

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON
MONDAY, 21st JANUARY 2013 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillors; Mr A Wilde (Chairman), Mr Chris Courtman – Stock, Mr I Macpherson
Mr G Woodhouse, Mrs E Griffin and PCSO Adam Scott

Apologies for absence were received from: District Councillor Mrs B Fortune and County
Councillor Mr T Swales

Parish Council Meeting

The minutes of last month's meeting had been circulated and were signed by the Chairman after
being agreed as a correct record.

Police Report and Neighbourhood Watch

PCSO Adam Scott attended the meeting to give us updates on local crimes.

A car was damaged in Potto, it had its rear window smashed. Someone left their bike at the side
of the road, as it had a puncture, with a sign on, saying coming back for it, and it was stolen.
Poachers were spotted on Potto Carr Farm.

I

n the local area, Great Ayton ; there have been numerous burglaries and attempted burglaries,
they are not thought to be professionals, but opportunists.

The police have been visiting local properties, mainly the vulnerable, to give them information on
staying safe. 611 crime prevention packets have been distributed. 455 'op bright' packets have
been handed out; other forces have also taken this up.

'op attention' breathalysing people over Xmas period; 3455 people were breathalysed, and he
police made 112 arrests, 488 were in Hambleton and 18 were arrested.

On Saturday 9 February 10am – 2pm at Stokesley Town Hall, the police will be security marking
bikes, free of charge.

Discussions around the fatal crash in Stokesley, which killed a cyclist.

The cold calling zone will come into force 14 February 2013.

Informed that a Mr Terry O'Neil, is booking local venues, to use for buying/selling gold. He is not
registered to do this, and local venues should be aware. He can also target the vulnerable, as
can make home visits.

Planning Decisions of Hambleton District Council

No decisions

Planning Applications

Letter from Mr Crosbie; Discussions around the removal of the hedge at 43 Cooper Lane – Hole
in hedge to access Potto Grove. Hambleton District Council have found no breaches of planning,
and the case is closed.

Matters Arising from last month's meeting

- a. Footpaths – Reply received from Mr Andrew Brown at NYCC, which was very positive, giving details on what could be done, but it is up to us to plan etc. Clerk and Chairman had tried contacting Mr Iain Burgess, but received no response. Discussions around payment of items, and being re-imbursed by NYCC. Also needs clarity on who is legally acceptable for them.
- b. Parish Plan – mid-term review underway. Mr Mike Whitlock had got a database which will help do a lot of work for him. No personal information will be kept. So far they have received a good response (69 households) Mr Gerry Woodhouse, would like to thank the residents for their time and effort. There has, however, been a mixed response to some of the questions in the parish questionnaire, the outcome will hopefully be available in February.
- c. Newsletter – People on the out-lying parts of the parish sometimes don't received the newsletter. This will soon be available on the Potto Parish website. There will also be historical newsletters available to them. We currently hold 90% of parish residents email addresses.
- d. Potto Stell System/Flood Alleviation Scheme – The Environmental Agency has now finished work in Taran's field. So the work on the remaining stell clearance can now commence. The EA will return to re-surface the road and the fencing contractors will arrive. There should now be a flood risk re-assessment happening, which will impact on peoples home insurances.
- e. Un-surfaced portion of Cooper Lane. Attended Stokesley Regeneration meeting, and received £400 towards putting the road right. Discussions with Mr Phil Harper and Mr Tim Carvell. There is a meeting next week to discuss further.
- f. Noise from West Lees Farm – A loud humming noise has been heard by Potto residents. This has been coming from West Lees Farm, down by the A174. There are large dying fans in the barn. The farm was not aware that the noise could be hears from Potto, an there has been a problem with the roof, and should be sorted by March. The fans have been in use for along time, but it is thought that the cold, still nights have just made the noise carry.
- g. Bridleway - Requested a sign at either end of the bridleway, stating no motorised vehicles. Chairman will compose a letter to request them.

Finance

- a. New salt bin in Cooper Close.
- b. Community Account £1,367.13
Business Account £3,001.54

Reports from County and District Councils.

None Present

Potto Village Hall

New year dinner was held a success.

Any Other Business

Traveller site – Had wheelie bins out on the road, ready for collection. Do they have the right to have their rubbish collected by the council? They also have a generator going constantly. Large numbers of people have been noted on the site.

Meeting closed at 8.10pm

***Next month's meeting date Monday 18th February 2013 ***

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON
MONDAY, 18th FEBRUARY 2013 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillors; Mr A Wilde (Chairman), Mr Chris Courtman – Stock, Mr I Macpherson, Mr G Woodhouse and District Councillor Mrs B Fortune.

Apologies for absence were received from: Councillor Mrs E Griffin and County Councillor Mr T Swales

Parish Council Meeting

The minutes of last month's meeting had been circulated and were signed by the Chairman after being agreed as a correct record.

Meeting open to Public

Mr George Hopper and Mr Ed Hempsey came to the meeting with concerns that the footpath along Potto beck was being eroded away by the river in places. They produced photos and a map of the locations where the photos were taken. This has been discussed at a previous meeting last year by Councillor Macpherson.

Mr Hopper reported that work on the stell systems will commence again next month, when the weather improves. He said that they would like an annual inspection to be made on the stells and annual maintenance to be carried out by residents who are riparian owners of the stells. This may be useful to include in the Parish Plan or Potto Newsletter, or a letter drop to the relevant residents.

Mr Hempsey requested information on un-surfaced portion of Cooper Lane; Tim Carvell is heading up a group. The money received from the grant has to be used by the end of this financial year (31 March 2013) which will be used for the end portion of the road, where it meets the road.

Thanks to Danny Richardson, who has agreed with NYCC highways to have the road drains in Potto flushed, this will be done twice a year.

Meeting closed to public 7.45pm.

Police Report and Neighbourhood Watch

Representatives of the Red Cross have been in the village knocking on residents doors, one elderly gentleman signed up to a direct debit because he felt pressured to do so. Councillor Macpherson had a member of the Red Cross knock on his door at 8.30pm. He stated that this is a No Cold Calling Zone, they said they aren't cold calling, as are not selling anything. They are incorrect and it is illegal – Councillor Macpherson to report to Police.

The council will write to the Red Cross informing them of the activities of its representatives. As of 14 February, The whole of Potto is now a No Cold Calling Zone. The council would like to thank Hambleton District Council, Trading Standards for making this possible.

Planning Decisions of Hambleton District Council

No decisions.

Planning Applications

No applications.

Matters Arising from last month's meeting

- a. Footpaths – Councillor Woodhouse circulated the notes from the footpaths meeting. Councillors raised concerns over the suitability of contractors. Councillor Woodhouse stated that they were all members of the Fencing Contractors Association and would have the required insurance to undertake the work.

There was some uncertainty as to how the work will be funded, It was requested that the Clerk contact Andrew Brown to get more clarification on their requirements, clarify the preferred payment options i.e. can they invoice direct, or does it have to be paid by PPC, then reimbursed by HDC, The Chairman stated that there is no money in this year's budget to cover this. It was also queried if they would need to have a CRB check. Clarification is also required over liabilities for injuries, do we need land owner's permission to do the work.

Further to the discussions in the Public Meeting it was agreed to contact John Marshall to request a site visit to inspect the footpath where the erosion is taking place.

- b. Parish Plan – Councillor Woodhouse went to see Mike Whitlock, he has been very busy so only done some provisional statistics. Sample questions passed to members of council. The full information will be put up on the Potto Parish website when completed.
- c. Newsletter – It was reported that some people on the out-lying parts of the parish sometimes don't receive the newsletter. It is planned to make the newsletter available on the Potto Parish website. There will also be historical newsletters available.

It was discussed if the newsletter should be distributed via Email as we currently hold 90% of parish residents email addresses, however not everyone has internet access.

