

HELMSLEY TOWN COUNCIL
AGENDA for the Monthly Meeting of Helmsley Town Council
to be held in the National Park Meeting Room on Monday 29th January 2018 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

To agree and sign the minutes of the Monthly Meeting on the 18th December 2017.

5 Exchange of Information and items for next agenda

a) Chairman's Report

b) Clerk's Report. Information

- i. Date of Helmsley Annual Parish Assembly changed to Tues 10th April 2018 as the speaker Kevin Hollinrake MP can no longer attend on the arranged date.
- ii. Winter – complaints about lack of gritting and ice – Market Place, Pottergate, The Limes, path by play area, Linkfoot Lane, Castle Court, (privately managed – Accent have disposed of it), Station Rd, Ashdale Rd and Elm Green (YH) and Helmsley in general. Reported to NYCC as they contract with RDC to get the Priority 1s done, and to RDC. Staff off sick one of problems at RDC, emails not replied to on the morning of the 23rd and no-one could be contacted by phone to get particularly bad areas done (Streetscene or an RDC Community Officer).
- iii. Complaint about litter/cigarette ends between Elmslac Close and Canons Garth Lane – Swan Lane Area. Referred to RDC. Copied to HiB.
- iv. Complaint about pavement on Linkfoot Lane – hedge causing obstruction and grass growing over the tarmac. Reported to Highways.
 - v. Riccal Drive gully blocked. Reported to Highways.
- vi. NYCC (Andrew Hall) has made a temporary repair of the pothole/uneven surface under the archway by the coffee shop.
- vii. Complaint received about the beehives etc on the land between houses 32/34/36 Elmslac Road by a resident who believes it is an Environmental Health problem. It is owned by Yorkshire Housing and managed by RDC who say it is not an issue. RDC has been contacted again.
- viii. Letter and cutting from resident concerned about if RDC actually has usable powers and the costs which would be incurred if travellers stay at the Cleveland Way Car Park.
- ix. RDC. Letter received about the Publication of the Local Plan Sites Document and Sites and Policies Map which will be presented to the Planning Inspection.
 - x. NYMNPA – had no objection to removal of a birch tree at 31 Bondgate.
 - xi. Councillors are invited to a public event *Ineos, Fracking and You*, Feathers Hotel, 11th Feb, 7pm presented by Frack Free United.
- xii. **Documents received and sent to councillors**
 - i. YLCA White Rose Update December 2017 (for YLCA members only).
 - ii. DEFRA: poster – Raising Awareness of Bird Flu (on noticeboard).
 - iii. Rialtas (RBS) Newsletter.
 - iv. NALC Chief Executive's Bulletin.(member councils only)
 - v. Fields in Trust: Ryedale Five Town's Meeting follow up email and 2017 research.
 - vi. Northern Ryedale Transport Group agenda and minutes.

Part Two – for determination

6 Planning Applications. To consider the following applications:

- a) **Application** [NYM/2017/0801/FL](#) **Location** Rear of 10-12A Black Swan Yard, Helmsley
Applicant Bullitt Associates Ltd
Proposal Erection of 1.8 metre close boarded timber security fence (retrospective)
- b) **Application** [NYM/2017/0851/FL](#) **Location** The Corner House, Carlton Road, Helmsley
Applicant Mr & Mrs Belsom **Proposal** Construction of single storey side extension
- c) **Application** [NYM/2017/0747/FL](#) **Location** All Saints Church, Helmsley
Applicant All Saints Church, Helmsley **Proposal** Erection of 5no. lighting columns
- d) **Application** [NYM/2017/0875/FL](#) **Location** Beckdale House **Applicant** Mr & Mrs Harrison
Proposal Proposed alterations to swimming pool area to form gym with roof top garden.

