

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON
WEDNESDAY 18 JANUARY 2023 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

Chairman wished everyone a happy new year and congratulations for living in one of the 'coolest' postcodes in the country as reported by The Times newspaper.

2. Apologies for absence and approve reasons for absence

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

Apologies: Mrs J Storey (Clerk), Councillor S March.

3. Minutes of December's meeting

The minutes of December'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.

4.2 Footpaths, Bridges and Stiles -

- Meeting arranged with Dave Swales to look at outstanding work on paths, this could be combined with a stell inspection. Ian & Andy to set date.
- Bollards knocked down on A172, concerns from a member of the public.
- The issue of riverbank erosion was raised for the railway footpath by a member of the public.

4.3 Annual Returns & PIR –

- The on-going appeal for the PIR costs continues, we have been offered a 50% reduction in the invoices, following discussion it was agreed to respond to them and request a further reduction.
- We have been contacted by other Parish Councils who are in a similar position asking for advice regarding the PIR.

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 was installed back in Potto from 03/11/22 to 06/01/2023. Highest speed recorded was 55mph. Stats will be circulated to councillors.
- Discussed 20's Plenty signs available for people's wheelie bins.

4.7 Potto Village Hall -

- Monthly meeting minutes have been received and circulated.
- Revised invoice received for the use of the hall by the Parish Council.
- Potto Village hall is well booked up over the next few months, including art and yoga classes.
- Next Event: Greek Mezze Night, Saturday 11 February.

- Moving the day of the parish council meeting was discussed, this would be possible after April.

- 4.8 ICO Complaints – New complainant received, responses were sent to the complainant regarding their queries, however they continue to request further information.
- 4.9 Tree Planting/Queens Platinum Jubilee/Memorial – A new quote for groundworks has been received, Councillor Macpherson to let other quote know. Stonework to be investigated along with plaque. Discussed requesting donation from Potto Village Hall committee.
- 4.10 YLCA Meeting – We are trying to organise a meeting with the YLCA, either face to face or via video link. A selection of possible dates has been sent to the YLCA, as previous dates were unsuitable. Awaiting a response.

5. Report from County and District Councillors

Cllr Fortune informed the parish council that Hambleton District Council will continue to maintain its services until March 31st 2023, Then the new authority will replace HDC and new committees will take over the services currently on offer. Planning will be dealt with on a local level and feedback into a central committee for information and future planning management.

6. Planning Applications to consider and decide upon

None.

7. Planning Decisions of Hambleton District Councils

- 7.1 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. **Awaiting Decision.**
- 7.2 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.**
- 7.3 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. 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 District Heating Scheme – Ongoing
- 8.2 Email sent to Parishioners – Parishioner are receiving unsolicited email from someone who is using the oil group email list. Many residents are concerned about their personal security and how their emails had been obtained. The emails and information has been forwarded to the Police.
- 8.3 Civility and Respect pledge - NALC and YLCA want councils to sign up to this charter, details to be circulated to councillors.

9. Finance

- 9.1 To receive bank reconciliation and budget comparison to 20 December 2022.
- | | |
|------------------------|-------------|
| Community Account | £ 10,828.86 |
| Business Saver Account | £ 10,011.39 |
- 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 from Cleveland Corrosion - Councillor Macpherson is querying invoice.
- 9.4 Budget - The current budget and expected expenditure were discussed.
- 9.5 Clerks Salary - The Clerks Salary for November was agreed.

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.
- 10.2 Internal Reviews – two internal reviews were considered and 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.

12. To confirm date & time of next meeting

Next meeting date WEDNESDAY 15 FEBRUARY 2023 at 7.00pm

The Chairman declared the meeting closed at 8.45 pm

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON
WEDNESDAY 15 FEBRUARY 2023 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 received.

The chairman reported the passing of a previous chair of Potto Parish Council, Amy Mazingham.