- d. Un-surfaced portion of Cooper Lane - Discussed earlier
- e. Letter from Mr & Mrs Thompson –

The Parish Council received a letter from Mr & Mrs Thompson detailing two issues related to Councillor Woodhouse;

1. Claims were made against Councillor Woodhouse regarding his handling of the Parish Plan questionnaire, suggesting that the questions were influenced by Councillor Woodhouse's personal interests.

2. Mr & Mrs Thompson highlighted Councillor Woodhouse's pecuniary interest in planning matters regarding a planning application submitted by Mr & Mrs Thompson for a wind turbine as they received a letter received from Councillor Woodhouse's wife.

The Chairman stated that it is imperative that Councillors must always remain transparent, and have an open and impartial view on all issues. The Chairman said that if there is a grievance against a councillor, an official form must be completed and submitted to the standards board.

The Chairman further stated that a Councillor must declare an interest on any issue where they may have a pecuniary interest. It was agreed that in this particular instance Councillor Woodhouse did have a pecuniary interest, which Councillor Woodhouse stated he was unaware of.

Additionally the Chairman stated that the response from Councillor Woodhouse to Mr & Mrs Thompson was inappropriate as Councillor Woodhouse had used information that had been sent to Councillors as preparation for the Parish Council meeting and until that meeting is held the information is not in the public domain. The Chairman stated that Potto Parish Council should not have its integrity and honesty brought into question and that all Councillors were legally bound to behave in a manner befitting their position and operate at all times within the frame work of the code of conduct.

The Chairman concluded by reconfirming that any correspondence from the Parish Council should come through the Clerk.

- f. Bridleway – if the footpath to Swainby is designated as a Bridle Way motorised vehicles are not allowed to use it, there may have been historical verbal permission given by land owners but this is not documented. There is a sport called 'Green Laneing' which means off road riding on green lanes, it is however, not allowed on bridleways.

Councillor Wilde contacted the council, and they confirmed via email that it is a bridleway, which means motorised vehicles cannot use it. We will request conformation in writing from highways.

The council discussed the possibility of obtaining road planings for the Loop Road end of the bridleway, as is quite boggy towards the end. Councillor Courtman-Stock will approach the contractors when they start work on Station Road..

Finance

- a. New salt bin requested at very end of village, also requested some salt being stored at a location at bottom of village, as currently stores at top of village.
- b. It was agreed to pay the clerks salary for the 2012/13 £144.00
- c. Community Account £1,367.13
Business Account £3,001.54
- d. The Chairman said that he would like to get ahead with all information before the next internal Audit is due.

Reports from County and District Councils.

District Councillor Fortune reported that Hambleton area has an epidemic of dog faeces. Dog owners are not picking up after their dogs.

Councillor Fortune said that she had some larger, more robust signs available to be placed at entrances to footpaths in the area.

Potto Village Hall

The minutes from the PVH meeting have been circulated.

The Ceilidh had to be cancelled due to lack of numbers, however the 'Snake Davis' concert has been sold out.

Meeting closed at 8.35pm

***Next month's meeting date Monday 18th March 2013 ***

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON
MONDAY, 18th FEBRUARY 2013 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillors; Mr A Wilde (Chairman), Mr Chris Courtman – Stock, Mr I Macpherson, Mr G Woodhouse, Councillor Mrs E Griffin and District Councillor Mrs B Fortune.

Apologies for absence were received from: County Councillor Mr T Swales

Meeting open to Public

Mr George Hopper attended the meeting, he reported that he hoped that the work on the outstanding stells systems will commence when the weather improves. There is still silt in some of the stells, and not all the work has been completed, as there have been access restrictions due to the ongoing Environmental Agency activities.

Mr Hopper said that if possible an annual inspection should be made on the stells and any outstanding maintenance required should be reported to the residents who are riparian owners of the stells. This may be useful to include in the Parish Plan or Potto Newsletter, or a letter drop to the residents. There were discussions around when would be best to make annual maintenance; before or after the autumn leaves fall, it was agreed that autumn would probably be the best time.

Mr Robinson owns property at the bottom of Cooper lane has a and he is responsible for his half, but the owner of the other side is unknown, District Councillor Fortune thinks that Clive Thornton may know who it belongs to and will check.

Meeting closed to public 7.30pm.

Parish Council Meeting

The minutes of last month's meeting had been circulated and Councillor Woodhouse requested a number of changes.

1. Bottom of page 718, should read North Yorkshire County Council, not Hambleton District Council.
2. Contractors: "Councillor Woodhouse stated that they were all members of the Fencing Contractors Association" should read: Councillor Woodhouse was unsure if they were all members of the Fencing Contractors Association" – Discussions around putting together a small database/list of contractors we can use for i.e. grass cutting. Clerk to speak to Hutton Rudby Clerk to see if they have any contacts etc.
3. "Mr & Mrs Thompson highlighted Councillor Woodhouse's pecuniary interest in planning matters regarding a planning application submitted" - pecuniary interest was discussed at the Parish Council Meeting, and not highlighted by Mr & Mrs Thompson.

Police Report and Neighbourhood Watch

The Police report was issued just before the Parish Council meeting;

Four reports of crime in Potto.

1. Burglary in Cooper Lane.
2. Poachers spotted on a Farm.
3. Ladders found in Cooper Lane – Thought to be linked to burglary.
4. Theft of Diesel from Haulage Company.

No Cold Calling Zone has now been in place 2-3 weeks, residents received leaflet from scrap metal company, stating they would be calling the next day and collecting scrap. Flyer was sent to trading standards and they confirmed this is illegal.

No ringmaster has been received for the burglary in Cooper Lane, or for the theft of Diesel from Prestons.

Planning Decisions of Hambleton District Council

No decisions.

Planning Applications

12/02328/FUL – Moore House Farm, this application was made, and withdrawn a few days later.

Matters Arising from last month's meeting

- a. Footpaths –
 - i) An email has been sent to NYCC Highways re. Cooper Lane to Gold Hill Loop Road Bridleway. To confirm its status, as the map on the website shows there is a bridleway going over the bridge, which now has a locked gate on it.
 - ii) Councillor Wilde has been speaking to a lady at NYCC who is confirming information with Andy Brown re. Stiles.
 - iii) Email has been sent to Andy Brown regarding the footpath erosion.
 - iv) The footpath running along the field next to Wilson's house has been dug up, along with a large section of hedge over at least two of the adjoining fields, removing endangered trees and ancient hedgerow. Dogs were able to get out of one of the fields and run free. Councillor Wilde spoke NYCC Footpaths who contacted the landowner and gave him 14 days to put it right, the owner has found the trees, re-planted them. We will need to monitor and check he puts the footpath back in the correct place.
 - v) The footpath on Goulton Lane to Hutton Rudby, via the Potto Slack Bridge, is still closed. Despite a NYCC land rover being spotted removing the 'closed' signs. The bridge is still not in situ as the contractor is waiting for a clear spell of weather. The undergrowth will also need cutting back.
- b. Parish Plan – Mike Whitlock has nearly finished all the work, will be available online soon.
- c. Parish Newsletter – All the old newsletters are now with Mike Whitlock, and will be available online soon.

- d. Unsurfaced portion of Cooper Lane – Awaiting to speak to Tim Carvelle regarding progress. Peter Cole is to be contacted for request of extension
- e. Potto Stell System – Discussed earlier in Public Meeting. Agreed to send out letter to residents and the parish newsletter to include information.

Finance

- a. It was agreed that an automated system of PAYE is to be set up using HMRC software to cover the Clerk's salary.
- b. Community Account £1,163.13
Business Account £3,001.91

Reports from County and District Councils.

District Councillor Fortune discussed the continuing epidemic of dog faeces. Dog owners are not picking up after their dogs.

Councillor Fortune provided some larger, more robust signs available to be placed at entrances to footpaths in the area; more will be distributed for footpaths etc.

Dog Problems

Further to the above dog problems, Mr Hardcastle reported that a dog savaged a number of his hens, this is the second report of dogs savaging hens in a few months. Discussed more signs for dogs on leads in fields where there are livestock, especially with lambing season fast approaching.

