

**MINUTES OF THE ANNUAL MEETING OF POTTO PARISH COUNCIL
HELD ON MONDAY, 21 MAY 2007 AT 7.30 PM IN THE VILLAGE HALL**

Present: Councillor Mr L Bailey (Chairman) Councillors Mrs J Williams and Mr G Woodhouse

3 members of the public

Councillors present signed the Acceptance of Office form. Agreement was given for Councillor Wilde to sign the form at the next meeting.

Election of Officers: Councillor Bailey was proposed, seconded and elected unanimously as Chairman. The Chairman suggested that the office of Vice-Chairman be rotated and this was agreed. Councillor Woodhouse proposed that the election of a Vice-Chairman be delayed until the next meeting, Councillor Williams seconded and this was agreed unanimously. The Clerk agreed to continue as the Responsible Financial Officer.

It was agreed to defer the appointment of representatives on the Village Hall Management Committee and who would attend the Hambleton Branch meetings of the Yorkshire Local Council Association until the next meeting.

It was agreed to continue to hold the monthly meetings on the third Monday of every month. The meetings will begin at 7.15 pm with the meeting being open to the public for 15 minutes.

The Chairman declared the meeting open to the public.

Mr Mason queried why the meeting open to the public was before the meeting began. Councillor Williams said it was so that members of the public did not have to sit through a whole meeting before giving their comments. Mrs Thatcher expressed her concern about the state of the lane and the large stones which are spreading onto the road. She thought an accident could be caused if one was flicked up by a car. The Chairman said the Council would try to progress matters by establishing the owners of the lane.

1. Apologies for absence were received from District Councillors Mrs B Fortune and Councillor Mr A Wilde.
2. The minutes of last month's meeting had been circulated. Councillor Woodhouse requested that the following amendment be added to 6b. Parish Plan. ' Councillor Woodhouse quoted from an e mail to him from Jo Buffey, YRCC "I can confirm that a Parish Council has no jurisdiction over the grants which are paid out by Yorkshire Rural Community Council to undertake Parish Plans". He then explained that all of this e mail, including the above sentence, was forwarded for comment to Mr M Richards, Head of Legal and Democratic Services at the District Council, together with his explanatory letter. Mr Richards sent an e mail reply to Councillor Woodhouse and he read out a phrase which is clear to understand even though a double negative was used "I would not however disagree with what Jo Buffey has said" '. Councillor Woodhouse's request for the amendment was agreed unanimously and subject to the amendment the minutes were agreed as a correct record and signed by the Chairman.

The minutes of the Annual Assembly for Electors held on Monday, 16 April 2007 were agreed as a correct record and signed by the Chairman.

3. **Police Report and Neighbourhood Watch** It was noted that a Police representative rarely attends the meetings and the Chairman said he would take this up with the Police at Stokesley. Councillor Woodhouse suggested the Neighbourhood Watch representatives be invited to meetings also. He gave details of how the Neighbourhood Watch scheme works in Ingleby Arncliffe and suggested it may be worthwhile invited their co-ordinator to a meeting.
4. **Planning Decisions of Hambleton District Council.** None.
5. **Planning Applications.** None.
6. **Matters arising from last month's meeting**
 - a. **Footpaths.** It was agreed that to write to try to determine who are the owners of the lane. Councillor Woodhouse said Highways have the authority to say that four and a half metres have to be brought up to the correct standard. The Chairman said a County Council Countryside Ranger said a Footpath Group could be formed in the village to trim the footpaths, keep them clear and walk them. Public Liability Insurance would be needed and this would be difficult to arrange so the Group may not get off the ground. The Chairman agreed to look at the County Council's draft Rights of Way Plan. The return date for comments is 30 June.
 - b. **Parish Plan.** Councillor Woodhouse reported on a very good training evening run by Jo Buffey. He said it was of great importance to get the next questionnaire correctly worded and the questions fair and neutral covering all points pertinent to the Plan.
 - c. **Web Site.** Mr Whitlock is the IT expert primarily responsible for putting the web site together. The Village Hall page on the web site is looking pretty sparse and needs more information.
 - d. **Standing Orders.** The Council agreed to purchase one copy from the YLCA.
 - e. **Seat near Church.** Defer to next month.
 - f. **Draft Rights of Way Improvement Plan.** The Chairman is looking at this.
 - g. **Local Bus Service Contracts.** No comments.
7. **Reports from County and District Councillors.** None present.