2. Apologies for absence and approve reasons for absence

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

Apologies: Councillor S March, County Councillor Bridget Fortune and District Councillor David 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 Police Report - received from PCSO Daniels. Nothing to report. No mention of car accident at Potto Hall crossroads.
- 4.2 Footpaths, Bridges and Stiles -
- Councillor Macpherson has spoken with Arrietty Heath and meeting tomorrow with Dave Swales to look at outstanding work on paths.
 - Bollards knocked down on A172, concerns from a member of the public - Highways confirmed they will replace them.
 - The lifted plank on the new footbridge over Potto Ellers has been repaired.
- 4.3 Annual Returns & PIR –
- Following appeal on the PIR costs, we have been offered a 70% reduction By PSAA and SAAA in the invoices from the auditors PKF LittleJohn.
 - We have been contacted by other Parish Councils who are in a similar position asking for advice regarding the PIR.
 - A letter has been sent to the National Audit Office.
- 4.4 PIR Meeting & Action Plan - Went through action plan and agreed that all points have been actioned accordingly.
- 4.5 Potto Parish Plan - Ongoing, nothing to report.
- 4.6 Traffic Calming -
- Discussed 20's Plenty signs available for people's wheelie bins.
- 4.7 Potto Village Hall -
- Monthly meeting minutes have been received and circulated.
 - Greek Mezze night was well attended.
 - Next Event: Quiz Night 14 April 2023.

- 4.8 Policies and Procedures. All updated and agreed by Councillors, will be added to the website.
- 4.9 Jubilee Project – Ground work will be starting in the next few weeks. Sculptor is hoping to have the work completed within the next month.
- 4.10 YLCA Meeting – We are trying to organise a meeting with the YLCA, either face to face or via video link. A selection of possible dates has been sent to Sheena Spence, as previous dates were unsuitable. Awaiting a response.

5. Report from County and District Councillors

None present.

6. Planning Applications to consider and decide upon

Ref: 23/0014/FUL – Construction of one dwelling. Land adjacent to Rawcliffe, Cooper Lane, Potto. Councillor Wilde declared an interest as this is a neighbouring property. Discussed barn-like design, materials used in planning and eco-friendliness. Discussed that states delegated decision, will ask to go to panel, as per similar applications. Recommended approval with comments.

7. Planning Decisions of Hambleton District Councils

- 7.1 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. **Awaiting Decision.**
- 7.2 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.**
- 7.3 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: 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 District Heating Scheme – Email from a member of the public, now looking for grants to see if scheme is feasible.
- 8.2 Civility and Respect pledge - Agreed to sign up to this charter.

9. Finance

- 9.1 To receive bank reconciliation and budget comparison to 15 January 2023.

Community Account	£ 10,728.06
Business Saver Account	£ 10,011.39

- | | | | |
|-------------------------------|---------|-----------|--------|
| 9.2 PKF Littlejohn Invoices – | 2017-18 | £2,220.06 | Agreed |
| | 2018-19 | £2,615.41 | Agreed |
| | 2019-20 | £2,919.53 | Agreed |
| | 2020-21 | £1,216.46 | Agreed |

1069

- 9.3 Cleveland Corrosion Invoice - £1,988.00. Agreed
- 9.4 BHIB Ltd insurance - £234.40. Agreed.
- 9.5 Budget - The current budget and expected expenditure were discussed.
- 9.6 Clerks Salary - The Clerks Salary has now been amended at Barclays Bank in line with the current pay scales set by NALC. There was a deficit of £361.80 for past 9 months. Agreed.

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

A vexatious email was sent to a councillor, this has been forwarded to North Yorkshire Police.

12. To confirm date & time of next meeting

Next meeting date WEDNESDAY 15 MARCH 2023 at 7.00pm

The Chairman declared the meeting closed at 8.30 pm.

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON
WEDNESDAY 15 MARCH 2023 AT 7.00 PM AT POTTO VILLAGE HALL**

Meeting Open to the public

One member of the public present

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

No requests received.

2. Apologies for absence and approve reasons for absence

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

Apologies: Councillor Mrs E Griffin.

