

**HELMSLEY TOWN COUNCIL**  
**AGENDA for the Monthly Meeting of Helmsley Town Council**  
**to be held in the National Park Meeting Room on Monday 24<sup>th</sup> April 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 27<sup>th</sup> March 2017.

**5 Co-option and Declaration of Acceptance of Office of Councillor**

a) To consider the application for co-option to the council.

b) To receive the Declaration of Acceptance of Office from the successful applicant if present.

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

**a) Chairman's Report**

**b) Clerk's Report.**

**Information:**

- I. Dog Fouling on the verge on Baxton's Road. The council's grass cutting contractors have commented about the quantity of fouling of the verge. One of the men had to go home after being covered in it while cutting the grass. Nearest bin is by the Cemetery gates. See Agenda Item 11.
- II. Complaint about dogs in The Limes Play Area. 'No dogs' signs have been purchased.
- III. Helmsley Community Library opened on the 1<sup>st</sup> April 2017 and the council's involvement has ended.
- IV. Complaint about the builders sign by beck on High Street was referred to the National Park.
- V. RDC has contacted NYCC Highways about the worn mini-roundabout markings.

**Documents received and sent to councillors:**

- VI. Complaints about the grass cutting and debris on Carlton Road from the hedge but the contractors did not cut the hedge (inspected by Cllr Parkin). Grass cutting good. Second complaint - too short.
- VII. Letter from a resident requesting double yellow lines on the southern end of Carlton Road
- VIII. Email and photos - Cleveland Way Carpark – signage, use of bays, Britstop Scheme etc.
- IX. Email and photos from coach driver – Cleveland Way Carpark - cars not using marked bays making it difficult for coaches
- X. Email about Smart Bins (signal when they need emptying) and Dog Fouling Signs which glow in the dark.
- XI. Email and photos showing litter in Helmsley after a busy weekend.
- XII. Councillor Survey from Helena Unway-Golding.
- XIII. NYCC Trading Standards: Healthier Helmsley Pilot.
- XIV. Black Swan s106 funding was available from the 3<sup>rd</sup> April 2017.
- XV. Replies from Mr Kevin Hollinrake MP and the YLCA about the council's request for the MP to support Mandatory 100% Rate Relief for public conveniences in the Public Finance Bill amendment.
- XVI. Police. Ryedale North West Crime Figures 2017.

**Part Two – For Determination**

**7 Planning Applications: To consider the following applications:**

- a) **Application No.** [17/00311/HOUSE](#) **Applicant** Mr David Brooksbank  
**Proposal** Installation of 2no conservation roof lights to first floor, 5no conservation rooflights to ground floor and replacement of 3no existing velux lights with conservation lights  
**Address** 30 Bondgate, Helmsley
- b) **Application No.** [NYM/2017/0185/LB](#) **Applicant** Hon. Jake Duncombe  
**Proposal** Listed Building consent for replacement of existing concrete floor with a lime screed and limestone paving **Address** Tuscan Temple, Duncombe Park, Helmsley
- c) **Application No.** [NYM/2017/0191/FL](#) **Applicant** Mr & Mrs Nicholson  
**Proposal** alterations and extension to domestic garage to enable its use as annexe accommodation along with refurbishment of outbuilding including raising the height of boundary wall (revised scheme to NYM/2016/0784/FL) **Address** 13 High Street, Helmsley
- d) **Application No.** [NYM/2017/0202/AD](#) **Applicant** Thomas of York Limited  
**Proposal** advertisement consent for the display of 1 no. non illuminated hanging sign and fascia signs to shop frontage and elevation **Address** 18 Market Place, Helmsley

**8 Next Steps**

Helen Clark, Rural Initiatives and Transport Co-ordinator, Next Steps Resource Centre, will address the council and answer questions.

**9 Ryedale District Council Community Team Officers**

Angela Jones (Customer Services Lead) and Jane Kitching (Community Team Officer) will address the council and answer questions.

**10 Grant applications by Helmsley Town Council**

**Litter Bins**

- a) To note that the grant application to the NYMNPA for a litter bin on High Street was unsuccessful but that two litter/recycling bins will be considered for a grant if the council confirms its plans by the end of April.
- b) To note that there have been neighbour objections to a dual bin at the northern end of Borogate and that the space to the north of said bench is used for trade waste.
- c) To consider if the council wishes to go ahead with the dual bins element of the grant application and to confirm the litter/recycling bin sizes.

**'Footpath to Rievaulx' Sign and Old Cemetery Grant Applications**

- d) To note that the applications for NYMNPA Community Grants for the restoration of Helmsley Old Cemetery (£5,000 project, 70% grant) and the restoration of the 'Footpath to Rievaulx' sign (£900 project, 70% grant) were wholly successful.

**Grants Administration.**

- e) To consider that for the above grant applications and in future that the clerk:
  - may seek pre-application planning advice from the relevant planning authority at the current fee rates. Proof that a planning application is not needed is often required.
  - may ask for two councillors to authorise payment for pre-planning application advice between meetings.
  - and the Chairman and one other councillor if required, may sign the grant acceptance, claim and monitoring/evaluation forms.
  - may confirm with the contractors and suppliers who quoted for the work, and possibly selected by the grant awarding authority, to undertake the projects agreed by the council.

