

HELMSLEY TOWN COUNCIL
AGENDA for the Monthly Meeting of Helmsley Town Council
to be held in the National Park Meeting Room on Monday 25th September 2017 at 6:30pm

Part One – opening business numbers and planning

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

To agree and sign the minutes of the Additional Meeting on the 21st August 2017.

5 Exchange of Information and items for next agenda

a) Chairman's Report

b) Clerk's Report. Information

- a. RDC Ward Mapping has to involve all the parishes in the Helmsley Ward.
- b. Resident concerned about the increased usage of Swan Lane, in particular vehicles heading south not slowing down as they approach the gap between Fat Face and the Black Swan, where pedestrians cross. Also suggested that Swan Lane should be Access Only.

Documents received and sent to councillors:

- a) Complaint about the quantity of commercial litter at southern end of Borogate on Sat 16 September, morning. Referred to RDC Community Officer.
- b) Email and letter from visitors with a motorhome pleased with the opportunity to park up.
- c) Ryedale Citizens Advice Bureau may merge with others in the area.
- d) Information from Community First Yorkshire about the Ex-Forces Support NY and Community Support and Volunteering NY.
- e) NYMNP Work to Trees in Conservation Area – land off Cleveland Way, Helmsley Estate.
- f) North York Moors, Coast and Hills LEADER Programme - Rural Services Funding info and events.
- g) Introduction to North West Ryedale Neighbourhood Policing Team. The Beat Manager is PC 1047 Holly Hornsby, supported by PCSO 5388 Tracy Brown.
- h) NYMNP Modern Apprentices will install timber edging to Public Footpath 517024 by the cricket field, w/c 4 Sept. It will be re-tarmacked in October by contractors. Temporary closures possible.
- i) The Limes Play Area Annual Inspection Report.

Part Two – for determination

6 Planning Applications. To consider the following applications:

- a) **Application** [17/00970/ADV](#) **Location** 3 - 4 Market Place Helmsley YO62 5BH
Applicant Co-op Retail Services Limited (Food Programme Delivery)
Proposal Display of a fascia sign with non-illuminated Welcome letters and an internally illuminated company logo, adjacent non-illuminated sections of fascia sign, 1no. externally illuminated double-sided projecting sign and to the rear, a non-illuminated Goods delivery sign and a Parking disclaimer sign
- b) **Application** [NYM/2017/0504/FL](#) & [NYM/2017/0507/LB](#) **Location** 36 High St, Helmsley
Applicant Mr & Mrs Kirk **Proposal** Installation of 2no. rooflights to rear of roof slope.
- c) **Application** [NYM/2016/0586/FL](#) & [NYM/2016/0597/LB](#) **Location** 33 Bondgate, Helmsley
Applicant Mr S Costello **Proposal** installation of replacement double glazed timber patio doors and double glazed panes to roof of rear porch.
- d) **Application** [NYM/2017/0602/CU](#) **Applicant** Mr R Otterburn
Location Flat above Ryeburn Ice Cream Parlour, Cleveland Way, Helmsley.
Proposal change of use from holiday accommodation to office space (no external alterations)
- e) **Application** [NYM/2017/0579/FL](#) **Applicant** Wharfedale Homes
Proposal Variation of condition 2 (material amendment) of planning approval NYM/2014/0808/FL to allow a change to housing types and subsequent layout changes to facilitate, attached garages to Plots 22 and 23, additional parking spaces to Plots 18, 19, 23, 24A, 38 & 39, revised courtyard parking for Plots 40-48 and amendments to boundary treatment layout and details **Location** Land off Carlton Road, Helmsley

f) **Application** [17/00975/FL](#) **Applicant** Tower Corporation Limited (Mr C Gillam)
Proposal Erection of part two storey/part single storey rear extensions and alterations to existing retail storage areas to the rear. **Location** Helmsley Post Office, 23 Bridge Street

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Churchyard

Churchyard

- a) To note that the clerk and Cllr Parkin met a memorial mason on site today and received advice on the condition of the memorials following their inspection.
- b) To receive advice from York Diocese about the need for a Faculty and to agree to apply for one at a cost of £202 plus VAT if need be.
- c) To consider asking a memorial mason assist with the Faculty Petition.
- d) To consider applying for a National Park Community Grant for any work required, if the scheme is run in 2018, providing that it is safe to delay any work. Maximum grant is usually 70% of £5,000, cost to council £1,500. (will not contribute to a Faculty)

