

HELMSLEY TOWN COUNCIL
Minutes of the Monthly Meeting of Helmsley Town Council
held in the National Park Meeting Room on Monday 25th September 2017 at 6.30pm

Present Councillors Swift (chairman), Duncombe, Fairburn, Hawkins, Marsden, Parkin & Siggers
Also present County Councillor Val Arnold, District Councillors Snowy Windress & Steve Arnold,
 a member of the press, 8 members of the public, Ms V Ellis (Town Clerk) and Mrs L Pryor (Asst. Clerk)

Part One – opening business numbers and planning

1 Apologies

None.

2 Code of Conduct

Councillor Duncombe declared an interest in Items 6e and 9f, iv,

3 Public Comments

A member of the public spoke about their discontent with the appearance of the cemetery. (see Item 8)

4 Minutes

The minutes of Additional Meeting on the 21st August 2017 were agreed and signed.

5 Exchange of Information and items for next agenda

a) Chairman's Report

b) Clerk's Report. Information

- I. RDC Ward Mapping has to involve all the parishes in the Helmsley Ward.
- II. 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) NYMNPA 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) NYMNPA 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.
- j) Agenda for Northern Ryedale Public Transport Group 3rd October.
- k) Apologies from RDC Community Officer Jane Kitching for missing the council meeting. Will deal with complaints about trade waste at southern end of Borogate.
- l) Email about speeding complaint and request for council to install a Vehicle Activated Sign.
- m) Email about low water pressure affecting certain premises in Helmsley.

Part Two – for determination

6 Planning Applications. The council considered the following applications:

- a) **Application** [17/00970/ADV](#) and [17/01084/LBC](#) **Decision No Comment**
Location 3-4 Market Place, Helmsley **Applicant** Co-op Retail Services Limited
Proposal Display of a fascia sign with non-illuminated Welcome letters and an internally illuminated company logo, adjacent non-illuminated sections of fascia sign, 1 no. 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](#) **Decision No Comment**
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](#) **Decision No Comment**
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](#) **Decision No Comment**
Location Flat above Ryeburn Ice Cream Parlour, Cleveland Way, Helmsley.
Applicant Mr R Otterburn **Proposal** change of use from holiday accommodation to office space (no external alterations)
- e) **Application** [NYM/2017/0579/FL](#) **Decision No Comment**
Location Land off Carlton Road, Helmsley **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
- f) **Application** [17/00975/FL](#) **Decision No Comment**
Location Helmsley Post Office, 23 Bridge Street **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

7 Churchyard

Churchyard

- a) The council noted 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) The council noted the advice from York Diocese about the need for a Faculty and to agree to apply for one at a cost of £202 plus VAT.
- c) The council resolved to ask a memorial mason to help with the Faculty application.
- d) The council agreed to apply for a National Park Community Grant for the work required, if the scheme is run in 2018, otherwise the council will fund the work.

8 Cemetery

- a) The council received an update on this autumn's £4,500 project to secure 17 memorials (£2,500) and to improve the surface (£2,000) in the Old Cemetery.
- b) The council resolved to ask the contractor to supply additional labour at a cost of £100 per day per person (up to £1,000, from the Contingency Budget) because free topsoil is available.
- c) The council received both 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) The council resolved to set up a working group to draw up a brief management plan and report with recommendations when the council budget is discussed at the Town Council meeting on the 27th November. Councillors Hawkins and Marsden, the caretaker Mr Teasdale and up to 2 members of the public were appointed.
- e) The council resolved to apply for a National Park Community Grant to continue the restoration work on the older memorials if the scheme runs in 2018 and/or additional soil. County Councillor Val Arnold kindly offered funding from her 2018 Locality Budget.

9 Verges

General

- a) The council resolved to have a 13th grass cut due to the exceptional growing season this year.
- b) The council received information from the council's insurance company and the YLCA about looking after land if the owner is unknown.
- c) The council resolved to maintain the area with trees by Borough Beck, ownership unknown (Land Registry search completed 2017) and not to claim ownership.
- d) The council noted 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) The council noted 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.
- f) The council considered ceasing/reducing the grass cutting programme for the following areas:
 - I. The council agreed to have a one metre roadside strip cut x6/pa along most of the northern side of the A170 Linkfoot Lane verge in the 40mph section, east of the A170 sign by bench.
 - II. The council agreed to have a one metre roadside strip cut x6/pa along most of the southern A170 Linkfoot Lane verge in the 40mph section, from 3 metres east of the Helmsley stone wheel sign.
 - III. The council agreed to cease cutting the east side of the A170 to Thirsk road outside the 30mph sign and to cut to the 30mph sign x 12/pa and continue by the pavement x6/pa to 2 metres in front of the stone Helmsley sign to keep it tidy.
 - IV. The council agreed to cease cutting the area which Helmsley Estate has confirmed it owns by the B1257 around the bench and beck – south of No. 56 High Street. (map)
 - V. The council agreed to cease strimming the bank on the west of Baxton's Road outside the 30mph limit.
 - VI. The council agreed to reduce cutting the east side of Riccal Drive from x12/pa to x6/pa.
 - VII. The council agreed to reduce the width of the verge cut on the north of Swanland Road to about a metre.
 - VIII. The council agreed to reduce the verge cut on the east side of Carlton Road north from the junction with Swanland Road to a metre strip x6/pa.

