

HELMSLEY TOWN COUNCIL
Minutes of the Additional Meeting of Helmsley Town Council
held in the National Park Meeting Room on Monday 21st August 2017 at 2:00pm

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

Also present Ms Jane Kitching (RDC Community Officer) and Ms V Ellis (Town Clerk)

Part One – opening business

1 Apologies

Apologies for absence were received and approved from Councillors Fairburn, Hawkins and Sagers.

2 Code of Conduct

Councillor Duncombe declared a pecuniary interest in Agenda Items 6d and 9.

3 Public Comments

There were no public comments.

4 Minutes

The council resolved to agree and sign the minutes of the Ordinary Meeting on the 31st July 2017.

5 Exchange of Information and items for next agenda

a) Chairman's Report

b) Clerk's Report

- i. NYCC Highways – will clear the vegetation off the pavement beyond Ryegate Bridge by the A170.
- ii. Highways will inspect the pavement to south of Linkfoot Lane following a complaint about grass narrowing the pavement making it difficult for mobility scooters and an overgrown hedge.
- iii. Complaint about coach emptying chemical toilet in Cleveland Way Car Park.
- iv. Letter received from Cllr Oxley, Chairman of RDC thanking the council for the donation.

Documents received and sent to councillors:

- I. 4 Storey Close (via Boulton & Cooper Stephensons) for sale to local person.
- II. Complimentary email from visitor about overnight Motorhome Parking – with Facebook posts.
- II. Complaint about appearance of Old Cemetery.
- ✓. Visitor complaint about there being no TIC.
- ✓. Scarborough BC. Reply from Jane Wilson, Deputy Operations Mngr about the coach that was not allowed to let its passengers off in the Market Place and reply from RDC (Angela Jones) who will consider now or in future if it is possible to find a place. Service bus space cannot be used.
- VI. NYMNPA Joint Parish Forum Notes and Presentations.
- II. YLCA White Rose Update August 2017.
- II. YLCA: More information about change to Data Protection laws.
- X. NALC Chief Executive's Bulletin.
- X. Link to NALC [The Good Councillor's Guide to Finance and Transparency 2017](#)
- (I. RDC: Minutes of Parish Liaison 27th June 2017.
- II. NYCC Community Directory.

Additional information

A memorial in the cemetery has been damaged and repairs and a possible insurance claim are in hand.

Part Two – for determination

6 Planning Applications. The council considered the following planning applications.

- a) Application [17/00795/HOUSE](#) Applicant Mr M Higham**
Proposal Re-roofing of existing flat roof sections to the rear, to include installation of 3no. roof lanterns. **Location** 1 Ryegate, Helmsley. **Decision** No Comment
- b) Application [NYM/2017/0463/FL](#) Applicant Ms R Godfrey**
Proposal Installation of replacement Upvc garage windows and door.
Location 9 Villiers Court, Helmsley. **Decision** No Comment
- c) Application [NYM/2017/0513/LB](#) Applicant The Royal Bank of Scotland**
Proposal Removal of ATM and reinstatement of glazing
Location 19 Market Place, Helmsley **Decision** No Comment
- d) Application [NYM/2017/0537/NM](#) Applicant Wharfedale Homes** **Proposal** Amendment to planning approval [NYM/2014/0808/FL](#) to allow alterations to fenestration to west elevation and boundary treatments to Plot 55
Location Land off Carlton Road, Helmsley. **Decision** No Comment

7 Consultations: The council considered its responses

- a) NYCC Consultation under the Traffic Management Act 2004 and the Streetworks (Registers, Notices, Directions and Designations) (England) Regulations 2007, whereby the County Council can declare roads as "Traffic Sensitive Streets" thereby limiting the times at which roadworks can be carried out in the interest of keeping traffic moving during peak periods.
Decision. The council supported the designation of the roads in Helmsley on the consultation but would like to see Bridge Street added as it is a very busy road. The council would also like utilities to fill in holes as quickly as possible.
- b) Ryedale District Council. Reference S106-014, Section 106 Grants, Helmsley Recreational Charity, Open Air Pool Renovation. Grant request. A response was delegated to the clerk in consultation with councillors.
- c) The council resolved not to hold a consultation about providing dog bags in dispensers but would have an item on the next agenda about a trial to cease providing them.

8 Meetings and Training

- a) No councillor wished to attend a YLCA training course this autumn.
 b) The council resolved to ratify attendance at the YLCA Course *All Things Digital* on the 14th September 2017 by the clerk and assistant clerk, cost £50 each.

9 Planning Permission for Town Signs

To consider a request from Helmsley Recreational Charity to use the planning permission to erect signs. This item was deferred.

10 Finance and Assets

- a) The council resolved to agree to donate the facsimile of the Magna Carta to Helmsley Community Library and to remove it from the Asset Register.
 b) The following payments were agreed by the council and Councillors Parkin and Swift were authorised to undertake the Unity transactions.

Payee	Details	Net	Vat	Total
PKF Littlejohn LLP	External Audit fee	£300.00	£60.00	£360.00
Ryedale District Council	Ryedale Market Towns	£400.00		£400.00
Allgardens Ltd	10th grass cut	£589.87	£117.98	£707.85
Allgardens Ltd	11th grass cut & 1pce	£604.87	£120.98	£725.85
SLCC Enterprises Limited	Regional training	£69.00	£13.80	£82.80
Yorkshire Local Councils Associations	Digital training course x 2	£100.00		£100.00
Streetscape Limited	Sturdy flying saucer	£2,289.00	£457.80	£2,746.80
Salaries	Staff salaries x 3	£2,133.42		£2,133.42
HMRC	PAYE/NI	£484.40		£484.40
	TOTAL	£7,393.92	£770.56	£8,164.48

Part Three – For Information

11 Finance and External Audit

- a) To receive and note the [Bank Reconciliation](#) to the 31st July 2017.
 b) To receive and note the [Running Budget](#) to the 31st July 2017.
 c) **Annual Return/External Audit. Year end accounts 2016-2017: the [Annual Return and the External Auditor's Report](#).**
- i) To note that copies of the Notice of conclusion of Audit and right to inspect the Annual Return were posted on the noticeboard and the website on the 8th August 2017.
 ii) To note that the External Auditor has issued their certificate and opinion, and stated that the audit of the annual return for the year ended 31 March 2017 was complete, and that "on the basis of our review, in our opinion, the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met."
 iii) To note that the External Auditor stated that there were no "other matters not affecting our opinion which we draw to the attention of the council"

Signed

Date