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 - received from PCSO Daniels. 1 case of antisocial behavioural nuisance.

4.2 Footpaths, Bridges and Stiles -

- Councillor Macpherson reported that a new gate has been installed on the footpath behind the Village Hall, another to be installed next week. Asked if we can have some road plainings to put around new gates.

4.3 Annual Returns & PIR –

- Following appeal on the PIR costs, we have been given a 70% reduction By PSAA and SAAA in the invoices from the auditors PKF LittleJohn.
- A letter was sent to the National Audit Office and response received; they are looking at events in Potto with a view to change existing legislation. Also had meeting with YLCA and They noted that we were the only Parish Council to be awarded a reduction in fees from the SAAA and PSAA.
- A number of correspondences have been forwarded to NY Police, these are being investigated, the Charity "Protection against Stalking" is assisting the parish council.

4.4 Potto Parish Plan - Ongoing, nothing to report.

4.5 Traffic Calming -

- Speed sign back in village due next week.

4.6 Potto Village Hall -

- Monthly meeting tomorrow night, looking at making a donation towards Jubilee bench.
- Next Event: Quiz Night 14 April 2023.

4.7 ICO – Freedom of information request received for copies of all newsletters – all available on website.

- 4.8 Jubilee Project – Ground works are now in. Sculptor is hoping to have the work completed within the month. Still awaiting some materials for bench and paving. Discussed quotes for plaques to go on bench. Chance encounter on the footpath with the Deputy Lord Lieutenant of North Yorkshire, asked if want to someone to inaugurate the bench when it is opened and will ask the Lord Lieutenant who lives locally.
- 4.9 YLCA Meeting – Very positive TEAMS meeting with Sheena Spence from YLCA. She reported we were the only Parish Council to have a reduction in fees from SAAA. Suggested we looked at who else had received a PIR. 116 PIR's have been issued in England and we are the only one who has had a reduction. Councillor expressed thanks to Chairman for all hard work.
- 4.10 Complaint against Councillor March and Clerk.
- Discussed complaint against Cllr March, Awaiting further for information from Hambleton re Councillor March.
 - Discussed complaint from Journalist against Clerk, it was noted that the author was misrepresenting themselves, details to be forwarded to NY Police.
- 4.11 Appointment of internal Auditors. Mr Brisley has agreed to complete again.
- 4.12 Several parishioners have complained about the state of the verges near the Tomahawk pub. Spoke to Highways and they own nearly 4 meters of land up to the hedge. Discussed several options available and discussed possibility of collaborative scheme with pub. Will contact Tomahawk pub.

5. Report from County and District Councillors

County Councillor Bridget Fortune reported that Locality Budget applications are now open and encouraged parish council to apply.

Discussed higher Council Tax figures set by new authority. Merger is now imminent and discussed communication difficulties ongoing leading up to merger.

District Councillor David Hugill reported this will be his final meeting, as Hambleton will be no more next month. Discussed projects he's helped with within the village and we have accomplished a lot together over the past few years. Discussed if any projects we have in the future he is happy to get involved with in the future. Cllr Wilde thanked him for his work with Potto.

6. Planning Applications to consider and decide upon

Ref: 23/0307/FUL – Alterations and extensions to existing Dwelling. 11 Cooper Lane, Potto. Initial application had received objections from the Parish Council and members of the public, no objections to new revised plans. New proposal is more sympathetic in size and materials used, fits in with street scene. Recommended for approval.

7. Planning Decisions of Hambleton District Councils

- 7.1 Ref: 23/0014/FUL – Construction of one dwelling. Land adjacent to Rawcliffe, Cooper Lane, Potto. **Awaiting Decision.**
- 7.2 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. **Awaiting Decision.**

- 7.3 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.**
- 7.4 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 District Heating Scheme – Following email from a member of the public, currently looking for grants to see if scheme is feasible.
- 8.2 Civility and Respect pledge - Agreed to sign up to this charter and has been applied for online.

