

## HELMSLEY TOWN COUNCIL

### MINUTES of the Helmsley Town Council Meeting held in the National Park Meeting Room on Monday 24<sup>th</sup> April 2017 at 6:30pm

**Present** Councillors Duncombe (Chairman), Fairburn, Hawkins, Marsden, Parkin and Swift.  
Councillor Saggars was co-opted at Agenda Item 5 and joined the meeting.

**Also present** County Councillor Val Arnold, District Councillor Steve Arnold, Angela Jones of Ryedale District Council, 5 members of the public, 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

Councillors Hawkins & Marsden declared Pecuniary Interests as Town Hall trustees in connection with Item 15d. Councillor Duncombe declared a Pecuniary Interest in Item 7b.

##### 3 Public Comments

The British Legion nominated Town Hall Trustee addressed the council about the grant application for a new Union Jack.

##### 4 Minutes

The council resolved 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) The council considered the application for co-option to the council by Mr Ian Saggars and resolved to co-opt him.
- b) The council received the Declaration of Acceptance of Office from Councillor Saggars.

##### 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 to park.
  - X. Email about Smart Bins (signal when 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: The council considered 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 **Decision** No comment

- 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  
**Decision** No comment
- 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  
**Decision** No comment
- 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  
**Decision** No comment

## 8 Next Steps

This item was postponed due to illness.

## 9 Ryedale District Council Community Team Officers. This agenda item was brought forward and considered after Agenda Item 5 (followed 15d, also brought forward).

Angela Jones (Customer Services Lead) addressed the council and answered questions about the six Community Team Officers (CTO) and their roles:

- Community Safety
- Environmental Health
- Enforcement
- Markets
- Other frontline services.

She gave apologies for Jane Kitching (CTO Helmsley area), who could not attend due to illness. The council raised concerns about the following:

- Helmsley's market on Fridays
- Litter, especially in the Market Place
- Confusion about the 20 minute free car parking to the south of the Market Place
- The inclusion of the two disabled parking bays in the 20 minute free car parking scheme
- Motorbikes parking in the Market Place and not buying parking tickets
- Weeds
- Cleveland Way Overflow Car Park – confusion about where to park, cars not parking in bays or using coach bays
- Brit Stop signs

## 10 Grant applications by Helmsley Town Council

### Litter Bins

- a) The council noted 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) The council noted 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) The council resolved to proceed with the dual bins element of the grant application for two dual litter/recycling bins of the smaller of the two sizes.

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

- d) The council noted 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) For the above grant applications and in the future, the council resolved 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.

- 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**

- f) The council considered submitting Locality Grant requests in the region of £500 to £800 to the local North Yorkshire County Councillor following the May election.
- g) The council resolved to apply for an RDC Community Grant, and possibly other grants, towards the cost of 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) The council noted that the clerk has bought 'no dogs' signs for The Limes Play Area following complaints about dogs being exercised there, and 'dog fouling' signs for Baxton's Road as a result of problems experienced by the grass-cutting contractors with dog fouling in the verge.
- b) The council resolved to buy a dog bin to put up by the car park of Helmsley Recreation Charity, provided that RDC will agree to empty it as it will be out the 30mph area.

#### **12 Helmsley Town Council Office**

The council resolved to renew the lease for 3 years on the same terms.

#### **13 Meetings, training and Ryedale Area Committee. Attendees were agreed as follows:**

- a) Councillor Parkin agreed to be considered for co-option to the NYCC Ryedale Area Committee (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. Councillor Swift.
- c) SLCC North of England Regional Training Seminar at Barnsley - (car share), £69 plus VAT. The clerk.
- d) SLCC North Yorkshire Branch Training Day at Tadcaster in September 2017. The clerk and Assistant Clerk may attend.

#### **14 Councillors' Audit and External Audit (incl. Accounts 2016/2017)**

- a) The council considered the satisfactory report of Councillors' Audit for January-March 2017 undertaken on the 11<sup>th</sup> April by Councillors Marsden and Swift.
- b) The council received and considered the Running Budget to the 31 March 2017 (year end).
- c) The council received and considered the Bank Reconciliation for 31 March 2017 (year end).
- d) The council resolved to approve Section 1 (Annual Governance Statement) of the 2016/2017 Annual Return, and it was signed and dated by the chairman.
- e) The council resolved to approve Section 2 (Accounting Statement) as prepared and signed by the clerk, and it was signed and dated by the chairman.
- f) The council resolved to agree the Explanation of Variances 2016/2017 to be submitted with the Annual Return.
- g) The council noted that the Internal Audit has been arranged for the Wednesday 17 May 2017.
- h) The council noted that the council's accounts were successfully closed down at the year-end on the Alpha software.

#### **15 Finance**

##### **Grants**

- a) This item was postponed due to illness.
- b) The council resolved to give a grant of £120 to the Royal British Legion to pay Swinton Band for their attendance at Helmsley's Remembrance Day Parade.
- c) The council resolved to give a grant of £30 to the British Legion for the Remembrance Day wreath.

##### **Agenda Item 15d was brought forward and considered after Agenda Item 5.**

- d) The council resolved to give a grant of £75 to Helmsley Town Hall to replace the Union Jack.

##### **Helmsley Recreation Charity and s106**

- e) The council ratified 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) The council resolved to pay pro-forma invoices for s106 funding for the Charity and agreed to delegate 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) The council noted 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) The council resolved to close its HSBC current account No. 41372300.
- i) The council resolved 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) The council resolved 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) The council agreed 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) The council resolved to agree the following payments, and Councillors Fairburn & Hawkins were authorised to undertake the Unity transactions.

Payee Name	Details	Net	VAT	Total
Ryedale District Council	Defibrillator electricity charge	£25.00		£25.00
North Yorkshire County Council	Streetlights electricity charge	£930.94 (balance payment)	£655.16 (charged on total invoice)	£930.94
Royal British Legion	Remembrance parade band (see Item 15b)	£120.00		£120.00
Helmsley Rec. Charity	Pavilion hire fee (see Item 15k)	£60.00		£60.00
The Helmsley Estate	8 x streetlights - Wayleave	£0.40		£0.40
Allgardens Ltd	1 <sup>st</sup> & 2 <sup>nd</sup> grass cut	£1,179.76	£235.95	£1,415.71
Allgardens Ltd	3 <sup>rd</sup> grass cut	£589.88	£117.97	£707.85
NYMNPA	Office rent, room hire & IT support	£726.72	£24.80	£751.52
Safetyshop	"No dogs" signs	£50.49	£10.10	£60.59
Keith Sanderson	Helmsley Archive photographs	£9.50	£1.00	£10.50
V Ellis	Mileage/expenses	£154.63	£20.09	£174.72
Homeworks (Helmsley)	Maintenance sundries	£12.50	£2.50	£15.00
J E Teasdale	Strimmer petrol	£10.91	£2.18	£13.09
Salaries	Staff salaries x 3	£2,311.20		£2,311.20
HMRC	PAYE/NI	£471.98		£471.98
	<b>Total</b>	<b>£6,653.91</b>	<b>£1,069.75</b>	<b>£7,723.66</b>

**Part Three – For Information**

**16 Planning. To receive decisions.**

None received

**17 Meetings. The council received verbal reports.**

- 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. (notes circulated by the clerk)
- 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)** The council noted 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)** The council noted 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
- c)** The council agreed that the clerk can work an extra two hours a week from May to September (if required) to deal with Helmsley Recreational Charity administration.

**Signed**

**Date**