

**HELMSLEY TOWN COUNCIL**  
**AGENDA for the Monthly Meeting of Helmsley Town Council**  
**to be held in the National Park Meeting Room on Monday 30<sup>th</sup> April 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**

- a) To agree and sign the minutes of the Monthly Meeting on the 26<sup>th</sup> March 2018.
- b) To receive the Draft Minutes of the Annual Parish Assembly held on the 10<sup>th</sup> April 2018 (for approval at the next Annual Parish Assembly in 2019).

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

**Clerk's Report. Information**

- i. RDC: [Notification of submission of Local Plan Sites Document and Policies Map for Examination in Public](#).
- ii. Parking. NYCC Highways email 27/3/18. The only recent 'review' by NYCC concerned all districts to identify any strategic route or location negatively impacted through on-street parking and included some locations for Ryedale - there has been no specific review of parking in Helmsley. The Senior Engineer who deals with Parking Strategy met with Becky Bennet (RDC) in January to discuss how NYCC could support RDC in the development of a Ryedale district off-street parking strategy. However, this is at a very early stage, though RDC may have carried out some initial study of their provision. Certainly there has been no specific NYCC focus or study on Helmsley.
- iii. Northern Ryedale Public Transport Groups Minute and Agenda for Meeting on 17<sup>th</sup> April.
- iv. Helmsley in Business does not wish to be involved in the Town Signs project.
- v. Black Swan Yard, timber fence. Appeal made to the Secretary of State following refusal of planning permission. APP/W9500/W/18/3197372
- vi. NYCC Information received about the Tour de Yorkshire.
- vii. The clerk has contacted NatWest external property manager about giving the building a tidy-up.
- viii. **Cleveland Way Car Park:**
  - Helmsley Estate has not found any restriction on overnight camping.
  - Complaint about state of bins and overflowing bins referred to RDC. 23 April 2018.
  - Complaint about overnight stays by campervans with questions about legality and regulations which were referred to RDC.
  - Thanks from a campervan visitor about an overnight stay in the Cleveland Way Car Park.
  - RDC: Ordered new picnic benches a month ago. Installation any day.
  - RDC requested assistance from Community Payback Team to tidy the area etc. Date tbc.
- ix. Email expressing concern about future of 31x Bus Service Kirkbymoorside to York via Helmsley.

**Part Two – for determination**

**6 Planning Applications. To consider the following applications:**

- a) **Application** [18/00234/HOUSE](#) **Location** Tillyer, 2 Sawmill Lane, Helmsley  
**Proposal** Erection of front entrance porch and rear conservatory following demolition of existing porch and conservatory, replacement of windows and doors to include installation of dormer windows and roof-lights to north and south roof-slopes to allow formation of additional domestic living space, erection of detached double garage and alterations to existing access and landscaping.
- b) **Application** [NYM/2018/0115/LB](#) & [NYM/2018/0114/FL](#) **Location** 49 Bondgate, Helmsley  
**Proposal** Listed Building consent for installation of 2 no. replacement timber windows.
- c) **Application** [NYM/2018/0207/LB](#) **Location** 39 Bondgate, Helmsley  
**Proposal** Listed Building consent for installation of replacement timber windows and door to front elevation.

**d) Application** [17/01238/MFUL](#) **Location** Land at Riccal Drive, Helmsley YO62 5DP  
**Proposal** Erection of 7no. four bedroom dwellings, 33no. three bedroom dwellings and 6no. two bedroom dwellings with associated garaging, parking, amenity areas, landscaping, bridge across Spittle Beck, associated infrastructure and formation of vehicular access.

**7 Consultations: To consider a response**

- a) RDC. The introduction of Parish Election Recharges from 2023. [Link to RDC report.](#)  
b) NYCC – The future of the [North Yorkshire Archives Service.](#)

**8 Helmsley Traffic Working Group**

- a) To receive the notes of the first meeting, held on the 18<sup>th</sup> April 2018.  
b) To consider the group's plans.

**9 Policies and email provider**

- a) To consider the adoption of a Documents and Records Retention Policy.  
b) To consider a secure email provider such as a co.uk from the council's website provider Vision ICT - e.g. [townclerk@helmsleytowncouncil.co.uk](mailto:townclerk@helmsleytowncouncil.co.uk), cost £18pa each.  
c) To consider upgrading before 25<sup>th</sup> May 2018 to the paid version of Dropbox or a similar cloud storage provider if the free version of Dropbox does not meet General Data Protection Regulations (GDPR) requirements by then. Data is currently stored in America, not Europe.

