

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON
WEDNESDAY 19 JANUARY 2022 AT 7.30 PM AT POTTO VILLAGE HALL**

Meeting open to the public

1 member of the public present.

1. The member of the public read a statement where they politely disagreed with some of the planning applications recommendations from the Parish Council.
2. Concerns were expressed about a declaration of interest on a previous planning application, as the member of the public stated that the councillor is a friend of the applicant. Councillor Macpherson declared that he would not benefit whether or not planning were granted. He just wishes the site to be tidied up. The member of the public said there was a perception of interest in the application.
3. Hedgerow 'allegedly illegally removed'. this is not a parish council issue, only discussed at Parish Council meeting to share information, no correspondence was received by Parish Council.

1. Reminder by the Chairman of the Councils expectations for the audio or visual recording of this meeting

No requests to record the meeting have been received.

The chairman reminded councillors of the Covid-19 risk assessment for the meeting as well as meeting procedures.

2. Apologies for absence and approve reasons for absence

Apologies received from: Councillor S March.

Present: Councillor Mr A Wilde (Chairman), Councillor Mr I Macpherson, Councillor Mrs E Griffin and Councillor Mr S Agar and County Councillor Mr D Hugill.

3. Minutes of December's meeting

The minutes of December's meeting were discussed, proposed, seconded, and resolved.

The Chairman thanked Councillor Macpherson for installing and decorating the village Christmas tree.

4. Matters Arising from last month's meeting

- 4.1 Planning Issues – Thanked Mr Berry for attending December's meeting. Ask Mr Berry about caravan sites and any correspondence.
- 4.2 Police Report – PCSO Dunn from December-January. Nothing to report.
- 4.3 Footpaths, Bridges and Stiles. A number of motorbikes went down village and down bridlepath at speed, suggested some gates possibly to slow them down? Discussed a few years ago and a gate was suggested then. Motorcyclists are courteous and slow down when they come across public on the route. Discussed a sign for all users to be courteous to each other, Councillor Macpherson will look into and Councillor Agar will try to contact TRF to get a conversation going. Asked Mr Brown for 6 more gates to make footpaths more accessible. Stell inspection is due. Questionnaire received in from Arrietty Heath, share with councillors and responded via email. Response received and tools have been ordered, as promised several times. Register footpaths before 2026, update and submit footpath report.

- 4.4 Annual Returns – Discussed the objections to the Annual returns. the public. Provisional decision received for this year, still under objection from a member of the public so unable to complete it.
- Discussed the appointment of the internal auditor, It was agreed to use Brisleys.
- 4.5 Potto Parish Plan – Spreadsheet has been updated with completed and ongoing projects, will be added to the website. Update spreadsheet now speed sign has been purchased and will be fitted shortly.
- 4.6 Traffic Calming – Two signs will be purchased between the 3 villages; forms have been completed to arrange electrical hook-up points on lamppost within the village. Awaiting date for speed sign to be installed, it has been delivered and one has been installed in Crathorne's.
- 4.7 Potto Village Hall – Monthly meeting minutes have been received and circulated. Queried a silver birch has been asked to be removed from Potto Village Hall car park by Potto Village Hall committee as it is 'a nuisance' to be queried as we are having a tree-planting initiative. Potto Village Hall trustees meeting was held on Monday went through finances.
- 4.8 Tree Planting – Councillor Griffin contacted Hills nursery and asked for a proposal from Potto Parish Council, possibly a discount for trees for the Queens jubilee. Circulate website of woodlands trust. It was noted that a few of those previously planted had been lost following planting in previous years. Councillor Griffin will get back in touch with the man at Hills and look into more funding for trees for the Jubilee.

5. Report from County and District Councillors

County Councillor Hugill discussed consultation for Hambleton District Council budget. North Yorkshire County Council budget setting, he will circulate a video to councillors about the budget, more pressures in some areas than others and adult social care. Council tax increase of around 4% and will be agreed in February. Unitary council coming soon will hopefully set out more budget spending in different areas.

Highways – quote for fixing the broken finger sign of £1,600, full renovation a few years ago was £3,000, Councillor Hugill is keen for this to remain maintained as he gave some funds towards it when it was renovated before. Councillor Macpherson will ask for a quote from the original contractor for another quote. Councillor Griffin asked if its insured, if we adopt it can we insure it as a council? Something to look at going forward.

Discussed 'bend in road' sign missing from opposite the end of the road to the Village Hall. Councillor Hugill will raise this as the hedge will need cutting back and sign reinstating as it could be dangerous.

Bilsdale Mast – in Hutton Rudby 29 residents have been helped. Had a few residents have registered in Potto. Communication centre open for people to get help.

Spoke to highways engineer regarding planning application in Potto at The Old Orchard and he measured visibility splays and said they were adequate, however, access at the Rawcliffe lane end is more dangerous.

Hambleton local plan - will be going to cabinet in February which will last until 2036.

6. Planning Applications to consider and decide upon

- 6.1 21/02874/FUL – Replacement of porch and utility room extension. Glen Lyons, Goldgate, Swainby. **Recommended approval.**

7. Planning Decisions of Hambleton District Councils

- 7.1 21/02522/CAMP - Notification for application to operate a Certified Location small 5 pitch site for caravans, motorhomes and trailer tents. Woodhaven, Goulton Lane, Potto. Caravan & Motorhome Club have put in the application (and are responsible for determining the application), 4 caravan sites in the parish is a bit of overkill. Local economy would benefit from tourists. Dangerous entrance, on a blind bend and Preston's lorries use it frequently. PPC comments submitted via Hambleton. **Awaiting Decision.**
- 7.2 Ref. No: 21/00613/FUL - Alterations at Goulton Beck Holiday Park to form an additional 12 Static Pitches. Goulton Beck Caravan Site, Goulton Lane, Potto. Comments sent to Hambleton as closing date was before next Parish Council meeting. Flood prevention measures now submitted. **Awaiting Decision.**
- 7.3 Container on land adjacent to Rawcliffe, Cooper Lane, Potto. Owner was given 28 days to apply for planning permission or remove the container. Nothing has happened and awaiting enforcement team to get involved.

8. Matters requested by Councillors

- 8.1 Missing finger sign – Discussed under item 5.

9. Finance

- 9.1 To receive bank reconciliation and budget comparison to 19 January 2022.
- | | |
|------------------------|-------------|
| Community Account | £ 5,263.09 |
| Business Saver Account | £ 10,001.73 |
- 9.2 Precept – Sent off to Hambleton.
- 9.3 To note budget situation – Current finances OK.

10. Correspondence

To note correspondence received not specifically dealt with on this agenda;

- 10.1 Emails from members of the public. Discussed and a response has been sent.
- 10.2 Emails from members of the public. Discussed and a response has been sent.
- 10.3 ICO request. Discussed and a response will be sent accordingly.
- 10.4 ICO request. Discussed and a response has been sent.

11. Any Other business

None

12. To confirm date & time of next meeting

Next month's meeting date Wednesday 16 February 2022 at 7.00pm

The Chairman declared the meeting closed at 8.20 pm

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON
WEDNESDAY 16 FEBRUARY 2022 AT 7.30 PM AT POTTO VILLAGE HALL**

Meeting open to the public

2 members of the public present.

A member of the public noted that following the meeting in December attended by Mr Berry, he wished to discuss why Hambleton Planning department continues to ignore the parish's wishes. The chairman has had several correspondences with Mr Berry following the December meeting, however the concerns above have not been clarified. The member of the public asked if it's worth the Parish Council deciding upon any planning applications if they are ignored anyway and are we wasting our time with contentious planning applications? Both Potto residents and Councillors were concerned at his admittance that he made the decision on a very contentious planning application alone, and didn't take to the planning committee. Elected representatives within the village (Parish Councillors) represent the villagers and should have some weight behind it if they object. The Parish Council will follow up with Mr Berry.

1. Reminder by the Chairman of the Councils expectations for the audio or visual recording of this meeting

No requests to record the meeting have been received.

The chairman reminded councillors of the Covid-19 risk assessment for the meeting as well as meeting procedures.

2. Apologies for absence and approve reasons for absence

Apologies received from: None

Present: Councillor Mr A Wilde (Chairman), Councillor Mr I Macpherson, Councillor Mrs E Griffin and Councillor Mr S Agar, Councillor S March and County Councillor Mr D Hugill.

