

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

Present Councillors Swift (Chairman), Duncombe, Fairburn, Hawkins, Marsden, Parkin and Siggers.

Also present Two members of the public, one member of the press, Jane Kitching (Community Team, RDC) Angela Jones (Customer Services Lead, RDC), Ms V Ellis (Town Clerk) and Mrs L Pryor (Asst. Clerk)

Part One – opening business

1 Election of the Chairman and Vice Chairman

- a) Councillor Swift was elected Chairman.
- b) Councillor Swift signed the Declaration of Acceptance of Office
- c) Councillor Siggers was elected Vice Chairman.
- d) Councillor Siggers signed the Declaration of Acceptance of Office.

2 Apologies

All councillors were present.

3 Code of Conduct

Councillor Parkin declared a non-pecuniary interest in parking as he has created a Facebook page on parking in Helmsley.

4 Public Comments

- a) Ms Sue Barker addressed the council on behalf of the Black Swan about the parking area and about the efforts to resolve the situation.
- b) Ms H Robinson addressed the council about its role and responsibilities as Trustee of Helmsley Recreation Charity. Her concerns included:
 - The use of the car park by the contractors
 - The possible creation of easements or rights of way
 - Did the Trustee seek legal advice?
 - Risk Assessments and the possibility of legal action
 - The objectives of Helmsley Recreation Charity
 - Possible conflicts of interest between councillors and the contractors
 - The lack of information about timescales
 - Not enough community gain.
 The Trustee was asked to reconsider its arrangements.

5 Minutes

The council resolved 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**
Councillor Swift thanked Councillor Duncombe on behalf of the council for his work as Chairman during the previous year.
- 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:**
 - I. Photographs of bench of Borogate damaged on 25th April between 5:30pm-9:30pm.
 - II. 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.
 - III. RDC Helmsley Town Actions following Helmsley Town Team Meeting.
 - IV. NYMNP email – grant application for dual litter bins was unsuccessful this year but the council can reapply after RDC's review of litter bin provision.
 - V. National Association of Local Councils (NALC): Good Councillors Guide 2017.

- VI. 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.
- VII. Email from Helmsley TC to Area 4 Highways about recent problems with parked cars on Carlton Road and Station Road.
- VIII. Ryedale Five Towns. Minutes of the Meeting in March at Kirkbymoorside.
- IX. Police Report for Ryedale North West Area – April.
- X. 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.
- XI. 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

This item was withdrawn due to the absence of Mr Beebe.

8 Planning Applications and Public Path Diversion Order.

The council considered the following applications:

- a) **Application** [17/00424/HOUSE](#) **Applicant** Miss P Joad **Decision** No comment
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 **Decision** No comment
- c) **Application** [17/00449/HOUSE](#) **Applicant** Mr N Jones **Decision** No comment
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) The council noted 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) The council accepted 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) The council noted that RDC will retain ownership of the new bins on the Monument, as confirmed by Ms Jones at the meeting.
- d) The council asked Ms Jones of RDC to put two of the litter bins from the Monument on Borogate.

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.

Decision no response as not applicable to the council.

11 Councillor Appointments: The council made the following appointments:

- a) two councillors to the Newsletter Editorial Team (one issue a year). Councillors Swift and Duncombe.
- b) one councillor to be a Trustee on Helmsley Town Hall Committee to represent the council. Councillor Hawkins.
- c) one councillor to the Fracking Working Group. To be appointed for meetings on request.
- d) one councillor to attend Helmsley Town Team Meetings if the chairman cannot attend. Chairman and Councillor Marsden.
- e) three councillors to Staffing Working Group (usually Chairman, Vice Chairman and one other). Councillors Swift, Saggars and Parkin.
- 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. Councillors Duncombe and Parkin, and the clerk.

12 General Power of Competence

It was resolved 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) The councillor reviewed the following policies, except for the Scheme of Delegation, and reviewed 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	<i>Scheme of Delegation (not reviewed)</i>
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) The council reviewed the Risk Management Strategy, including Financial Risk, and agreed that risks have been identified, assessed and managed.

c) The council reviewed the Financial Regulations and agreed they are up-to-date, reflect new legislation and are appropriate to the activities of the Council.