Potto Village Hall

The minutes from the PVH meeting have been circulated.
'Snake Davis' concert was been sold out and was very well received by residents.

Any Other Business

A salt bin was requested for the bottom of the village, we are awaiting contact form Northumbria Water to see if we can store some of the grit salt in there store at end of the village.

Meeting closed at 8.40pm

***Next month's meeting date Monday 15th April 2013 ***

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON
MONDAY, 15th APRIL 2013 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillors; Mr A Wilde (Chairman), Mr Chris Courtman – Stock, Mr I Macpherson, Mr G Woodhouse, Councillor Mrs E Griffin and District Councillor Mrs B Fortune.

Apologies for absence were received from: County Councillor Mr T Swales.

Parish Council Meeting

The minutes of last month's meeting had been circulated and were signed by the Chairman after being agreed as a correct record.

Police Report and Neighbourhood Watch

The Police report was issued just before the Parish Council meeting by PCSO Rodgerson, who is now back on duty, but unable to attend tonight's meeting;

1. Two fence panels been sawn off at Hutton Rudby Primary School.
2. Theft of catalytic convertor from a car in Crathorne.
3. Further report received from Hutton Rudby Primary School of theft of wood from side gate.
4. Report taken of two males going door to door in Potto's 'no cold calling zone' trying to sell solar panels - Officers attended and stop and encountered two males who were legitimate but asked to leave the area.
5. Day nursery broken into at Potto – nothing taken.
6. Criminal Damage – to hedgerows by suspect poachers
7. Theft of heating oil from a farm at Swainby.
8. Further report of fencing stolen from Hutton Rudby Primary School – enquiries ongoing

Councillors stated that no ringmasters have been received for the above crimes.

Councillor Woodhouse requested a crime prevention survey and was visited by PCSO Rodgerson. She provided a very in-depth report, which was several pages long, informing of possible good/bad points within the property. These reports are free and available to anyone, individuals just need to contact police. Councillor Woodhouse wishes to thank PCSO Rodgerson for her report, time and help.

Planning Decisions of Hambleton District Council

No decisions.

Planning Applications

New field entrance off Goulton Lane ** Replied via email

Matters Arising from last month's meeting

- a. Footpaths –
 - i) An email was sent to NYCC footpaths to Highways re. Cooper Lane to Gold Hill Loop Road Bridleway. To confirm its status, as the map on the website shows there is a bridleway going over the bridge, which now has a locked gate on it. No reply has been received yet.
 - ii) Councillor Wilde has been speaking to a lady at NYCC who is confirming information with Andy Brown re. Stiles. No further information received at this time.
 - iii) Email has been sent to Andy Brown regarding the footpath erosion. He will be monitoring the footpath; no action will be taken at this time.
- b. Parish Plan – Hard responses have been given to Tim Carvell by councillor Woodhouse re. Unsurfaced portion of Cooper Lane. Tim is now leading the steering group.

Mike Whitlock has finished all the work, Councillor Woodhouse will circulate all councillors to view. It will be available online, but discussed having an open day/evening for residents to view the plan and pass comments. Chairman will check with Potto Village Hall for dates available.
- c. Parish Newsletter – will be out by end of April.
- d. Unsurfaced portion of Cooper Lane - Discussed in item 6b.
- e. Potto Stell System – Discussed letter from George Hopper – piece to be put in newsletter.
- f. Contact Database – Oliver Cornforth has contacted the Chairman, requesting to be put on the contact list for grass cutting – added. Requested councillors to add their details to the database and any relevant contacts. Remembering the data protection act.
- g. Road Planeings – email received from Nigel Darling, after discussions from Lumsden & Carroll. 80 tonnes of road planeings are available. Councillor Courtman-Stock said it can go on his driveway for now. They come in 20 tonne loads. Discussions around if they can be put on the bridleway, instead of just on Councillor Courtman-Stock's drive, as will have to then be transported to other end of Potto village. Councillor Courtman-Stock to discuss with Nigel further.

Letter from Mr & Mrs Thompson

Noted comments brought up in the letter, and discussed the council's response to the letter. It was agreed that a more open way of addressing the issues surrounding the village plan update needed to be found. It was agreed that a public consultations should be arranged and in the future all correspondence from the council are to be carried out by the clerk or chairman.

A draft response will be prepared for comment by all councillors.

Finance

- a. YLCA membership £109.00 – agreed.
- b. Unable to access Barclays account online, they have changed password setup, and not given us new password – chairman to chase up with Barclays.

Reports from County and District Councils.

There is a new Chairman for Hambleton District Council , Mark Robson – Thirsk, to start in 4 weeks.

District Councillor Fortune brought the new electoral map for North Yorkshire. With a view to reducing Councillor numbers in 2 years time, Potto will no longer be in the Hutton Rudby ward. It will be in the Osmotherley Ward.

Discussions around the possible use of the village hall for displaying council information.

Discussions were held around new properties in Potto, and possible infill sites.

Potto Village Hall

The minutes from the PVH meeting have been circulated.

Potto Village Hall is now designated as an Emergency Response centre for emergencies such as floods, fires, etc.

There are currently two designated hazards in Potto: a high pressure gas pipeline and large fuel stores at Prestons.

Meeting closed at 8.40pm

***Next month's meeting date Monday 20th May 2013 ***

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON
MONDAY, 20 MAY 2013 AT 7.45 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman), Mrs E Griffin, Mr G Woodhouse, Mr C Courtman-Stock

Apologies for absence were received from: Councillor Mr I Macpherson, District Councillor Mrs B Fortune and County Councillor Mr T Swales

Meeting open to the Public

Two members of the public were present, Mr Arthur Smart and Mrs Amy Maisingham.

HDC won't allow the Environment Agency to re-surface Cooper Lane, despite them budgeting for this to happen.

When the work for the flood alleviation scheme was agreed, the EA had budgeted for correcting the anticipated damage that would happen to the road. Arthur was told one week ago that they would not be fixing the road.

In meetings with the Environmental Agency and Highways Agency at Potto Village Hall, residents were assured that the road would be re-surfaced.

Large patches have been left damaged by the trucks, it looks terrible, the kerb is also damaged. Arthur:

1. Requested PPC members have a look at the road.
2. Requested PPC members make any other judgements on the road.
3. Promises to Potto residents have not been carried out, which is not acceptable.
4. There are now possible trip hazards in sunken areas of the road.

Councillor Wilde understands and agrees with Arthurs points. PPC will send a strong letter out to District Councillor Mrs B Fortune and County Councillor Mr T Swales and urges residents to do the same to add pressure for the to complete the job as promised.

Meeting closed to the public at 7.35pm.

Police Report and Neighbourhood Watch

Councillor Woodhouse reported there were no ringmasters received for the incidents reported in the AGM.

Councillor Woodhouse discussed the Police BEAT surgery held last Thursday. PCSO Rodgerson did not attend despite agreeing to be present. Luckily Sergeant Wilson was present and dealt with the residents questions.

Councillor Woodhouse requested that the clerk contacts PCSO Rodgerson to ask why she was not at the BEAT surgery, and if she would be able to do another surgery in a few months in Potto.

The PC were informed that Sergeant Wilson will be moving to the Northallerton area in June, and Nick Hill will be replacing him.

Following the BEAT surgery; Sergeant Wilson will be providing some information on what to do if you receive a cold caller, weather to phone the non-emergency police line on 101, or to phone trading standards; however trading standards are only open during office hours.

Also, at the meeting, Tim Roy wished to thank the Potto Village Hall committee, for providing the use of the village hall for free, for the BEAT surgery.

Councillor Wilde discussed the 'wanted poster' in the Potto notice board, of a young man who has been spotted in the village cold calling.

Councillor Woodhouse had spoken to the young man, and rang the non-emergency number (101) and reported him. He Police were aware of him, and came out; they found him in Hutton Ruby with another 4 young men outside Spar. All the young men are known to the Police.