8. **Finance**

The Chairman said in past years Potto Parish Council used to have a triennial audit. The Clerk said all Councils now have an annual audit. Copies of the Annual Return with Section 1 – Statement of Accounts completed were given to Councillors plus a copy of the Annual Review of Effectiveness of the Internal Audit. It was agreed to leave Section 2 – Annual Governance Statement answers until next month. The Chairman will be added to the Council's mandate and the Clerk will obtain the necessary forms. Councillor Woodhouse volunteered to track down bank accounts which give better interest than the current one used by the Council. A YLCA Advice Note on the Review of the Effectiveness of the Internal Audit will be circulated to Councillors. The first half of the precept from of Hambleton District Council of £900 was received. The Clerk gave the balances in the Council's accounts:

Community Account	£917.47 (10 May 2007)
Business Premium Account	£1,366.66 (9 March 2007)

9. **Village Hall.** No report.

10. Statement by Councillor Woodhouse

Following events of the last 3 meetings regarding Parish Plan monies and the decision that I would be reported to the Standards Board I would have looked to have some feedback. The Chairman said he would have to declare an interest as Treasurer of the Parish Plan and he banked the cheque. The cheque was made out to the Parish Plan account and the account with the Halifax Building Society has two signatories, the Treasurer and Mr Longbotham. The inference that we have done something wrong is wrong. He thought what has been said should be substantiated or a public apology given. Councillor Woodhouse said he had attempted to get some feedback from Mrs Mazingham and quoted from a letter he had sent her. Councillor Woodhouse said the Council passed a unanimous motion to report me to the Standards Board and this has not been carried out. Mr Shimwell said in January the Council said their account should be used for the Parish Plan grant and it would be ring-fenced. He thought Jo Buffey should have been made aware of this fact. The Clerk read out a relevant section from the Council minutes of June 2006. The Chairman said his concern was that a statement was in the public domain that funds have been misappropriated and this is not true. Mr Shimwell said so far as he was aware no fingers had been pointed at the Chairman. The Council made a decision about where the grant should be deposited and Councillor Woodhouse did something completely different. Councillor Woodhouse gave details of the comments which had been made to him outside of the meeting by residents. He proposed that Mrs Mazingham and Councillor Wilde be asked what action has been taken in response to the decision made by the Council and also that they be asked to withdraw or substantiate the statement. This was agreed unanimously. A note giving details of the Parish Plan Steering Group bank account was received.

11. Potto Parish Council Newsletter

Councillor Woodhouse suggested that, bearing in mind the Council has changed, a newsletter be issued shortly. He also suggested that the newsletter is broken up so that each Councillor should be responsible for a page.

12. Welcome Packs for new Councillors

Councillor Woodhouse said we have previously discussed having a little welcome pack for new Councillors. He asked about the keys for the notice board. The Chairman will deal with this.

13. Insurances for Parish Council and Village Hall Committee

Councillor Woodhouse suggested liaising with the Village Hall Committee and having one policy instead of two. The Chairman said he will contact Councillor Wilde and ask him to raise this at the Management Committee meeting.

14. Correspondence

- a. Information from Communities and Local Government on the Local Authorities (Model Code of Conduct) Order 2007 (SI No.1159). This will be circulated and discussed next month.
- b. A newsletter from the District Council on the Local Government Review. A meeting will be held in Stokesley at 7.00 pm on 22 May 2007.
- c. An e mail from the YLCA concerning a Unitary Council for North Yorkshire. This had been forwarded to Councillors.
- d. Ipsos MORI questionnaire on Local Government in North Yorkshire. Received.

- e. Circular from District Council giving the result of the Parish Councils' ballot appointing a Parish Council representative to the Council's Standards Committee. The successful candidates are Councillor June Imeson, Great Ayton Parish Council and Councillor John Alan Follett, Sandhutton Parish Council.
- f. Agenda from YLCA for the Hambleton Branch meeting held on 16 May 2007. Councillor Woodhouse had been unable to attend.
- g. Information from the Hambleton over 50s Forum regarding membership. Circulate to Councillors.
- h. Newsletter from the North Yorkshire Criminal Justice Board. Circulate to Councillors.
- i. Clerks & Councils Direct magazine. Circulate to Councillors.
- j. Letter from Rt. Hon William Hague regarding the Black Swan crossroads and the building of the proposed bridge. Circulate to Councillors.
- k. Information from YLCA. A seminar for newly elected Councillors to be held on 16 July; an Advice Note on the new Code of Conduct; White Rose Update. Circulate to Councillors.
- l. A letter from the Standards Board about the new Code of Conduct for members which came into force on 3 May 2007. Parish Councils have until 1 October to adopt the revised Code. They have prepared a Model Code for Parish Councils which is available at:
www.standardsboard.gov.uk/TheCodeofConduct/ReviewingtheCode/.
- m. Country Air magazine from YRCC. Circulate to Councillors.

The Chairman declared the meeting closed.