**10 Annual Governance and Accountability Return 2017/2018 (External & Internal Audit)**

- a) To receive the Internal Auditor's report and to note that there are no recommendations.  
b) To note that the Annual Internal Audit Report for 2017/2018, Section 3, was completed and signed by the Internal Auditor, Ian Smithson, on the 18<sup>th</sup> April 2018.  
c) To complete Section 1 of the 2017/2018 Annual Return, to resolve to approve it and to agree it is signed & dated by the clerk and the chairman.  
d) To consider Section 2, the Accounting Statements, as prepared by the clerk, to resolve to approve it and to agree it is signed and dated by the Responsible Financial Officer and the chairman.  
e) To agree the Explanation of Variances 2017/2018.  
f) To note that the Notice of the Period for the Exercise of Public Rights, from the 5<sup>th</sup> June to 14<sup>th</sup> July 2018, is on the council's notice board and the website.

**11 Helmsley Recreational Charity Reg. No 523358**

- a) To review the [Trustees Annual Report and Accounts](#) for the year ended 31 December 2017.  
b) To consider if the council has met all of its responsibilities as [sole managing trustee](#) of Helmsley Recreational Charity No. 523358, that is has complied with the [requirements of trustees](#) in the Charities Act and to resolve that is has:
  - Separate bank accounts for the council and the Charity.
  - Filed the [Trustees Annual Report and Accounts](#) for the financial year to 31 December 2017 with the Charities Commission by the deadline of the 31<sup>st</sup> October 2018 (filed on the 24<sup>th</sup> April 2018)
  - Arranged for an audit or independent examination of the trust's accounts (as required) – the accounts were audited and verified by Hallgarth Chartered Accountants Ltd of Pickering.
  - Completed all appropriate returns to the Charity Commission's requirements.

**12 Finance**

- a) To consider the Council's insurance requirements for year three of the three year agreement with reference to the Asset and Risk Registers and to consider if the Fidelity Guarantee is adequate in comparison to council funds and the precept.  
b) To consider a quote for the repair of the bench in Buckingham Square.  
c) To consider renewing the council's membership of the YLCA, subscription £425.  
d) To consider renewing the clerk's membership of the SLCC, subscription £185.

- e) To consider a grant application of £250 from Helmsley Swifts to improve the provision of swift nesting sites within the town.
- f) To receive a report of Councillors Audit for Quarter 4 carried out on the 10<sup>th</sup> April 2018 by Councillors Marsden and Parkin.
- g) To agree payments and to authorise two councillors to undertake the Unity transactions.

### 13 Cemetery

*The council is to decide whether to treat part of this item as exempt and, therefore, exclude the public for that part under The Public Bodies (Admissions to Meetings) Act 1960 s1.*

To consider allowing a reservation by suspending rule 57 of the Cemetery Rules: *An adjoining grave may only be reserved for a spouse/partner at the time of interment. The graves in the cemetery are double-depth.*

### Part Three – For Information

### 14 Meetings and Training: To receive reports

- a) YLCA GDPR Training at York. Councillor Parkin and the clerk.
- b) NYMNPA Parish Forum 17<sup>th</sup> April. Councillors Duncombe and Parkin.
- c) Helmsley Town Council Parking Working Group 18<sup>th</sup> April 2018.
- d) Ryedale Five Towns at Malton on 27<sup>th</sup> March 2018. The Chairman, Councillor Swift.

### 15 Finance

- a) To receive and note the [Bank Reconciliation](#) to the 31st March 2018.
- b) To receive and note the [Running Budget](#) to the 31st March 2018.
- c) To note that the NEST Pension Payment was paid via Direct Debit in April.
- d) To receive and note the NALC salary awards for 2018-2019 for staff on the model contract to be applied from 1 April 2018.
- e) To note that two Councillors authorised the following payments to be settled by BACS by the 25<sup>th</sup> April 2018.

Payee	Details	Net	VAT	Gross
YLCA	GDPR training for Cllr Parkin	£45.00		£45.00
Ryedale District Council	Defibrillator annual electricity charge	£25.00		£25.00
Helmsley Estate	Wayleave	£0.40		£0.40
Allgardens Ltd	1 <sup>st</sup> & 2 <sup>nd</sup> grass cuts	£1,090.00	£218.00	£1,308.00
Ms V Ellis	Mileage & meeting expenses	£40.31		£40.31
Salaries	Staff salaries x 3	£2,034.76		£2,034.76
HMRC	PAYE/NI	£400.84		£400.84
	<b>Totals</b>	<b>£3,636.31</b>	<b>£218.00</b>	<b>£3,854.31</b>

Signed

Date