

**HELMSLEY TOWN COUNCIL**  
**AGENDA for the Annual Meeting of Helmsley Town Council**  
**to be held in the National Park Meeting Room on Monday 26th June 2017 at 6:30pm**

**Part One – opening business**

**1 Apologies**

To receive apologies and to approve reasons for absence.

**2 Code of Conduct**

To receive declarations as required by the Code of Conduct.

**3 Public Comments**

To receive comments from the public for future consideration.

**4 Minutes**

- a) To agree and sign the minutes of the Annual Meeting on the 23rd May 2017.
- b) To receive the Draft Minutes of the Annual Parish Assembly on the 15<sup>th</sup> May 2017.

**5 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 delay making a decision until Agenda Item 7a.

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

**a) Chairman's Report**

**b) Clerk's Report**

**Verbal complaints about:**

- I. which areas of grass are being cut/not cut by on Elmslac Road. Ownership unknown. See Item 9c.
- II. motorbikes on pavement between The Limes and Ashdale Road by the play area. Clerk emailed the local PCSO.
- III. the surface of, and the vegetation on, the path between the Arts Centre and a Garden Wall – emailed NYCC and copied in RDC.
- IV. dog fouling on the pavement between the long stay car park and Castlegate – emailed RDC. After putting RDC's *Take the Lead* poster and information on Facebook the clerk was notified about other problem areas/times in Helmsley and has referred the comments to RDC.
- V. the parked vehicle in front of the Black Swan advertising houses. Referred to NYCC and the NYMNPA Enforcement Team Leader.
- VI. motorhomes being allowed to park free of charge overnight in the Cleveland Way Carpark.
- VII. litter and detritus around town.

**Other**

- VIII. The cast iron sign 'Footpath to Rievaulx' has been restored by Cleveland Corrosion Control, paid for by Helmsley Town Council with the help of a 70% grant from the North York Moors National Park Authority. A roundel, which it would have had originally, was added.
- IX. NYCC: Email from David Kirkpatrick, Senior Engineer, Traffic Management. Information about the Helmsley Car Parking Review. The General Election extended Purdah from May to date thereby delaying the review process. Progress has been made with the methodology etc and it remains a priority to commence the reviews at the earliest opportunity.
- X. Fly the Red Ensign for Merchant Navy Day 3 September 2017. Information received.

**Documents received and sent to councillors:**

- a. Email and photos from resident about the puddles on the pavement on the south side of Bondgate, before and after the resurfacing and response from NYCC.
- b. Complaint/correspondence between RDC and Helmsley in Business about the state of RDC's long-stay car park and grounds.
- c. YLCA – Advance notice of the Reform of Data Protection Legislation and the introduction of the General Data Protection Regulations 2018. To apply to local authorities.
- d. YLCA White Rose Update for May inc. notice of update of LTN 28, Basic Charity Law (circulated).
- e. NYMNPA allowed a beech tree to be felled at Knipes Hall after it was damaged in a storm.
- f. Police report for May 2017.
- g. NYCC streetlighting – explanation of admin charge and energy increase.
- h. RDC - [community grant schemes](#) – community grants, s106 and Flood Grants.
- i. RDC has signed up to [North Yorkshire Community Messaging](#).
- j. NYCC – Helmsley Market Place, Planned Road Closure Notification - 00013143 1 day between 25th June 2017 and 29th June 2017 for charity car wash event.

## Part Two – for determination

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

- a) **Application** [17/00570/FUL](#) **Applicant** Co-op Estates  
**Proposal** Erection of link extension and plant room to the rear, installation of rear external staircase to first floor, alterations to shop front to include repositioning of main entrance and internal alterations to include removal of internal walls and lowering of ground floor levels. **Location** 3-4 Market Place, Helmsley YO62 5BH
- b) **Application** [NYM/2017/0350/CU](#) **Applicant** Miss Rachel Harrison  
**Proposal** change of use of rear yard area to cafe seating area  
**Location** 3 Borogate, Helmsley YO62 5BN
- c) **Application** [NYM/2017/0328/FL](#) **Applicant** Mr David Tutton  
**Proposal** Installation of 5no. replacement timber windows with Upvc along with replacement door **Location** 6 Castle Court, Helmsley
- d) **Application** [NYM/2017/0191/FL](#) **Applicant** Mr and Mrs Nicholson  
**Proposal** Application for 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](#) **Location** 13 High Street

### 8 **Cemetery**

- a) To consider turning the unused side of the cemetery (with the exception of the area to and around one grave) into a conservation area, by reducing the amount of grass cutting to once or twice a year and having it raked up to encourage wild flowers and a more diverse range of plants. The borders by the path would be cut.
- b) To consider the same regime for the unused area to the east of the most recent graves.
- c) To consider applying for a NYMNPA Community Grant and volunteer assistance to improve the biodiversity of the unused area and for bird and bat boxes.
- d) To consider amending the Cemetery Rules to state that grave diggers are required to level off any graves that do not have a level surface 18 months after burial and to convert all the measurements to inches.