3. Minutes of January's meeting

The minutes of January's meeting were discussed, proposed, seconded, and resolved.

4. Matters Arising from last month's meeting

4.1 Planning Issues – Discussed in public meeting.

4.2 Police Report – PCSO Lodge from January-February. Nothing to report. Police attend the Stokesley farmers market, next 19 February.

4.3 Footpaths, Bridges and Stiles. Councillor Macpherson walked the contentious footpath from Preston's of Potto to Hutton Rudby with Emma, the Clerk from Hutton Rudby Parish Council. There are some areas with high thistles but found it overall quite passable; however, no access for dogs, only high stiles. Councillors will look at getting some gates in these locations. County Councillor Hugill has spoken to Mr J Preston regarding the length along his land and will be walking it tomorrow with him. Councillor Macpherson spoke to Mr McCarthy who is working with Andy Brown, him and Arietty Heath will arrange a walkaround and arrange to get some more free gates, County Councillor Hugill would like to be included in the walk.

- 4.4 Annual Returns – Discussed the objections to the Annual returns. Provisional decision received for this year, still under objection from a member of the public so unable to complete it. Due end of March for internal audit. As previously discussed, it was noted that if we were planning on being a parish meeting, we would be unable to raise funds so it was agreed to stay as a Parish Council.
- 4.5 Potto Parish Plan – Spreadsheet has been updated with completed and ongoing projects and has been added to the website.
- 4.6 Traffic Calming – Speed signs have been purchased between the 3 villages; hook-up point has been done on lamppost within the village. Speed sign to be installed at the end of the month, it is currently being used by Crathorne. Seamer has asked the Chairman to attend their parish council meeting in March.
- 4.7 Potto Village Hall – Monthly meeting minutes have been received and circulated. Next events, new year dinner and Potto Bake off. Queried with the Village Hall chairman regarding the silver birch has been asked to be removed from Potto Village Hall car park as it is ‘a nuisance’ dropping leaves and growing close together and to ‘open up’ the view. It was noted that responsibility lay with the Village Hall Trustees however the Council noted that they do not wish for them to be chopped down but managed better.
- 4.8 Potto Street Sign – Confirmation came through today, £1,600 has been awarded to PPC towards fixing the broken finger sign. Query ‘shortening’ of signs. Thanked Councillor Hugill for his efforts.
- 4.9 ICO Complaints - 2 received recently.
4.9.1 IC-146133-F9Z0 - resend email which was previously sent.
4.9.2 IC-92577-B2D6 regarding trustee’s information request, no action required.
4.9.3 Request for review by a member of the public – Completed, respond to request.
4.9.4 Request for review by a member of the public – Completed, respond to request.
- 4.10 Tree Planting – Councillor Griffin contacted Hills nursery regarding the Queens Green Canopy initiative, download circulated, we just need to choose a tree we want to plant for the Queens Jubilee. Councillor Macpherson sent some more information gained from Hutton Rudby regarding the Woodland Trust funding trees. We did not make the criteria for trees as needs to be in a copse, not hedgerow, but can provide hedgerow plants to fill in gaps. Can the Parish Council fund trees themselves? Get quotes from Hills, planting season ends in March. Put on Potto Patter to gain views.

5. Report from County and District Councillors

County Councillor Hugill attended County Council meeting face-to-face for first time in 2 years. HDC confirmed a council tax increase of 3.99%. Unitary council coming soon will hopefully set out more budget spending in different areas. Cllr Hugill noted that a £55,000 saving to residents in travel expenses saved by meeting virtually over the past 2 years.

Local government review is coming soon. Discussed waste and Election will be called in March and the council will now go into pre-election mode and election will be first week in May.

NYCC now provides updates on weather warnings and you can follow gritters online. New cameras have been placed in difficult areas i.e., Clay bank, so you can look at real-time camera pictures to see if any snow lying.

Hambleton local plan – has gone to cabinet and will last until 2036.

6. Planning Applications to consider and decide upon

- 6.1 Ref. 21/02922/FUL - Provision of 1st floor lean-to canopy to the southwest gable wall at first floor level - The Old Orchard, Cooper Lane, Potto.
Councillors unanimously had no objections.
- 6.2 Ref. 22/00273/FUL - Demolition of existing cottage and the construction of a detached Dwelling with attached Annex. 11 Cooper Lane, Potto.
Councillor Griffin declared a personal interest. The chairman has received correspondence and spoken to a number of parishioners regarding concerns about the application. The proposed house would be 8.5 meters tall which is taller than houses either side. Location is highest point in village and current house is connected to the gable of a grade 2 listed property, would it effect it structurally? Councillor Agar said that the design statement is lacking in a lot of areas. Not in keeping with the street scene, out of keeping with the size of houses around could be more sympathetic and in-keeping with street scene. Enquired with if we could call in planning committee regarding build form and character and also it being attached to the gable of the grade 2 listed property? Comments to be sent to Councillor Hugill with request to call in the planning committee. Councillors unanimously agreed to object the application.

7. Planning Decisions of Hambleton District Councils

- 7.1 21/02874/FUL – Replacement of porch and utility room extension. Glen Lyons, Goldgate, Swainby. **Awaiting Decision.**
- 7.2 Ref. No: 21/00613/FUL - Alterations at Goulton Beck Holiday Park to form an additional 12 Static Pitches. Goulton Beck Caravan Site, Goulton Lane, Potto. **Awaiting Decision.**
- 7.3 Container on land adjacent to Rawcliffe, Cooper Lane, Potto. Owner was given 28 days to apply for planning permission or remove the container. Nothing has happened and awaiting enforcement team to get involved.

8. Matters requested by Councillors

None

9. Finance

- 9.1 To receive bank reconciliation and budget comparison to 16 February 2022.
- | | |
|------------------------|-------------|
| Community Account | £ 4,973.09 |
| Business Saver Account | £ 10,001.73 |
- 9.2 2021/22 accounts – Information for internal audit to be prepared
- 9.3 2022 Insurance £240.00 – Agreed.
- 9.4 New defibrillator Pads £40.00 – Agreed.
Revisit defibrillator and first aid training - Agreed
- 9.5 Invoice for speed sign £4,482.00 - £4,000.00 grant received and we can claim VAT back.
- 9.6 To note budget situation – Review of current finances - OK.

10. Correspondence

To note correspondence received not specifically dealt with on this agenda;

- 10.1 Emails from members of the public. Complaint against the clerk by a member of the public is not allowed, the Clerk is an employee of the Parish Council, Complainant has requested an internal review. Discussed and a response will be sent. Copy of the complaint to be sent to SLCC for advice.
- 10.2 Email from RAF Leeming regarding increased activity.
- 10.3 Email from HDC elections will be upcoming in May.
- 10.4 Email from another Parish Council, asking for who provided our website. Discussed and a response has been sent.
- 10.5 Letter from Councillor Bridget Fortune who will be our new District Councillor if elected.

11. Any Other business

None

12. To confirm date & time of next meeting

Next month's meeting date Wednesday 23 March 2022 at 7.00pm

- Postponed by 1 week due to a number of councillors being unavailable.

The Chairman declared the meeting closed at 8.40 pm

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON
WEDNESDAY 23 MARCH 2022 AT 7.00 PM AT POTTO VILLAGE HALL**

1. Reminder by the Chairman of the Councils expectations for the audio or visual recording of this meeting

No requests to record the meeting have been received.

The chairman reminded councillors of the Covid-19 risk assessment for the meeting as well as meeting procedures.

2. Apologies for absence and approve reasons for absence

Apologies received from: Councillor Mr S Agar

Present: Councillor Mr A Wilde (Chairman), Councillor Mr I Macpherson, Councillor Mrs E Griffin
Councillor S March and County Councillor Mr D Hugill.

3. Minutes of February's meeting

The minutes of February's meeting were discussed, proposed, seconded, and resolved.