9. Finance

- 9.1 To receive bank reconciliation and budget comparison to 15 March 2023.
- | | | |
|------------------------|------------|--|
| Community Account | £ 5,236.28 | |
| Business Saver Account | £ 5,022.83 | |
- 9.2 PKF Littlejohn Invoices - due to error at their end £20.00 Agreed
- 9.3 Womack Plant Ltd - Ground words for bench £1,104.00 Agreed
- 9.4 Stephen Iredale - Jubilee Sculpture £500.00 Agreed
- 9.5 SLCC - Renewal £73.00 Agreed
- 9.6 Budget - The current budget and expected expenditure were discussed.

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.
- 10.2 Discussed email received regarding planning application regarding declaring interests.

11. Any Other business

None

12. To confirm date & time of next meeting

Next meeting date WEDNESDAY 19 April 2023 at 7.00pm

The Chairman declared the meeting closed at 8.30 pm.

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON
WEDNESDAY 19 APRIL 2023 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 received.

2. Apologies for absence and approve reasons for absence

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

Apologies: County Councillor Bridget Fortune.

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 - received from PCSO Maguire. Nothing to report.
A request has been received from the Police regarding coronation events, this has been forwarded to the village hall committee.
- 4.2 Footpaths, Bridges and Stiles -
- Councillor Macpherson reported that 5 new gates have been installed on the footpaths and one further to be fitted, requested for a further gate as style has been identified as needing replacing.
 - The handrail on the steps from the old railway line footpath to Gold Gate Lane has also been repaired.
 - New footpath sign identified as needing replacing and renovating.
 - Discussed replacement of bridge with one handrail over the steel system. Will discuss further with NYCC footpaths and byways.
- 4.3 Annual Returns & PIR -
- All documents have been prepared in readiness for this year's internal audit.
 - A preliminary meeting was held between YLCA, PKF LittleJohn, and our internal auditor to discuss this year's AGAR.
 - A letter has been received from the National Audit Office they are monitoring events in Potto with a view to a possible change in existing legislation and recommendations to auditors. Additionally, a meeting was held with the YLCA and They noted that we were the only Parish Council to be awarded a reduction in fees from the SAAA and PSAA.
 - A number of correspondences have been forwarded to NY Police, these are being investigated, the Charity "Protection against Stalking" is assisting the parish council.
 - PIR Action plan – reviewed plan, no changes.
- 4.4 Potto Parish Plan -
- Mid-term review will shortly be due, it was agreed to look at how to move forward with the review. Summarise actions on current plan and possibly send questionnaire around.
 - Carlton Parish Council enquired with Cllr Agar regarding Parish Plan and he attended their council meeting to share his knowledge.
 - Transport – discussed new bus route, re-surfacing of roads and compacted drains outside the Tomahawk.

- 4.5 Traffic Calming -
- The Speed sign has been installed back in village from Crathorne. Discussed pursuing 20's plenty with other villages using data collected from cameras.
- 4.6 Potto Village Hall -
- Potto Village Hall donated £1000 towards jubilee bench.
 - Phil Harper has now stepped down as chairman of PVH, looking for new chairman.
 - Next Event: Coronation Picnic Sunday 7 May 2023.
- 4.7 ICO - Freedom of information requests received from a number of people outside the parish.
- 4.8 Jubilee Project -
- Owl and seating now in place. Thanks to all involved! Paving and planting to be completed as soon as possible, Large silver birch kindly donated by the Hepple family has also been planted.
 - Chance encounter on the footpath with the Deputy Lord Lieutenant of North Yorkshire, asked if want to someone to inaugurate the bench when it is opened and will ask the Lord Lieutenant who lives locally.
- 4.9 Several parishioners have complained about the state of the verges near the Tomahawk pub. Spoke to Highways and they own nearly 4 meters of land up to the hedge. Discussed several options available and discussed possibility of collaborative scheme with pub. Will contact Tomahawk pub.

5. Report from County and District Councillors

None present.