Planning Decisions of Hambleton District Council

None

Planning Applications

None.

Matters Arising from last month's meeting

1. Footpaths – Email from Penny, She stopped some motorbikes on the Bridlepath from Cooper Lane to Gold Hill Loop Road. They have been told it is a byway, and able to use the motorbikes on it by Teesside Riders Association (TRA) The motorbikes turned away and went another route.
We are currently investigating the status of the Bridleway.
We will contact Penny and inform her of our investigation, an also contact Highways, as we have not received any further information from them in a while.
2. Point of Action from last year's footpaths meeting re. Styles. Suggested asking Oliver Cornforth for a quote to fix the styles in Potto. Also discussed how the payments would work, as NYCC would reimburse for work. We would also need to contact the land owners to inform of work being carried out.
3. 20 tons of road scrapings to go on bridle path are at Councillor Courtman-Stock's house. The bridleway has now been cleared. Councillor Wilde is checking if the bridleways is a publicly funded thoroughfare – if it is, they should maintain it and get reimbursed for hiring a dumper truck for the road scrapings etc.
4. The new bridge is now in Potto, just waiting for it to be fitted. It looks very impressive, and it will last for many years.
5. Un-surfaced portion of Cooper Lane; Tim Carvell is holding a meeting on 22 May with his group.
6. The majority of the stell system has now been cleared. Discussions around check-ups on how they are working every few months.

Parish Plan

1. Open evening for Parish Plan is 29 May at 7.30.
2. Mr & Mrs Thompson are still not happy regarding letter from Councillor Woodhouse's letter. They may still submit a letter through Trading Standards. They informed the Council that the rules have now changed and the letters of complaint now have to go through the Parish Council and then onto Hambleton District Council, who will look at it and decide whether to investigate further. Potto Parish Council were not aware of this, We would require guidelines on how to deal with these issues.
3. Councillor woodhouse discussed the content of the Parish Plan questionnaire answers, and informed that no changes have been made to the answers given, even spelling mistakes have been left as they were. Discussed removing individuals names being removed for the plan.

Finance

1. Received the documentation for an external audit, An internal audit is needed, and we are currently looking for someone to do this.
2. Quarterly payment of clerk's salary. Also, Clerk was underpaid last year by £47.00.
3. Councillor Wilde spent over an hour and a half on the phone to Barclays, after not being able to access online accounts. Not happy, as we were not at fault. May possibly look for new bank.

Current Account	£ 3,663.13
Saver Account	£3, 001.91

Reports from County and District Councils

None present.

Village Hall

AGM Minutes and PVH minutes emailed and circulates

AOB

Discussed funding opportunities – see Police report.

Tim Swales had requested a meeting to discuss Streetlighting in Potto

The Chairman declared the meeting closed at 9.00 pm.

Next month's meeting date Monday 17 June 2013

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON
MONDAY, 17 JUNE 2013 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman), Mrs E Griffin, Mr G Woodhouse, Mr C Courtman-Stock, Mr I Macpherson and County Councillor Mr T Swales.

Apologies for absence were received from: District Councillor Mrs B Fortune

Parish Council Meeting

The minutes of last month's meeting had been circulated and one small change to the wording on page 230 was agreed and were signed by the Chairman after being agreed as a correct record.

Police Report and Neighbourhood Watch

The Police report was read out, it was reported that an amount of fuel had been stolen from Haulage Company in Potto, A quad bike had been stolen from Picton, however this was recovered from out of the area. A number of Landrovers had been stolen in Swainby and Carlton. It was also noted that distraction burglaries are on the increase and the Police are asking people to be aware when admitting people to their homes.

Councillor Woodhouse reported that ringmaster alerts had been received for the burglary, but not the other incidents reported. None of the other councillors received the ringmasters.

PCSO Rodgeron carried out home security surveys on 8-10 houses in Potto, Councillor Woodhouse encourages more people to take these free security surveys up. Councillor Woodhouse wished to express his thanks PCSO Rodgeron for her work with the public in Potto.

Planning Decisions of Hambleton District Council

12/01325/FUL Access to Moor house farm has been passed.

Planning Applications

None.

Matters Arising from last month's meeting

- a) Footpaths – We have received a response from Highways regarding the designation of the Bridleway from Cooper Lane to Gold Hill Loop Road. It is designated as a 'street maintainable at public expense' NYCC highways have also gone back through the records, and the bridge at the bottom of the Bridleway is private and their mapping system will be corrected. The correct route is via the ford and footbridge confirming there designation as the road being a bridleway.

Discussions around the bridleway being an asset to Potto village and its use had definitely increased since improvements were carried out over the past few years thanks to volunteers.

Discussions continued around the change of designation of the bridleway or traffic restriction order etc. The email received last month from Penny was read out, the Chairman will respond, now we have an answer from highways.

- b) Parish Plan – An open evening was held and only one member of the public attended. A number of useful points were raised.

Councillor Woodhouse contacted Rural Action Yorkshire (RAY) regarding request for changes to the parish plan content, and have decided to leave the plan as it is.

- c) Un-surfaced portion of Cooper Lane; Tim Carvell held a meeting on 22 May with his subcommittee. It was agreed in principle that if residents were able to provide a third of the funds needed, Potto Parish Council and Potto Village Hall would also put up the other two thirds. Tim will drum up support from residents. The grant money received has been extended to this financial year, and can also apply this year.
- d) Stell System – Letters have been sent out to residents advising of their responsibilities for maintain stells on their properties; however it was noted that the majority of the stell system has now been cleared. It was reported that the Environmental agency can also do work for residents, at an agreed cost.
- e) Cooper Close Road Surface – The Environmental Agency informed residents it would not be re-surfacing the road damaged during the flood alleviation works, despite them stating they would do it and there being a budget to re-surface. An email has been sent to Area 2 Thirsk and County Councillor Mr Tim Swales. Evidence of this commitment is required, Councillors were asked to check their records to see if there is any written confirmation of them stating they would re-surface. Residents have been expressing concerns.
- f) Potto Slack Bridge is now in place, we are just waiting for the footpaths and weeds to be cleared. The councillors wished to thank NYCC for their work.

Finance

- a) PAYE is now activated for clerk's salary and is now done online.
- b) Mr Roger Briesley is being contacted regarding the internal audit.
- c) Aon insurance reminder received via Potto Village website, not via Potto Parish website or via post. No quote was given on the email. Chairman to contact Aon.

Current Account	£ 3,468.22
Saver Account	£3, 002.28

Reports from County and District Councils

County Councillor Mr T Swales – was re-elected as County Councillor again this year, and he thanked everyone for their votes. Councillor Swales reported on a number of items that are high on the NYCC priorities;

- Highways will be subject to budget cuts and will struggle to maintain the roads to the same high standard
- Schools throughout the county are doing well and planning on building more.
- District council Wards are to change in two years time when the general election is due.
- It is planned that streetlights will be turned off at 12midnight until 5am as a cost saving measure, except for at major road junctions.
- Potto Parish Council congratulated Councillor Swales on his re-election and thanked him for his continued support.

Village Hall

Minutes and PVH minutes emailed and circulated. Potto Village BBQ will be on Sunday 14 July.

The Chairman declared the meeting closed at 8.10 pm.

Next month's meeting date Monday 15 July 2013 at 7.15pm

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON
MONDAY, 15 JULY 2013 AT 7.45 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman), Mrs E Griffin, Mr C Courtman-Stock, Mr I Macpherson, Mr G Woodhouse and District Councillor Mrs B Fortune.

Apologies for absence were received from: County Councillor Mr T Swales

Meeting open to the public

Mr George Hopper and Mr Arthur Smart were present at the meeting.

