

**MINUTES OF THE ANNUAL MEETING OF POTTO PARISH COUNCIL
HELD ON MONDAY, 19 MAY 2008 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman) Councillors Mrs D Hardy and Mr G Woodhouse

Election of Officers: Chairman. Councillor Hardy proposed, seconded by Councillor Woodhouse that Councillor Wilde be elected Chairman. This was agreed unanimously.

It was agreed that the Vice-Chairman position would be rotated.

The Clerk agreed to continue as Responsible Financial Officer.

The representatives on the Village Hall Committee will be The Chairman and Councillor Walters.

It was agreed that whoever was available would attend the Hambleton Branch meetings of the Yorkshire Local Councils Association.

The meetings will continue to be held on the third Monday of each month at 7.15 pm in the Village Hall

There is one vacancy on the Council.

The Chairman opened the meeting to the public.

Mr Richardson of Cooper Lane had some queries about the water trough. There is stagnant water in it. The inlet is below the outlet. He asked whether anything could be done from an environmental and safety point of view and wondered whether a cover could be put over it. He cut the grass but dogs foul the area. The Chairman said the Council did try to find out who owned it without success. Mrs Cartwright said she was a trustee of the horse trough and had to make sure it was not an eyesore. There were other trustees and there should be something about it in the house deeds. The Chairman said it was discussed during our recent risk assessment. It was agreed that Mr & Mrs Matthews will be contacted to see if they have any information.

Mrs Cartwright said there had been a problem with the stell last week as it was smelling strongly of petrol. She had called the Environment Agency and with Councillor Woodhouse had tried unsuccessfully to find the origin of the leak. The Environment Agency has not yet traced the leak. District Councillor Mrs Fortune said it had happened before and it was red diesel. Councillor Woodhouse said he had spoken to the EA this morning and emphasized the seriousness of it. Mrs Cartwright thanked the Council for the trees planted along the road into the Village and also the land owners who allowed their land to be used. The Chairman said Councillor Walters organized the project and Councillors did some of the work.

The Chairman closed the meeting to the public.

Councillor Woodhouse suggested that it may be worthwhile publicizing the meeting open to the public section on the notice board and on the website. The Chairman thought there were a number of items which could go in a newsletter and promised to do a draft and e mail it to Councillors for comments.

District Councillor Mrs Fortune said she had a supply of new Dog Fouling signs which tie on and will bring them to the next meeting.

1. An apology for absence was received from Councillor Walters.
2. The minutes of the Annual Assembly, the minutes of last month's Council meeting and the notes of the extra meeting held on 26 April to discuss the planning application for the Dog & Gun had all been circulated and Councillor Woodhouse proposed, seconded by Councillor Hardy that they be approved as correct records. This was agreed unanimously and they were signed by the Chairman.
3. **Police Report and Neighbourhood Watch.** Councillor Woodhouse reported on a call from Mr Massie saying that as he had been lead Neighbourhood Watch Co-ordinator for 15 years he would like to hand over to someone else. He will continue for a short time to give a handover. Mr Proctor is Deputy Co-ordinator. He is carrying on but would not object if someone else wished to do it. Councillor Woodhouse has a list of names from the Parish Plan who would be willing to receive Neighbourhood Watch e mails. The Chairman will put an item on this in the newsletter. Mr Massie and Councillor Woodhouse will attend the Neighbourhood Watch meeting in Osmotherley tomorrow.

4. **Planning Decisions of Hambleton District Council**

- a. Retrospective application for the change of use of agricultural building to general storage, installation of external cladding and 3 windows at 10 Cooper Lane for Mr K Davison. 07/03186/FUL. Approved.
- b. Conservatory extension to Verite House, 4A Cooper Lane for Mr & Mrs Brown. 08/00719/FUL. Approved.

5. **Planning Applications.** None. The Chairman will attend the site visit by the Development Committee to the Dog & Gun on 27 May at 3.00 pm.