**2017/2018 applications**

- g) To consider Locality Grant requests in the region of £500 to £800 to the North Yorkshire County Councillor following the May election.
- h) To consider applying for a RDC Community Grant, and possibly other grants, for a self-closing gate for The Limes Play Area which will provide disabled access and improve access for users with pushchairs, and to give the clerk delegated authority to apply for 1 or 2 gates depending on the terms of the grant schemes.

**11 Dogs – signs and bins and litter bins**

- a) To note that the clerk has bought 'no dog' signs for The Limes Play Area following complaints about dogs being exercised there, and 'dog fouling' signs for Baxton's Road following the problems experienced by the grass cutting contractors with dog fouling on the verge.
- b) To consider buying a dog bin to put up by the car park of Helmsley Recreation Charity if RDC will empty it as it is out the 30mph area.

**12 Helmsley Town Council Office**

To consider renewing the lease for 3 years on the same terms.

**13 Meetings, training and Ryedale Area Committee: To consider attendance.**

- a) To consider if any councillor wishes to be nominated for the NYCC Ryedale Area Committee to serve as a co-opted member (no voting rights). Next meeting 28<sup>th</sup> June. Quarterly meetings.
- b) NYCC Healthier Helmsley Wed 26 April 1-3pm at The Town Hall.
- c) SLCC North of England Regional Training Seminar at Barnsley - (car share), £69 plus VAT
- d) SLCC North Yorkshire Branch Training Day at Tadcaster in September 2017.

**14 Councillors' Audit and External Audit (inc Accounts 2016/2017)**

- a) To consider the report of Councillors' Audit for January-March 2017 undertaken on the 11<sup>th</sup> April by Councillors Marsden and Swift.
- b) To receive and consider the Running Budget to the 31 March 2016.
- c) To receive and consider the Bank Reconciliation for 31 March 2016.

- d) To complete Section 1 (Annual Governance Statement) of the 2016/2017 Annual Return, to resolve to approve it and to agree it is signed and dated by the chairman.
- e) To consider Section 2 (Accounting Statement) as prepared by the clerk, to resolve to approve it and to agree it is signed and dated by the chairman.
- f) To agree the Explanation of Variances 2016/2017 to be submitted with the Annual Return.
- g) To note that the Internal Audit has been arranged for the Wednesday 17 May 2017.
- h) To note that the council's accounts were successfully closed down at the year-end on the Alpha software.

## 15 Finance

### Grants

- a) To consider a grant application from Next Steps.
- b) To consider a grant application from Royal British Legion to pay Swinton Band £120 for their attendance at Helmsley's Remembrance Day Parade (cost was £110.00 in 2016).
- c) To consider a donation for the Remembrance Day wreath.
- d) To consider a grant application from Helmsley Town Hall for £75 to replace the Union Jack.

### Helmsley Recreation Charity and s106

- e) To ratify the request from the clerk for two councillors to authorise a pro-forma invoice for Charity s106 spending (Pool). The council will be refunded by the NYMNPA and can reclaim the VAT.
- f) To consider that the council pays pro forma invoices for s106 funding for the Charity and to consider delegating to the clerk the authority to request that two councillors authorise payment for pro-forma invoices between meetings. After delivery the clerk will submit a request for repayment to the council to the NYMNPA.

### Other

- g) To note that the final account for Streetlighting Energy in 2017 was £3,275.78 + VAT, up from £2,892.88 + VAT in 2016, representing a 13% increase.
- h) To consider closing the council's HSBC current account No. 41372300.
- i) To agree to change the budget heading 'Training' to 'Staff Training' as it is a staff expense automatically added to staff costs on Alpha for the Annual Return, and for this year to pay for councillor training out of the Administration budget.
- j) To ratify a transfer of £65 from the council's Unity a/c 20356077 to Helmsley Recreation Charity A/C 21381180 as it was paid into the wrong account. (Ref. Hardmoors)
- k) To agree to transfer a payment of £60, received on the 7<sup>th</sup> March, from the council's Unity a/c to Helmsley Recreation Charity as it was for room hire at the Pavilion.
- l) 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 Meetings. To receive a report.

- a) Ryedale Market Towns 29<sup>th</sup> March. Not attended.
- b) SLCC Training Day 1 April. The clerk and the assistant clerk.
- c) Helmsley Town Team 4<sup>th</sup> April. Councillor Duncombe.
- d) War Memorials Condition Survey – Free Workshop at York. The clerk.

### 18 Staffing Matters

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.

- a) To note that in March 2017 the clerk worked the 10 extra hours agreed in November (p521) on Recreational Charity work and has been paid this month on last year's pay scale.
- b) To note that the office staff have required additional hours for data entry for the Helmsley Recreational Charity Pool for 2016 this month and will need additional time to complete the year end process and to agree additional hours.
- c) To consider that the clerk works an extra two hours a week from May to September to deal with Helmsley Recreational Charity administration.

Signed

Date