### 9 **General including verges**

- a) To consider writing to NatWest about the unkempt appearance of their former bank in Helmsley.
- b) To consider asking RDC for a litter bin for the Buckingham Square/beck area of town.
- c) To consider cutting an extra piece of grass on Elmslac Road, between NYCC verge and a garden, twice this year. Quote from contractors requested.
- d) To note that the Land Registry search for the landowner of the area by High Street with the trees, bridge and cast iron sign, was returned as not registered.

### 10 **Meetings, Representatives and Training: To agree representatives to attend**

- a) Parish Liaison at RDC, Malton, Tuesday 27th June. Times vary, details circulated.
- b) NYMNPA Joint Area Parish Forum at Ryedale Folk Museum 26<sup>th</sup> July. 5pm for Museum/refreshments, 7pm for Meeting.
- c) Yorkshire Day Tuesday 1 August at Sheffield City Council, cost £42.
- d) To consider if any councillor or member of staff wishes to attend a YLCA training session.
- e) To consider if any councillor or member of staff wishes to attend the SLCC Training Day in September at Tadcaster – to include event management.

### 11 **Helmsley Recreation Charity**

- a) To review the [Trustees Annual Report and Accounts](#) for the year ended 31 December 2016.
- b) To consider if the council has met all of its responsibilities as [sole managing trustee](#) of Helmsley Recreation Charity No. 523358, that is has complied with the [requirements of trustees](#) in the Charities Act and to resolve that is has:
  - Separate bank accounts for the council and the Charity.
  - Filed the [Trustees Annual Report and Accounts](#) for the financial year to 31 December 2016 with the Charities Commission by the deadline of the 31<sup>st</sup> October 2017 (filed on the 12<sup>th</sup> June 2017)

- Arranged for an audit or independent examination of the trust's accounts (as required) – the accounts were audited and verified by Hallgarth Accountants Ltd of Pickering.
  - Completed all appropriate returns to the Charity Commission's requirements.
- c) To consider a grant application from Helmsley Recreation Charity for £5,000.
- d) To receive the YLCA advice on a long-term funding arrangement for the Charity and to consider drafting a proposal and submitting it to the YLCA for their opinion.

## 12 Finance and Audit

- a) To consider the request for a grant to the RDC Chairman's Charity Fund.
- b) To consider renewing the subscription to Rural Action Yorkshire, cost £35.
- c) To consider the report from the Internal Auditor, to note the advice of the YLCA and to agree to implement the annual pay review referred to.
- d) To agree the payments and to authorise two councillors to undertake the Unity transactions.

## Part Three – For Information

### 13 Planning: To receive a decision

**Application No.** [17/00311/HOUSE](#) **Applicant** Mr D Brooksbank. 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**

### 14 Meetings: To receive a report

- a) YLCA Ryedale Branch Meeting -Tues 6th June at 7pm Helmsley Recreation Charity.
- b) Ryedale Five Towns - Tuesday 13th June at 7pm. National Park Committee Room.  
 Minutes to follow.

### 15 Finance

- a) To receive and note the [Bank Reconciliation](#) to the 31st May 2017.
- b) To receive and note the [Running Budget](#) to the 31st May 2017.
- c) To note that a transaction charge of 15p for each individual credit and debit transaction will be added to the account fees with effect from the 5th September as the council's credit turnover is now over £100,000.
- d) To note that the NEST pension payment was paid by Direct Debit in June and a correction for an underpayment in May 2017.
- e) To note that two councillors authorised the following payments for supplies in the week commencing 19<sup>th</sup> June as previously agreed by council:

Payee	Details	Net	Vat	Total
Helmsley Town Council	Grant for Union Jack	£75.00		£75.00
Duncombe Sawmill Ltd	Timber	£37.25	£7.45	£44.70
Glasdon UK Ltd	Dog Waste Bin for Baxton's Road	£86.52	£17.30	£103.82
NYCC	Streetlights M906271, Feversham Rd 81, 84, 85 and 86	£3,837.69	£767.54	£4,605.23
Cleveland Corrosion Control	Restoration of Footpath to Rievaulx Sign	£900.00	£180.00	£1,080.00
Allgardens Ltd	6th grass cut	£589.88	£117.97	£707.85
Victoria Ellis	Expenses and reimbursement	£56.17		£56.17
John Teasdale	Expenses	£10.40	£2.08	£12.48
Salaries	Salaries x 3	£2,213.68		£2,213.68
HMRC	PAYE	£490.20		£490.20
	<b>TOTAL</b>	<b>£8,296.79</b>	<b>£1,092.34</b>	<b>£9,389.13</b>

Signed

Date