

# POTTO PARISH COUNCIL

District  
Hambleton

County  
North Yorkshire

11th January 2022

Dear Councillor,

You are summoned to attend the next meeting of Potto Parish Council, to be held at Potto Village Hall on **WEDNESDAY 19th January 2022** at 7.15pm.

J.K. Storey (CLERK)

There will be a public session prior to the meeting, and this will commence at 7.00pm.  
(Members of the public will adhere to the rules set by the council for this session)

## AGENDA

1. Reminder by the Chairman of the Councils expectations for the audio or visual recording of this meeting.
2. To receive apologies and approve reasons for absence.
3. To confirm minutes of meeting held on the 15<sup>th</sup> of December 2021 as a true and correct record.
4. To receive information on the following issues and decide action where necessary.
  - 4.1 Planning Issues
  - 4.2 Police Report
  - 4.3 Footpaths Footbridges and Stiles
  - 4.4 Annual Return
  - 4.5 Potto Plan
  - 4.6 Traffic Calming
  - 4.7 Potto Village Hall
  - 4.8 YLCA
5. Reports from County and District Councils.
6. To consider and decide upon the following planning applications:
  - 6.1.1 Ref: 21/02874/FUL - Replacement porch and utility room extension. Glen Lyon Goldgate Lane, Swainby.

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7. To receive the following planning decisions / information:
  - 7.1 Ref: 21/02458/FUL – Land adjacent to Rawcliffe, Cooper Lane.
  - 7.2 Ref. No: 21/00613/FUL - Alterations at Goulton Beck Holiday Park to form an additional 12 Static Pitches. Goulton Beck Caravan Site, Goulton Lane, Potto.
  - 7.3 Container land adjacent to Rawcliffe Cooper Lane.
8. Matters requested by Councillors.
  - 8.1 Missing finger sign.
9. Financial matters.
  - 9.1 Bank Accounts
  - 9.2 2021/22 Accounts
  - 9.3 Budget /Precept review and setting
10. To consider the following correspondences and decide action where necessary.
  - 10.1 Email from a member of the public
11. To confirm the date and time of the next meeting.

# POTTO PARISH COUNCIL

District  
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7th February 2022

Dear Councillor,

You are summoned to attend the next meeting of Potto Parish Council, to be held at Potto Village Hall on **WEDNESDAY 16th February 2022** at 7.15pm.

J.K. Storey (CLERK)

There will be a public session prior to the meeting, and this will commence at 7.00pm.  
(Members of the public will adhere to the rules set by the council for this session)

## AGENDA

1. Reminder by the Chairman of the Councils expectations for the audio or visual recording of this meeting.
2. To receive apologies and approve reasons for absence.
3. To confirm minutes of meeting held on the 19<sup>th</sup> of January 2022 as a true and correct record.
4. To receive information on the following issues and decide action where necessary.
  - 4.1 Planning Issues
  - 4.2 Police Report
  - 4.3 Footpaths Footbridges and Stiles
  - 4.4 Annual Return
  - 4.5 Potto Plan
  - 4.6 Traffic Calming
  - 4.7 Potto Village Hall
  - 4.8 Potto Street Sign
  - 4.9 ICO
  - 4.10 Tree Planting
5. Reports from County and District Councils.
6. To consider and decide upon the following planning applications
  - 6.1 Ref. 21/02922/FUL - Provision of 1st floor lean-to canopy to the south west gable wall at first floor level - The Old Orchard, Cooper Lane, Potto.
  - 6.2 Ref. 22/00273/FUL - Demolition of existing cottage and the construction of a detached Dwelling with attached Annex. 11 Cooper Lane, Potto.