Potto Stell System - George reported that he has been speaking to Bob Carrick from the Environmental Agency (EA) re. The Potto stell system and the North Yorkshire Moors Authority have apprentices available who could clear the stells for the riparian owners who are unable to clear them themselves. Positive feedback has been received from people who have already had the work done. Councillor Wilde believed all the stells have had work carried out on them, there was extended discussions around what work has/hasn't been completed. There is a planned inspection in September; could we possibly invite the EA to attend? Discussions around how many people should attend, as some residents may find large groups of people on their property intimidating. Discussed a visual walk around inspection in September, and a proper inspection in the spring, when all the leaves have fallen from the trees and the stells would possible be blocked.

Cooper Close – Arthur brought to the council's attention that the road surface on Cooper Close had been damaged following the work that has been carried out on the flood alleviation system. NYCC Highways have advised the EA only to undertake minimal repairs to the road following two site visits. The council has contacted Nigel Darling, and County Councillor Mr T Swales has received numerous correspondences from residents. Arthur informed the council that assurances had been made before commencement of the work that the road would be fully reinstated following completion of the works. Large areas have been eroded by trucks, and kerbs have been damaged. Arthur further stated that the EA / NYCC Highways have a moral duty of care, not legal obligation. It has now been 7 months since the main work has been carried out, and the road is still in the same condition. It was agreed that the council would endeavour to get all parties on site for a meeting to try and resolve the issues.

Meeting closed to public at 7.50pm

Parish Council Meeting

The minutes of last month's meeting had been circulated and one small change to the wording on page 232 was agreed and was signed by the Chairman after being agreed as a correct record.

Police Report and Neighbourhood Watch

The police report has not been received. PCSO's attended Potto Village BBQ yesterday, and spoke to a few residents, and went around the village as most residents were at the BBQ.

Planning Decisions of Hambleton District Council

None.

Planning Applications

None.

Matters Arising from last month's meeting

- a) Footpaths – Some of the footpaths have been strimmed by members of the public, some of the verges have also been cut by Oliver Cornforth, and he will complete the others soon. He provided a lower price for the work than the previous supplier.
Road planeings are still being stored for use on the path, We have sent an email to Area2 Thirsk asking for confirmation of designation of the Bridleway and asked for signs to be erected, asked about public expense etc. we are currently awaiting a response.
Stile – Oliver Cornforth has previously constructed stiles for NYCC and North Yorkshire Moors. Discussed style near Slack Bridge, needs a dog hatch and the style is too high for elderly residents.
 1. Try and find out who is the land owner,
 2. Send email to John Marshall – footpaths and say it is an obstruction.
- b) Un-surfaced portion of Cooper Lane – Councillor Wilde shared the House of Commons standard note for unadopted roads, regarding a statutory duty to maintain and repair street by the residents who face the road. It suggests that some local authorities may provide loans for repair work, Councillor Wile will follow up with Highways.
- c) Section 106 Community Construction levy – Funds for community projects in the parish. Councillor Wilde will check to find out if there is and monies set aside from the Section 106 fund for developments in Potto.
- d) Stell System – Discussed in public meeting
- e) Cooper Close Road Surface – Discussed in public meeting
- f) Notice board – The glass in the Potto notice board has become cloudy and makes it hard to read the notices displayed. New safety glass would be £55 – it was agreed to purchase the new glass.
- g) Grant opportunities –
 1. Grants are available for adverse condition preparedness, snow shovels, salt spreaders, emergency pack etc which is a £250 grant – it was agreed to apply for the grant
 2. A community grant for up to £5,000 for sports recreation etc. Which could possibly improve access to Potto Village Hall – agreed to apply?

Finance

- a) Aon/Zurich insurance is the same company, lower price than last year and covers village events, it is also a fixed price, if we agree to a 3 year contract - agreed.
- b) PAYE online monthly update – password didn't work, Councillor Wilde spent 1 ½ hours on the phone, asked for a refund as the issue was not our fault.

Current Account	£ 2,047.05
Saver Account	£3002.28

Reports from County and District Councils

District Councillor Mrs B Fortune agreed that it is an appalling situation that the road surface in Cooper Close has not been reinstated.

Village Hall

Potto Village BBQ was held yesterday and was a huge success

Any Other Business

It has been noticed that there are traveller once again camped on the site near Preston's, the council are aware.

The Chairman declared the meeting closed at 8.30 pm.

Next month's meeting date Monday 19 August 2013 at 7.15pm

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON
MONDAY, 19 AUGUST 2013 AT 7.45 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman), Mrs E Griffin, Mr C Courtman-Stock, Mr G Woodhouse and District Councillor Mrs B Fortune.

Apologies for absence were received from: Mr I Macpherson and County Councillor Mr T Swales

Meeting open to the public

Mr George Hopper was present at the meeting.

Potto Stell System - George reported that some of the stells have still not been cleared, and believes that they are no better than last time they were inspected. In June there was little running water and many of the stells are still full of silt. The Council understood that they had all been cleared, as the chairman has inspected them during recent rains. George stated that some have been cleared, but some have not been done at all. It had been agreed to hold the next stell inspection in September / October this has been provisionally arranged for the 27th September. It was agreed to invite Mr. Bob Carrick and Nigel Darling from the Environmental Agency (EA) as well as Hambleton and NYCC representatives.

Meeting closed to public at 7.35pm

Parish Council Meeting

The minutes of last month's meeting had been circulated and were signed by the Chairman after being agreed as a correct record.

Councillor Ian Macpherson has handed in a letter of resignation, due to other commitments. We will be advertising for a new Parish Council Member via the notice board, newsletter and on the website. If anyone knows of is interested in the position, please contact the Chairman; Mr Andrew Wilde on Tel: 700077

Police Report and Neighbourhood Watch

The police report has been received via Email; there have been reports of Land Rover Defenders been stolen and also a spate of shed burglaries across the area. The police have undertaken an anti drink / drugs driving campaign and 15 people have been charged with drink/drug driving offences. There has been a number of distraction burglaries across the area. A male was stopped from damaging Hutton Rudby School, and solar panels have been stolen in the area. District Councillor Fortune asked people to keep an eye out for elderly neighbours, especially as it will be getting darker on an evening soon.

Councillor Woodhouse informed the council that Everest Windows have been cold calling in the area. They have been reported to the Police in Stokesley who contacted the managing director of Everest, it was reported that he said he didn't know what a No Cold Calling Zone was. They have been reported to Trading Standards.

Planning Decisions of Hambleton District Council

12/00768/FUL Retrospective change of use of agricultural land to a private gypsy site for one family, together with associated equestrian use, construction of stable block, and formation of a new vehicular access. – Has been refused.

Planning Applications

13/01450/CLE Application for removal of agricultural occupancy restriction Woodhaven, Potto.

Councillor Courtman-Stock Declared an interest so did not join in the discussion.

Discussions were held on the application , it was noted that there is no supporting data to remove the restriction on the property, and that the parish has a shortage of agricultural properties considering that it was a rural area. It was noted that the house was originally granted planning permission on it being an agricultural property, and that a new property would not receive planning permission if it was not to be an agricultural property. Two councillors recommended refusal, one abstained.

Matters Arising from last month's meeting

- a) Footpaths –Douglas Huzzard the Highways Asset Manager from NYCC, is having a site visit to the Swainby bridleway on September 13th, with a view to how we can improve the bridleway.
- b)
Potto Slack Bridge – Councillor Fortune has been sent a photo of the Potto Slack Bridge, showing the before and after and she will try to get a copy for the Parish Council. Phil Harper informed us that the footpath has been cleared one side of the Slack bridge, the other side needs improvement, he also commented how nice the new bridge is.

Stiles – Chairman to chase up Oliver Cornforth to do the style near Slack Bridge, needs a dog hatch and the style is too high for elderly residents. Also possibly the one at the bottom of the village on the footpath to Swainby.
- c) Un-surfaced portion of Cooper Lane – No updates from Mr Carvell at this time.
- d) Stell System – Discussed in public meeting
- e) Cooper Close Road Surface – A meeting was held with Nigel Darling, Lumsden & Carrol and NYCC Highways. They have agreed to fix to a better standard than NYCC agreed. Also other areas of Cooper Lane that were damaged will be fixed.

