

HELMSLEY TOWN COUNCIL
AGENDA for the Monthly Meeting of Helmsley Town Council
to be held in the National Park Meeting Room on Monday 26th February 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 29th January 2018.

5 Exchange of Information and items for next agenda

Clerk's Report. Information

- i. Visitor to the complimented the council and volunteers on the appearance of the cemetery.
- ii. Emails from Citizens Advice Ryedale and Moorsbus thanking the town council for the grants.
- iii. Traction Engine Rally to be held on the 7th/8th July 2018.
- iv. Email from Helmsley in Business linking to info about how Hambleton DC has changed the Saturday Market at Thirsk to an Open Market.
- v. Newsletter from York and North Yorkshire Play and Recreation Association
- vi. Email from Motorhome overnight stayer – only 1 streetlight, RDC's, in car park and suggestion that the notice about taking rubbish home is reworded to include recycling. Referred to RDC.
- vii. North-West Ryedale Police Newsletter

Part Two – for determination

6 Planning Applications. To consider the following applications:

None received.

7 Consultations

- a) To consider a response to the RDC Consultation on its [Licensing Policy](#).
- b) To consider responding to certain questions in the [DEFRA Consultation](#) on proposals to tackle crime and poor performance in the waste sector.

8 RDC Don't be a Waster Campaign

To consider if the council is to be involved RDC's [Don't be a Waster](#) campaign which will focus on Dog Fouling in April and if it wishes to purchase any of the promotional material.

9 Traffic speeding in and out of Helmsley

- a) To note the complaint about traffic speeding into Helmsley on the Stokesley Road.
- b) To consider asking the police to use mobile speed cameras.

10 The Limes Play Area

- a) To agree to submit an Awards for All grant application for the Tunnel Net in addition to the £700 grant from County Councillor Val Arnold.
- b) To note the comments on Facebook about the provision of a Tunnel Net, to be submitted with the Awards for All application.

11 Streetlights

- a) To consider quotations for changing the town's 36 'heritage' lights to LED, to include changing the 'gear' trays.
- b) To consider submitting an application for an NYMNP Community Grant towards the cost of converting the 30 'Heritage' streetlights in the National Park area of Helmsley to LED.
- c) To consider converting the 2 lights in Carlton to LED, cost £700 each ex Vat (work by Northern Powergrid needed) and to ratify the clerk's applications for NYMNP Community Grants towards the cost of converting the Carlton lights and column LP 96 in the sports field car park, cost £400 plus Vat. (conversion previously agreed).
- e) To note that since wooden column No. 72 in the Recreation Field fell over on the 29th January and was removed by NYCC, cost £125, it has been discovered that it was operated by a power supply from Helmsley Recreation Charity and only turned on when needed. Columns No. 73, 99 and 100 are also operated from the Pavilion. NYCC will

investigate. To consider giving the clerk delegated authority to apply for an NYMNPA grant to get this path lit with LED lights on the streetlight circuit should the situation be resolved by the application deadline of the 28th February 2018.

- f) To consider converting all the streetlights owned by the council to LED.
- g) To consider a request from North Yorkshire Police that an Automatic Number Plate Recognition Camera is fitted on Column 22, by the bus shelter on Bondgate. The council will not pay any running costs.
- h) To note that NYCC has advised that the streetlights on High Street by the bridge are unsuitable for sockets for Christmas Lights as they are only 5m high and by a wall.

12 Cemetery

To consider quotations for the removal of the spoil heap.

13 Meetings and Training. To consider attendance.

Ryedale Five Towns Tues 27th March at Community House, Malton. Chairman and the clerk.

14 Finance, Asset Register and Document Storage

- a) To consider supporting a NYMNPA Community Grant Application by Mr Kibble for swift boxes in Helmsley.
- b) To consider a request for £110 for Swinton Band to play at the Royal British Legion Remembrance Parade in Helmsley.
- c) To review the updated Asset Register and to note that new items have been added to the insurance policy during the year.
- d) To consider storing deeds, land registry information and conveyances in the NYMNPA fireproof safe free of charge.
- e) To agree payments and to authorise two councillors to undertake the Unity transactions.