6. Planning Applications to consider and decide upon

None

7. Planning Decisions of Hambleton District Councils

- 7.1 Ref: 23/0307/FUL – Alterations and extensions to existing Dwelling. 11 Cooper Lane, Potto. **GRANTED**
- 7.2 Ref: 23/0014/FUL – Construction of one dwelling. Land adjacent to Rawcliffe, Cooper Lane, Potto. **Awaiting Decision.**
- 7.3 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. **Awaiting Decision.**
- 7.4 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.**
- 7.5 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.**
- 7.6 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 District Heating Scheme – Following email from a member of the public, currently looking for grants to see if scheme is feasible.
- 8.2 Parish Council requests – A number of requests have been received from other Parish Councils asking how we managed to get reduction from external auditor. Sent information to all councils who received PIR to share the information.
- 8.3 Thanks, from members of the public – Lots of thanks received for the new seat. Thanks also received for getting the bollards from the A172 replaced.
- 8.4 Complaints from a member of the public – Complaints have been made to the standards board from the same member of the public against Cllr March, and Cllr Wilde These have been dismissed by NYCC.
- 8.5 Discussed the harassment from The North Yorkshire Enquirer, information will be forwarded to North Yorkshire Police. The clerk has been recommended to forward information to the SLCC. Discussed ongoing harassment against Clerk and what can be done to protect her.
- 8.6 Parish Council meetings moved to 3rd Tuesday of each month.
- 8.7 Traveller site update - Noted that there are currently 8 caravans on the caravan site, which exceeds the number allowed on site.

9. Finance

- 9.1 To receive bank reconciliation and budget comparison to 19 April 2023.

Community Account	£ 5,147.08
Business Saver Account	£ 5,022.83

- 9.2 Payments.

9.2.1	Stephen Iredale - Jubilee Sculpture invoice 2	£1200.00	Agreed
9.2.2	Dave Swales - Installation of Gates and Handrails	£985.00	Agreed
9.2.3	The Metal Foundry - Jubilee project plaque	£149.95	Agreed
9.2.4	YLCA – Annual renewal	£134.00	Agreed
9.2.5	AB Playgrounds - Jubilee woodworks	£1050.00	Agreed
9.2.6	Cllr Steve Agar – Oil for jubilee bench	£71.60	Agreed
9.2.7	Clerks Salary –		Agreed

- 9.3 Budget - The current budget and expected expenditure were discussed.

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

None

12. To confirm date & time of next meeting

Next meeting date TUESDAY 16 May 2023 at 7.00pm

The Chairman declared the meeting closed at 8.30 pm.

**MINUTES OF THE ANNUAL MEETING OF POTTO PARISH COUNCIL HELD ON
TUESDAY 16 MAY 2023 AT 7.00 PM AT POTTO VILLAGE HALL**

1. Election of Chair

Councillor Wilde was unanimously voted in as Chairman.

2. Acceptance of Office

All councillors signed new acceptance of office statements.

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

No requests received.

4. Apologies for absence and approve reasons for absence

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

Apologies: Councillor Mr S Agar, Councillor S March 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 - received from PCSO Maguire. Nothing to report.

6.2 Footpaths, Bridges and Stiles -

- Thanks to Keith Davison for collecting the paving slabs for the paving for the jubilee bench.
- Councillor Macpherson is currently working with Dave Swales to lay the paving around the jubilee bench.
- New footpath sign identified as needing replacing and renovating.
- Discussed replacement of bridge with one handrail over the steel system. Will discuss further with NYCC footpaths and byways.
- Bridleway has been sprayed with weedkiller, taking care to avoid wildflowers.
- Cllr Griffin reported that the Woodland Trust is looking for applications for trees and hedging again this year.

6.3 Annual Returns & PIR -

- All documents have been prepared in readiness for this year's internal audit.
- A copy of the NALC Practitioners Guide has been sent to all councillors.
- A number of correspondences have been forwarded to NY Police, these are being investigated, the Charity "Protection against Stalking" is assisting the parish council.
- PIR Action plan – reviewed plan, all actions complete.
- AGAR Annual Governance Statement. Completed Section 1 of the AGAR.

