

## HELMSLEY TOWN COUNCIL

### Minutes of the Monthly Meeting of Helmsley Town Council

held in the National Park Meeting Room on Monday 27<sup>th</sup> November 2017 at 6.30pm

**Present** Councillors Swift (chairman), Duncombe, Fairburn, Marsden, Parkin and Saggers

**Also present** 4 members of the public, County Councillor Val Arnold, Ms V Ellis (Town Clerk) and Mrs L Pryor (Asst. Clerk)

#### Part One – opening business

##### 1 **Apologies**

Apologies were received from Councillor Hawkins and were approved.

##### 2 **Code of Conduct**

Councillor Duncombe declared a pecuniary interest in 6b and 13.

##### 3 **Public Comments**

A member of the Cemetery Working Group thanked Councillors Fairburn, Hawkins and Marsden for their assistance at the Old Cemetery.

##### 4 **Minutes**

This item was withdrawn as the wrong minutes were on the agenda.

##### 5 **Exchange of Information and items for next agenda**

###### a) **Chairman's Report**

The following were thanked by the Chairman on behalf of the council:

- Keepmoat and Wharfedale Homes for providing and delivering topsoil free of charge for the Old Cemetery work.
- The Cemetery Working Group for their work in tidying the Old Cemetery.
- The British Legion and others for the Remembrance Day Parade. Next year marks the centenary of the end of World War 1.
- Fireworks on 4<sup>th</sup> November. The volunteers and all those who attended.

###### b) **Clerk's Report. Information**

- i. Winter Maintenance of pavement. Borogate is a NYCC Priority 1 pavement.
- ii. Concern expressed by resident about the extent of the tidy up in the cemetery as it is frequented by barn owls and tawny owls. It also has a large vole population.
- iii. Complaints about the Cleveland Way Car Park (benches, tables, leaves, general unkempt state etc) have been referred to RDC.
- iv. A request was made to supply a recording of Agenda Item 7, October Meeting.
- v. Planning. [17/00970/ADV](#) 3 - 4 Market Place Helmsley, Co-op Retail Services - Display Welcome sign etc. Approved by RDC.
- vi. NYCC-Market Place closed 1 day between 2/12/17-6/12/17/ <https://roadworks.org?tm=103595260>
- vii. Bench at southern end of Borough Beck to be repainted in spring 2018.
- viii. Letter from Helmsley Town Hall about building work to be undertaken soon.
- ix. Smaller Authorities Audit Appointments: Note of External Auditor appointments for 2017-2018 financial year and fees table. Annual Return now 'Annual Governance & Accountability Return'.

###### **Documents received and sent to councillors:**

- a) Letter from Motorhome visitors who stayed overnight in the carpark. Referred to RDC re comments re width of parking spaces.

#### Part Two – for determination

##### 6 **Planning Applications. The council considered the following applications**

###### a) **Application** [NYM/2017/0734/FL](#) **Location** 7 Bondgate, Helmsley

**Applicant** Mr S Denison **Proposal** Erection of detached garden room building to rear  
**Decision** No comment.

###### b) **Application** [17/01238/MFUL](#) **Location** Land at Riccal Drive

**Applicant** Yorkshire Housing (Mr Jonathan Turner)

**Proposal** Erection of 8no. four bedroom dwellings, 33no. three bedroom dwellings and 4no. two bedroom dwellings with associated garaging, parking, amenity areas, landscaping, associated infrastructure and formation of vehicular access

**Decision** The council supports this application but asked that the following be considered:

- There will be increased traffic at the northern end of Riccal Drive and a mini-roundabout would enable traffic to flow smoothly but act as a traffic calming measure as well on traffic entering and leaving town. Given that the industrial site will be developed in due course, safe access to the A170 is an important consideration for all road users.

- The council would like the developers to provide at least two litterbins for the development close to where it joins Riccal Drive.

## 7 Consultations. The council considered the following

- a) [RDC Local Plan Sites Document and Policies Map](#). **Decision** No comment.
- b) RDC – free signs to encourage ‘smoke free’ play areas. **Decision** No signs.
- c) Prior consultation to planning application. Arqiva - proposals to install a Smart Metering Radio Mast at the Telephone Exchange, Carlton Road, Helmsley.  
**Decision** The council would prefer that the mast is sited somewhere less obtrusive and suggested that it shares an existing mast on the outskirts of town.
- d) NYMNPA. To receive details of future planning applications solely by electronic means.  
**Decision** The council resolved to accept planning applications electronically if the documents for each application are supplied in one pdf as the software for ‘stitching’ large numbers of documents is either expensive, carries advertising or limits the number of documents.

