

HELMSLEY TOWN COUNCIL
MINUTES of the Monthly Meeting of Helmsley Town Council
held in the National Park Meeting Room on Monday 26th February 2018 at 6:30pm

Present Councillors Swift (Chairman), Fairburn, Hawkins, Marsden, Parkin and Saggars
Also present County Councillor Val Arnold, 2 members of the public and Mrs L Pryor (Asst. Clerk)

Part One – opening business

1 Apologies

Apologies were received from Councillor Duncombe and the reason was approved.

2 Code of Conduct

There were no declarations of interest.

3 Public Comments

There were no public comments.

4 Minutes

The minutes of the Monthly Meeting on the 29th January 2018 were agreed and duly signed.

5 Exchange of Information and items for next agenda

Clerk's Report. Information

- i. Visitor to the town 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 re-worded to include recycling. Referred to RDC.
- vii. North-West Ryedale Police Newsletter
- viii. Litter-bin outside Browns & Fat Face has gone missing.

Part Two – for determination

6 Planning Applications. To consider the following applications:

None received.

7 Consultations

- a) The council delegated the Clerk to respond to the RDC Consultation on its [Licensing Policy](#).
- b) The council agreed their response to certain questions forwarded by NALC/YCLA in the [DEFRA Consultation](#) on proposals to tackle crime and poor performance in the waste sector.

8 RDC Don't be a Waster Campaign

The council resolved to broadly support RDC's [Don't be a Waster](#) campaign which will focus on Dog Fouling in April, but did not wish to purchase any promotional material.

9 Traffic speeding in and out of Helmsley

- a) The council noted the complaint about traffic speeding down into Helmsley on the B1257.
- b) The council resolved not to ask the police to use mobile speed cameras in the town.

10 The Limes Play Area

- a) The council agreed to submit an 'Awards for All' grant application for the Tunnel Net in addition to the £700 grant from County Councillor Val Arnold.
- b) The council noted the comments on Facebook about the provision of a Tunnel Net, which will accompany the 'Awards for All' application.

11 Streetlights

- a) The council agreed to accept the quotation from NYCC for changing the town's 36 'heritage' lights to LED, to include changing the 'gear' trays at £347 per light.
- b) The council resolved to submit an application for an NYMNP Community Grant towards the cost of converting to LED the 30 'Heritage' streetlights in the National Park area of

Helmsley.

- c) The council resolved to convert the 2 lights in Carlton to LED, cost £700 each + VAT (work needed by Northern Powergrid) and ratified the clerk's applications for NYMNPA Community Grants towards the cost of converting both the Carlton streetlights and column LP96 in the sports field car-park at a cost of £400 + VAT (conversion previously agreed).
- d) The council noted that since wooden column LP72 in the Recreation Field fell over on the 29th January and was removed by NYCC at a cost of £125, it has been discovered that it was operated by a power supply from Helmsley Recreation Charity and only turned on when needed. Columns LP73, LP99 and LP100 are also operated from the Pavilion. NYCC will investigate. The clerk was granted 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 28th February 2018.
- e) The council resolved to convert all of the streetlights owned by the council to LED.
- f) The council agreed to a request from North Yorkshire Police that Automatic Number Plate Recognition Cameras can be fitted on streetlights.
- g) The council noted that NYCC has advised that the streetlights by the bridge on High Street are unsuitable for Christmas Lights sockets as they are only 5m high and by a wall.

12 Cemetery

The council was unable to consider quotations for the removal of the spoil heap because none had arrived by the noon deadline.

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) The council resolved to support a NYMNPA Community Grant Application by Mr Kibble for swift boxes in Helmsley.
- b) The council agreed to donate £110 for Swinton Band to play at the annual Royal British Legion Remembrance Parade in Helmsley.
- c) The council reviewed the updated Asset Register and noted that new items have been added to the insurance policy during the year. Total Value of assets, £94,571.28
- d) The council resolved to store deeds, land registry information and conveyances in the NYMNPA fireproof safe free of charge.
- e) There were no Unity payments awaiting authorisation.

15 Councillors' Audit, Internal Audit and Internal Controls

Councillors' Audit

- a) Councillors' Audit did not take place today for reasons of ill-health.
- b) The council agreed that the Audit Plan is adequate for the council's needs.
- c) The council is satisfied with the terms of reference and scope of Councillors' Audit.
- d) The council is satisfied with the work and effectiveness of Councillors' Audit.

Internal Audit

- e) The council reviewed the effectiveness of Internal Audit and is satisfied.
- f) The council confirmed that it has acted on the recommendation and comments of the Internal Auditor.
- g) The council agreed the Terms of Reference of the Internal Auditor.

Internal Controls

- h) The council considers that it does receive adequate and regular financial information from the Responsible Financial Officer to keep it sufficiently updated, with regular monitoring of payments and receipts against the budget.

17 Staffing Matters

- a) The council resolved to give 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.

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

20 Finance

- a) The [Bank Reconciliation](#) to the 31 January 2018 was received and noted.
- b) The [Running Budget](#) to the 31 January 2018 was received and noted.
- c) The council noted that the NEST pension payment was paid by Direct Debit in February.
- d) The council thanks the MAG Farmyard Party for their kind donation of £200 to Helmsley Town Council towards maintenance & repainting of the bench in Buckingham Square.
- e) Two Councillors have 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 Foolscape 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	£446.18		£446.18
		£4063.20	£88.42	£4151.62

Signed

Date