- f) Notice board – We have received the glass, however, it does not fit, as the key/handle slots had not been accounted for, the glass will be returned to be re-shaped.
- g) Grant opportunities –
 1. Grants are available for adverse condition preparedness, snow shovels, salt spreaders, emergency pack etc which is a £250 grant – Applied For
 2. A community grant for up to £5,000 for sports recreation etc. Which could possibly improve access to Potto Village Hall – Will be completed with Mr Carvell.
 3. Section 106 community Levy – Unfortunately there is no money for us.

Finance

No financial information available, as all the finance information is with the auditor, including the cheque book. This means the Clerk's quarterly salary cannot be paid at this time – agreed to pay as soon as cheque book is back from auditors.

- a) We have received a letter from HMRC, fining us £100 for not completing PAYE on time, despite being assured it was not a problem, and spending 3 hours on the phone to them beforehand.
- b) The audit is still ongoing.

Reports from County and District Councils

District Councillor Mrs B Fortune did not have anything to report at this moment, as August is a quiet time of year.

Village Hall

The minutes of the PVH meeting have been circulated.

The Chairman declared the meeting closed at 8.35 pm.

Next month's meeting date Monday 16 September 2013 at 7.15pm

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON
MONDAY, 16 SEPTEMBER 2013 AT 7.45 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman), Mrs E Griffin, Mr C Courtman-Stock, Mr G Woodhouse and District Councillor Mrs B Fortune.

Apologies for absence were received from: Mr I Macpherson and County Councillor Mr T Swales

Parish Council Meeting

The minutes of last month's meeting had been circulated and were signed by the Chairman after being agreed as a correct record.

Police Report and Neighbourhood Watch

PCSO Lindsey Kyle was present and reported that; spare wheels have been stolen from 4x4 vehicles, distraction burglaries and rogue traders continue. The 'not sure' campaign is being rolled out across the area.

Nick Hill is the new sergeant at Stokesley. Councillor Woodhouse requested feedback from the Everest No Cold Calling Zone breach, which was reported.

The RSPCA have also been cold calling around 2 weeks ago in Potto, they were not asking for money, but were asking about possible re-homing for animals, unsure if this is OK or not.

Horses have been taken in the area, discussed how people 'mark' the horses with plats in the mane/tail.

On 9th August, a male entered a house in Swainby via an unsecured door and asked for money, he left with £30, he was later caught and arrested.

There has been an influx in shed burglaries, make sure you have locks that conform to the BSEN320 standards, security mark items, bolt tool boxes etc to the ground etc. There followed a discussion on smart water marking.

Land Rover Discoveries have been stolen in the area, police are doing spot checks on any vehicles they see, please report anything suspicious to the police.

Planning Decisions of Hambleton District Council

Gypsy site on Goulton Lane – A notice has been served and takes effect on 14th October 2013.

Planning Applications

13/01785/FUL - Construction of Potovololactic Sun Tracking System.

This application is for a new type of solar panel installation, which moves and tracks the sun from morning till night. This is a new concept and is very efficient. It differs slightly from the static solar panels. It will be used to power the chicken sheds at Greenfields Farm. Unanimously accepted.

Matters Arising from last month's meeting

- a) Footpaths – Councillor Wilde and Woodhouse met with Douglas Huzzard the Highways Asset Manager from NYCC on 13th September. They looked at the Bridle path and un-surfaced portion of Cooper Lane.

Bridle Path - They would like to form a partnership with Potto Parish Council to maintain the bridleway, which is maintainable at public expense – vehicle access to horse-drawn vehicles and motorbikes, not cars, vans etc. Discussed the ford at the bottom of the bridle path; NYCC are trying to get rid of fords as they are dangerous at times of flood. As they were discussing, a horse rider came along, they discussed the issues with the ford with the rider and it took her nearly 10 minutes to cross as it is very dangerous. There is no shop in Potto and it is the main way to Swainby via foot. Discussed signage for the bridle path and discussed bollards at village end of bridle path.

Highways have a budget for grass cutting in urban areas (places with speed limits under 40mph) up to 15 times a year. Discussed the possibility of transferring budget from Hambleton District Council to Potto Parish Council for grass cutting within Potto.

Un-surfaced portion of Cooper Lane – Douglas had a look at the road, discussed surface; plainings, concrete etc concrete has 70+ year life compared to tarmac having a 5+year life, so concrete would have little or no maintenance.

It was a very positive meeting, and Douglas will let us know ASAP, Councillors praised Douglas for his help.

- b) Un-surfaced portion of Cooper Lane – Mr Tim Carvell has contractors booked for 30 September to start some work, dependant on what monies can be raised from the residents. Potto Village Hall have agreed to pay 1/3, up to a max of £3,000. Councillor Wilde has given Mr Carvell an application form for a grant of up to £5,000, finds out tomorrow if he has got the grant. District Councillor Mrs B Fortune has a book of grants available – chairman to look through.

Discussions around the quotes for the work that is to be carried out, he has had 3 people out for quotes to do the 'end section' where it meets the road. Discussed the possibility of putting the old road surface from the village hall renovations onto the bridle path.

The council committed to making the funds available (1/3 up to a max of £3,000) if everyone else puts in their part.

- c) Stell System – letters to be sent to all riparian stell owners. Meeting 2pm on 27 September at Potto Village Hall.
- d) Cooper Close Road Surface – No news at this time.

e) Notice board – Took glass back to makers to be amended, and is UV coated.

Letter from Mr & Mrs Thompson

Councillor Woodhouse declared an interest.

Discussed the meaning of Pecuniary Interest and its implications to this issue.

It was agreed that if Councillors believe that they or members of their family have any interest, they should withdraw from discussions.

It was agreed that no correspondence should have taken place between Councillor Woodhouse or his wife and Mr & Mrs Thompson should have taken place all correspondence should be sent via the Clerk.

The item to be added to next month's meeting

Finance

No financial information available, as all the finance information is with the auditor, including the cheque book. This means the Clerk's quarterly salary cannot be paid at this time – agreed to pay as soon as cheque book is back from auditors.

The internal audit was fine, now with the external auditors.

Reports from County and District Councils

District Councillor Mrs B Fortune discussed the welfare reform – it will assist people with benefits, housing service and housing benefits etc.

Village Hall

Not received the minutes of the PVH meeting.

Any Other Business

Councillor Courtman-Stock has strimmed the grass around the seat and the other side of the slack bridge footpath.

The Chairman declared the meeting closed at 8.40 pm.

Next month's meeting date Monday 21 October 2013 at 7.15pm

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON
MONDAY, 21 OCTOBER 2013 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman), Mrs E Griffin, Mr C Courtman-Stock, Mr G Woodhouse, District Councillor Mrs B Fortune and County Councillor Mr T Swales.

Apologies for absence were received from: Councillor Mr I Macpherson.

Meeting Open to the public

Mr Arthur Smart, Mr George Hopper and Mr David Hawkes were present.

Mr Arthur Smart came to thank Potto Parish Council and District Councillor Fortune for their support in resolving the issues around resurfacing Cooper Close following the flood barrier works. However; he feels this has not been 100% successful, it was reported that the opinion of the residents was that there is still a large area of the road surface which has still been left in a degraded condition and the road now looks like a patchwork quilt. Arthur showed photos of the expansion gaps in the road to the members of the Parish Council. Arthur stated that he had been assured at the initial presentation by the Environment Agency that the road surface would be returned to its original state after the flood barrier works had been carried out, and took this in good faith that this would be the case. He said he only by chance heard that they were not going to undertake the scheduled restoration of the road surface. Arthur suggested that in hindsight it would be good to get all assurances in writing next time, and not just take them on good faith. Discussions around the aesthetic look of Cooper Close, which it was reported now looking like a 'patchwork quilt'. It was however stated that the road is fully operational and the new tarmac will blend in over time, and they the fact that the EA did more repair work than was requested. It was suggested that Arthur speaks to other residents in Cooper Close for their opinions and reports back.