14 Meetings and Representatives: The council appointed representatives to attend:

a) YLCA Ryedale Annual Branch Meeting -Tues 6th June at 7pm Helmsley Recreation Charity Pavilion. Councillor Duncombe.

b) Parish Liaison – 27th June 3pm-8pm Ward Launch, Amotherby Project at Ryedale House. Councillors Swift and Parkin. (Date changed)

c) Ryedale Five Towns - Tuesday 13th June at 7pm. National Park Committee Room, Helmsley. Councillors Swift and Duncombe.

d) Helmsley Town Team – 11th July at 6pm. Venue to be confirmed. Councillors Swift and/or Marsden.

15 Audit

a) The council noted 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) The council noted 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) The council noted that Helmsley in Business has decided not to contribute financially towards the Ryedale Market Towns Project and resolved to contribute £400pa for two years and to ask Helmsley in Business to contribute £100pa.

b) The council resolved to renew the clerk's membership of the *Society of Local Council Clerks* at a cost of £177.

c) The council resolved not to join *Civic Voice*.

d) The Council considered its insurance requirements for year two of the three year agreement with reference to the Asset and Risk Registers and agreed the Fidelity

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

Guarantee is adequate in comparison to council funds and the precept. The clerk was asked to seek information about Trustee liability insurance.

- e) The council agreed to transfer a further payment from Hardmoors to Helmsley Recreation Charity as it has been wrongly paid into the council's bank account.
- f) The council resolved to authorise the clerk to request that two councillors authorise the payment of invoices between meetings for salaries (including 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) The council agreed the following payments and authorised Councillors Duncombe and Parkin to undertake the Unity transactions.

Payee Name	Details	Net	Vat	Total
Keith Sanderson	Helmsley Archive photo print	£3.08	£0.42	£3.50
Russells (Kirkbymoorside) Ltd	Caretaker's reimbursement	£11.25	£2.25	£13.50
Russells (Kirkbymoorside) Ltd	Caretaker's reimbursement	£10.90	£2.18	£13.08
Ryedale District Council	Wayleave for 3 streetlights	£0.15		£0.15
Came & Company	Hiscox insurance cover renewal	£729.87		£729.87
Allgardens Ltd	4th grass cut	£589.87	£117.98	£707.85
Helmsley Recreation Charity	Hardmoors - reimbursement as paid to council by BACS by mistake	£500.00		£500.00
Streetscape Limited	The Limes multi-play renovation	£700.00	£140.00	£840.00
Streetscape Limited	The Limes climbing wall repair	£390.00	£78.00	£468.00
Allgardens Ltd	5th grass cut	£589.87	£117.98	£707.85
Glasdon UK Limited	Degradable dog bags	£58.36	£11.67	£70.03
Society Local Council Clerks	Clerk's membership	£177.00		£177.00
Ian Smithson BA CPFA	Internal audit fee	£155.00		£155.00
North Yorkshire County Council	Streetlight maintenance costs	£3,312.51	£662.50	£3,975.01
John Teasdale	Petrol for strimmer	£10.77	£2.15	£12.92
Victoria Ellis	Mileage	£12.60		£12.60
Victoria Ellis	Meeting provisions	£5.07		£5.07
Salaries	Staff salaries x 3	£2,234.92		£2,234.92
HMRC	PAYE/NI	£484.40		£484.40
	Total	£9,975.62	£1,135.13	£11,110.75

Part Three – For Information

17 Planning: The council received the following decision

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

NYCC Healthier Helmsley Wed 26 April 1-3pm at The Town Hall. No report.

19 Finance, Audit and Governance

- a) The council received and noted the [Bank Reconciliation](#) to the 30th April 2017.
b) The council received and noted the [Running Budget](#) to the 30th April 2017.

Signed

Date

DRAFT