4. Matters Arising from last month's meeting

- 4.1 Police Report – PCSO Daniels from February-March. Nothing to report. Councillor Wilde attended the Seamer PC meeting and a PCSO was in attendance there.
- 4.2 Footpaths, Bridges and Stiles. Councillor Macpherson has been liaising with Geoff McCarthy, himself and Arriety Heath will be coming to Potto 28 April to have a walk around the footpaths, to understand the scope of work we have been doing and hopefully obtain the tools and gates requested.
Mr Beale will trim a small part of the bridleway hedges before the end of the month.
Discussed the bridleway footpath, Councillor Macpherson will speak to Mr Coxon for advice on erosion of banks.
- 4.3 Annual Returns – Provisional decision received for this year, still under objection from a member of the public so unable to complete it.
- 4.4 Potto Parish Plan – No update.
- 4.5 Traffic Calming – Speed sign now in place for next six weeks.
- 4.6 Potto Village Hall – Monthly meeting minutes have been received and circulated.
Next event 'The Great Jubilee Potto Bake Off' 2 April, Easter coffee morning 18 April.
A member of the public has queried the ownership of the Village Hall.
- 4.7 Potto Street Sign – Funding of £1,600 has been received by PPC towards fixing the broken finger sign. Thanked Councillor Hugill.
- 4.8 ICO Complaints - 2 received recently, reviewed and commented.
- 4.9 Tree Planting – Councillor Griffin received 30 pieces of hedging from the woodland trust.
Discussed trees growing in Potto Village Hall car park, they will provide replacement trees for elsewhere in the village. Councillor Macpherson is against removing any trees from the car park.

5. Report from County and District Councillors

County Councillor Hugill visited the new crematorium. Discussed the new bridge into Northallerton, it is nearly finished but will require testing before it is opened to the public.

Local government review is coming soon and the council will now go into pre-election mode and election will be first week in May.

David visited Bilsdale mast recently, lots of work ongoing at the moment, awaiting planning permission for the new larger lattice mast which is much safer in the event of a fire.

Hambleton local plan – has gone to cabinet and will last until 2036.

6. Planning Applications to consider and decide upon

- 6.1 Ref. 22/00346/TPO – Works to chestnut tree subject to Tree Preservation Order 1978/02. The Hall, Potto Hall, Black Horse Lane, Potto. Councillors unanimously had no objections.

7. Planning Decisions of Hambleton District Councils

- 7.1 Ref. 21/02874/FUL – Replacement of porch and utility room extension. Glen Lyons, Goldgate, Swainby. **Agreed**
- 7.2 Ref. 21/02922/FUL - Provision of 1st floor lean-to canopy to the southwest gable wall at first floor level - The Old Orchard, Cooper Lane, Potto. **Agreed**
- 7.3 Ref. 22/00273/FUL - Demolition of existing cottage and the construction of a detached Dwelling with attached Annex. 11 Cooper Lane, Potto. **Awaiting Decision.**
- 7.4 Ref. No: 21/00613/FUL - Alterations at Goulton Beck Holiday Park to form an additional 12 Static Pitches. Goulton Beck Caravan Site, Goulton Lane, Potto. **Awaiting Decision.**
- 7.5 Ref. 21/02458/FUL - Change of use of an agricultural building to a dwelling and associated works, including demolition of single-storey outbuildings. Agricultural Building, Land Adjacent to Rawcliffe, Cooper Lane. **Awaiting Decision.**
- 7.6 Container on land adjacent to Rawcliffe, Cooper Lane, Potto. Owner was given 28 days to apply for planning permission or remove the container. Nothing has happened and awaiting enforcement team to get involved.

8. Matters requested by Councillors

None

9. Finance

- 9.1 To receive bank reconciliation and budget comparison to 16 February 2022.
- | | |
|------------------------|-------------|
| Community Account | £ 1,736.81 |
| Business Saver Account | £ 10,001.73 |
- 9.2 2021/22 accounts – Information for internal audit to be prepared
- 9.3 Invoice for hedge trimmer repair £ 47.30 – Agreed.
- 9.4 YLCA Annual membership £133.00 – Agreed.
- 9.5 Clerks Salary Reconciliation £ 140.40 – Agreed.
- 9.6 To note budget situation – Review of current finances - OK.
- 9.7 Annual return for 2021 / 22 due.

10. Correspondence

To note correspondence received not specifically dealt with on this agenda

10.1 A number of emails were discussed and actioned

11. Any Other business

Councillor Griffin discussed the amount of litter around the roads, County Councillor Hugill said he would be able to source litter-picking equipment from Hambleton, including litter pickers, hi-viz vests and bags. They will also collect the rubbish afterwards but discussed hazards of working on roads over 40mph. Agreed 10 April 2022, put information on Potto Patter.

12. To confirm date & time of next meeting

Next month's meeting date Wednesday 20 April 2022 at 7.00pm

The Chairman declared the meeting closed at 8.30 pm

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON
WEDNESDAY 20 APRIL 2022 AT 7.00 PM AT POTTO VILLAGE HALL**

1. Reminder by the Chairman of the Councils expectations for the audio or visual recording of this meeting

No requests to record the meeting have been received.

2. Apologies for absence and approve reasons for absence

Apologies received from: Councillor S March and County Councillor Mr D Hugill.

Present: Councillor Mr A Wilde (Chairman), Councillor Mr I Macpherson, Councillor Mrs E Griffin and Councillor Mr S Agar.

3. Minutes of March's meeting

The minutes of March's meeting were discussed, proposed, seconded, and resolved.

4. Matters Arising from last month's meeting

- 4.1 Police Report – PCSO Dunn from March-April: 1 antisocial behaviour and 1 violence against a person. "not relevant to meeting" noted against each incident. No further information provided.
- 4.2 Footpaths, Bridges and Stiles.
- Councillor Macpherson has been liaising with Geoff McCarthy, himself and Arrietty Heath will be coming to Potto 28 April to have a walk around the footpaths, to understand the scope of work we have been doing and hopefully obtain the tools and gates requested.
 - Councillor Macpherson also spoke to Steve Dawson to spray footpath across his field.
- 4.3 Annual Returns.
- The external auditors have almost completed their Investigation into the objections to the Annual Returns of recent years made by a member of the public, a public interest report will be completed by PKF Littlejohn to document their findings.
 - The Annual Governance Statement for 2021/22 was discussed and each point discussed and agreed
 - The Annual Accounting statement for 20221/22 was discussed and approved by Potto Parish Council.
 - It was noted that a member of the public has been contacting a number of parties associated with Potto Parish Council to complain about the council, this is a continuation of this individuals harassment of Potto Parish Council and its members.
- 4.4 Potto Parish Plan – No update.
- 4.5 Traffic Calming – Downloaded Data from speed sign which has been in place for six weeks. Over 20,428 vehicles entering the village in one direction (from Prestons). The fastest vehicle was recorded entering the village at 60mph at 7:30am on 21 March. The average speed of vehicles during this period was 32mph speed over the 6 weeks. Speed sign has now been moved to Seamer for next six weeks. Downloaded data will be posted on Potto Patter.
- 4.6 Potto Village Hall – Monthly meeting minutes have been received and circulated. Easter coffee morning was held on 18 April. Unfortunately, 'The Great Jubilee Potto Bake Off' was cancelled due to lack of ticket sales. Next events:
- Elephant Rock – Friday 13th May 2022 – Badapple Theatre
 - Christening of Orley – Grandson of Diane & John Hitchin – Sunday 15th May 2022
 - Jubilee Celebrations Weekend – BBQ Sunday 5th June 2022

- 4.7 Potto Street Sign – Funding of £1,600 has been received by PPC towards fixing the broken finger sign from County Councillor Mr D Hugill. Work is currently ongoing.
- 4.8 ICO Complaints - 2 received last month, reviewed and commented.
- 4.9 Tree Planting – Councillor Griffin received 30 pieces of hedging from the woodland trust. Two email s have been received from members of the public regarding ways of commemorating the Queens Jubilee including a new bus stop and rose garden. Discussed this year’s Potto project and how we can link to the Queens Jubilee including a bench and/or plaque. Also discussed road to Prestons of Potto, lots of people walk the route and there’s no footpath.
- 4.10 Policies and Procedures. All policies and procedures have been reviewed and updated and will be updated on the website in due course.
- 4.11 Litter Picking – 8 volunteers turned up and County Councillor Mr D Hugill kindly provided all the health and safety equipment. 14 bags of litter were collected. Thank you to all involved.

5. Report from County and District Councillors

County Councillor Hugill was not present due to the upcoming elections.

6. Planning Applications to consider and decide upon

- 6.1 Ref. 21/00039/REFUSE - Application for outline planning permission with for the construction of two detached dwellings. Land to the west of 50 and 52 Cooper Lane. This is an appeal received following the previously refused application. Re-submit original comments.

