

**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL
HELD ON MONDAY, 17 SEPTEMBER 2007 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillor Mr L Bailey (Chairman) Councillors Mrs J Williams, Messrs A Wilde, G Woodhouse and N Walters

1 member of the public

Meeting open to the public. No comments.

1. Apologies for absence were received from District Councillor Mrs B Fortune and County Councillor Mr T Swales.
2. The minutes of the meetings held on 20 August and 3 September were agreed as correct records and signed by the Chairman.
3. **Police Report and Neighbourhood Watch.** The crime statistics received from North Yorkshire Police had been forwarded to Councillors. The Chairman noted a vast increase in crime from last year. In our area the crime figures for this year are 67 and last year were 25. It is a worrying increase. Councillor Woodhouse spoke about “No Cold Calling” zones and proposed that the Council look into it. Councillor Walters seconded and all voted in favour.
4. **Planning Decisions of Hambleton District Council.** None.
5. **Planning Applications.** None.
6. **Matters arising from last month’s meeting**
 - a. **Footpaths.** The Clerk reported on an e mail received complaining about the difficulty of walking a footpath, part of which was in Potto Parish. The Clerk had asked for details of the difficulties.
 - b. **Parish Plan.** Councillor Woodhouse reported on a meeting held last week. Sufficient responses to the questionnaire have been received to put a Plan together but it has been decided to chase up outstanding questionnaires and have given a month to do this. Mr Whitlock has managed to put together a data base so that data from the questionnaire responses can be extracted. Thanks were expressed to Mr Whitlock who has done this free of charge. 140 questionnaires have been returned so far.
 - c. **Standing Orders.** Councillor Woodhouse proposed, seconded by Councillor Wilde, that the Council adopts NALC Standing Orders with the amendments suggested by the Council and approved by YLCA. This was agreed unanimously.
 - d. **Insurance.** Councillor Wilde said the Village Hall Management Committee has taken out insurance for this year. Mr Smart did some really good work and managed to get the renewal down from £922 to £651 using Allied Westminster. A joint insurance with the Parish Council will be looked at next year in March. The Council’s policy and schedule were given to Councillor Walters to look at.
 - e. **Road to Village Hall.** A letter had been received from the YLCA and copied to Councillors. A letter from the Land Registry states that part of the lane is registered to Village Farm but the remainder is unregistered. The Chairman said he had received advice for the Parish Council to proceed with caution. There are services under the road. The Chairman suggested that the Council blind it. Councillor Wilde had some concerns about the liability of the Council if this

went ahead. Will a precedent be set? The Chairman said we could make a footpath 1 metre wide and suggested ordering two tons of road planings. Councillor Wilde suggested that the other residents of the lane be informed before anything is done. The Council agreed to write to the residents informing them of the Parish Council's proposal and inviting help when the work was carried out.

- f. Speed Matrix. Councillor Woodhouse reported on his conversation with Mr Harris from NY Fire & Rescue Service. The speed matrix will be installed in Potto to record the speed of all vehicles.
- g. Letter from Mr G Stapleton re his planning application. Councillor Walters said that Mr Stapleton had put a lot of effort into his letter to the Council. An issue raised was the time the Parish Council had to consider the application. Councillor Williams said that plans can be viewed on the District Council web site. It was agreed that the Clerk will e mail Councillors as soon as a planning application is received from the District Council. Councillor Walters proposed, seconded by Councillor Wilde that the Council writes to Mr Stapleton. This was agreed by all with one abstaining.
- h. Code of Conduct. Training for Councillors will take place on Thursday, 27 September at 6.30 pm at Stokesley Town Hall. Councillor Woodhouse had filled in a new Register of Interests and new forms were required for Councillors Wilde and Walters. The Chairman and Councillor Williams had no changes to their Register of Interests.
- i. District/Parishes Liaison Meeting. The meeting will be held at 7.00 pm at the Civic Centre, Northallerton. The Chairman will attend.
- j. Post Office Closures. A letter had been received from the County Council and was read out by the Chairman. A public consultation will take place in the Richmond constituency in February 2008.

7. Reports from County and District Councillors. None present.

8. Finance

The meeting went through the Financial Regulations supplied by YLCA and amended them to suit the Council. The Chairman had passed the Village Hall deeds and other papers to Councillor Woodhouse who thought all the information should be on a disc. Councillor Wilde said there was more information in the Village Hall files and all this should be reviewed. Councillor Woodhouse proposed that at the next Parish Council meeting the Council should ascertain what documents should be scanned, Councillor Wilde seconded and all agreed. Councillor Wilde will bring the matter up at the Village Hall meeting on Monday. The Annual Return had been received back from Mazars, the external auditors. A copy will be displayed on the notice board. Members of the public can request a copy. The following accounts were approved for payment:

Councillor L Bailey – Mileage claim for attending a conference at Upper Poppleton	£42.40
Clerk – ¼ salary + ¼ travel	£115.00
Mazars – External Audit financial year 2006-7	£58.75

The Clerk gave the balances in the Council's accounts.

Community Account	£455.67 (10 September 2007)
Business Premium Account	£876.38 (7 September 2007)

9. Village Hall

Councillor Wilde said new Fire Regulations had come into force. A risk assessment of the Hall and a new safety policy has been prepared. There has to be a risk assessment for the maintenance and a

risk assessment for safety within the Hall. No Smoking signs have been displayed. There is £3,301 in the current account and £3,114 in the reserve account. An Oceans Five and a Half production was held in September and there will be a Wine & Cheese evening in October. A theatre production will be staged in November and a pantomime in January. Swainbees Nursery began in September. The Chairman said the Trustees need to see the proposed scheme for the disabled toilet before any action is taken.

10. Correspondence

- a. A letter was received from Ms A Madden, Hambleton Rural Housing Enabler on Affordable Housing. This will be circulated to Councillors.
- b. A request from the District Council Planning Department asking what areas the Parish Council would like to be trained in with regard to planning. It was agreed to defer answering until next month after Councillors Wilde and Walters had attended the YLCA Joint Training Conference at the weekend.
- c. Information Service from YLCA. E mailed to Councillors.
- d. White Rose Update magazine from YLCA. E mailed to Councillors.
- e. Clerks & Councils Direct magazine. Circulate to Councillors.
- f. Invitation from CPRE to apply for membership and a copy of their Fieldwork magazine. Circulate to Councillors.
- g. Brochure from Glasdon showing latest products for local councils. Circulate to Councillors.
- h. Poster advertising meeting of NYCC Area Committee for Hambleton to be held on 24 September and the agenda was received. A poster will be displayed on the notice board.
- i. An e mail from Sygnum Technical Solutions Ltd. about room loops. Given to Councillor Wilde for Village Hall Committee.
- j. Invitation from YRCC to join Rural Community Halls Association. Passed to Councillor Wilde for Village Hall Committee.

The Chairman declared the meeting closed at 9.30 pm.