6.4 Potto Parish Plan -

- Mid-term review will shortly be due, it was agreed to look at how to move forward with the review. Summarise actions on current plan and possibly send questionnaire around.

- 6.5 Traffic Calming -
- The Speed sign has been moved to Seamer. Fastest car recorded was 60mph.
 - Discussed pursuing 20's plenty with other villages using data collected from cameras.
- 6.6 Potto Village Hall -
- The minutes of Potto Village Hall monthly meeting has been received and circulated to councillors. AGM was held and Councillor Wilde attended to represent Potto Parish Council.
 - Liz Hepple was voted in as Chair.
 - Cllr Wilde reported that the Village Hall is continuing to search for the Village Hall deeds, together with Barclays, however progress is slow.
- ICO - Freedom of information requests,
- A number of requests have been received from persons outside the parish.
 - A review of the responses to these requests was undertaken, it was agreed that the responses were correct.
- 6.7 Jubilee Project -
- Owl and seating now in place. Awaiting paving, discussed earlier.

7. Report from County Councillor

None present.

8. Planning Applications to consider and decide upon

None

9. Planning Decisions of Hambleton District Councils

- 9.1 Ref: 23/0014/FUL – Construction of one dwelling. Land adjacent to Rawcliffe, Cooper Lane, Potto. **Awaiting Decision.**
- 9.2 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. **Awaiting Decision.**
- 9.3 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.**
- 9.4 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.**
- 9.5 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.**

10. Matters requested by Councillors.

- 10.1 District Heating Scheme – Following email from a member of the public, currently looking for grants to see if scheme is feasible.
- 10.2 Parish Council meetings have been moved to 3rd Tuesday of each month.
- 10.3 Cllr Griffin reported that she has been approached by a member of the public to discuss on-going parish council business.

11. Finance

11.1 To receive bank reconciliation and budget comparison to 16 May 2023.

Community Account	£ 5,415.33
Business Saver Account	£ 5,022.83

11.2 Budget - The current budget and expected expenditure were discussed.

11.3 Payments.

11.3.1 Clerks Salary Agreed

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.

12.2 Email from Hutton Rudby Parish Council, discussing hedging encroaching onto Station Lane. Area is within Hutton Rudby Parish area, awaiting Highways to cut back.

13. Any Other business

None

14. To confirm date & time of next meeting

Next meeting date Tuesday 20 June 2023 at 7.00pm

The Chairman declared the meeting closed at 8.30 pm.

**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL HELD ON
TUESDAY 20 JUNE 2023 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 received.

2. Apologies for absence and approve reasons for absence

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

Apologies: Councillor Mr I Macpherson, Councillor Mr S Agar and County Councillor Bridget Fortune.

3. Minutes of May's meeting

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

4. Matters Arising from last month's meeting

4.1 Police Report - received from PCSO Maguire. Nothing to report.

4.2 Footpaths, Bridges and Stiles -

- A new gate has been installed onto Gold Hill Loop Road.

4.3 Annual Returns & PIR -

- All documents have been sent off for this year's internal audit and letter received back. Discussed auditor querying VAT with Hambleton District Council regarding a purchase order for grass cutting.
- Discussed and Unanimously approved internal audit engagement letter.

4.4 Potto Parish Plan -

- Mid-term review will shortly be due, it was agreed to look at how to move forward with the review. Summarise actions on current plan and possibly send questionnaire around.

4.5 Traffic Calming -

- The Speed sign has been moved to Seamer and moving to Crathorne next week.

4.6 Potto Village Hall -

- The minutes of Potto Village Hall monthly meeting has been received and circulated to councillors.
- Kathy Young has stepped down as trustee to Potto Village Hall. We have another prisoner who is interested in being a trustee.

4.7 ICO - Freedom of information requests,

- A number of requests have been received from persons outside the parish.
- A review of the responses to these requests was undertaken, it was agreed that the original responses were correct.

4.8 Jubilee Project -

- Paving around the jubilee bench has been completed and just awaiting some topsoil.