7. Planning Decisions of Hambleton District Councils

- 7.1 Ref. 22/00346/TPO – Works to chestnut tree subject to Tree Preservation Order 1978/02. The Hall, Potto Hall, Black Horse Lane, Potto. **Granted.**
- 7.2 Ref. 22/00273/FUL - Demolition of existing cottage and the construction of a detached Dwelling with attached Annex. 11 Cooper Lane, Potto. **Awaiting Decision.**
- 7.3 Ref. No: 21/00613/FUL - Alterations at Goulton Beck Holiday Park to form an additional 12 Static Pitches. Goulton Beck Caravan Site, Goulton Lane, Potto. **Awaiting Decision.**
- 7.4 Ref. 21/02458/FUL - Change of use of an agricultural building to a dwelling and associated works, including demolition of single-storey outbuildings. Agricultural Building, Land Adjacent to Rawcliffe, Cooper Lane. **Awaiting Decision.**
- 7.5 Container on land adjacent to Rawcliffe, Cooper Lane, Potto. Owner was given 28 days to apply for planning permission or remove the container. Nothing has happened and awaiting enforcement team to get involved.

8. Matters requested by Councillors

- Elections were uncontested.
- Verges within the Parish have been eroded badly in some areas within the Parish. Discussed badly patched roads over mud and weeds. Contact Highways.

9. Finance

9.1 To receive bank reconciliation and budget comparison to 20 April 2022.
Community Account £ 4,040.21
Business Saver Account £ 10,001.98

9.2 To note budget situation – Review of current finances - OK.

9.3 Invoice for grass cutting received.

9.4 Approved invoice for SLCC

10. Correspondence

To note correspondence received not specifically dealt with on this agenda.

10.1 A number of emails were discussed and actioned.

11. Any Other business

None

12. To confirm date & time of next meeting

Next month's meeting date Wednesday 18 May 2022 at 7.00pm

The Chairman declared the meeting closed at 8.20 pm

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON
WEDNESDAY 18 MAY 2022 AT 7.00 PM AT POTTO VILLAGE HALL**

1. Election of chair

Unanimously agreed to elect Councillor Wilde as Chairman again for this year.

2. Acceptance of office

Cllr Wilde accepted the nomination

3. Reminder by the Chairman of the Councils expectations for the audio or visual recording of this meeting

A request to record the meeting was received by a member of the public, however they were not present.

4. Apologies for absence and approve reasons for absence

Apologies received from: None

Present: Councillor Mr A Wilde (Chairman), Councillor Mr I Macpherson, Councillor Mrs E Griffin, Councillor S March, Councillor Mr S Agar, Councillor Mr D Huggill and County Councillor Bridget Fortune.

5. Minutes of April's meeting

The minutes of April's meeting were discussed, proposed, seconded, and resolved.

6. Matters Arising from last month's meeting

- 6.1 Police Report – PCSO Donald from April-May: 1 violence against a person. “not relevant to meeting” noted against each incident. No further information provided.
- 6.2 Footpaths, Bridges and Stiles.
 - Councillor Wilde met with Geoff McCarthy, and Arriety Heath walked some of the footpaths to review the proposed locations for gates, tools and gates 6 and posts have been received.
 - Trees with ash dieback on bridleway, shown to Geoff McCarthy and bridleway will need temporarily closing and removing. Closure dates will be publicised on Potto Patter.
 - Reports of blocked footpath off Goulton Lane received from a member of the public, site visited with Geoff McCarthy and he will contact the land owner.
 - Councillor Macpherson also spoke to Steve Dawson to spray footpath across his field.
- 6.3 Annual Returns.

The external auditors have almost completed their Investigation into the objections to the Annual Returns of recent years made by a member of the public, a public interest report will be completed by PKF Littlejohn to document their findings.
- 6.4 Potto Parish Plan – No update.
- 6.5 Traffic Calming – Speed sign has now been moved to Seamer for next six weeks.
- 6.6 Potto Village Hall.
 - Monthly meeting minutes have been received and circulated.
 - AGM minutes have been received and circulated.
 - Elephant Rock – by Badapple Theatre was held on Friday 13th May 2022.

- Christening of Orley – Grandson of Diane & John Hitchin – Sunday 15th May 2022.
- Jubilee Celebrations Weekend – BBQ Sunday 5th June 2022.

- 6.7 Potto Street Sign – Funding of £1,600 has been received by PPC towards fixing the broken finger sign from County Councillor Mr D Hugill. Work is currently ongoing.
- 6.8 ICO Complaints - 2 received last month, reviewed and commented.
- 6.9 Tree Planting/ Queens Platinum Jubilee – Discussed potential location on corner of bridleway, trees or bench with plaque.
- 6.10 Policies and Procedures. All policies and procedures have been reviewed and updated and will be updated on the website in due course.

7. Report from County and District Councillors

County Councillor Fortune is now representing the County, she discussed “20 is Plenty” stickers for wheelie bins and streamlining the transition between the two councils. Some council tax increases will happen in time. Planning will stay with Hambleton until March 2023 then will be new unitary committee.

Councillor Hugill, local plan will run until 2035. Councillor Hugill now operating as an Independent at a District Council level and there has been a number of changes was last representing the district. Discussed increase in pollutants getting into the Tees and resulting algae blooms.

8. Planning Applications to consider and decide upon

- 8.1 Ref. 22/00984/FUL – Change of use of land for the siting of 3 holiday chalets. Land to the south of Butcher Lane, Potto. Tastefully designed chalets. Concerns that there are already 6 sites within a small parish with caravans/chalets on including two certified sites. Low local amenities available. Comments will be sent.

9. Planning Decisions of Hambleton District Councils

- 9.1 Ref. 22/00273/FUL - Demolition of existing cottage and the construction of a detached Dwelling with attached Annex. 11 Cooper Lane, Potto. **Awaiting Decision.** Correspondence received requesting if the Parish Council holds any historic information on 11 Cooper Lane.
- 9.2 Ref. 21/00039/REFUSE - Application for outline planning permission with for the construction of two detached dwellings. Land to the west of 50 and 52 Cooper Lane. **Refused – now under appeal.**
- 9.3 Ref. 21/00613/FUL - Alterations at Goulton Beck Holiday Park to form an additional 12 Static Pitches. Goulton Beck Caravan Site, Goulton Lane, Potto. **Awaiting Decision.**
- 9.4 Ref. 21/02458/FUL - Change of use of an agricultural building to a dwelling and associated works, including demolition of single-storey outbuildings. Agricultural Building, Land Adjacent to Rawcliffe, Cooper Lane. **Awaiting Decision.**
- 9.5 Container on land adjacent to Rawcliffe, Cooper Lane, Potto. Owner was given 28 days to apply for planning permission or remove the container. Nothing has happened and awaiting enforcement team to get involved.

10. Matters requested by Councillors

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

11. Finance

11.1 To receive bank reconciliation and budget comparison to 18 May 2022.

Community Account	£ 7,744.86
Business Saver Account	£ 10,001.98

11.2 To note budget situation – Review of current finances - OK. Accounts with Roger Brisley who is completing internal audit.

11.3 £134.95 received from Hambleton Borough Council for grass cutting.

12. Correspondence

To note correspondence received not specifically dealt with on this agenda.

12.1 A number of emails were discussed and will be actioned accordingly.

13. Any Other business

None

14. To confirm date & time of next meeting

Next month's meeting date Wednesday 15 June 2022 at 7.00pm

The Chairman declared the meeting closed at 8.45 pm

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON
WEDNESDAY 15 JUNE 2022 AT 7.00 PM AT POTTO VILLAGE HALL**

1. Reminder by the Chairman of the Councils expectations for the audio or visual recording of this meeting

2. Apologies for absence and approve reasons for absence

Apologies received from: Councillor Mr S Agar, District Councillor David Hugill.

Present: Councillor Mr A Wilde (Chairman), Councillor Mr I Macpherson, Councillor Mrs E Griffin, Councillor S March, County Councillor Bridget Fortune.

3. Minutes of May's meeting

The minutes of May's meeting and the annual assembly for the electors of potto were discussed, proposed, seconded, and resolved.