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7. To receive the following planning decisions / information:
  - 7.1 Ref: 18/01815/FUL – Old Orchard, Cooper Lane, Potto (Withdrawn)
  - 7.2 Ref: 21/02458/FUL – Land adjacent to Rawcliffe, Cooper Lane, Potto.
  - 7.3 Ref. 21/00993/FUL – Single storey side extension, rendering of existing house, reroofing of existing house and recovering of existing dormers. 62 Cooper Lane, Potto.
  - 7.4 Ref.17/01766/DCN - Discharge of conditions to previously approved appeal APP/G2713/W/18/3206681- construction of a dwelling. 10 Cooper Lane, Potto.
  - 7.5 Ref. 21/00613/FUL - Alterations at Goulton Beck Holiday Park to form an additional 12 Static Pitches. Goulton Beck Caravan Site, Goulton Lane, Potto.
  - 7.6 Ref. 21/00962/FUL – Alterations to first floor Brook House, Potto.
  - 7.7 Container land adjacent to Rawcliffe Cooper Lane, Potto.
8. Matters requested by Councillors.
9. Financial matters.
  - 9.1 Bank Accounts
  - 9.2 2021/22 Accounts
  - 9.3 2022 insurance
  - 9.4 Defibrillator Pads
  - 9.5 Invoice for speed sign
  - 9.6 Budget
10. To consider the following correspondences and decide action where necessary.
  - 10.1 Complaint against Clerk.
  - 10.2 Email from RAF Leeming.
11. To confirm the date and time of the next meeting.

# POTTO PARISH COUNCIL

District  
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North Yorkshire

12th March 2022

Dear Councillor,

You are summoned to attend the next meeting of Potto Parish Council, to be held at Potto Village Hall on **WEDNESDAY 23<sup>rd</sup> March 2022** at 7.15pm.

J.K. Storey (CLERK)

There will be a public session prior to the meeting, and this will commence at 7.00pm.  
(Members of the public will adhere to the rules set by the council for this session)

## AGENDA

1. Reminder by the Chairman of the Councils expectations for the audio or visual recording of this meeting.
2. To receive apologies and approve reasons for absence.
3. To confirm minutes of meeting held on the 16<sup>th</sup> of February 2022 as a true and correct record.
4. To receive information on the following issues and decide action where necessary.
  - 4.1 Police Report
  - 4.2 Footpaths Footbridges and Stiles
  - 4.3 Annual Return
  - 4.4 Potto Plan
  - 4.5 Traffic Calming
  - 4.6 Potto Village Hall
  - 4.7 Potto Street Sign
  - 4.8 ICO
  - 4.9 Tree Planting
5. Reports from County and District Councils.
6. To consider and decide upon the following planning applications
  - 6.1 Ref. No: 22/00346/TPO - Works to Chestnut tree subject to Tree Preservation Order 1978/02. The Hall, Potto Hall, Black Horse Lane, Potto.

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7. To receive the following planning decisions / information:
  - 7.1 Ref: 22/00273/FUL – Demolition of existing Cottage, 11 Cooper Lane, Potto.
  - 7.2 Ref: 21/02922/FUL – Provision of 1<sup>st</sup> floor canopy, Old Orchard, Potto.
  - 7.3 Ref: 21/02458/FUL – Land adjacent to Rawcliffe, Cooper Lane, Potto.
  - 7.4 Container land adjacent to Rawcliffe Cooper Lane, Potto.
8. Matters requested by Councillors.
9. Financial matters.
  - 9.1 Bank Accounts
  - 9.2 2021/22 Accounts
  - 9.3 Budget
10. To consider the following correspondences and decide action where necessary.
11. To confirm the date and time of the next meeting.

# POTTO PARISH COUNCIL

District  
Hambleton

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North Yorkshire

12th March 2022

Dear Councillor,

You are summoned to attend the next meeting of Potto Parish Council, to be held at Potto Village Hall on **WEDNESDAY 20th April 2022** at 7.15pm.

J.K. Storey (CLERK)

There will be a public session prior to the meeting, and this will commence at 7.00pm.  
(Members of the public will adhere to the rules set by the council for this session)

## AGENDA

1. Reminder by the Chairman of the Councils expectations for the audio or visual recording of this meeting.
2. To receive apologies and approve reasons for absence.
3. To confirm minutes of meeting held on the 23<sup>rd</sup> of March 2022 as a true and correct record.
4. To receive information on the following issues and decide action where necessary.
  - 4.1 Police Report
  - 4.2 Footpaths Footbridges and Stiles
  - 4.3 Annual Return
  - 4.4 Potto Plan
  - 4.5 Traffic Calming
  - 4.6 Potto Village Hall
  - 4.7 Potto Street Sign
  - 4.8 ICO
  - 4.9 Tree Planting
  - 4.10 Policies & Procedures
  - 4.11 Litter Picking
5. Reports from County and District Councils.
6. To consider and decide upon the following planning applications
  - 6.1 Ref. 21/00039/REFUSE - Application for outline planning permission with for the construction of two detached dwellings. Land To The West Of 50 And 52 Cooper Lane.