6. **Matters arising from last month's meeting**

- a. Footpaths. Nothing to report.
- b. Parish Plan. The Plan has been circulating and Councillor Woodhouse said Jo Buffey had made some small changes. A meeting will be arranged with Councillors and Mr Agar.
- c. Trees. Thank you letters have been sent to the land owners.
- d. Cold Calling Zone. No progress to report.
- e. Grass cutting. Bring forward next month.
- f. Training on 106 Agreements. Details are in the Planning Policy Documents and District Councillor Mrs Fortune said she will ask for a summary sheet for Councillors.
- g. Dog & Gun. The Chairman said the new manager attended the meeting on 26 April along with his Planning Adviser. They answered all the questions from the members of the public.
- h. Standards Board. The Chairman said it was not explained clearly in the minutes the result of the investigation and people have approached Councillor Woodhouse and questioned him on his integrity. There are two sections in the report from Mr M Richards, Head of Legal Services, Hambleton District Council which the Chairman thought should go in the minutes and hopefully will put an end to all this.

Section 5.5 "I therefore conclude that the grant monies were not resources of the Parish Council and that Councillor Woodhouse did not fail to act in accordance with the Parish Council's requirements".
Section 5.6 "In conclusion, Councillor Woodhouse did not, in my opinion, breach any of the provisions of the Code of Member Conduct arising out of the way in which he dealt with the grant monies".

The Chairman said it is written in the Code of Conduct for Councillors that if they suspect something they should bring it up and we accept the results.

- i. **Litter.** Councillor Hardy said there is litter on the road side along Goulton Lane and requested that the Council write to Prestons about it. The Chairman suggested the matter be monitored over the next month. Councillor Hardy said it had been reported by two residents and is worse on a Friday afternoon. After further discussion the Council agreed that a letter would be sent to Prestons asking for their comments.
- j. **Notice Board.** Councillor Hardy asked if anyone could put a notice on the notice board. The public section of the notice board is open to all but is usually used for local events.

7. Finance

Councillors had copies of the Annual Return for the year ended 31 March 2008. The figures in the Statement of Accounts were agreed and signed by the Chairman and the Clerk. Section 2 – The Annual Governance Statement was then dealt with and all the questions answered. The Clerk and Chairman signed the Annual Return Section 2. The accounts and Annual Return will now be given to the Council's Internal Auditor, Mrs M Roberts. The Financial Risk Analysis was then gone through and updated. The Annual Review of the effectiveness of internal audit was read through. The Council unanimously agreed to re-appoint Mrs Roberts as their Internal Auditor. The balances in the Council's accounts are as follows:

Community Account	£2,238.90 (9 May 2008)
Business Premium Account	£1,687.66 (7 March 2008)

A letter was received from Barclays Bank approving the new bank mandate. The following accounts had been agreed for payment:

Mrs P Fanthorpe - Trough Planting	£9.00
Clerk – ¼ salary + ¼ travel (March 2008)	£115.00
YLCA – Membership invoice	£96.00
Allianz Cornhill – Renewal of Premium	£279.56

The first half of the precept - £1,053.50 was received from Hambleton District Council.

8. Report from District Councillor Mrs Fortune

The A19 bridge project is on schedule. She may not be able to attend the meeting in June as she is hosting a child from Belarus on holiday.

9. Village Hall

The AGM was held on 12 May. The Chairman's report, financial report and end of year accounts were received. At the meeting following the AGM the possibility of a grant to provide disabled access was discussed. It cost £3,000 for resealing the floor. The Open Gardens will be held 19/20 July. The quiz on 19 April made a profit of £616.

10. Correspondence

- a. Letter from Hambleton District Council about BT's proposal to re-align payphone provision to meet consumer demand. The phone box noted down for removal near Potto Hall has not been there for a while. The Clerk will check with the Community Link Officer at the District Council.

- b. Circular from NYCC enclosing leaflets giving new guidance for use of Household Waste Recycling Centres. The leaflets will be put in the notice board.
- c. Notification from YLCA of Annual Joint Training Conference to be held in Scarborough on 26-28 September. Bring forward next month. Information on Councillor Training Programme. Bring forward next month. White Rose Update. Circulated to Councillors. Assembly Digest. E mailed to Councillors. Advertising feature on The Local Channel. Circulated to Councillors.
- d. Invitation from YRCC to become members. Councillors felt that as the Village Hall was a member, the Parish Council did not need to be. Leaflet for Annual Rural Community Buildings Conference received.
- e. Annual Report and notification of AGM from CPRE. This information had been circulated to Councillors.
- f. Newsletter from North Yorkshire Criminal Justice Board. Circulate to Councillors.
- g. Agenda for Hambleton Branch meeting of YLCA to be held on 4 June in Northallerton. Circulate to Councillors.

The Chairman declared the meeting closed at 9.08 pm.