

HELMSLEY TOWN COUNCIL
AGENDA for the Annual Meeting of Helmsley Town Council
to be held in the National Park Meeting Room on Tuesday 23rd May 2017 at 6:30pm

Part One – opening business

1 Election of the Chairman and Vice Chairman

- a) To elect a chairman.
- b) To receive the chairman's Declaration of Acceptance of Office
- c) To elect a vice-chairman.
- d) To receive the vice-chairman's Declaration of Acceptance of Office.

2 Apologies

To receive apologies and to approve reasons for absence.

3 Code of Conduct

To receive declarations as required by the Code of Conduct.

4 Public Comments

To receive comments from the public for future consideration.

5 Minutes

To agree and sign the minutes of the Ordinary Meeting on the 24th April 2017.

6 Exchange of Information and items for next agenda

- a) **Chairman's Report**
- b) **Clerk's Report**
 - I. A Ryedale resident tripped outside the public toilets on Borogate and fell badly, necessitating hospital treatment. Reported to Area 4 Highways who will fill the pothole which is not 40mm deep.
 - II. Area 4 Highways have asked that the 'Welfare Cabin' on High Street, being rented by Morrisons Utilities, is turned off at night as it can be noisy.
 - III. **Documents received and sent to councillors:**
 - a. Photographs of bench of Borogate damaged on 25th April between 5:30pm-9:30pm.
 - b. Complaint about Cleveland Way Car Park and a parking ticket received after a visitor did not appreciate that the bays were marked with paint. Photographs supplied.
 - c. RDC Helmsley Town Actions following Helmsley Town Team Meeting.
 - d. NYMNP email – grant application for dual litter bins unsuccessful this year but the council can reapply after RDC's review of litter bin provision.
 - e. National Association of Local Councils (NALC): Good Councillors Guide 2017.
 - f. NALC: Battle's Over – A Nation's Tribute: Beacons/bonfires to be lit Sunday 11th November 2018 to commemorate the end of the First World War. Email from Helmsley TC to Area 4 Highways about recent problems with parked cars on Carlton Road and Station Road.
 - g. Ryedale Five Towns. Minutes of the Meeting in March at Kirkbymoorside.
 - h. Police Report for Ryedale North West Area – April.
 - i. Charity Classic Car Rally on Tues 6th June will use the overflow area of Cleveland Way Car Park from 9.45am for about three hours. Up to about 50 cars.
 - j. Community First Yorkshire: *Emergency Planning Information Event*, The Milton Rooms, Malton 10am on Tues 30 May. Presentations finish at noon. Event to end by 1pm. Free inc. refreshments.

Part Two – for determination

7 Speaker. Mr Chris Beebe, Co-op Planning Manager, Estates Services

Mr Beebe will address the council about the plans to extend the Co-op in Helmsley and answer questions. Please note, the council will not express an opinion or make a decision on the intended application at this stage.

**8 Planning Applications and Public Path Diversion Order.
To consider the following applications:**

- a) **Application [17/00424/HOUSE](#) Applicant Miss Phillippa Joad**
Proposal Erection of rear single storey extension to replace conservatory and reduction in size and relocation of shed **Location** 34 Bondgate, Helmsley YO62 5BR
- b) **North York Moors National Park Authority FP24 Applicant Helmsley Estate**
Location Helmsley (Ashwood Close) Diversion Order 2017

c) Application [17/00449/HOUSE](#) Applicant Mr N Jones
Proposal Erection of a single garage attached to existing workshop to include demolition of attached store
Location 1 Pottergate Helmsley YO62 5BU

9 Market Place litter bins

- a) To note that RDC has ordered a Black and Gold Litter Bin with a larger capacity than the town council's similar bins to be located in the unusable parking bay north of the Market Cross (bay area to be marked with yellow hatchings).
- b) To consider RDC's offer to replace the 4 bins on the Feversham Monument with 4 new Black and Gold litterbins (2 of which have slightly bigger capacity) subject to RDC obtaining any permissions necessary as it is a Grade 2* Listed Building.
- c) To agree ownership and responsibility for the new bins on the Monument.
- d) To consider asking RDC to put two of the litter bins from the Monument on Borogate (RDC will conduct a survey of neighbouring properties).