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7. To receive the following planning decisions / information:
  - 7.1 Ref: 22/00346/TPO – Work to chestnut tree, Potto Hall - GRANTED
  - 7.2 Ref: 22/00273/FUL – Demolition of existing Cottage, 11 Cooper Lane.
  - 7.3 Ref: 21/02458/FUL – Land adjacent to Rawcliffe, Cooper Lane.
  - 7.4 Container land adjacent to Rawcliffe Cooper Lane.
8. Matters requested by Councillors.
9. Financial matters.
  - 9.1 Bank Accounts
  - 9.2 2021/22 Accounts
  - 9.3 Budget
10. To consider the following correspondences and decide action where necessary.
11. To confirm the date and time of the next meeting.



# POTTO PARISH COUNCIL

District  
Hambleton

County  
North Yorkshire

9th May 2022

Dear Councillor,

You are summoned to attend the Annual Meeting of Potto Parish Council, to be held at Potto Village Hall on **WEDNESDAY 18th May 2022** at 7.15pm.

J.K. Storey (CLERK)

There will be a public session prior to the meeting, and this will commence at 7.00pm.  
(Members of the public will adhere to the rules set by the council for this session)

## AGENDA

1. Election of Chair
2. Acceptance of Office
3. Reminder by the Chairman of the Councils expectations for the audio or visual recording of this meeting.
4. To receive apologies and approve reasons for absence.
5. To confirm minutes of meeting held on the 20<sup>th</sup> April 2022 as a true and correct record.
6. To receive information on the following issues and decide action where necessary.
  - 6.1 Police Report
  - 6.2 Footpaths Footbridges and Stiles
  - 6.3 Annual Return
  - 6.4 Potto Plan
  - 6.5 Traffic Calming
  - 6.6 Potto Village Hall
  - 6.7 Potto Street Sign
  - 6.8 ICO
  - 6.9 Tree Planting
7. Reports from County and District Councils.
8. To consider and decide upon the following planning applications

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9. To receive the following planning decisions / information:

- 9.1 Ref: 21/00039/REFUSE - Application for outline planning permission with for the construction of two detached dwellings. Land To The West Of 50 And 52 Cooper Lane.
- 9.2 Ref: 22/00273/FUL – Demolition of existing Cottage, 11 Cooper Lane
- 9.3 Ref: 21/02458/FUL – Land adjacent to Rawcliffe, Cooper Lane
- 9.4 Container land adjacent to Rawcliffe Cooper Lane.

10. Matters requested by Councillors.

- 10.1 Review and adoption of appropriate standing orders and financial regulations;
- 10.2 To make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- 10.3 Review of inventory of assets
- 10.4 Confirmation of insurance cover in respect of all insurable risks;
- 10.5 Review of the Council's subscriptions to other bodies;
- 10.6 Review of the Council's complaints procedure;
- 10.7 Review of the Council's policies, procedures and practices
- 10.8 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

11. Financial matters.

- 11.1 Bank Accounts
- 11.2 2021/22 Accounts
- 11.3 Budget

12. To consider the following correspondences and decide action where necessary.

- 12.1 Correspondences from members of the public.

13. To confirm the date and time of the next meeting.

# POTTO PARISH COUNCIL

District  
Hambleton

County  
North Yorkshire

7th June 2022

Dear Councillor,

You are summoned to attend the Annual Meeting of Potto Parish Council, to be held at Potto Village Hall on **WEDNESDAY 15th June 2022** at 7.15pm.

