

**HELMSLEY TOWN COUNCIL**  
**AGENDA for the Monthly Meeting of Helmsley Town Council**  
to be held in the National Park Meeting Room on Monday 26<sup>th</sup> November 2018 at 6:30pm

**Part One – opening business**

**1 Apologies**

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

**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 29th October 2018.

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

**Chairman**

**Clerk's Report. Information**

- i. Public right of way between Pottergate and the Market Place. Responses about making a grit bin and grit were received from – Yorkshire Housing – will grit their path.
- ii. NYCC Area 4 Highways - Castle Court – worn state of double-yellow lines at entrance and hole on edge of road on Pottergate by Arts Centre entrance reported 30/10/18.
- iii. RDC Ryedale Market Towns Promotion update circulated.
- iv. Estimate from a business of income lost to caravan parks in area through RDC's policy of free overnight parking in Cleveland Way Car Park 1st April–28th Oct, 1146 @ £20/night = £22,800.
- v. Market Place. Complaints about parking tickets from drivers, some disabled, who have parked in the 20 minutes area and bought a ticket, not realizing it is 20 minutes only, which is not stated.

**Part Two – for determination**

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

- a) **Application** [NYM/2018/0705/FL](#) **Location** 37 Elmslac Road, Helmsley  
**Proposal** Construction of single storey rear and two storey side extensions following demolition of porch and outbuilding together with construction of porch.
- b) **Application** [18/01242/HOUSE](#) **Location** 21 Storey Close, Helmsley  
**Proposal** Erection of single storey part side/part rear extension
- c) **Application** [NYM/2081/0715/AD](#) **Location** La Trattoria, 17 Market Place, Helmsley  
**Proposal** advertisement consent for the display of 1 no. illuminated sign and 'A' board

**7 Highways and parking review**

- a) To receive an address to Council from Mr Andrew Santon, Communications Office, Area 4 Highways, and to discuss with him, parking, traffic and other highway matters in Helmsley.
- b) To receive a second draft of the Parking Review and to consider further action.

**8 Consultation: To consider the following consultation.**

Ministry of Housing, Communities and Local Government: [Compulsory community pre-application consultation for shale gas development.](#)

**9 Winter Maintenance**

- a) To consider paying for Priority 1 Pavements to be gritted when NYCC, who normally pays, do not deem it necessary but RDC does.
- b) To consider the recommendations of Cllrs Saggars and Fairburn for Helmsley TC's Winter Maintenance Schedule for the winter of 2018/2019.

**10 S106 sports field**

- a) To note that Helmsley Estate has confirmed that it does not mind if the temporary road stays or if it is removed but it would be useful for access.
- b) To consider the draft lease.
- c) To note that an application was made for pre-application planning advice for a Multi-Use Games Area, to receive any news plus any update on the cost of burying the power cable.

11 **Cemetery**

- a) To note that the grave digger has retired and that graves will now be dug by mini diggers.
- b) To consider widening the side gate for disabled access as the gate has to be replaced.
- c) To consider the restructured and revised Cemetery Fees for 2019 – brief report provided.

12 **Meetings**

To agree the calendar of meetings for 2019-2020.

13 **Finance and Governance**

- a) To receive NALC and government guidance on the new regulations on the accessibility of websites.
- b) To consider buying a new website from 2Commune Ltd and only considering their quote as they seem to be the only provider to offer parish councils a site which picks up the A-Zs of principal authorities plus other add-ons without making an extra charge, and to consider including Helmsley Recreational Charity information on the website as now – quote £900 plus £150 social media integration and £25 set up if the council wishes to change email address to helmsleytowncouncil.co.uk then £400pa thereafter + £25 for email.
- c) To consider a quote of £180 for the refurbishment of the council's noticeboard in the Town Hall, to include removal of stuck on names and to have them painted on.
- d) To consider the Terms of Reference for Internal Audit for 2018-2019.
- e) To receive the draft budget and recommendations from Councillors Swift and Saggars.
- f) To authorise two councillors to make payments.

**Part Three – For Information**

14 **Meeting and training reports**

- a) YLCA Chairmanship Training. Councillor Saggars.
- b) NYCC Parish Portal Workshops. Councillor Parkin and the clerk.

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

- a) To receive and note the [Bank Reconciliation](#) to the 31<sup>st</sup> October 2018.
- b) To receive and note the [Running Budget](#) to the 31st October 2018.
- c) To note that the NEST Pension Payment was paid via Direct Debit in November.
- d) To note that two councillors authorised the following payments to be settled by BACS by the 26<sup>th</sup> November 2018 and signed two cheques of £25 each for Remembrance Day Wreaths, 300002 to the Royal British Legion and 300003 to the Poppy Appeal.

Payee	Reason	Net	VAT	Gross
NYMNPA	Pre Planning Advice – MUGA	£30.00		£30.00
Citizens Advice Mid-North Yorkshire branch	Reaching Communities project grant	£150.00		£150.00
RDC Chairman's Charity	Annual charity fund grant	£50.00		£50.00
Maxwell Amenity Ltd	Magic Ice Melt for churchyard	£121.80	£24.36	£146.16
Lexis Nexis	Reference Book. Local Council Admin	£110.99		£110.99
Streetscape (Products & Services) Ltd	Repairs to equipment at The Limes playground	£320.00	£64.00	£384.00
Ms V Ellis	Mileage & expenses	£65.26		£65.26
Staff Salaries	Salaries x3	£2,054.77		£2,054.77
HMRC	PAYE/NI	£433.44		£433.44
	<b>TOTAL</b>	<b>£3,336.26</b>	<b>£88.36</b>	<b>£3,424.62</b>

**Part 4 Staffing Matters**

- 16 *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 the 2% pay increase for staff on the NALC/SLCC contracts and the change in the Spinal Column Point structure.
- b) To review salaries and Spinal Column Points.

**Signed**

**Date**