Additional areas

- g) The council agreed to add the small area of grass between the road and a low garden wall on Feversham Road (ownership unknown - no search as yet) and short stretches of grass on the south side of Carlton Lane.

Ryedale Green and verges

- h) The council noted 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 with 77 years to run, to 2094 and to reduce the cutting of the Green to x6/pa to reduce costs.
- i) The council noted the legal advice from YCLA and resolved not to ask RDC if the town council could end the lease for the Green and/or verges for an agreed sum.
- j) This item was withdrawn as the council did not wish to approach RDC (Item i above).
- k) **Tender Document: The council resolved to agree the following:**
 - I. To give the clerk delegated authority, in consultation with the Chairman and Vice-Chairman, 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 clerk in the presence of two councillors.

10 Dog Bags

- a) The council resolved to cease to provide dog bags in dispensers for a trial period, until 29th January 2018, when the council will consider whether it wishes to restock.
- b) The council resolved not to provide 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) Councillor Duncombe was appointed as Lead and Councillor Parkin as Deputy Lead and the other five councillors as contacts.
- b) Councillor Duncombe was appointed as Lead Volunteer, Councillor Parkin as Deputy Lead Volunteer and the other five councillors as volunteers until there are other volunteers.

- c) It was agreed to ask the Town Hall Trustee for permission to be the Initial Meeting Location/Community Control Centre and Rest/Welfare Centre, and the Helmsley Recreation Charity Pavilion as the reserve location.
- d) The council resolved to adopt the Community Resilience Plan.
- e) The council resolved to delegate permission to the clerk and assistant clerk to keep the CRP up-to-date.

12 **Flooding at southern end of Carlton Road**

The council agreed to delay asking NYCC to improve the drainage and its maintenance on Carlton Road as the drains had been thoroughly cleared to deal with rainwater flooding down to a drain near Bondgate on the 11th September 2017.

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

The council agreed to support RDC's campaign.

14 **NYCC Commons Act 2006 - Commons Register Update**

The council resolved to confirm that it has the right of Protection of Unclaimed Common Land - CL 100 – The Pinfold and CL 101 - The Cattle Watering Rest on the A170.

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

The council resolved to receive a summary of information where feasible, instead of copies of documents and emails.

16 **Meetings and training: The council agreed/confirmed attendance**

- a) LEADER - Rural Services Funding. Thurs 28 Sept, NYMNPA at Helmsley, 10.00am. Councillors Swift and Parkin.
- b) Ryedale Branch YLCA at RDC 7pm Tuesday 3rd October. The clerk.
- c) NY Branch SLCC Training day in March in Helmsley. The clerk and assistant clerk.
- d) RDC Parish Liaison Wed 18th October 7pm. Councillor Swift and the clerk.
- e) NYMNPA Western Area Parish Forum, Tues 17th October 7.15pm, Helmsley Pavilion. Councillors Fairburn and Parkin.
- f) YLCA Training Programme September to November.

17 **Finance and Audit**

- a) Grant application: The council approved a £100 grant application from Musical Memories to continue the provision of singing sessions at Helmsley Arts Centre.
- b) The council considered the grant application from the Town Hall requesting financial support and resolved not to award a grant because the project is not of the sort usually supported by a grant from the town council.
- c) The council resolved not to have a Christmas Tree at the Helmsley Christmas Tree Festival at All Saints Church.
- d) The council received a report of a satisfactory Councillors' Audit for Quarter 1 undertaken on the 25th September by Councillors Marsden and Swift.
- e) This item was withdrawn as there were no payments to make.

18 **Staffing Matters**

This item was withdrawn.

Part Three – For Information

19 **Planning: The council received the following 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: The council received verbal reports**

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

21 Finance

- a) The council received and noted the [Bank Reconciliation](#) to the 31st August 2017.
- b) The council received and noted the [Running Budget](#) to the 31st August 2017.
- c) The council noted that the NEST pension payments were paid by Direct Debit in August and September.
- d) The council noted that the £35 Data Protection registration fee was paid by Direct Debit in September.
- e) The council noted 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	12th grass cut, incl. 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, copying paper etc)	£101.46	£12.46	£113.92
J Teasdale	Reimbursement Strimmer 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

DRAFT