Mr George Hopper came to report on a number of projects that have been undertaken in Potto.

1. The Sewage Pumping Station with Northumbrian Water – Completed.
2. Flood Alleviation Scheme, Nearly complete, still working with the Environmental Agency.
3. Cooper Close – Completed.
4. Stell Works – There are still a few areas that require attention and had contacted the land owners. There is a new resident in Potto who will have a stell on their land and it requires work. There are 3 houses in the village together which are still blocked. A digger has cleared one of the houses stells, however the two either side are still blocked. It is the land owners duty to clean them, discussed PPC contacting the land owners and the Environmental Agency.

George thanked the council for letting them act as sub-committee for the flood alleviation scheme and discussed spring and autumn monitoring of the stell systems. He also thanked District Councillor Mrs B Fortune for her support over the past 4 years.

Mr David Hawkes came to thank Potto Parish Council, District Councillor Mrs B Fortune, Nigel Darling and George Hopper the all their work on the flood alleviation scheme. Only 1% of Potto is now a flood area. However there is still localised flooding due to neighbours not clearing out their stells, Mr Hawkes neighbour has stated that the stell is not his responsibility and Mr Hawkes requested that official action should be made. The property prices are vastly affected and Mr Hawkes is scared to be flooded again. He discussed the damage and how long it took for the water to recede from the property. Chairman will speak to Stewart Edwards and follow up with a letter.

Meeting closed to public at 8.00pm

Parish Council Meeting

The minutes of last month's meeting had been circulated and were signed by the Chairman after being agreed as a correct record.

Police Report and Neighbourhood Watch

Councillor Woodhouse has spoken to PCSO Terry Rodgerson and there is no SMART water samples available, the stocks have ran out. Councillor Woodhouse also attended the Hambleton North Neighbourhood Watch Scheme meeting.

Planning Decisions of Hambleton District Council

12/00768/FUL – Retrospective change of use of agricultural land to a private gypsy site for one family, together with associated equestrian use, construction of stable block and formation of new vehicular access.

- The application was declined, a notice was served for 14/10/2013, however they are still on the site and the legal team are dealing with it.

Planning Applications

None

Matters Arising from last month's meeting

- a) Footpaths – Councillor Woodhouse discussed that the styles in the village have not been done, Councillor Wilde said that we have to prioritise our work and that we had not set a time scale for this work being carried out. Looking into grants. PPC can claim back the VAT, however has to pay out in the first place so is holding onto spending for other projects at the moment.

Bridle Path – The road plainings are still on Councillor Courtman-Stock's driveway. He knows people who will do the work before the weather sets in. We have received no response from Douglas Huzzard re. The costs for plant hire to move the plainings.

- b) Un-surfaced portion of Cooper Lane – The work has started on the road, curb stones etc. £2,500 from the residents.

An email was received by Tim Carvell, from a resident regarding the work being undertaken on the un-surfaced portion of Cooper Lane and had subsequently been abusive to the contractor who was doing the work, the contractor has subsequently walked off. An independent highways engineer has inspected the works that had been carried out and he said that the works were fine. The resident is now working with Tim Carvell to find a new contractor.

- c) Stell System – Discussed earlier in public meeting.
- d) Cooper Close Road Surface – Discussed earlier in public meeting.
- e) Councillor Woodhouse –
Councillor Woodhouse declared an interest and stayed in the room while discussion was held.

The Chairman posed the question as to what the Council should do regarding the complaint against Councillor Woodhouse? The following options were discussed;

- A) Do nothing.
- B) Discuss ourselves and deal with internally.
- C) Refer the matter to the HDC standards committee for independent review.

Discussion followed exploring the various options; it was felt that referring the matter to the standards committee would provide an independent and unbiased review of the matter.

It was agreed to refer the matter to the standards committee.

Finance

- a) Community Account: £ 3,547.05
- b) Business Account: £ 3,002.28
- c) Internal Audit, as per last year Rodger Briesley asked for a £50 donation to a charity, in payment for doing the internal audit. It was never paid last year so we will send 2 lots of donations.
- d) Replacement glass has been sourced, at a cost of £73.00

Reports from County and District Councils

County Councillor Mr T Swales reported on the many areas throughout the County Council including education, elderly etc that will be subject to budget cuts as NYCC tries to balance its budgets. NYCC are selling smaller offices and consolidating smaller schools management teams together. A plan has been put into place to save on power bills by turning street lights off between 12pm – 5am.

Village Hall

The first Potto 'Pudding Fest' will be held at the Village Hall this Saturday.

Potto Village Fireworks will be held on Saturday 9 November at the Village Farm.

It was noted that the PPC insurance also covers events such as this, this was discussed with firework organiser, however they already have insurance.

Any Other Business

- a) The precept needs to be completed by 31 December 2013, a draft will be done for November's meeting.
- b) There is a note in Swainby's notice board regarding the reduction in bus service consultation.

The Chairman declared the meeting closed at 9.05 pm.

Next month's meeting date Monday 18 November 2013 at 7.15pm

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON
MONDAY, 18 NOVEMBER 2013 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman), Mrs E Griffin, Mr C Courtman-Stock and District Councillor Mrs B Fortune.

Apologies for absence were received from: Mr G Woodhouse , Councillor Mr I Macpherson and County Councillor Mr T Swales.

Meeting Open to the public

Mr Arthur Smart was present.

Mr Arthur Smart came to inform the council of the general feelings of the residents regarding the re-surfaced portion of Cooper Close. He said that while the road surface is 100% better than it was, it was always promised that the Environmental Agency would be restored to its previous state and they do not feel this has still been done. It was reported that the opinion of the residents was that there is still a large area of the road surface which has still been left in a degraded condition and the road now looks like a patchwork quilt. The road condition will be monitored by residents who may choose to take matters further in the future.

Mr Arthur Smart also noted that the minutes of previous Potto parish Council meetings had not been uploaded onto the website. He contacted Mike Whitlock who updates the website, and they were uploaded very quickly, he also noted that the minutes on the notice board still had Augusts' minutes up, the Chairman said that Septembers had been placed in the notice board.

Meeting closed to public at 7:25pm

Parish Council Meeting

The minutes of last month's meeting had been circulated and one amendment to the minutes, which was received via email from Councillor Woodhouse that; Mark Hardy attended the Neighbourhood Watch meeting, not Councillor Woodhouse. After amendment, minutes were agreed as a correct record.

Police Report and Neighbourhood Watch

Report from PCSO Terry Rodgerson: Shed burglaries are up, and a number of vehicles have been sighted in the area. If in doubt, please make a note and call 101. There will be 2 new PCSO's in Stokesley in January 2014.

Planning Decisions of Hambleton District Council

12/01785/FUL – Construction of Photovoltaic Sun Tracking System

A letter was received from a Miss Peel, at Hambleton District Council planning department stating that permission had been granted for the system, However Councillor Wilde had a phone call from Mr Porritt, saying that there were conditions associated with the approval that were unrealistic.

Potto Parish Council had previously agreed to support Mr Porritt's application as they want to support local farmers and businesses. Councillor Wilde will chase up and is concerned that no information on the conditions was sent to Potto Parish Council when the application came through.

Planning Applications

None

People are still occupying the gypsy site.

Matters Arising from last month's meeting

- a) Footpaths – Councillor Wilde has spoken to Peter Cole regarding getting funds to move the plainings, he will chase up.
- b) Un-surfaced portion of Cooper Lane – Contractors walked off, following an altercation with a resident. Now issues are sorted and agreed work to be done, however due to time of year, it is not advisable to commence work, and will re-start again in the spring.
- c) Stell System – No movement, Chairman to follow up.
- d) Cooper Close Road Surface – Discussed earlier in public meeting.
- e) Councillor Woodhouse – The Standards Board committee met on 11.11.13 and found Councillor Woodhouse guilty on a number of counts and has provided their recommendations. Councillor Woodhouse was not present at the meeting however he had emailed them to request a re-assessment, which was turned down.