- e) **Application** [NYM/2017/0889/FL](#) **Location** 3 Elmslac Road, Helmsley
Applicant Mrs J Snowden
Proposal Construction of replacement single storey rear extension
- f) **Application** [NYM/2017/0854/FL](#) **Location** Feversham Arms, High Street, Helmsley
Applicant Hall Gill Associates Ltd **Proposal** Rebuilding of a section of front wall
- g) **Application** [17/01490/FUL](#) **Location** Car Park, Market Place **Applicant** Co-op Estates
Proposal Temporary change of use from existing car park to A1 retail for a period of 14 weeks to allow the erection of a 'pop-up' shop for the use of the Co-operative Store together with siting of toilet facilities and a generator.
- h) **Application** [17/01229/FUL](#) **Location** Old Gas Compound, Sawmill Lane, Helmsley
Applicant Mr Andrew Richardson **Proposal** Erection of extension to existing workshop and offices to provide additional storage
- i) **Application** [17/01230/FUL](#) **Location** Old Gas Compound, Sawmill Lane, Helmsley
Applicant Mr A Richardson
Proposal Erection of a building for use as a workshop and for storage

7 Cemetery

- a) To consider having the large branches coming out of the base of a yew and the hawthorn growing directly in front of a memorial professionally removed.
- b) To consider the Working Group's Management Plan.
- c) To consider a quote of £180 for spraying the path in the new cemetery twice during spring.
- d) To consider a quote of £2,350 for work to 20 memorials (70% NYMNPA Grant possible).
- e) To consider correcting a reservation recorded in 2004 as a cremation plot (A11) by confirming the reservation of a double grave instead.

8 Remembrance Parades

- a) To note that the Helmsley Branch of the British Legion will be disbanding.
- b) To consider organising the Remembrance Parades (another organisation may be willing).

9 Dog Bags in dispensers

- a) To receive comments on the trial of not providing dog bags from the public (email and Facebook to 21st January 2018).
- b) To consider whether or not to resume stocking the bag dispensers.

10 Christmas Lights on Council Streetlights

- a) To note that NYCC has advised that none of the council's streetlights is suitable for hanging framed Christmas lights on.
- b) To consider a suggestion from Helmsley in Business that a power supply is installed so that lights can be hung in the trees on High Street. The only suitable source for a feeder pillar is by light No. 59 near house No. 13. Estimate £970 exc. VAT to install a feeder pillar, blue command socket, safety devices and an electronic timer. See item below.
- c) To consider either a grant request from Helmsley in Business for £600 (£500 plus VAT) for the installation of fittings for strings of Christmas lights in trees, Streetlights Nos 57, opposite Feversham Arms and 18 Bondgate, outside the National Park or for the council to contract directly with NYCC, estimate £250 plus VAT per column for an electronic safety/timing device and a blue commando socket. Total project cost £6,000.

11 Consultation

To consider RDC's Draft Gambling Policy.

12 Winter Gritting

- a) To reconsider whether the town council should contract with RDC or any other provider to have the Priority 2 pavements gritted.
- b) To consider if the Priority 2 Pavement Schedule which Helmsley Town Council pays for RDC to grit should be reduced so that RDC can prioritise the main pavements in town.
- c) To consider requesting to NYCC that Bondgate is a Priority 1 from the National Park Drive Entrance to Carlton Road as it links the dentist, doctor and school bus stop.
- d) To consider providing grit bins around town for members of the public to spread grit from.

13 Meetings, training, Planning Inspector Hearing and trustees to outside bodies. To consider attendance:

- a) Ryedale Market Towns Project Wed 31 Jan, 4:30 tbc, Moorside Room, Kirkbymoorside.
- b) YLCA Ryedale Branch 6th February at RDC, Malton at 7:00pm.
- c) Minerals and Waste Joint Plan NYCC, City of York and NYMNP. Independent Examination hearings – to appoint a councillor or a representative to represent the council.
- d) YLCA. To consider if the council wishes to be a Dementia Friendly Council and to attend training sessions presented by the Alzheimer’s Society if so.
- e) To appoint a trustee to Helmsley Town Hall to represent the council. Draft Minutes of meeting on 10th January 2018 received.