J.K. Storey (CLERK)

There will be a public session prior to the meeting, and this will commence at 7.00pm.  
(Members of the public will adhere to the rules set by the council for this session)

## AGENDA

1. Reminder by the Chairman of the Councils expectations for the audio or visual recording of this meeting.
2. To receive apologies and approve reasons for absence.
3. To confirm minutes of meeting held on the 18<sup>th</sup> May 2022 as a true and correct record.
4. To receive information on the following issues and decide action where necessary.
  - 4.1 Police Report
  - 4.2 Footpaths Footbridges and Stiles
  - 4.3 Annual Return
  - 4.4 Potto Plan
  - 4.5 Potto Village Hall
  - 4.6 Potto Street Sign
  - 4.7 ICO
  - 4.8 Jubilee
5. Reports from County and District Councils.
6. To consider and decide upon the following planning applications
  - 6.1 Ref: 22/01225?FUL Construction of Summerhouse, 3 Potto Hall
  - 6.2 Ref: 22/01227/FUL First Floor Extension, 42 Cooper Lane Potto

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7. To receive the following planning decisions / information:

7.1 Ref: 22/00984/FUL – Change of use of land for the siting of 3 holiday chalets. Land to the south of Butcher Lane, Potto.

7.2 Ref: 21/00039/REFUSE - Application for outline planning permission with for the construction of two detached dwellings. Land to the west of 50 And 52 Cooper Lane, Potto.

7.3 Ref: 22/00273/FUL – Demolition of existing Cottage, 11 Cooper Lane, Potto.

7.4 Ref: 21/00613/FUL - Alterations at Goulton Beck Holiday Park to form an additional 12 Static Pitches. Goulton Beck Caravan Site, Goulton Lane, Potto.

7.5 Ref: 21/02458/FUL - Change of use of an agricultural building to a dwelling and associated works, including demolition of single-storey outbuildings. Agricultural Building, Land Adjacent to Rawcliffe, Cooper Lane, Potto.

7.6 Container land adjacent to Rawcliffe Cooper Lane, Potto.

8. Matters requested by Councillors.

8.1 Potto beck

9. Financial matters.

9.1 Bank Accounts

9.2 2021/22 Accounts

9.3 Budget

10. To consider the following correspondences and decide action where necessary.

10.1 Correspondences from members of the public

11. To confirm the date and time of the next meeting.

# POTTO PARISH COUNCIL

District  
Hambleton

County  
North Yorkshire

10th July 2022

Dear Councillor,

You are summoned to attend the Annual Meeting of Potto Parish Council, to be held at Potto Village Hall on **WEDNESDAY 20<sup>th</sup> July 2022** at 7.15pm.

J.K. Storey (CLERK)

There will be a public session prior to the meeting, and this will commence at 7.00pm.  
(Members of the public will adhere to the rules set by the council for this session)

## AGENDA

1. Reminder by the Chairman of the Councils expectations for the audio or visual recording of this meeting.
2. To receive apologies and approve reasons for absence.
3. To confirm minutes of meeting held on the 15<sup>th</sup> June 2022 as a true and correct record.
4. To receive information on the following issues and decide action where necessary.
  - 4.1 Police Report
  - 4.2 Footpaths Footbridges and Stiles
  - 4.3 Annual Return
  - 4.4 Potto Plan
  - 4.5 Potto Village Hall
  - 4.6 Potto Street Sign
  - 4.7 ICO
  - 4.8 Jubilee
5. Reports from County and District Councils.
6. To consider and decide upon the following planning applications
  - 6.1 Ref: 22/01472/HNA - Application for removal of 190m of hedgerow, OS Field 0078 Parson Back Lane, Potto.
7. To receive the following planning decisions / information:
  - 7.1 Ref: 22/01225/FUL - Construction of Summerhouse, 3 Potto Hall

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- 7.2 Ref: 22/01227/FUL - First Floor Extension, 42 Cooper Lane Potto
- 7.3 Ref: 22/00984/FUL - Change of use of land for the siting of 3 holiday chalets. Land to the south of Butcher Lane, Potto.
- 7.4 Ref: 21/00039/REFUSE - Application for outline planning permission with for the construction of two detached dwellings. Land to the west of 50 And 52 Cooper Lane, Potto.
- 7.5 Ref: 22/00273/FUL – Demolition of existing Cottage, 11 Cooper Lane, Potto.
- 7.6 Ref: 21/00613/FUL - Alterations at Goulton Beck Holiday Park to form an additional 12 Static Pitches. Goulton Beck Caravan Site, Goulton Lane, Potto.
- 7.7 Ref: 21/02458/FUL - Change of use of an agricultural building to a dwelling and associated works, including demolition of single-storey outbuildings. Agricultural Building, Land Adjacent to Rawcliffe, Cooper Lane, Potto.
- 7.8 Container land adjacent to Rawcliffe Cooper Lane, Potto.