Councillor Woodhouse emailed the clerk and asked this item to be deferred to December 2013's meeting. Councillors agree with the findings of the standards board committee. Agreed that no correspondence should be done via email, letter or verbally and that all correspondence must go through the clerk. The decision of the Standards Board was unanimously accepted.

Finance

- a) Community Account: £ 3,723.73 (£400 grant from Hambleton District Council for the road is to be ring-fenced)
- b) Business Account: £ 3,002.65
- c) Precept draft handed to councillors.
£500 for village improvements, there may be no grants available 2015-16 onwards. Could we increase the precept? Will discuss further in December's meeting
- d) Clerk's salary due – agreed.

- e) Insurance a letter from A.On was received with guidance info for salting / gritting.

Reports from County and District Councils

Policy statement for village re. Gritting.

District Councillor Mrs B Fortune brought a booklet on 'Probity in Planning' and a planning guide to circulate around the councillors.

Village Hall

The first Potto 'Pudding Fest' was held at the Village Hall

Bonfire night will be at Potto Village Farm on Saturday 9 November.

Any Other Business

- a) Police Commissioner Julia Mullighan will be hosting an open evening at Thirsk Community Town Hall on 3 December 6-8pm

The Chairman declared the meeting closed at 8.25 pm.

Next month's meeting date Monday 16 December 2013 at 7.15pm

**MINUTES OF THE ANNUAL ASSEMBLY FOR THE ELECTORS
OF POTTO HELD ON MONDAY, 20 MAY 2013 AT 7.15 PM
IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman), Mrs E Griffin, Mr G Woodhouse, Mr C Courtman-Stock

Apologies for absence were received from: Councillor Mr I Macpherson, District Councillor Mrs B Fortune and County Councillor Mr T Swales

The minutes of last year's meeting had been signed as a correct record on 21 May 2012.

Matters Arising from the Minutes

None

Police Report and Neighbourhood Watch

There was a theft of a compost bin in Hutton Rudby. Cold callers have been noted in Potto and Hutton Rudby. Additionally suspicious males have been seen in the area, they were stopped and found to be performing a legitimate letter drop.

Financial Statement

A statement of accounts for the year ended 31 March 2013 was presented. Last year we overspent by £91.43, this year we have an under spend of £686. Vote to accept un-audited accounts. Agreed.

Chairman's Report

The Chairman read out his annual report. A copy will be circulated to councillors and posted on the website.

Annual Reports from County and District Councillors

None present

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON
MONDAY, 20 MAY 2013 AT 7.45 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman), Mrs E Griffin, Mr G Woodhouse, Mr C Courtman-Stock

Apologies for absence were received from: Councillor Mr I Macpherson, District Councillor Mrs B Fortune and County Councillor Mr T Swales

Meeting open to the Public

Two members of the public were present, Mr Arthur Smart and Mrs Amy Maisingham.

HDC won't allow the Environment Agency to re-surface Cooper Lane, despite them budgeting for this to happen.

When the work for the flood alleviation scheme was agreed, the EA had budgeted for correcting the anticipated damage that would happen to the road. Arthur was told one week ago that they would not be fixing the road.

In meetings with the Environmental Agency and Highways Agency at Potto Village Hall, residents were assured that the road would be re-surfaced.

Large patches have been left damaged by the trucks, it looks terrible, the kerb is also damaged. Arthur:

1. Requested PPC members have a look at the road.
2. Requested PPC members make any other judgements on the road.
3. Promises to Potto residents have not been carried out, which is not acceptable.
4. There are now possible trip hazards in sunken areas of the road.

Councillor Wilde understands and agrees with Arthurs points. PPC will send a strong letter out to District Councillor Mrs B Fortune and County Councillor Mr T Swales and urges residents to do the same to add pressure for the to complete the job as promised.

Meeting closed to the public at 7.35pm.

Police Report and Neighbourhood Watch

Councillor Woodhouse reported there were no ringmasters received for the incidents reported in the AGM.

Councillor Woodhouse discussed the Police BEAT surgery held last Thursday. PCSO Rodgerson did not attend despite agreeing to be present. Luckily Sergeant Wilson was present and dealt with the residents questions.

Councillor Woodhouse requested that the clerk contacts PCSO Rodgerson to ask why she was not at the BEAT surgery, and if she would be able to do another surgery in a few months in Potto.

The PC were informed that Sergeant Wilson will be moving to the Northallerton area in June, and Nick Hill will be replacing him.

Following the BEAT surgery; Sergeant Wilson will be providing some information on what to do if you receive a cold caller, weather to phone the non-emergency police line on 101, or to phone trading standards; however trading standards are only open during office hours.

Also, at the meeting, Tim Roy wished to thank the Potto Village Hall committee, for providing the use of the village hall for free, for the BEAT surgery.

Councillor Wilde discussed the 'wanted poster' in the Potto notice board, of a young man who has been spotted in the village cold calling.

Councillor Woodhouse had spoken to the young man, and rang the non-emergency number (101) and reported him. He Police were aware of him, and came out; they found him in Hutton Ruby with another 4 young men outside Spar. All the young men are known to the Police.

Planning Decisions of Hambleton District Council

None

Planning Applications

None.

Matters Arising from last month's meeting

1. Footpaths – Email from Penny, She stopped some motorbikes on the Bridlepath from Cooper Lane to Gold Hill Loop Road. They have been told it is a byway, and able to use the motorbikes on it by Teesside Riders Association (TRA) The motorbikes turned away and went another route.
We are currently investigating the status of the Bridleway.
We will contact Penny and inform her of our investigation, an also contact Highways, as we have not received any further information from them in a while.
2. Point of Action from last year's footpaths meeting re. Styles. Suggested asking Oliver Cornforth for a quote to fix the styles in Potto. Also discussed how the payments would work, as NYCC would reimburse for work. We would also need to contact the land owners to inform of work being carried out.
3. 20 tons of road scrapings to go on bridle path are at Councillor Courtman-Stock's house. The bridleway has now been cleared. Councillor Wilde is checking if the bridleways is a publicly funded thoroughfare – if it is, they should maintain it and get reimbursed for hiring a dumper truck for the road scrapings etc.
4. The new bridge is now in Potto, just waiting for it to be fitted. It looks very impressive, and it will last for many years.
5. Un-surfaced portion of Cooper Lane; Tim Carvell is holding a meeting on 22 May with his group.
6. The majority of the stell system has now been cleared. Discussions around check-ups on how they are working every few months.

Parish Plan

1. Open evening for Parish Plan is 29 May at 7.30.
2. Mr & Mrs Thompson are still not happy regarding letter from Councillor Woodhouse's letter. They may still submit a letter through Trading Standards. They informed the Council that the rules have now changed and the letters of complaint now have to go through the Parish Council and then onto Hambleton District Council, who will look at it and decide whether to investigate further. Potto Parish Council were not aware of this, We would require guidelines on how to deal with these issues.
3. Councillor woodhouse discussed the content of the Parish Plan questionnaire answers, and informed that no changes have been made to the answers given, even spelling mistakes have been left as they were. Discussed removing individuals names being removed for the plan.

Finance

1. Received the documentation for an external audit, An internal audit is needed, and we are currently looking for someone to do this.
2. Quarterly payment of clerk's salary. Also, Clerk was underpaid last year by £47.00.
3. Councillor Wilde spent over an hour and a half on the phone to Barclays, after not being able to access online accounts. Not happy, as we were not at fault. May possibly look for new bank.

Current Account	£ 3,663.13
Saver Account	£3, 001.91

Reports from County and District Councils

None present.

Village Hall

AGM Minutes and PVH minutes emailed and circulates

AOB

Discussed funding opportunities – see Police report.

Tim Swales had requested a meeting to discuss Streetlighting in Potto

The Chairman declared the meeting closed at 9.00 pm.

Next month's meeting date Monday 17 June 2013