4. Matters Arising from last month's meeting

- 4.1 Police Report – PCSO Donald from May - June: 1 Burglary - Residential: "Details not relevant to meeting".
- 4.2 Footpaths, Bridges and Stiles.
- Councillor Macpherson is looking for someone to trim back the verges of the bridleway between the village and the bend as it is becoming overgrown. The hedges are also becoming overgrown however cannot be cut back until September.
 - Trees with ash dieback on bridleway, the bridleway was closed and 3 trees have been cut back.
 - Reports of blocked footpath off Goulton Lane received from a member of the public, site visited with Geoff McCarthy and he said he would contact the land owner. check
 - Verges in the Parish – Our normal contractor is currently unavailable; we will contact David Swales as he does other verges in the area.
- 4.3 Annual Returns.
The internal auditor has completed their investigation and report read out. The external auditors have almost completed their Investigation into the objections to the Annual Returns of recent years made by a member of the public, a public interest report will be completed by PKF Littlejohn to document their findings.
- 4.4 Potto Parish Plan – No update.
- 4.5 Traffic Calming – Speed sign has now been moved to Seamer for next six weeks.
- 4.6 Potto Village Hall.
- Monthly meeting minutes have been received and circulated.
 - Jubilee Celebrations Weekend – BBQ was held on Sunday 5th June 2022 140+ attendees.
- 4.7 Potto Street Sign – Funding of £1,600 has been received by PPC towards fixing the broken finger sign from District Councillor Hugill. Work is currently ongoing.
- 4.8 ICO Complaints - , reviewed and commented.
- 4.9 Tree Planting/ Queens Platinum Jubilee – Discussed potential location on corner of bridleway, trees or bench with plaque.

- 4.10 Policies and Procedures. All policies and procedures have been reviewed and updated and have now been updated on the website.
- 4.11 Jubilee Project – Ongoing, awaiting update from Councillor Agar. Councillor Fortune may have some funding from the locality fund available towards the project.

5. Report from County and District Councillors

County Councillor Fortune discussed “20 is Plenty” stickers for wheelie bins brought a sample of the sticky-backed signs. More can be obtained from www.20splenty.org for a small fee. Councillor Fortune has obtained an update on 3 of the long-pending planning applications. Councillor Fortune thanked the Chairman for providing indigenous trees for Seamer Parish Council.

6. Planning Applications to consider and decide upon

- 6.1 Ref: 22/01225/FUL - Construction of Summerhouse, 3 Potto Hall. Retrospective planning application, it is already nearly built in the field. Should this have had a change field to change of use to a garden? Contact Ann Rawlinson to send someone to see if any breaches have been made. *Copy of complaint received from a member of the public via email.*
- 6.2 Ref: 22/01227/FUL - First Floor Extension, 42 Cooper Lane, Potto. Wanting to make house into dormer bungalow. Discussed windows facing other neighbours.

7. Planning Decisions of Hambleton District Councils

- 7.1 Ref. 22/00984/FUL – Change of use of land for the siting of 3 holiday chalets. Land to the south of Butcher Lane, Potto. **Awaiting Decision.** *Copy of complaint received from a member of the public via email.*
- 7.2 Ref. 22/00273/FUL - Demolition of existing cottage and the construction of a detached Dwelling with attached Annex. 11 Cooper Lane, Potto. **Awaiting Decision.** *Several issues with application including awaiting and seeking advice from heritage consultant.*
- 7.1 Ref. 21/00039/REFUSE - Application for outline planning permission with for the construction of two detached dwellings. Land to the west of 50 and 52 Cooper Lane. **Refused – now under appeal.**
- 7.2 Ref. 21/00613/FUL - Alterations at Goulton Beck Holiday Park to form an additional 12 Static Pitches. Goulton Beck Caravan Site, Goulton Lane, Potto. **Awaiting Decision.** *Issues regarding nitrate neutrality, ongoing research by applicant.*
- 7.3 Ref. 21/02458/FUL - Change of use of an agricultural building to a dwelling and associated works, including demolition of single-storey outbuildings. Agricultural Building, Land Adjacent to Rawcliffe, Cooper Lane. **Awaiting Decision.** *Awaiting amendments to application submitted.*
- 7.4 Container on land adjacent to Rawcliffe, Cooper Lane, Potto. Owner was given 28 days to apply for planning permission or remove the container. Nothing has happened and awaiting enforcement team to get involved.

8. Matters requested by Councillors

Stell – some trees have come down and need removing, need to contact Environmental Agency.

Footpath along Potto Beck is falling in and becoming dangerous. Environmental agency won't do anything as nature needs to take its course. Land owners' responsibility to maintain.

9. Finance

- 9.1 To receive bank reconciliation and budget comparison to 15 June 2022.
- | | |
|------------------------|-------------|
| Community Account | £ 7,644.86 |
| Business Saver Account | £ 10,002.73 |
- 9.2 SLCC Membership annual renewal £70.00 - Agreed
9.3 Payment for internal audit Roger Brisley £100.00 - Agreed
9.4 To note budget situation – Review of current finances - OK.

10. Correspondence

To note correspondence received not specifically dealt with on this agenda.

- 10.1 A number of emails were discussed and will be actioned accordingly.

11. Any Other business

- 11.1 A review of the Clerks salary has been undertaken and it was agreed to revise the clerks salary in line with NALC recommended revised salary scales.

12. To confirm date & time of next meeting

Next month's meeting date Wednesday 20 July 2022 at 7.00pm

The Chairman declared the meeting closed at 8.45 pm

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON
WEDNESDAY 20 JULY 2022 AT 7.00 PM AT POTTO VILLAGE HALL**

1. Reminder by the Chairman of the Councils expectations for the audio or visual recording of this meeting

2. Apologies for absence and approve reasons for absence

Apologies received from: District Councillor David Hugill and County Councillor Bridget Fortune.

Present: Councillor Mr A Wilde (Chairman), Councillor Mr I Macpherson, Councillor Mr S Agar, Councillor Mrs E Griffin and Councillor S March.

3. Minutes of June's meeting

The minutes of June's meeting and the annual assembly for the electors of potto were discussed, proposed, seconded, and resolved.

4. Matters Arising from last month's meeting

4.1 Police Report - PCSO Snowden from June - July: Nothing to report.

4.2 Footpaths, Bridges and Stiles.

- Councillor Macpherson thanked Councillor March for trimming back some of the bridleway.
- Discussed bridleway is still very narrow at the village end due to overgrown trees.
- Councillor Macpherson spoke to parishioner regarding new gate which goes through garden and way markers, will clarify a few points with Geoff McCarthy.
- Date for working party to be set for installing new gates.
- Discussed possibility of an information sign for end of bridleway.

4.3 Annual Returns.

The external auditors have almost completed their investigation into the objections to the Annual Returns of recent years made by a member of the public, a public interest report will be completed by PKF Littlejohn to document their findings.

4.4 Potto Parish Plan - No update.

4.5 Potto Village Hall.

- Monthly meeting minutes have been received and circulated.
- Discussed numerous correspondence regarding the trees in the Village Hall car park.

4.6 Potto Street Sign – Original sign is with Highways and awaiting delivery of it back to the chairman, to look for contact details for original contractor to complete the work.

4.7 ICO Complaints – Nothing to report.

4.8 Tree Planting/Queens Platinum Jubilee - Councillor Agar has circulated and discussed ideas for a bench on the bridleway at the corner. Discussed site photos, sketches different benches etc. Councillor Wilde has previously spoken to Geoff McCarthy regarding sighting something there and he said as long as it doesn't encroach on footpath. Quotes to be sought. Plans to be circulated on Facebook. Circulate a copy of Councillor Agar's sketches to County Councillor Bridget Fortune.

5. Report from County and District Councillors

None present.

6. Planning Applications to consider and decide upon

- 6.1 Ref: 22/01472/HNA – Application for the removal of 190m of hedgerow, OS Field 0078 Parsons Back Lane, Potto. Discussed possibility of relocating hedge as this can be done.
- Mr Jon Berry has left Planning at Hambleton Borough Council.
 - Circulate a copy of Councillor Agar's updated planning spreadsheet to County Councillor Bridget Fortune.

