

HELMSLEY TOWN COUNCIL
AGENDA for the Monthly Meeting of Helmsley Town Council
to be held in the National Park Meeting Room on Monday 29th October 2018 at 6:30pm

Part One – opening business

To open a planning application or weblink - hover over the underlined number or title, right click – select 'open hyperlink' from the list.

1 Apologies

- a) To receive apologies.
- b) To consider approving apologies for absence.

2 Code of Conduct

To receive declarations of interest 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 Ordinary Meeting held on the 22nd October 2018.

5 Exchange of Information and items for next agenda

Chairman

Clerk's Report. Information

- i. Letter thanking Helmsley Town Council for a grant of £250 from Musical Memories.
- ii. RDC email: Transforming spaces and bringing communities together in Ryedale.
- iii. RDC decision to compulsory purchase Open Space on Riccal Drive re 17/01238/MFUL.
- iv. NYCC email 27th Sept 18 – policy amended to allow parish councils to purchase and maintain Vehicle Activated Signs subject to NYCC oversight.
- v. NYCC info - Highways England undertaking repairs to A64 west of Malton. There will be weekend closures from 8pm on the Fridays to 6am on the following dates Friday 9th Nov-Mon 12th Nov, Friday 16th Nov-Mon 19th Nov.
- vi. NYCC email re Black Swan car park 16th October.
- vii. Northern Ryedale Public Transport Group 16th October agenda and minutes of previous meeting
- viii. Shale Gas Government consultation on Permitted Development rights and Nationally Significant Infrastructure Project Regime by Shale Gas Advisory Group for Helmsley Town Council.
- ix. YLCA Training Programme to November (circulated).
- x. RDC Don't be a Waster relaunch – Responsible Dog Ownership.
- xi. RDC Minutes of September Parish Liaison Meeting.
- xii. North York Police Reports for North West Ryedale. September.

Part Two – for determination

6 Planning. To consider the following applications and the reporting of decisions

- a) **Application** [NYM/2018/0631/FL](#) **Location** 4 Withington Road, Helmsley
Proposal Single story kitchen extension to rear (approx. 2.7m x 6.1m, 16.5m²) and car port to side (approx. 3.4m x 2.4m, 8.2m²). Conversion of an entrance door linking an existing covered area to the dwelling into a window. New pedestrian access door into an existing garage at the side.
- b) **Application** [NYM/2018/0640/FL](#) **Location** Corinium House, 18 Orchard Way, Helmsley
Proposal erection of summerhouse
- c) **Application** [NYM/2018/0674/NM](#) **Location** Land off Carlton Road, Helmsley
Proposal non material amendment to planning approval NYM/2017/0579/FL to allow alterations to vehicular access and parking to Plot 1.

7 Consultations. To consider a response to the following:

- a) [RDC Polling District, Polling Places & Polling Stations Review](#).
- b) [Howardian Hills AONB Draft Management Plan 2019-2024](#).
- c) [NYMNPA Local Plan Draft Land Availability Assessment](#) (Evidence Base page)

8 **S106 Sports Field north of Helmsley Recreational Charity car park**

- a) To note that the clerk wrote to the Chief Executive of the National Park about the s106 sports field and the problem of the overhead power cables after the developers changed their plans for the power supply to the development and to note his response.
- b) To consider leasing the s106 Sports Field, and if so to consider the draft lease and whether to seek legal advice.
- c) To consider the options for the power cables and the land use underneath:
 - I. fence it off
 - II. not fence it off and order an expert risk assessment when required
 - III. have the cables buried and ask the clerk to produce a finance and consultation report, and to note that:
 - Engie has very kindly agreed to dig the trench, duct the cable and backfill. This will reduce the cost by about 5%.
 - NorthernPowergrid must be paid upfront and the work will take about 4 months.
 - The council may have to borrow for part of the bill from the [Public Works Loan Board](#) – the estimate for the work excluding the trench is about £35,000 exc. Vat, and receive borrowing approval from the YLCA. Minimum loan £7,500.
 - The effect, if any, on the precept cannot be calculated until the Band D equivalent figures are received from RDC in November.
 - If a loan is required, the council will have to consider the type of loan and decide on the term of the loan, from 1-50 years.
 - The council must publicise its intention to borrow & consult residents–newsletter, online etc (consultation not necessary if no loan is needed).
- d) To note that NorthernPowergrid would move the transformer from the corner of the car-park back to the second last pole on the hedge line. This would clear the transformer and last span of overhead line from the car-park and field. Then lay a cable from the re-positioned transformer back toward the pool to re-connect the cables underground.
- e) To consider if the council wishes the temporary road to be removed by Engie and to note that NorthernPowergrid is giving a detailed quote on the basis that it will be.
- f) To consider seeking pre-application planning advice from the National Park for a Multi Use Games Area (MUGA) in the corner by the tennis courts for £30 (half-price fee for council) and to note that Engie have very generously offered to tarmac an area 38mx28m
- g) If the pre-application advice is favourable, to consider submitting a full application and to have professional assistance if needed, e.g. for dealing with drainage etc.