10 Consultation

NYCC: *The North Yorkshire Permit Scheme* (NYoPS) to assist with the management of street and road work activities on the public highway in North Yorkshire.

11 Councillor Appointments: To make the following appointments:

- a) two councillors to the Newsletter Editorial Team (one issue a year).
- b) one councillor to be a Trustee on Helmsley Town Hall Committee to represent the council.
- c) one councillor to the Fracking Working Group.
- d) one councillor to attend Helmsley Town Team Meetings if the chairman cannot attend.
- e) three councillors to Staffing Working Group-usually Chairman, Vice Chairman and one other.
- f) the clerk and two councillors to attend YLCA meetings (formally appointed clerks and councillors may vote and stand for appointment to the YLCA Joint Executive Board). Other councillors may also attend but not vote.

12 General Power of Competence

To resolve that Helmsley Town Council meets the conditions of eligibility¹ required to exercise the General Power of Competence, as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, with immediate effect.

13 Policies and Action Plan.

- a) To review the following policies, the Asset Register and the council's action plan

Agenda Explained	Disciplinary Procedure	Publication Scheme –updated on the council's website - Freedom of Information page
Action Plan	Equalities policy	Recording & Filming of Meetings
Asset Register	Facebook Page	Scheme of Delegation
Cemetery Policy	Grants Statement on website	Social Media Policy for Councillors
Code of Conduct	Grievance Procedure	Standing Orders
Commitment to Volunteers Statement	Inspection of Memorials – churchyard & cemetery	Unity Transactions
Complaints Procedure	Media Policy	Welcome to the Meeting leaflet
Council, Volunteer & Staff Training	Newsletter Editorial Policy	Winter Services
Data Protection Policy		

- b) To review the Risk Management Strategy – including Financial Risk and to check that risks have been identified, assessed and managed.
- c) To review Financial Regulations and to consider if they are up-to-date, reflect new legislation and are appropriate to the activities of the Council.

14 Meetings and Representatives: To agree representatives to attend

- a) YLCA Ryedale Annual Branch Meeting -Tues 6th June at 7pm Helmsley Recreation Charity.
- b) Parish Liaison - Wed 7th June at 7pm at Ryedale District Council.
- c) Ryedale Five Towns - Tuesday 13th June at 7pm. National Park Committee Room, Helmsley.
- d) Helmsley Town Team – 11th July at 6pm. Venue to be confirmed.

¹ Eligibility – 2/3 of the council were elected and the clerk is qualified. GPC could last until next elections in May 2019.

15 **Audit**

- a) To note that the Annual internal audit report 2016/17 page of the Annual Return was completed and signed by the Internal Auditor, Ian Smithson on the 17th May 2017.
- b) To note that the Notice of the Period for the Exercise of Public Rights, from 5th June to 14th July 2017, is on the notice board and the website.

16 **Finance and Insurance**

- a) To note that Helmsley in Business has decided not to contribute financially towards the Ryedale Market Towns Project and to consider a contribution from the council of a sum below the £500pa requested for two years.
- b) To consider renewal of the clerk's membership of the *Society of Local Council Clerks* at a cost of £177.
- c) To consider joining *Civic Voice* at a cost of £10pa.
- d) To consider the Council's insurance requirements for year two of the three year agreement with reference to the Asset and Risk Registers and to consider if the Fidelity Guarantee is adequate in comparison to council funds and the precept.
- e) To agree to transfer a payment from Hardmoors to the Helmsley Recreation Charity as it has been wrongly paid into the council's bank account.
- f) To consider authorising the clerk to request that two councillors authorise the payment of invoices between meetings for salaries (inc. the variable hours of Mrs L Pryor and Mr J Teasdale), and all items specifically budgeted for, contracted for or expenditure agreed by council at a meeting. Councillors will receive a list of transactions at the meeting following payment.
- g) To agree the payments and to authorise two councillors to undertake the Unity transactions.

Part Three – For Information

17 **Planning: To receive a decision**

- 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** **Approved**

18 **Meeting: To receive a report**

- a) NYCC Healthier Helmsley Wed 26 April 1-3pm at The Town Hall. Councillor Swift.

19 **Finance, Audit and Governance**

- a) To receive and note the [Bank Reconciliation](#) to the 30th April 2017.
- b) To receive and note the [Running Budget](#) to the 30th April 2017.

Signed

Date