8. Matters requested by Councillors.

9. Financial matters.

- 9.1 Bank Accounts
- 9.2 2021/22 Accounts
- 9.3 Budget

10. To consider the following correspondences and decide action where necessary.

10.1 Correspondences from members of the public

11. To confirm the date and time of the next meeting.

# POTTO PARISH COUNCIL

District  
Hambleton

County  
North Yorkshire

10th September 2022

Dear Councillor,

You are summoned to attend the next meeting of Potto Parish Council, to be held at Potto Village Hall on **WEDNESDAY 19th October 2022** at 7.15pm.

J.K. Storey (CLERK)

There will be a public session prior to the meeting, and this will commence at 7.00pm.  
(Members of the public will adhere to the rules set by the council for this session)

## AGENDA

1. Reminder by the Chairman of the Councils expectations for the audio or visual recording of this meeting.
2. To receive apologies and approve reasons for absence.
3. To confirm minutes of meeting held on the 20<sup>th</sup> July 2022 as a true and correct record.
4. To receive information on the following issues and decide action where necessary.
  - 4.1 Police Report
  - 4.2 Footpaths Footbridges and Stiles
  - 4.3 Annual Return
  - 4.4 PIR Meeting & Action Plan
  - 4.5 Potto Plan
  - 4.6 Traffic Calming
  - 4.7 Potto Village Hall
  - 4.8 Potto Street Sign
  - 4.9 ICO
  - 4.10 Jubilee project
  - 4.11 YLCA Meeting
5. Reports from County and District Councils.
6. To consider and decide upon the following planning applications:
  - 6.1 Ref: 22/01978/FUL - Demolition of Existing Light Industrial Building and Erection of Replacement Light Industrial Building. Ashfield House, Black Horse Lane, Swainby.

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7. To receive the following planning decisions / information:
  - 7.1 Ref: 22/00984/FUL – Change of use of land for the siting of 3 holiday chalets. Land to the south of Butcher Lane, Potto. **Awaiting decision**
  - 7.2 Ref: 21/00039/REFUSE – Application for outline planning permission with for the construction of two detached dwellings. Land to the west of 50 And 52 Cooper Lane, Potto. **Appeal In Progress**
  - 7.3 Ref: 22/00273/FUL – Demolition of existing Cottage, 11 Cooper Lane, Potto. **Awaiting decision**
  - 7.4 Ref: 21/00613/FUL – Alterations at Goulton Beck Holiday Park to form an additional 12 Static Pitches. Goulton Beck Caravan Site, Goulton Lane, Potto. **Awaiting decision**
  - 7.5 Ref: 21/02458/FUL – Change of use of an agricultural building to a dwelling and associated works, including demolition of single-storey outbuildings. Agricultural Building, Land Adjacent to Rawcliffe, Cooper Lane, Potto. **Granted**
8. Matters requested by Councillors.
9. Financial matters.
  - 9.1 Bank Accounts
  - 9.2 PKF Littlejohn PIR Invoices
  - 9.3 Budget review
  - 9.4 PKF Littlejohn Invoice
  - 9.5 WPPC letter
  - 9.6 Precept
  - 9.7 PhpStorm annual licence renewal
10. To consider the following correspondences and decide action where necessary.
  - 10.1 Email from police
  - 10.2 Emails from members of the public
11. To confirm the date and time of the next meeting.



# POTTO PARISH COUNCIL

District  
Hambleton

County  
North Yorkshire

7th October 2022

Dear Councillor,

You are summoned to attend the next meeting of Potto Parish Council, to be held at Potto Village Hall on **WEDNESDAY 16th November 2022** at 7.15pm.

J.K. Storey (CLERK)

There will be a public session prior to the meeting, and this will commence at 7.00pm.  
(Members of the public will adhere to the rules set by the council for this session)

## AGENDA

1. Reminder by the Chairman of the Councils expectations for the audio or visual recording of this meeting.
2. To receive apologies and approve reasons for absence.
3. To confirm minutes of meeting held on the 19<sup>th</sup> October 2022 as a true and correct record.
4. To receive information on the following issues and decide action where necessary.
  - 4.1 Police Report
  - 4.2 Footpaths Footbridges and Stiles
  - 4.3 Annual Return, PIR Meeting & Action Plan
  - 4.4 Potto Plan
  - 4.5 Traffic Calming
  - 4.6 Potto Village Hall
  - 4.7 Potto Street Sign
  - 4.8 ICO
  - 4.9 Jubilee project
  - 4.10 YLCA Meeting
5. Reports from County and District Councils.
6. To consider and decide upon the following planning applications:
7. To receive the following planning decisions / information:
  - 7.1 Ref: 22/01225/FUL - Construction of Summerhouse, 3 Potto Hall.
  - 7.2 Ref: 22/01227/FUL - First Floor Extension, 42 Cooper Lane, Potto.