15 Internal Controls, Councillors Audit and Internal Audit

Councillors' Audit

- a) To consider the report of the Councillors Audit for Nov-Dec 2017 held on 26th February.
- b) To consider if the Audit Plan is adequate for the council's needs.
- c) To review the terms of reference and the scope of Councillors' Audit.
- d) To review the work and effectiveness of Councillors' Audit.

Internal Audit

- e) To review the effectiveness of Internal Audit.
- f) To consider if the council has acted on the recommendation and comments of the Internal Auditor.
- g) To consider the Terms of Reference of the Internal Auditor.

Internal Controls

- h) To consider if the council receives adequate and regular financial information from the Responsible Financial Officer to keep it sufficiently updated, and if said information includes regular monitoring of payments and receipts against the budget.

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 consider giving the clerk delegated authority to
 - make grant applications including Awards for All applications, to be ratified at the next possible meeting.
 - to get quotes for the removal and disposal of the cemetery spoil heap from licenced contractors and to appoint a contractor to do the work.
- b) To consider adding to the clerk's Job Description that she is responsible for the privacy and security of council data as the role of 'Data Protection Officer' was removed due to conflicting information from NALC, the SLCC and the Information Commissioner's Office about whether clerks should continue with the role (as they could be investigating themselves for a data breach and will require more knowledge of the law) given the change in the data protection law on 28th May 2018.

Part Three – For Information

18 Planning. To receive decisions.

- a) [17/01490/FUL](#) Car Park, Market Place, Co-op Estates. 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. **The application has been withdrawn.**
- b) [NYM/2017/0801/FL](#) rear of 10-12A Black Swan Yard, Bullitt Associates Ltd Erection of 1.8 metre close boarded timber security fence (retrospective). **Refused**

19 Meetings and Training: To receive reports

- a) Counter Terrorism Training at RDC. 30th January. The assistant clerk.
- b) YLCA Ryedale Branch 6th February at RDC, Malton at 7:00pm. The clerk.
- c) Helmsley Town Hall Trustees 21st February. Councillor Parkin.

20 Finance

- a) To receive and note the [Bank Reconciliation](#) to the 31 January 2018.
- b) To receive and note the [Running Budget](#) to the 31 January 2018.
- c) To note that the NEST pension payment was paid by Direct Debit in February.
- d) To thank the MAG Farmyard Party for the kind donation of £200 to Helmsley Town Council towards the repainting and maintenance of the bench in Buckingham Square.
- e) To note that two Councillors authorised the following payments to be settled by BACS by the 23rd February 2018.

Payee	Details	Net	Vat	Gross
NY SLCC	Training Day, Clerk & Asst. Clerk	£50.00		£50.00
K Sanderson	Helmsley Archive photos	£46.39	£7.40	£53.79
Homeworks	Cemetery tools	£104.50	£20.90	£125.40
Helmsley in Business	Christmas Lights	£300.00		£300.00
Moorbus CIC	Grant towards Sunday Services	£250.00		£250.00
NYMNPA	Office Rent, room hire, IT, Phone	£726.72	£24.80	£751.52
J&P Harris	Reimbursement - Helmsley Archive website	£49.99	£10.00	£59.99
V Ellis	Mileage £26.10 Reimburse - Local Councils Service GDPR Documents Pack £30	£56.10		£56.10
V Ellis	Reimburse - Metal Foolscap Lockable File Box re GDPR	£16.57	£3.32	£19.89
V Ellis	Reimburse - Monitor & Shredder	£109.96	£22.00	£131.96
Salaries x 3	February 2018 Salaries	£1,906.79		£1,906.79
HMRC	PAYE/NI	£1,439.07		£1,439.07
		£5,056.09	£88.42	£5,144.51

Signed

Date