7. Planning Decisions of Hambleton District Councils

- 7.1 Ref: 22/01225/FUL - Construction of Summerhouse, 3 Potto Hall. Retrospective planning application, it is already nearly built in the field. Should this have had a change field to change of use to a garden? Contact Ann Rawlinson to send someone to see if any breaches have been made. **Application refused.**
- 7.2 Ref: 22/01227/FUL - First Floor Extension, 42 Cooper Lane, Potto. Wanting to make house into dormer bungalow. Discussed windows facing other neighbours. **Permission Granted.**
- 7.3 Ref: 22/00984/FUL - Change of use of land for the siting of 3 holiday chalets. Land to the south of Butcher Lane, Potto. **Awaiting Decision.** *Copy of complaint received from a member of the public via email.*
- 7.4 Ref: 22/00273/FUL - Demolition of existing cottage and the construction of a detached Dwelling with attached Annex. 11 Cooper Lane, Potto. **Awaiting Decision.** *Several issues with application including awaiting and seeking advice from heritage consultant.*
- 7.5 Ref: 21/00039/REFUSE - Application for outline planning permission with for the construction of two detached dwellings. Land to the west of 50 and 52 Cooper Lane. **Refused – now under appeal.**
- 7.6 Ref: 21/00613/FUL - Alterations at Goulton Beck Holiday Park to form an additional 12 Static Pitches. Goulton Beck Caravan Site, Goulton Lane, Potto. **Awaiting Decision.** *Issues regarding nitrate neutrality, ongoing research by applicant.*
- 7.7 Ref: 21/02458/FUL - Change of use of an agricultural building to a dwelling and associated works, including demolition of single-storey outbuildings. Agricultural Building, Land Adjacent to Rawcliffe, Cooper Lane. **Awaiting Decision.** *Awaiting amendments to application submitted.*
- 7.8 Container on land adjacent to Rawcliffe, Cooper Lane, Potto. **The container has now been removed.**

8. Matters requested by Councillors

None requested.

9. Finance

- 9.1 To receive bank reconciliation and budget comparison to 20 July 2022.
- | | |
|------------------------|-------------|
| Community Account | £ 7,344.86 |
| Business Saver Account | £ 10,002.73 |
- 9.2 To note budget situation – Review of current finances - OK.

10. Correspondence

To note correspondence received not specifically dealt with on this agenda.

10.1 A number of emails were discussed and will be actioned accordingly.

11. Any Other business

11.1 A review of the Clerks salary has been undertaken and it was agreed to revise the Clerks salary in line with NALC recommended revised salary scales.

11.2 Discussed contacting YLCA regarding Clerk's monthly forum, which is held at 2pm. The Clerk has another full-time job so is unavailable. To request audio recording.

12. To confirm date & time of next meeting

There will be no meeting in August. Next meeting date Wednesday 21 September 2022 at 7.00pm

The Chairman declared the meeting closed at 8.15 pm

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON
WEDNESDAY 19 OCTOBER 2022 AT 7.00 PM AT POTTO VILLAGE HALL**

1. Reminder by the Chairman of the Councils expectations for the audio or visual recording of this meeting

2. Apologies for absence and approve reasons for absence

Apologies received from: District Councillor David Hugill.

Present: Councillor Mr A Wilde (Chairman), Councillor Mr I Macpherson, Councillor Mr S Agar, Councillor Mrs E Griffin and Councillor S March, County Councillor Bridget Fortune.

3. Minutes of July's meeting

The minutes of July's meeting and the annual assembly for the electors of potto were discussed, proposed, seconded, and resolved.

There was no meeting in September due to the national period of mourning for Queen Elizabeth II.

4. Matters Arising from last month's meeting

4.1 Police Report – None received.

4.2 Footpaths, Bridges and Stiles -

- Councillor Macpherson spoke to parishioner regarding new gate which goes through garden and way markers, ready to be installed.
- Date for working party to be set for installing new gates.
- A Mink family have been sighted in Potto Beck.
- Ash dieback on bridleway, Councillor Marsh has been cutting it back.
- Councillor Macpherson brought awareness signs and notice to dog walkers for the bridleway. County Councillor Fortune took a copy to see about getting a few printed on our behalf.

4.3 Annual Returns - 2021/22 complaint by a member of the public has been rejected by PKF Littlejohn. A member of the public has also contacted the internal auditor several times.

4.4 PIR Meeting & Action Plan – Very well attended meeting, 80+ including a member of the press from the D&S. Actions from meeting were sent to the auditor together with minutes and Action Plan, we are currently awaiting comments. The auditor has been asked for the appeal process and we have been informed that there is none. The appeal will be made to PKF Littlejohn and the national audit office. Letters sent to Rishi Sunak by PPC and residents of Potto. *Circulate emails*

4.5 Potto Parish Plan - Ongoing.

4.6 Traffic Calming – Speed sign in village for another 6 months, now in Crathorne. Speed limits are lower, but one vehicle at 4am doing 60+MPH into the village. Seamer village may have further funding for a second sign.

4.7 Potto Village Hall.

- Monthly meeting minutes have been received and circulated.
- Pub night was successful and well attended.
- Next event: "The Killer Question" on 29 October 2022.

- 4.8 Potto Street Sign – Councillor Macpherson is meeting with Cleveland Corrosion tomorrow and will feedback after the meeting.
- 4.9 ICO Complaints – Recent complaint to the Freedom of Information was found to be vexatious and was refused, the complainant is appealing the decision.
- 4.10 Tree Planting/Queens Platinum Jubilee – Councillor Agar has sourced a very good wood carver from Staithes; Steve Iredale - his work can be seen at Guisborough Woods and Danby Lodge Moors Centre. Examples of his work were circulated to councillors. Prices from him are around £1500. Councillor Agar has also sourced carved benches prices around £900 for a bench. Thanks to County Councillor Fortune for grant of £1000 towards the project.
- 4.11 YLCA Meeting – Sheena Spence would like to visit and offer her advice to the Parish Council. Councillors to give availability dates to Clerk.

5. Report from County and District Councillors

Council Tax will increase with the unitary authority and will increase by £47 this coming financial year and a further £47 next financial year. However, Harrogate district will be decreasing. Discussed how finances might be spread around the different areas and the movements of boundary areas. Discussed planning being centralised and possibly discussed remotely. Councillor Agar raised Community Governance Review, discussed where they wanting to move authorities towards Parish Councils? County Councillor Fortune will look into this.

6. Planning Applications to consider and decide upon

- 6.1 Ref: 22/01978/FUL - Demolition of Existing Light Industrial Building and Erection of Replacement Light Industrial Building. Ashfield House, Black Horse Lane, Swainby. Non contentious, recommended approval.
- 6.2 Ref: 22/02370/LBC – Listed building application for remedial works to exposed gable end of Church Cottage (Ref 22/00237/FUL). Discussed amended plans which haven't been circulated. Will send comments.

7. Planning Decisions of Hambleton District Councils

- 7.1 Ref: 22/01472/HNA – Application for the removal of 190m of hedgerow, OS Field 0078 Parsons Back Lane, Potto. Discussed possibility of relocating hedge as this can be done. **Granted.**
- 7.2 Ref. 22/00984/FUL - Change of use of land for the siting of 3 holiday chalets. Land to the south of Butcher Lane, Potto. **Awaiting Decision.**
- 7.3 Ref. 22/00273/FUL - Demolition of existing cottage and the construction of a detached Dwelling with attached Annex. 11 Cooper Lane, Potto. **Awaiting Decision.** *Several issues with application including awaiting and seeking advice from heritage consultant.*
- 7.4 Ref. 21/00039/REFUSE - Application for outline planning permission with for the construction of two detached dwellings. Land to the west of 50 and 52 Cooper Lane. **Refused – now under appeal.**
- 7.5 Ref. 21/00613/FUL - Alterations at Goulton Beck Holiday Park to form an additional 12 Static Pitches. Goulton Beck Caravan Site, Goulton Lane, Potto. **Awaiting Decision.** *Issues regarding nitrate neutrality, ongoing research by applicant.*

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

8. Matters requested by Councillors

None requested.

9. Finance

- 9.1 To receive bank reconciliation and budget comparison to 19 October 2022.
- | | |
|------------------------|-------------|
| Community Account | £ 10,824.86 |
| Business Saver Account | £ 10,005.81 |
- 9.2 PKF Littlejohn PIR Invoices – Currently appealing costs.
- 9.3 Budget review – Current budget is dependant upon outcome of PKF Littlejohn appeal
- 9.4 PKF Littlejohn Invoice – Standard invoice for AGAR review £220 - **Agreed**
- 9.5 WPPC letter – Annual request for financial support £250.00 - **Agreed**
- 9.6 Annual Precept - 2023-24 precept requested from Hambleton.
- 9.7 PhpStorm annual licence renewal – This software allows the Clerk to update the PPC website. Commercial annual subscription with 20% continuity discount is £190.80 (inc. £31.80 tax which we can claim back). **Agreed**

10. Correspondence

To note correspondence received not specifically dealt with on this agenda.