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- 7.3 Ref: 22/02370/LBC – Listed building application for remedial works to exposed gable end of Church Cottage (Ref 22/00237/FUL Demolition of existing Cottage, 11 Cooper Lane, Potto).
  - 7.4 Ref: 22/01978/FUL - Demolition of Existing Light Industrial Building and Erection of Replacement Light Industrial Building. Ashfield House, Black Horse Lane, Swainby.
  - 7.5 Ref: 22/00984/FUL - Change of use of land for the siting of 3 holiday chalets. Land to the south of Butcher Lane, Potto.
  - 7.6 Ref: 21/00039/REFUSE - Application for outline planning permission with for the construction of two detached dwellings. Land to the west of 50 And 52 Cooper Lane, Potto.
  - 7.7 Ref: 21/00613/FUL - Alterations at Goulton Beck Holiday Park to form an additional 12 Static Pitches. Goulton Beck Caravan Site, Goulton Lane, Potto.
8. Matters requested by Councillors.
  9. Financial matters.
    - 9.1 Bank Accounts
    - 9.2 PKF Littlejohn PIR Invoices
    - 9.3 Budget review and Precept setting
    - 9.4 Clerks Salary
  10. To consider the following correspondences and decide action where necessary.
    - 10.1 Email from police
    - 10.2 Emails from members of the public
  11. To confirm the date and time of the next meeting.

# POTTO PARISH COUNCIL

District  
Hambleton

County  
North Yorkshire

11th December 2022

Dear Councillor,

You are summoned to attend the next meeting of Potto Parish Council, to be held at Potto Village Hall on **TUESDAY 20th December 2022** at 7.15pm.

J.K. Storey (CLERK)

There will be a public session prior to the meeting, and this will commence at 7.00pm.  
(Members of the public will adhere to the rules set by the council for this session)

## AGENDA

1. Reminder by the Chairman of the Councils expectations for the audio or visual recording of this meeting.
2. To receive apologies and approve reasons for absence.
3. To confirm minutes of meeting held on the 16<sup>th</sup> of November 2022 as a true and correct record.
4. To receive information on the following issues and decide action where necessary.
  - 4.1 Police Report
  - 4.2 Footpaths Footbridges and Stiles
  - 4.3 Annual Return, PIR Meeting & Action Plan
  - 4.4 Potto Plan
  - 4.5 Traffic Calming
  - 4.6 Potto Village Hall
  - 4.7 ICO
  - 4.8 Jubilee project
  - 4.9 YLCA Meeting
  - 4.10 Code of Conduct Complaint
5. Reports from County and District Councils.
6. To consider and decide upon the following planning applications:
7. To receive the following planning decisions / information:
  - 7.1 Ref: 22/00984/FUL - Change of use of land for the siting of 3 holiday chalets. Land to the south of Butcher Lane, Potto.

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- 7.2 Ref: 21/00039/REFUSE - Application for outline planning permission with for the construction of two detached dwellings. Land to the west of 50 And 52 Cooper Lane, Potto.
- 7.3 Ref: 22/00273/FUL – Demolition of existing Cottage, 11 Cooper Lane, Potto.

8. Matters requested by Councillors.

- 8.1 Newsletter
- 8.2 District Heating

9. Financial matters.

- 9.1 Bank Accounts
- 9.2 PKF Littlejohn PIR Invoices
- 9.3 Cleveland Corrosion Invoice
- 9.4 WPPC Cheque
- 9.5 Budget review and Precept setting
- 9.6 Clerks Salary

10. To consider the following correspondences and decide action where necessary.

- 10.1 Email from police
- 10.2 Emails from members of the public

11. To confirm the date and time of the next meeting.