9 **Winter Maintenance**

- a) To consider asking NYCC to add the path between Pottergate and Bridge Street to the Priority 1 pavement schedule as some of it is also used by vehicles - especially overnight - and it is a busy path into the centre of town.
- b) To consider Helmsley TC's Winter Maintenance Schedule for the winter of 2018/2019.
- c) To consider the RDC rates for gritting and snow clearance and to decide whether to accept and on what basis – Option 'a' or 'b'.
- d) To consider researching alternative gritting services for Priority 2 pavements if RDC lacks the capacity to grit and/or clear them.

10 **Cemetery**

- a) To note that Councillor Marsden and the clerk had a walk round the cemetery on the 23rd October and discussed the planned work and the materials required.
- b) To consider a draft Management Plan by the Countryside Officer, RDC (if available)
- c) To consider deleting para 57 of the Cemetery Rules – 'Reservations'.

11 **Trees**

- a) To receive the Tree Survey for 2018.
- b) To note that the clerk authorised the recommend work to trees 195, 212, 285,286, 291 and 294 for £250 by MJ Young, plus some additional work in the cemetery and the churchyard.

12 **Churchyard**

- a) To note that the council has received 2 letters from NALC's Head of Legal Services (York

18/560, 8th August and 11 Sept 18, emailed 13 Aug and 17 Sept) about responsibility for the new path to the east of the church, which will also cover the new lights, stating 'that it is unlikely for the Council to be liable for maintenance work done by the PCC and not under the Council's instruction' and should notify its insurers, which the clerk has done.

- b) To consider whether Helmsley Town Council wishes to maintain the path to the east of the Church and the lights along the path following the advice from the YLCA - email 26th July 2018 and the letters from NALC.
- c) To note that the volunteers working in the churchyard are the Parochial Church Council Volunteers, not the town council's, and to consider giving the PCC permission for its volunteers to work in the churchyard.
- d) To consider purchasing a push-along gritter for the churchyard and to set a budget.
- e) To receive advice from the council's insurers about winter gritting arrangements and to note that RDC will not grit the paths in the Churchyard.
- f) To consider asking the Parochial Church Council to put up signs at each entrance, to be provided by Helmsley Town Council for the council's insurance purposes pointing out that the paths will not be gritted by the council.

13 **Parking and Traffic Review**

- a) To receive the first draft and to make recommendations.
- b) To note that Andrew Santon, Communications Officer, NYCC Area 4 Highways, will attend the November meeting of the council.

14 **Meetings**

- a) To consider joining the Ryedale Five Towns Environment Group which will include any interested residents and businesses. There are plans for an Open Meeting at Pickering in November to consider its structure, e.g. Charitable Incorporated Organisation, date tbc.
- b) To consider attendance at the Ryedale Five Towns Meeting. Date tbc.