- 10.1 An email was received from North Yorkshire Police. A local resident contacted the police following a visitor from a councillor at his home. Sent email to YLCA and said Police response was inappropriate and they do not have the background of the case. The YLCA suggested we contact the Police back regarding this. * Circulate to Councillors before sent off*
- 10.2 A number of emails were discussed and will be actioned accordingly.
- 10.3 A number of emails were received from parishioners giving support for the Parish Council.
- 10.4 A number of emails have been received from a number of reporters from various news sources.

11. Any Other business

- 11.1 A review of the Clerks salary has been undertaken and it was agreed to revise the Clerks salary in line with NALC recommended revised salary scales.
- 11.2 Discussed contacting YLCA regarding Clerk's monthly forum, which is held at 2pm. The Clerk has another full-time job so is unavailable. The Clerk contacted the YLCA and requested audio recordings - Unable to record meetings due to potentially sensitive nature of conversations. YLCA later sent out a questionnaire to Clerks to ask how to engage more which Clerk has completed.

12. To confirm date & time of next meeting

Next meeting date Wednesday 16 November 2022 at 7.00pm

The Chairman declared the meeting closed at 8.45 pm

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON
WEDNESDAY 16 NOVEMBER 2022 AT 7.00 PM AT POTTO VILLAGE HALL**

1 member of the public present.

1. Reminder by the Chairman of the Councils expectations for the audio or visual recording of this meeting

2. Apologies for absence and approve reasons for absence

Apologies received from: District Councillor David Hugill.

Present: Councillor Mr A Wilde (Chairman), Councillor Mr I Macpherson, Councillor Mr S Agar, Councillor Mrs E Griffin and Councillor S March, County Councillor Bridget Fortune.

3. Minutes of October's meeting

The minutes of October's meeting and the annual assembly for the electors of potto were discussed, proposed, seconded, and resolved.

4. Matters Arising from last month's meeting

- 4.1 Police Report – received from PCSO Snowden. Nothing to report, Officers will be at Stokesley Farmers Marker on 19 November where people can have their possessions smart water marked for free.
- 4.2 Footpaths, Bridges and Stiles -
- Councillor Macpherson spoke to parishioner regarding a replacement gate on a footpath that goes through their garden and way markers, which are ready to be installed.
 - Stile broken on the bridleway. Footpath walk to be organised to assess the bridges and stiles in the parish.
 - Date for working party to be set for installing new gates.
 - Ash dieback on bridleway, Councillor Marsh has cut back some of the offending trees. It was noted that there are other trees of concern along the bridleway, there is ongoing work to consult landowners.
 - 2 planks on new bridge over Potto Slack are loose. Councillor Macpherson will try to get this resolved by NYCC together with County Councillor Bridget Fortune.
 - County Councillor Bridget Fortune provided printed awareness signs for the bridleway. The council thanked for her help with this matter.
- 4.3 Annual Returns – In line with the actions from the PIR public meeting, the council have appealed the PIR and associated costs, discussions have been held with the auditors and the council have further contacted the SAAA to raise this matter with them.
- 4.4 PIR Meeting & Action Plan – Actions from meeting were sent to the auditor together with minutes and Action Plan, we are currently compiling revised comments for submission to the auditors. Letters have been sent to our MP Rishi Sunak by PPC and residents of Potto.
- 4.5 Potto Parish Plan – Ongoing, nothing to report.
- 4.6 Traffic Calming – Speed awareness sign will be back in Potto from tomorrow for six weeks. The bend warning sign which was opposite the road to Village Hall is to be reinstated. Highways have spoken to landowners and proposed a revised site adjacent to the Tomahawk, it was noted that this site is outside the limits set in the legislation and guidelines. Sign must be sighted within 45m of the corner, this proposal is over 100m. Discussed a revised location closer to the corner.

- 4.7 Potto Village Hall -
- Monthly meeting minutes have been received and circulated.
 - Phil Harper has decided to stand down as Chairman of the committee, The parish council unanimously noted that he will be sadly missed as he has been excellent in the role, and that replacing him will be a difficult task. It was also noted that younger members of the community should be encouraged to take up these roles as existing member get older.
 - “The Killer Question” play was held on 29 October 2022.
 - Next event: Pub night 17 December 2022.
- 4.8 Potto Street Sign – Sign has been taken away to be repaired.
- 4.9 ICO Complaints – Recent complaint to the Freedom of Information was found to be vexatious and was refused, the complainant is appealing the decision.
- 4.10 Tree Planting/Queens Platinum Jubilee/Memorial – Councillor Agar has met with Steve Iredale and Adam Burton – They are currently looking for suitable materials, possibly red cedar for owl carving. Looking at costings for groundworks and permissions, NYCC are OK with the project. County Councillor Bridget Fortune confirmed no planning permission needed. Discussed plaque, whether to keep the Jubilee plaque or have a memorial plaque to Queen Elizabeth II. Councillors thanked Councillor Agar for his efforts.
- 4.11 YLCA Meeting – Sheena Spence would like to visit and offer her advice to the Parish Council. A selection of possible dates is to be sent to Sheena.

5. Report from County and District Councillors

County Councillor Bridget Fortune has brought new safety signs for the bridleway. New unitary council is busy putting policies together, discussed people who own second house and the proposed new uplift for owners to pay 100% council tax on those homes. It has been on the news today. This is hoped to therefore fund more affordable social housing. Discussed that a hotel in Northallerton will be used solely to house migrants, these people are legally unable to work or volunteer.

6. Planning Applications to consider and decide upon

None

7. Planning Decisions of Hambleton District Councils

- 7.1 Ref: 22/01978/FUL - Demolition of Existing Light Industrial Building and Erection of Replacement Light Industrial Building. Ashfield House, Black Horse Lane, Swainby. **Awaiting Decision.**
- 7.2 Ref: 22/02370/LBC – Listed building application for remedial works to exposed gable end of Church Cottage (Ref 22/00237/FUL). **Awaiting Decision.**
- 7.3 Ref. 22/00984/FUL - Change of use of land for the siting of 3 holiday chalets. Land to the south of Butcher Lane, Potto. **Awaiting Decision.**
- 7.4 Ref. 22/00273/FUL - Demolition of existing cottage and the construction of a detached Dwelling with attached Annex. 11 Cooper Lane, Potto. **Awaiting Decision.** Several issues with application including awaiting and seeking advice from heritage consultant.

1059

- 7.5 Ref. 21/00039/REFUSE - Application for outline planning permission with for the construction of two detached dwellings. Land to the west of 50 and 52 Cooper Lane. **Refused – now under appeal.**
- 7.6 Ref. 21/00613/FUL - Alterations at Goulton Beck Holiday Park to form an additional 12 Static Pitches. Goulton Beck Caravan Site, Goulton Lane, Potto. **Granted**

Discussed reports of two shipping containers stacked on top of each other at Brook House. Wondered if it's related to previous planning application for extension.

8. Matters requested by Councillors

None

9. Finance

- 9.1 To receive bank reconciliation and budget comparison to 16 November 2022.
- | | |
|------------------------|-------------|
| Community Account | £ 10,724.86 |
| Business Saver Account | £ 10,005.81 |
- 9.2 PKF Littlejohn Invoices – The current PIR and associated costs are in the process of being appealed.
- 9.3 Budget – The current budget and expected expenditure were discussed.
- 9.4 Precept for 2023/4 – The budget setting report was circulated to Councillors the proposed expenditure, issues and risks were discussed together with the current economic situation. The precept for 2023/4 was proposed and set at £8,000.
- 9.5 Campaign for Rural England Subscription - Agreed
- 9.6 Clerks Salary – The Clerks Salary for November was agreed.
It was noted that the NALC annual salary scales for 2023/4 remain at the current levels.

10. Correspondence

To note correspondence received not specifically dealt with on this agenda.

- 10.1 Call from a member of the public regarding pride in Potto, the ladies are looking to step-down and asked for residents to 'adopt' flower tubs within the village.
- 10.2 Workshops email received from Highways. Invited councillors to attend at the Highways depot in Thirsk.
- 10.3 A number of emails were discussed and will be actioned accordingly.