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Cemetery

- a) To receive an update on this autumn's £4,500 project (70% grant National Park) to secure 17 memorials, £2,500, and to improve the surface, soil £2,000) in Old Cemetery.
- b) To consider spending an additional sum on labour, £100 per day per person, up to £1,000 from the Contingency Budget, as topsoil is available for free, delivered, in Helmsley at the moment or to leave until a grant can be applied for.
- c) To receive advice from the National Park about the species present in the Old Cemetery and the management of the Old and New Cemetery, and the Yorkshire Wildlife Trust booklet *Yorkshire Living Churchyard Project*.
- d) To consider setting up a working group comprising 2 or 3 councillors to draw up a brief management plan – preferably one side of A4 – and to report to council with recommendations when the council's budget is discussed on the 27th November.
- e) To consider applying for a National Park Community Grant to continue the restoration work to the older memorials if the scheme is run in 2018 and/or additional soil. Maximum grant is usually 70% of £5,000, cost to council £1,500.

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Verges

General

- a) To consider having a 13th grass cut due to the exceptional growing season this year and to consider the areas to be cut.
- b) To receive information from the council's insurance company and the YLCA about looking after land if the owner is unknown.
- c) To consider continuing to maintain the area with trees by Borough Beck, ownership unknown (Land Registry Search completed 2017) and to consider claiming ownership.
- d) To note that the caretaker will keep the areas around the stone town signs tidy if the changes below are agreed.

Ceasing/Reducing/amending areas of grass cutting

- e) To note that the verge by the 40mph stretch on the Stokesley Road is cut by NYCC x2pa and that NYCC has confirmed that it will cut the 40mph stretch on the A170 including the visibility splay if the council decides to cease cutting it. The caretaker will maintain the areas around the town signs.
- f) To consider ceasing/reducing the grass cutting programme for the following areas.
 - I. To cease cutting most of the northern side of the A170 Linkfoot Lane verge in the 40mph section, east of the A170 sign by bench, as NYCC will cut it x2 pa.
 - II. To cease cutting most of the southern A170 Linkfoot Lane verge in the 40mph section, from 3 metres east of the Helmsley stone wheel sign.
 - III. To cease cutting the east side of the A170 to Thirsk road outside the 30mph sign but to extend cutting and tidying of the west side to 2 metres in front of Helmsley sign.
 - IV. To cease cutting the following area which Helmsley Estate has confirmed it owns - by the B1257 around the bench and beck – south of No. 56 High Street. (map).
 - V. To cease strimming the bank on the west of Baxton's Road outside the 30mph limit.
 - VI. To reduce cutting the east side of Riccal Drive from x12 pa to x5 pa.
 - VII. To reduce the width of verge cut on the north of Swanland Road to about a metre.
 - VIII. To reduce the verge cut on the east side of Carlton Road north from the junction with Swanland Road to a metre strip and from x6 pa to x5 pa.

Additional areas

g) To consider adding the following to the grass cutting programme - a small area of grass between the road and a low garden wall on Elmslac Road (ownership unknown-no search as yet), and possibly short stretches of grass on the south side of Carlton Road.

Ryedale Green and verges

h) To note that the Green and the large verges between the drives to the houses are leased by the town council on a 99 year lease from Ryedale District Council that has 77 years to run, to 2094. The council could save at least £400/£500pa by cutting the main body of less often, perhaps 2 times pa and could offset the longer area with a 1.5 metre strip (2 sweeps of the mower) to maintain a tidy appearance, subject to the agreement of RDC.

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.

i) To note the legal advice from the YCLA and to consider asking RDC if the town council could end the lease for the Green and verges or the Green only for an agreed sum.

j) If the previous agenda items are agreed, to agree to keep this area separate in the tender contract so that said element of the contract can be removed.

k) Tender Document: To agree the following

I. To give the clerk delegated authority, in consultation with the Chairman and Vice-Chairman or another councillor (to be agreed), to make alterations to the grass cutting regime as queries arise before the tender document is published, and as necessary during the lifetime of the contract.

II. The content of the Tender Document subject to the alterations made at the meeting and clarifications made by the clerk in consultation with 2 councillors.

III. To issue the tender document as soon as possible after this meeting.

IV. That all tenders are received by the office by noon on Monday 20th November 2017.

V. That all the tenders are opened on Monday 20th November at noon by the assistant clerk in the presence of two councillors.

10 Dog Bags

a) To consider a trial of ceasing to provide dog bags in dispensers until 29th January 2018 when the council can consider whether it wishes to restock.

b) To consider providing biodegradable dog bags for the National Park Office on Bondgate to give away, in addition to those provided at the Library.

