

## HELMSLEY TOWN COUNCIL

### MINUTES of the Monthly Meeting of Helmsley Town Council

held in the National Park Meeting Room on Monday 21 May 2018 at 6:30pm

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

Also present Ms V Ellis (Town Clerk) and Mrs L Pryor (Asst. Clerk)

#### Part One – opening business

##### 1 Election of the Chairman and Vice Chairman

- a) Councillor Swift was elected chairman.
- b) Councillor Swift signed the Declaration of Acceptance of Office
- c) Councillor Saggers was elected vice chairman.
- d) Councillor Saggers signed the Declaration of Acceptance of Office.

##### 2 Apologies

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

##### 3 Code of Conduct

There were no declarations of interest.

##### 4 Public Comments

None.

##### 5 Minutes

The council resolved to agree the minutes of the Monthly Meeting on the 30<sup>th</sup> April 2018 and they were signed.

##### 6 Exchange of Information and items for next agenda

###### **Clerk's Report. Information**

- i. Councillor Marsden has undertaken a survey of all the council's benches and seats, categorized their condition and provided a written report detailing the work required.
- ii. Ryedale Five Towns Minutes 29<sup>th</sup> March at Malton received.
- iii. [Kirkbymoorside business breakfast and cyber crime](#) (link to Eventbrite)– Free – 14<sup>th</sup> June.
- iv. RDC Make Do and Mend Campaign in May.
- v. Community First: Ryedale Funding & Volunteering Fair 7 June 2018, 11-4, Milton Rooms, free.
- vi. NYCC Road Surface Dressing Programme.
- vii. NYM/2018/0119/FL Manor Yard, Castlegate, Helmsley. Approved with 23 conditions.
- viii. RDC to host info session on Electric Vehicle charging points.
- ix. Consultation till 29<sup>th</sup> July on Neighbourhood Policing in North Yorkshire [www.telljulia.com](http://www.telljulia.com).
- x. Road Closure – Market Place 3<sup>rd</sup> June 2018.
- xi. Comment about lack of disabled access to shops in Helmsley and the ticket machines being too high for some wheelchair users.
- xii. Ryedale Market Towns Project Meeting 23 May at Pickering– Cllr Parkin.
- xiii. **The Limes Play Area.**
  - complaints about the grass, contacted the contractor.
  - Complaints about seedlings from trees in garden and leaves in gutters but they are maple seedlings and leaves from a tree 30 yards away from the garden in question and crown lifting the maple is unlikely to make much difference.
  - Big Lottery Award grant £3,515 towards tunnel net.
- xiv. Apologies from District Councillor S Arnold and CC Val Arnold
- xv. NYCC Parish Portal training

#### Part Two – for determination

##### 7 Planning Applications. The council considered the following application:

**Application** [NYM/2018/0208/FL](#) **Location** 39 Bondgate, Helmsley  
**Proposal** installation of replacement timber windows and door to front elevation  
**Decision Support** The council prefers the use of traditional materials.

## 8 General Power of Competence

The council resolved that Helmsley Town Council meets the conditions of eligibility<sup>1</sup> required to exercise the General Power of Competence, as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, with immediate effect.

## 9 Cemetery

- a) The council noted that the application for a NYMNPA Grant for £1,645 towards the restoration of memorials (many are marble) as a cost of £2,350 ex. Vat was unsuccessful, however the council should have official confirmation of a £500 NYCC Locality Budget Grant in June and work can then start on some memorials.
- b) The council resolved to match fund a Locality Budget award of £500 this year and to resubmit a grant application to the NYMNPA for 2019.
- c) The council noted that a verbal complaint was made about the grass. Most of it is cut fortnightly and a blower is used to clean off the memorials but how much of it sticks varies.

## 10 Streetlights

- a) The council noted the trial of LED bulbs in decorative lanterns in LP 12, Market Place, attached to the library, and LP 52, Buckingham Square, o/s house no. 4
- b) The council resolved to complete the installation of LED bulbs in the remaining 36 decorative lanterns at £210 exc. Vat each.