## 8 Cemetery

- a) The council noted that most of the brambles, shrubs, holly and elder etc growing through other trees and those that have self-seeded (mostly holly) by and under larger trees have been removed by the Cemetery Working Group.
- b) A management plan by the Cemetery Working Group was not received but one had been made before work was started. A plan was requested for future work.
- c) The council noted the completion of the £4,500 project work by Allgardens (filling holes and levelling work) and Dales of Thirsk (17 memorials restored upright/mended) that was 70% grant-funded by a Community Grant from the NYMNPA.
- d) The council noted that an application for a £300 Locality Budget Grant was successful (for work to trees and installation of bird boxes) in 2017/2018.
- e) The council resolved to accept a quote from Mr D Davies for £170 to construct and erect 7 bird boxes which will be grant funded by an NYCC Locality Budget Grant.
- g) The council considered work to the trees in the Old Cemetery as requested by the Cemetery Working Group but were informed by the clerk that the tree surgeon considered none of the work was necessary and he had not provided a quote. The council requested that the clerk ask the arboriculturalists, when they do the tree survey in 2018, to indicate which trees could be felled, crown lifted or trimmed to provide more daylight in the Old Cemetery to improve the quality of the grass beneath and to make it a more pleasant environment.
- h) The council decided not to go ahead with additional work spreading soil at present.
- i) The council resolved to agree the Cemetery Fees for 2018.

## 9 Verges and other grass cutting

The council considered the tender quotations and appointed Allgardens Ltd as the contractor for 2018-2020 at a cost of £6,540pa.

## 10 Meetings and training

The council agreed that the clerk attend the SLCC Regional Training Seminar in Darlington, 19<sup>th</sup> Sept 2018, £75.

## 11 Budget 2018-2019

- a) The council considered the Budget Working Group’s draft budget.
- b) The council received the Band D equivalent figure and precept calculations.

## 12 Streetlights and Christmas Light Fittings

- a) The council deferred a decision on the request from Helmsley in Business to have 4no. streetlights adapted for Christmas Light fittings at a cost of approximately £250 plus Vat each.
- b) The council appointed Councillor Saggors to work with Helmsley in Business on possible locations for Christmas Lights on streetlights.
- c) The council resolved that 5no. streetlights on Pottergate (40, 41,43,49, 50) and 1no. streetlight at the southern end of Ashdale Road, 29, are converted to LED by NYCC.

## 13 Town Signs

The council appointed Councillors Fairburn and Parkin to work on the Town Signs project.

**14 Finance, Councillors' Audit and Internal Audit**

- a) The council received a report of a satisfactory report of Councillors' Audit for July-Oct 2017 by Councillors Swift and Saggars.
- b) The council accepted a quote of £155 for Internal Audit for 2017-2018 by Mr Ian Smithson.
- c) The council resolved to purchase a pc and Office software to replace the laptop, delegated its purchase to the clerk and authorised expenditure up to £900.

**Part Three – For Information****15 Meetings and Training: The council received verbal reports**

- a) RDC Parish Liaison 18<sup>th</sup> October. [Printed draft minutes from RDC.](#)
- b) Ryevitalise Forum 6/11/17. Councillors Swift and Marsden.

**16 Finance**

- a) The council received and noted the [Bank Reconciliation](#) to the 31<sup>st</sup> October 2017.
- b) The council received and noted the [Running Budget](#) to 31<sup>st</sup> October.
- c) The council noted that the NEST pension payment was paid by Direct Debit in November.
- d) The council noted that Councillors Parkin and Swift authorised the following payments to be settled by BACS by the 23/11/17.

Payee	Details	Net	Vat	Total
Allgardens	Old Cemetery groundworks	£2,000.00	£400.00	£2,400.00
Dales of Thirsk	Old Cemetery memorials	£2,500.00	£300.00	£2,800.00
Duncombe Sawmill	Paling	£6.90	£1.38	£8.28
MJ Young Tree Services.	The Limes Play Area - removal of Rowan	£85.00		£85.00
K Sanderson	3 Photos	£11.25	£2.25	£13.50
NYMNPA	Office/IT/Room hire	£726.72	£24.80	£751.52
V Ellis	Meeting refreshments	£2.13		£2.13
Salaries x 3	Salaries x 3	£2,088.83		£2,088.83
HMRC	NI/PAYE	£413.26		£413.26
		<b>£7,834.09</b>	<b>£728.43</b>	<b>£8,562.52</b>

**17 Staffing Matters**

The council agreed that the office staff could work up to an additional 4 hours per month to undertake Helmsley Recreation Charity work.

Signed

Date