11 Community Resilience Plan

a) To appoint a Lead and Deputy Lead and to agree to include the other five councillors as contacts. Cllrs Duncombe and Parkin have volunteered to be Lead and Deputy Lead.

b) To appoint a Lead Volunteer and Deputy Lead Volunteer and to agree to include the other five councillors as contacts.

c) To agree venues for Initial Meeting Location / Community Control Centre and Rest/Welfare Centre and to note if they have given permission for their use.

d) To consider adopting the draft Community Resilience Plan.

e) To delegate permission to the clerk and assistant clerk to keep the CRP up-to-date.

12 Flooding at southern end of Carlton Road

To consider asking NYCC to improve the drainage and its maintenance on Carlton Road as rainwater flooded down to a drain on Bondgate on the 11th September 2017.

13 RDC Campaign Don't Be A Waster – Reduce, Reuse, Respect

To consider joining in or supporting RDC's campaign (emails from RDC & HiB circulated).

14 NYCC Commons Act 2006 - Commons Register Update

To confirm to NYCC that Helmsley Town Council has the right of Protection of Unclaimed Common Land - CL 100 – The Pinfold and CL 101 - The Cattle Watering Rest.

15 Clerk's Report and agenda items where decision not required

To consider receiving a summary of information where feasible instead of copies of documents and emails.

16 Meetings and training: To agree/confirm attendance or representatives

a) LEADER - Rural Services Funding. Thurs 28 Sept, NYMNP at Helmsley, 10.00am.

b) Ryedale Branch YLCA at RDC 7pm Tuesday 3rd October.

c) NY Branch SLCC Training day in March/April in Helmsley.

- d) RDC Parish Liaison Wed 18th October 7pm.
- e) NYMNPA Western Area Parish Forum, Tues 17th October 7.15pm, Helmsley Pavilion.
- f) YLCA Training Programme September to November.

17 Finance and Audit

- a) Grant application: To consider a grant application from Musical Memories to continue the provision of singing sessions at Helmsley Arts Centre.
- b) To consider the email from the Town Hall requesting financial support.
- c) To consider supporting the Helmsley Christmas Tree Festival at All Saints Church.
- d) To receive a report of Councillors' Audit for Quarter 1 undertaken on the 25th Sept.
- e) To agree payments and to authorise two councillors to undertake the Unity transactions.

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) To note that the clerk is on Jury Service from the 30th October, initial period is 10 working days and that she will work on any half days or when possible.
- b) To consider funding any salary shortfall between the reimbursements from the court and the council's insurance (£750 max, excess £75) which may happen with 'long' half days.
- c) To consider additional hours for the assistant clerk, up to four per week and cover by a locum should the clerk have to serve more than 10 days.

Part Three – For Information

19 Planning: To receive decisions

- a) [17/00795/HOUSE](#) **Approved** Mr Mark Higham, 1 Ryegate, Helmsley Re-roofing of existing flat roof sections to the rear, to include installation of 3no. roof lanterns.
- b) [17/00570/FUL & 17/00571/LBC](#) **Approved** Co-op Estates , 3-4 Market Place, Helmsley 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 & lowering ground floor levels.

20 Meetings and Training: To receive reports

- a) Ryedale Market Towns Promotion Partnership, Weds 13 Sept. Councillor Marsden.
- b) All Things Digital Training 14th September, YLCA. Clerk and assistant clerk.
- c) Help for Heroes Event, Thurs 21 September. Councillor Swift.

21 Finance

- a) To receive and note the [Bank Reconciliation](#) to the 31st August 2017.
- b) To receive and note the [Running Budget](#) to the 31st August 2017.
- c) To note that the NEST pension payments were paid by Direct Debit in August and Sept.
- d) To note that the £35 Data Protection Registration Fee was paid by Direct Debit in Sept.
- e) To note that Councillors Swift and Parkin authorised the following payments to be settled by BACS on the 20th September 2017 and one cheque.

Payee	Details	Net	Vat	Total
RBL Poppy Appeal (Unity cheque number 300001)	Town Remembrance wreath	£30.00		£30.00
The Play Inspection Co. Ltd	Annual Inspection – The Limes Play Area	£65.00	£13.00	£78.00
Allgardens	12 Grass Cut & extra piece	£604.88	£120.97	£725.85
Ryedale District Council	Lease of land at Ryedale Close	£10.00		£10.00
V Ellis	Reimbursements and Mileage (ink, foil blankets, copy paper etc)	£101.46	£12.46	£113.92
J Teasdale	Reimbursement Fuel	£11.19	£2.24	£13.43
Salaries x 3	Staff Salaries	£2143.90		£2143.90
HMRC	PAYE Tax and NI	£484.40		£484.40
	TOTALS	£3450.83	£148.67	£3599.50

Signed

Date