11. Any Other business

- 11.1 The Chairman thanked Jake Preston for re-instating the sign to divert Preston's of Potto lorries away from the village.

12. To confirm date & time of next meeting

Next meeting date **TUESDAY 20 DECEMBER 2022** at 7.00pm

The Chairman declared the meeting closed at 8.45 pm

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON
TUESDAY 20 DECEMBER 2022 AT 7.00 PM AT POTTO VILLAGE HALL**

1 member of the public present.

1. Reminder by the Chairman of the Councils expectations for the audio or visual recording of this meeting

2. Apologies for absence and approve reasons for absence

Present: Councillor Mr A Wilde (Chairman), Councillor S March, Councillor Mr I Macpherson, Councillor Mr S Agar, Councillor Mrs E Griffin, County Councillor Bridget Fortune and District Councillor David Hugill.

3. Minutes of November's meeting

The minutes of November's meeting were discussed, proposed, seconded, and resolved.

4. Matters Arising from last month's meeting

4.1 Police Report - received from PCSO Snowden. Nothing to report, Officers were in attendance at Stokesley Farmers Marker on 20 December where people could have their possessions smart water marked for free. It was noted that there was one mention of violence against the person in the report, however there were no further details.

4.2 Footpaths, Bridges and Stiles -

- Councillor Macpherson and Councillor Wilde undertook an inspection of the footbridges in the parish on behalf of NYCC footpaths. Vegetation was also cleared around the bridges where required. The inspection identified some issues which need resolving and styles/gates to be replaced. The weather deteriorated so the stiles inspection was not completed.
- County Councillor Bridget Fortune provided some printed awareness signs for the bridleway and have been installed.

4.3 Annual Returns - In line with the actions from the PIR public meeting, the council have appealed the PIR and associated costs, discussions have been held with the auditors and the council have further contacted the SAAA to raise this matter with them.

4.4 PIR Meeting & Action Plan - On hold due to the above.

4.5 Potto Parish Plan - Ongoing, nothing to report.

4.6 Traffic Calming -

- Speed awareness sign is due to be installed back in Potto from tomorrow for six weeks.
- The bend warning sign which was opposite the road to Village Hall is to be reinstated. Highways have spoken to landowners and proposed a revised site adjacent to the Tomahawk, it was noted that this site is outside the limits set in the legislation and guidelines. Sign must be sighted within 45m of the corner, this proposal is over 100m. Discussed a revised location closer to the corner.

4.7 Potto Village Hall -

- Monthly meeting minutes have been received and circulated.
- Pub night was held at the Village Hall 17 December and was well attended.
- Next Event: Cinderella Pantomime Thursday 29 December 2022.

- 4.8 Potto Street Sign - Sign has been repaired and reinstalled. Cllr MacPherson is to query the invoice.
- 4.9 ICO Complaints - Recent complaint to the Freedom of Information was found to be vexatious and was refused, the complainant is appealing the decision.
- 4.10 Tree Planting/Queens Platinum Jubilee/Memorial - Councillor Agar has met with Steve Iredale and Adam Burton - They are currently looking for suitable materials, possibly red cedar for owl carving. Looking at costings for groundworks and permissions, NYCC are OK with the project. County Councillor Bridget Fortune confirmed no planning permission needed. Discussed plaque, whether to keep the Jubilee plaque or have a memorial plaque to Queen Elizabeth II. Councillors thanked Councillor Agar for his efforts. Awaiting a number of quotes.
- 4.11 YLCA Meeting - Sheena Spence would like to visit and offer her advice to the Parish Council. A selection of possible dates is to be sent to Sheena for the new year, as previous dates were unsuitable.
- 4.12 Code of Conduct Complaint – A member of the public raised a Code of Conduct complaint with HDC, the Standards Board have received the complaint and rejected it stating that Councillor Macpherson was not breaching the code of conduct with regards to speaking to a member of the public.

5. Report from County and District Councillors

Cllr Fortune informed the parish council that the new railway bridge in Northallerton has now been opened providing better access to the north of the town.
Hambleton are continuing to keep their services in place until Unitary Council comes into place.
Councillor Macpherson enquired about the bridge for the Coast 2 Coast walk over A19 at Ingleby Arncliffe – County Councillor Fortune said it will be a long way off as no planning, design or funding yet.

6. Planning Applications to consider and decide upon

Ref:22/02621/FUL - Replacement of existing barn with smallholding incorporating change of use to residential and construction of 1 x residential dwelling and ancillary building. OS Field 4649, Goldgate Lane, Swainby.

The application was discussed and, whilst it was thought to be a good design, it is for the construction of an entirely new detached dwelling on the site which is outside the built form of any settlement and in open countryside and as such warrant's consideration by the planning committee and should not be determined by delegated powers.

7. Planning Decisions of Hambleton District Councils

- 7.1 Ref: 22/01978/FUL - Demolition of Existing Light Industrial Building and Erection of Replacement Light Industrial Building. Ashfield House, Black Horse Lane, Swainby. **Awaiting Decision.**
- 7.2 Ref: 22/02370/LBC - Listed building application for remedial works to exposed gable end of Church Cottage (Ref 22/00237/FUL). **Withdrawn**
- 7.3 Ref: 22/00273/FUL - Demolition of existing cottage and the construction of a detached Dwelling with attached Annex. 11 Cooper Lane, Potto. **Withdrawn**
- 7.4 Ref: 22/00984/FUL - Change of use of land for the siting of 3 holiday chalets. Land to the south of Butcher Lane, Potto. **Awaiting Decision.**

- 7.5 Ref. 21/00039/REFUSE - Application for outline planning permission with for the construction of two detached dwellings. Land to the west of 50 and 52 Cooper Lane. **Refused – now under appeal.**

8. Matters requested by Councillors

- 8.1 Newsletter – The Christmas newsletter was distributed throughout village and available on website. Praise received from parishioners.
- 8.2 District Heating Scheme – A resident is looking into a village-based district heating scheme based on ground source heat pumps which would provide an energy ring which individual houses could ‘tap into’. Currently this is at the Feasibility Study phase to understand the viability of the scheme, infrastructure required and cost. It is hoped that if the study indicates that this is a viable option it could provide the opportunity for a pilot project. Currently looking at trying to get funding for the study. Discussed alternatives such as Biomass boilers, currently a scheme in Thormanby near Easingwold.
- 8.3 Email sent to Parishioners - A member of the public has sent an email to many parishioners saying it is from the “Yorkshire Enquirer” however it is from an email address from a free email site, residents are advised to be cautious of possible scams.

9. Finance

- 9.1 To receive bank reconciliation and budget comparison to 20 December 2022.
- | | |
|------------------------|-------------|
| Community Account | £ 10,624.86 |
| Business Saver Account | £ 10,005.81 |
- 9.2 PKF Littlejohn Invoices - The current PIR and associated costs are in the process of being appealed.
- 9.3 Invoice received for Potto Street Sign £1,980.00. Await payment as per Councillor Macpherson.
- 9.4 Cheque for Whorlton Parochial Council to be re-issued, Agreed.
- 9.5 Budget - The current budget and expected expenditure were discussed.
- 9.6 Precept for 2023/4 - The budget setting report was circulated to Councillors the proposed expenditure, issues and risks were discussed together with the current economic situation. The precept for 2023/4 was proposed and set at £8,000.
- 9.7 Annual Campaign for Rural England Subscription – Agreed.
- 9.8 Clerks Salary - The Clerks Salary for November was agreed.
It was noted that the NALC annual salary scales for 2023/4 remain at the current levels.

10. Correspondence

To note correspondence received not specifically dealt with on this agenda.

- 10.1 Emails from Police – Discussed that HDC have found Cllr MacPherson had not breached the code of conduct, and to inform Police of that.
- 10.2 A number of emails were discussed and will be actioned accordingly.

11. Any Other business

- 11.1 The Chairman thanked Preston's of Potto for their annual donation of a Christmas Tree for the village.
- 11.2 The Chairman thanked all of the Councillors and wished them all A very merry Christmas and a Happy New Year.

12. To confirm date & time of next meeting

Next meeting date WEDNESDAY 18 JANUARY 2023 at 7.00pm

The Chairman declared the meeting closed at 8.45 pm