15 **Finance and Governance**

- a) To consider renewing the grass cutting contract with Allgardens for the optional third year.
- b) To consider researching for a modern town council website – easier to use for councillors, staff and members of the public, mobile phone friendly and linked to social media, the A-Zs of RDC & NYCC etc.
- c) To consider a grant application from Citizens Advice Mid-North Yorkshire for £150.
- d) To consider a request from the Chairman of Ryedale District Council to contribute to the Chairman's Charity Fund for Ryedale Special Families and Yorkshire Air Ambulance.
- e) To consider whether to restart providing dog waste bags in the dispensers or to continue only giving them away from the library.
- f) To consider the revised Risk Assessment.
- g) To consider the revised Standing Orders.
- h) To authorise two councillors to make payments.

Part Three – For Information

16 **Meeting and training reports**

- a) YLCA Training Conference at York 28th September. The clerk.
- b) YLCA Ryedale Branch Meeting 10th October 2018. The clerk. Notes circulated.
- c) Western Area Parish Forum 16th October at Coxwold.

17 **Finance and Annual Governance and Accountability Return 2017/2018**

- a) **External Audit. Year end accounts 2017-2018: the Annual Governance & Accountability Return (AGAR)**
 - i) To note that the External Auditor was unable to complete the audit by the deadline of the 30th Sept 2018 due to additional work under the new system and that Helmsley's Town Council's AGAR was one of those affected by an IT issue and 'misaid'.
 - ii) To note that the External Auditor issued their certificate and opinion, Section 3, on the 28th September, and stated that in both boxes that "We have not yet completed our review work on the AGAR and supporting documentation. A final report detailing any

qualifications and 'other' matters will be provided with the certificate of completion, following finalisation of the review'.

- iii) To note that the Conclusion of Notice of the audit (and note to effect it was incomplete) and right to inspect the accounts for the year ended 31 March 2018 was posted on the noticeboard and on the council's website on the 1st October 2018 as well as Section 3, the Report and Certificate, dated 28/09/2018.
- iv) To note that on the 12th October 2018 that the External Auditor issued a Final External Auditor Report and Certificate (usually Section 3) on the 12th October and stated that "the AGAR was not accurately completed before submission for review. The figure in Section 2 Box 9 of the prior year comparative column does not agree to the prior year final signed Annual Return"....". Other matters not affecting our opinion which we draw to the attention of the authority: None." (the mistake was to zero assets).
- v) To note that the Conclusion of Notice of the audit and right to inspect the AGAR for the year ended 31 March 2018 was posted on the noticeboard and on the council's website on the 15th October 2018 as well as Sections 1 and 2 and the Final Report.
- b) To receive and note the Bank Reconciliation to the 30th September 2018.
- c) To receive and note the Running Budget to the 30th September 2018.
- d) To note that the NEST Pension Payment was paid via Direct Debit in October.
- e) To note that two councillors authorised the following payments to be settled by BACS on the 25th October 2018.

Payee	Reason	Net	VAT	Gross
PKF Littlejohn LLP	Annual Audit	£400.00	£80.00	£480.00
J & P Harris	Helmsley Archive website	£21.07		£21.07
NYMNPA	Q3 Office accommodation & IT support	£755.09	£25.77	£780.86
Allgardens Ltd	11 th & 12 th grass cuts	£1,090.00	£218.00	£1,308.00
Dales of Thirsk Ltd	Memorial repair work	£1,600.00	£320.00	£1,920.00
M J Young Tree Services	Tree pruning	£250.00		£250.00
REFUND V Ellis	Planter contents	£15.99		£15.99
Salaries	Staff salaries x3	£2,377.46		£2,377.46
HMRC	PAYE/NI	£589.05		£589.05
Glasdon UK Ltd	Churchyard grit bin	£99.45	£19.89	£119.34
GeoXphere Ltd	Parish Online annual fee	£35.00	£7.00	£42.00
V Ellis	Staff travel & postage	£106.84		£106.84
	TOTAL	£7,339.95	£670.66	£8,010.61

18 Part 4 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 note that the clerk has undertaken appraisals for the assistant clerk and the caretaker.
- b) To note that the Staffing Working Group undertook an appraisal for the clerk on the 16th October and to receive a report.
- c) To consider recommendations from the Staffing Working Group.
- d) To consider giving the clerk delegated authority to respond to planning applications for non material amendments as responses have to be made within 10 working days.

Signed

Date