14 Finance

- a) To consider a grant application for £150 from Citizens Advice Mid-North Yorkshire - Ryedale Home Visiting Service for work in 2018-2019.
- b) To consider a grant application of £250 from Moorsbus towards a Helmsley Sunday bus service.
- c) To consider writing a letter to the National Park in support of Helmsley Recreation Charity’s application for a Community Grant towards marking out the basketball area.
- d) To consider a letter to the National Park in support of Helmsley Town Hall’s application for a NYMNP Community Grant towards the refurbishment of the lantern on the Town Hall and/or the refurbishment of the kitchen.
- e) To agree payments and to authorise two councillors to undertake the Unity transactions.

15 Budget and Precept

- a) To note that the government intends to defer the setting of referendum principles for town and parish councils for three years.
- b) The Limes Play Area. To consider how to spend the 2018-2019, £700 grant County Councillor Val Arnold has offered for The Limes Play Area – towards a new piece of equipment or refurbishment of the swings.
- c) To agree the budget for 2018-2019, to note the estimated income and expenditure for 2018-2019 and the estimated opening balance/reserves on the 1 April 2018.
- d) To consider drawing on reserves to contribute towards the balance between estimated income and expenditure.
- e) To consider earmarking reserves in addition to those already earmarked.
- f) To agree the precept for 2018-2019 to be used to meet the balance between estimated income including/excluding the use of reserves and expenditure.

16 General Data Protection Regulation (GDPR) from 25th May 2018

- a) To note the receipt of the following from NALC:
 - LO3-17: The GDPR (general information)
 - LO4-17: Further information in the GDPR
 - LO5-17: Summary of main provisions
 - LO6-17: Application of the GDPR to parish meetings
 - LO7-17: The payment of fees to the Information Commissioner’s Office
 - Legal Briefing 10-17 – Data Protection Officer (DPO).
 - Summary information in the December Issue of YLCA White Rose Update.
- b) To note that it is the position of NALC that most clerks/RFOs cannot be designated as the DPO of the council for whom they work and most councils will need to appoint an external individual or organisation. NALC is currently planning to develop a national DPO service.
- c) To note that the YLCA is encouraging all councils to undertake the required Data Audit now of the information that they hold. This includes documenting the personal data held by the council, where it came from and who it is shared with.
- d) To note the link to the [Information Commissioners Office](#) with further information and the ‘12 steps to take now’ checklist and [‘Getting ready for GDPR’](#).

17 Staffing Matters

Under the Public Bodies (Admission to Meetings) Act 1960, the public & representatives of the press & 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 receive and consider recommendations from the Staffing Group following its review of salaries and salary scales of all staff (this excludes any nationally agreed index linking for

2018-2019, 2019-2020 currently being negotiated by NALC and the SLCC).
b) To amend the clerk's Employment Contract re the Data Protection Officer role in light of advice from NALC.

Part Three – For Information

18 Planning

NYM/2017/0824/TN Erection of mast etc at Helmsley BT Exchange. Withdrawn.

19 Meetings and Training: To receive reports

None.

20 Finance

- a) To receive and note the [Bank Reconciliation](#) to the 31st December 2017.
- b) To receive and note the [Running Budget](#) to the 31st December 2017.
- c) To note that the NEST pension payment was paid by Direct Debit in January.
- d) To note that two Councillors authorised the following payments to be settled by BACS by the 29th January 2018 and the reimbursement of V Ellis of £819.94 inc Vat paid to Ebuyer.com in December 2017 for a pc and monitor.

Payee	Details	Net	Vat	Total
Keith Sanderson	Helmsley Archive photos	£29.08	£1.32	£30.40
Vision ICT Ltd	Website hosting & support	£115.00	£23.00	£138.00
Ms V F Ellis	Mileage & expenses	£62.81		£62.81
Salaries	Staff salaries x 3	£2,031.80		£2,031.80
HMRC	PAYE/NI	£478.91		£478.91
NYMNPA	Refund of s106 overpayment	£619:00		£619:00
	TOTAL	£2,717.60	£24.32	£2,741.92

Signed

Date