## 11 Policies & templates including those for General Data Protection Regulations (GDPR)

- a) The council noted that the GDPR regulations come into force on the 25<sup>th</sup> May 2018.
- b) The council confirmed that all councillors have received the NALC GDPR Toolkit and the NALC legal topic notes and may log into the YLCA and NALC websites for information and look at the information Commissioner's Office website.
- c) The council noted that Helmsley Town Council is a Data Controller and is registered with the Information Commissioner's Office (ICO), and that it is also a Data Processor and is responsible for compliance with GDPR.
- d) The council noted that the annual fee which the council pays to the ICO by Direct Debit will in future be called a Data Protection Fee and that the initial cost will be £40pa.
- e) The council noted that on the 9 May during the [Report and remaining stages of the Data Protection Bill](#), MPs accepted the Government amendment to exempt all parish councils from the requirement to appoint a Data Protection Officer (DPO) under GDPR. The exemption is not final. To be decided by the 25<sup>th</sup> May 2018.
- f) The council resolved to express an interest in a DPO service run by the YLCA.
- g) The council received the Data Information Audit for Helmsley Town Council and noted that it is a work in progress.
- h) The council noted that, as shown in the Data Information Audit, that the council has to have specific or lawful basis from members of the public or residents for contacting them, e.g. if a member of the public has contacted the council for a copy of the agenda they cannot be then emailed a newsletter or minutes without having given specific consent.

### The council resolved to adopt the following documents:

- i) Privacy Policy.
- j) General Privacy Notice for residents and members of the public.
- k) General Privacy Notice for staff, councillors, role holders and volunteers.
- l) Consent to hold Contact Information Form (excluding Burials and the erection of Memorials).
- m) Consent to hold Contact Information Form – Councillors.
- n) Consent to hold Contact Information Form – Staff.
- o) Consent to hold Contact Information Form – Exclusive Right of Burial and/or the right to erect a memorial.
- p) Subject Access Policy.
- q) Subject Access Request Form – Office use only.
- r) Subject Access Form – Office Procedures/Template Responses.

## 12 Policies and Action Plan

<sup>1</sup> Eligibility – 2/3 of the council were elected and the clerk is qualified. GPC could last until next elections in May 2019.

- a) The council noted that the Action Plan has not been updated resolved to discontinue it.  
 b) The council noted that the Scheme of Delegation has not been updated and resolved to postpone a review until it is updated.  
 c) The council reviewed the Financial Regulations and considered that they are up-to-date, reflect new legislation and are appropriate to the activities of the Council.  
 d) The council resolved to postpone a review of the Standing Orders published in April 2018 by NALC as the YLCA guidance was received on the 14<sup>th</sup> May.  
 e) The council noted that the Asset Register was reviewed in April 2018.  
 f) The council resolved to delete the Data Protection Policy following the introduction of GDPR.  
 g) The council reviewed the following policies unless otherwise noted.

|  |                             |   |
|--|-----------------------------|---|
| Agenda Explained                                       | Disciplinary Procedure      | Publication Scheme – to be updated on the council's website |
| Action Plan - discontinued                             | Equalities policy           | Recording & Filming of Meetings                             |
| Asset Register - see (e)                               | Facebook Page               | Scheme of Delegation – to be updated.                       |
| Cemetery Policy  | Grants application form     | Social Media Policy for Councillors                         |
| Code of Conduct  | Grants Statement - website  |   |
| Commitment to Volunteers                               | Grievance Procedure         | Unity Transactions  |
| Complaints Procedure                                   | Inspection of Memorials     | Welcome to the Meeting leaflet                              |
| Council, Volunteer & Staff Training                    | Media Policy                | Winter Services   |
| Data Protection Policy – superceded by GDPR – deleted. | Newsletter Editorial Policy |   |

**13 Councillor Appointments: The council made the following appointments:**

- a) Newsletter Editorial Team (one issue a year). Councillors Swift and Duncombe.  
 b) Helmsley Town Hall Committee representative. Councillor Parkin.  
 c) Liaison with fracking group – Councillor Parkin.  
 d) Staffing Working Group – Councillors Swift, Saggars and Parkin.  
 e) Vote at YLCA meetings - Councillors Swift and Saggars and the clerk.

