Town Council when the town provides a large income to RDC from its carparks?
 - The National Park's publicity covers the town and there are already a lot of free leaflets distributed.
 - Helmsley's Market – not covered specifically by this project but RDC would consider 'business to business' mentoring and had previously taken part in the Love your Market campaign.
 - It was confirmed that town councillors could attend meetings even if no contribution was given.
- b) Ryedale Market Towns Promotion meeting - Wed 29th March, 3.30 pm at Ryedale House. Councillor Parkin may attend.
- c) The council resolved that it would contribute £250pa for two years for the project if Helmsley in Business would contribute an equal amount. The first payment would come from the Contingency Budget.

8 Helmsley Market

- a) Helmsley Market stallholders. The council received a report of informal talks with the clerk on Friday 10th March 2017. (notes circulated)
- b) The council noted 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) The council received the response from Beckie Bennett at RDC and decided to write to Ms Bennett and request that she arrange a meeting with the stallholders in the near future. Helmsley Town Council and residents are deeply concerned about the future of Helmsley market.
- d) The council resolved to write to the stallholders informing them of the response from RDC.

9 Vacancy for a town councillor

- a) The council noted the resignation of Erica Rose (resignation letter circulated and acknowledged by the clerk), and resolved that the clerk write to her on behalf of the council thanking her for her service to the council and community.
- b) The council noted that a Notice of Vacancy in the Office of Councillor was put up on the noticeboard, in the office window and on Facebook and that the closing date for 10 electors to contact Ryedale District Council and to claim a poll was Friday 24th March.

- c) Ryedale District Council confirmed on the 27th March that no poll had been called.
- d) The council agreed a procedure and timetable for co-option.
- I. Advertise for eligible candidates to apply for co-option.
 - II. Deadline for applications - 10:00am Tuesday 18th April
 - III. Ask applicants to write up to 400 words explaining why they wish to be a councillor/for example what they would write in a leaflet if they were standing for election. To be received with the application.
 - IV. Council to interview applicants - agree that all will be asked the same questions by the chairman (number and content of questions to be decided in advance by two councillors with the final decision delegated to the clerk)
 - V. Applicants will be interviewed at the monthly council meeting if there are only 1 or 2 applicants. If there are more than 2 applicants a separate meeting will be arranged.

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

The council resolved to put the setting up of a Community Resilience Group on the agenda for the Parish Assembly and will encourage a group of volunteers. If not, the council will undertake a Community Resilience Plan and will apply to RDC for a grant.

11 Helmsley Town Council website

- a) The council resolved to add a tab at the top of the council's page for Helmsley Recreation Charity and to add administrative information for the Charity.
- b) The council resolved 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

The council resolved to support 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) The council received a notification of an estimated 15% increase in energy costs for 2017-2018 and of similar increases each year to 2020.
- b) The council resolved to delegate 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: The council considered attendance

- a) Helmsley Town Team 4th April at 6pm. Councillor Duncombe and the clerk.
- b) Civic Voice, free workshop in York on 5th April, 9.45am–1pm. How to identify and record the condition of war memorials. No one.
- c) NYMNPA Western Area Parish Forum, St Peter's Church, Osmotherley, 18th April at 7:15 pm. Councillor Fairburn would try to attend.
- d) The council noted the date of the Ryedale Five Towns Meeting at Helmsley, 7:00pm on Tues 13 June at Helmsley.

15 Finance and Risk

Grants

- a) The council noted 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) The council resolved to give a grant of £250 to 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.
- c) The council reviewed the existing Grants Statement.
- d) The council resolved to adopt the application form for grant applications.

Bank

- e) The council resolved 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) The council resolved 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) The council reviewed the Risk Register
 h) The council reviewed Financial Regulations.
 i) The council resolved to place an order for fireworks in April/May for the Bonfire/Fireworks in November and authorised payment for them between meetings.
 j) The council resolved to agree the following payments and authorised Councillors Marsden and Swift to undertake the Unity transactions.

Payee Name	Details	Net	Vat	Total
National Employment Savings Trust	Pension payment	£344.81		£344.81
Helmsley Community Library	Grant for publicity costs	£250.00		£250.00
Moorsbus CIC	Grant towards	£150.00		£150.00
Allgardens Ltd	Cemetery landscaping	£1,200.00	£240.00	£1,440.00
Rialtas Business Solutions Ltd	Alpha annual fee	£113.00	£22.60	£135.60
The Helmsley Estate	Playing field rental 16-17	£50.00		£50.00
Yorkshire Local Councils Association	YLCA membership	£516.00		£516.00
Helmsley Community Library	Grant for publicity (2nd part)	£250.00		£250.00
Victoria Ellis	Expenses - postage & stationary	£60.53	£7.65	£68.18
Salaries	Staff salaries x 3	£1,584.74		£1,584.74
HMRC	PAYE/NI	£184.68		£184.68
North Yorkshire County Council	Streetlight energy bill part payment	£3,000.00		£3,000.00
	Totals	£7,703.76	£270.25	£7,974.01

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.

The council noted that the clerk has received enquiries from the Monitoring Officer at RDC;
 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. The council received 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) The council received and noted the Bank Reconciliation to the 28 February 2017.
 b) The council received and noted the Running Budget to the 28 February 2017.
 c) The council noted 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) The council noted the payment by Direct Debit to the NEST Pension Scheme in March.

Signed

Date