

HELMSLEY TOWN COUNCIL

MINUTES for the Monthly Meeting of Helmsley Town Council

held in the National Park Meeting Room on Monday 30th April 2018 at 6:30pm

Present Councillors Swift (Chairman), Fairburn, Hawkins, Marsden, Parkin and Saggars.

Also present 4 members of the public, District Councillor S Windress, County Councillor V Arnold, Mrs J Kitching (Ryedale District Council Community Officer), Ms V Ellis (Town Clerk) and Mrs L Pryor (Asst. Clerk)

Part One – opening business

1 Apologies

Apologies were received from Councillor Duncombe and were approved.

2 Code of Conduct

There were no declarations of interest.

3 Public Comments

Three members of the public addressed the council about the following matters:

- the congestion caused by inconsiderate parking on Carlton Lane, particularly close to its junction with Elmslac Road, which severely impedes traffic flow.
- the planning application documents for Item 6d) and commented that their prime concern is that the site is adequately drained in order to prevent any flooding from Spittle Beck.
- the length of the grass at the Cleveland Way car-park which is owned by RDC.

4 Minutes

- a) The council resolved to agree the minutes of the Monthly Meeting on the 26th March 2018 and they were signed.
- b) The council received the Draft Minutes of the Annual Parish Assembly held on the 10th April 2018. (for approval at the next Annual Parish Assembly in 2019).

5 Exchange of Information and items for next agenda

Chairman's Report

- Information had been received by the chairman about the numbers of motorhomes parking overnight at the Cleveland Way Car Park from the 20th – 28th April – 47 parked and had they used local commercial licenced parks in the area their income at approx. £30/night would have been around £940.

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 Bennett (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 17th 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. The RDC Community

Officer, Jane Kitching, informed the meeting that the new benches had been installed and that two had disabled access. The grass is cut on a rota with other RDC land and it is hoped to do it this week before the Tour de Yorkshire.

- 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.
- x. Cleveland Way Car Park. Email response from RDC received on 27th April about the arrangements for overnight camping in the Cleveland Way Car Park.
- xi. RDC Draft Planning Officer's Report for Planning Committee re Agenda Item 6d.
- xii. RDC Don't be a Waster campaign – May is 'Make Do and Mend'.
- xiii. NYMNPA Planning Training Tuesday 5th June 5:30pm. Councillor Swift and the Asst. Clerk.

Part Two – for determination

6 **Planning Applications. The council considered 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. **Decision** **No comment**
- 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.
Decision **Support.** The council prefers the use of traditional materials.
- 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. **Decision** **Support** The council prefers the use of traditional materials.
- 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.
Decision The council reiterated its previous comments – that it 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.
- Additional comments were made at the meeting on the 30th April. The council
- suggests that the developers provide access and a bridge over Spittle Beck from each cul-de-sac to create walks for all residents and a longer becksides circular walk. These two bridges would be in addition to the bridge on the Public Right of Way at the northern end of the site.
 - is concerned about drainage of the site and flooding as the site has previously flooded, and the potential for the pollution of Spittle Beck from the drainage scheme. Efforts are being made by the *Ryevitalise Landscape Partnership* to improve the water quality and landscape, and the water level management of the River Rye and its tributaries in the upper catchment area and the project area includes Spittle Beck.
 - is concerned about the pressures on the infrastructure of Helmsley by the increasing population and would like RDC to dedicate the Community Infrastructure Levy received from this development towards improving Helmsley's infrastructure – e.g. the school, the doctors' surgery and the roads.

7 Consultations: The council considered responses

- a) RDC. The introduction of Parish Election Recharges from 2023. [Link to RDC report](#). The council considered that RDC had provided a good notice period and that the costs were reasonable as the elections coincide with RDC District Councillor elections. The clerk is to complete the response form.
- b) NYCC – The future of the [North Yorkshire Archives Service](#). As the questions were aimed at individuals rather than councils, some councillors may respond personally.

8 Helmsley Traffic Working Group

- a) The council received the notes of the first meeting, held on the 18th April 2018. Photographs demonstrating the problems in Helmsley were shown on the Helmsley Traffic Facebook page and a discussion was held with County Councillor V Arnold about a meeting and walk around Helmsley with the Highways Area Manager.
- b) The council agreed the group's plans and agreed that it could publish a consultation or survey/newsletter, the results of which will be brought back to council in the autumn.

9 Policies and email provider

- a) The council agreed to adopt the Documents and Records Retention Policy.
- b) The council agreed to change email provider and that the clerk could sign up to a paid service.
- c) The council agreed that the clerk could sign up to a paid service for the cloud storage of documents.

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

- a) The council received the Internal Auditor's report and noted that there were no recommendations.
- b) The council noted that the Annual Internal Audit Report for 2017/2018, Section 3, was completed and signed by the Internal Auditor, Ian Smithson, on the 18th April 2018.
- c) The council resolved that Section 1 of the 2017/2018 Annual Return be approved and signed by the clerk and the chairman.
- d) The council resolved that Section 2, the Accounting Statements, as prepared by the clerk, be approved and signed and dated by the chairman and the responsible financial officer.
- e) The council resolved to agree the Explanation of Variances 2017/2018.
- f) The council noted that the Notice of the Period for the Exercise of Public Rights, from the 5th June to 14th July 2018, is on the council's notice board and the website.

11 Helmsley Recreational Charity Reg. No 523358

- a) The council reviewed the [Trustees Annual Report and Accounts](#) for the year ended 31 December 2017.
- b) The council considered that it had 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 resolved 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 31st October 2018 (filed on the 24th 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) The council considered its insurance requirements for year three of the three year agreement with reference to the Asset and Risk Registers and agreed that the Fidelity Guarantee is adequate in comparison to council funds and the precept. The insurance will be renewed for the final year of the current agreement.
- b) The council accepted a quote of £385 ex Vat to repair the bench in Buckingham Square.

- c) The council resolved to renew its membership of the YLCA, subscription £425.
- d) The council resolved to pay for the clerk's membership of the SLCC, subscription £185.
- e) The council approved a grant application for £250 from Helmsley Swifts to improve the provision of swift nesting sites within the town.
- f) The council received a report of a satisfactory Councillors Audit for Quarter 4 carried out on the 10th April 2018 by Councillors Marsden and Parkin.

13 Cemetery

This item was withdrawn.

Part Three – For Information

14 Meetings and Training: The council received verbal reports.

- a) YLCA GDPR Training at York. Councillor Parkin. The clerk also attended.
- b) NYMNPA Parish Forum 17th April. Councillor Parkin. Councillor Duncombe also attended.
- c) Ryedale Five Towns at Malton on 27th March 2018. The Chairman, Councillor Swift.

15 Finance

- a) The council received and noted the [Bank Reconciliation](#) to the 31st March 2018.
- b) The council received and noted the [Running Budget](#) to the 31st March 2018.
- c) The council noted that the NEST Pension Payment was paid via Direct Debit in April.
- d) The council received and noted the NALC salary awards for 2018-2019 for staff on the model contract to be applied from 1 April 2018.
- e) The council noted that Councillors Parkin and Swift authorised the following payments to be settled by BACS by the 25th 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 st & 2 nd 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
	Totals	£3,636.31	£218.00	£3,854.31

Signed

Date