**14 Meetings - attendance**

- a) RDC Parish Liaison Wed 13<sup>th</sup> June at 7pm at RDC. Councillor Saggars  
 b) Ryedale Five Towns Tues 3<sup>rd</sup> July at 7pm at Pickering Memorial Hall. Councillors Swift and Marsden.

**15 Finance**

- a) The council agreed a grant application of £5,000 from Helmsley Recreational Charity.  
 b) The council agreed the following payments and authorised councillors Swift and Parkin undertake the Unity transactions.

| Payee                     | Details                                      | Net       | VAT     | Gross     |
|---------------------------|--|-----------|---------|-----------|
| YLCA                      | Annual subscription                          | £215.00   |         | £215.00   |
| NYCC                      | Streetlight energy 2017-18                   | £3,724.27 | £744.85 | £4,469.12 |
| Came & Co                 | Insurance policy                             | £742.14   |         | £742.14   |
| NYMNPA                    | Office accommodation & IT support            | £755.09   | £25.77  | £780.86   |
| Ryedale District Council  | Ryedale Market Towns Promotion               | £400.00   |         | £400.00   |
| Ryedale District Council  | Wayleave payments x 3                        | £0.15     |         | £0.15     |
| Helmsley Swifts           | Grants for boxes and electronic call devices | £250.00   |         | £250.00   |
| Cheapestprintonline.co.uk | Parking leaflet printing                     | £59.99    | £1.80   | £61.79    |

|                      |                           |                   |                |                   |
|----------------------|---------------------------|-------------------|----------------|-------------------|
| SLCC Enterprises     | Annual membership         | £185.00           |                | £185.00           |
| Allgardens Ltd       | 3 <sup>rd</sup> grass cut | £545.00           | £109.00        | £654.00           |
| NYCC                 | Streetlight repairs       | £528.47           | £105.69        | £634.16           |
| DMD Contracting      | Bird boxes for cemetery   | £170.00           |                | £170.00           |
| V Ellis              | Mileage & expenses        | £35.14            | £1.88          | £37.02            |
| Staff salaries       | Staff salaries x 3        | £2,458.56         |                | £2,458.56         |
| Helmsley Rec Charity | Grant application         | £5,000.00         |                | £5,000.00         |
| BATA                 | Petrol for strimmer       | £21.12            | £4.22          | £25.34            |
| HMRC                 | PAYE/NI                   | £532.37           |                | £532.37           |
|                      | <b>Totals</b>             | <b>£15,622.30</b> | <b>£993.21</b> | <b>£16,615.51</b> |
|                      |                           |                   |                |                   |

### **Part Three – For Information**

#### **16 Planning. The following decisions were received.**

- a) [18/00234/HOUSE](#), Tillyer, 2 Sawmill Lane. 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 **Approved**.
- b) [17/01238/MFUL](#) Land at Riccal Drive YO62 5DP. Erection of 7no. 4- bedroom dwellings, 33no. 3- bedroom dwellings and 6no. 2-bedroom dwellings, assoc. garaging, parking, amenity areas, landscaping, bridge across Spittle Beck, assoc. infrastructure and formation of vehicular access. **Conditional Approval** subject to completion of S106 agreement re affordable housing.

#### **17 Meetings and Training**

None.

#### **18 Finance**

- a) The council received and noted the [Bank Reconciliation](#) to the 30<sup>th</sup> April 2018.
- b) The council received and noted the [Running Budget](#) to the 30<sup>th</sup> April 2018.
- c) The council noted that the NEST Pension Payment was paid via Direct Debit in May.

**Signed**

**Date**