5. Report from County Councillor

None present.

6. Planning Applications to consider and decide upon

None

7. Planning Decisions of Hambleton District Councils

- 7.1 Ref: 23/0014/FUL – Construction of one dwelling. Land adjacent to Rawcliffe, Cooper Lane, Potto. **Awaiting Decision.**
- 7.2 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. **Awaiting Decision.**
- 7.3 Ref: 22/01978/FUL - Demolition of Existing Light Industrial Building and Erection of Replacement Light Industrial Building. Ashfield House, Black Horse Lane, Swainby. **Application Granted.**
- 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. **Appeal Dismissed.**

8. Matters requested by Councillors.

- 8.1 Annual Assembly – discussed and minutes circulated.

9. Finance

- 9.1 To receive bank reconciliation and budget comparison to 20 June 2023.

Community Account	£ 5,135.93
Business Saver Account	£ 5,033.30

- 9.2 Budget - The current budget and expected expenditure were discussed.

9.3 Payments -

9.3.1	Dave Swales	Gates, Paving and spraying	£725.00
9.3.2	PKF LittleJohn	2017 Audit Fees	£2160.00
9.3.3	Atkinsons	Building Supplies	£89.45
9.3.4	Wilkinsons	Paving	£150.00
9.3.5	Clerks Salary		Agreed

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

None

12. To confirm date & time of next meeting

Next meeting date Tuesday 18 July 2023 at 7.00pm

The Chairman declared the meeting closed at 8.00 pm.

**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL HELD ON
TUESDAY 18 JULY 2023 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 received.

2. Apologies for absence and approve reasons for absence

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

Apologies: Councillor Mr I Macpherson and County Councillor Bridget Fortune.

3. Minutes of June's meeting

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

4. Matters Arising from last month's meeting

4.1 Police Report - received from PCSO Maguire. Nothing to report.

4.2 Footpaths, Bridges and Stiles - Councillor Wilde and Macpherson met with Geoff McCarthy the outgoing Rights of Way Officer and Sarah McDonald who is taking over from Geoff as the new Rights of Way Officer. They walked the footpaths in Potto to view the results of current projects and assess the new gates required. The Footpaths team provided some new way marker signs which have already been delivered.
Bridleway and seating area have been sprayed for weeds, which has cleared the nettles.

4.3 Annual Returns & PIR -

- All documents have been sent off for this year's AGAR. Discussed internal auditor query regarding VAT. It was noted that the old Hambleton District Council had provided the invoice pro forma regarding the purchase order for grass cutting.

4.4 Potto Parish Plan -

- Mid-term review will shortly be due, it was agreed to look at how to move forward with the review. Summarise actions on current plan and possibly send questionnaire around.

4.5 Traffic Calming -

- The Speed sign has been moved to Crathorne and due back in Potto shortly.

4.6 Potto Village Hall -

- The minutes of Potto Village Hall monthly meeting has been received and circulated to councillors.

4.7 ICO - Freedom of information requests,

- A number of requests have been received from persons outside the parish.
- A review of the responses to these requests was undertaken, it was agreed that the original responses were correct.
- Discussed tribunal regarding ICO appeal.

4.8 Jubilee Project -

- Paving around the jubilee bench has been completed and just awaiting some topsoil in order to carry out landscaping work.

5. Report from County Councillor

None present.

6. Planning Applications to consider and decide upon

- 6.1 22/02621/FUL - Application to operate a certified exempted camping and caravan site at location referred to in previous application OS Field 4649, Goldgate Lane, Swainby. No information given and PPC unable to comment on application as it is for information only.
- 6.2 ZB23/01247/FUL - Construction of a single storey extension and enlarged domestic curtilage. Thornhill Farm, Black Horse Lane. Proposed to support the application.
- 6.3 ZB23/01240/MBN - Application to determine if prior approval is required for a proposed change of use of agricultural building to 1no dwellinghouse. Thornhill Farm, Black Horse Lane. Proposed to support the application.

7. Planning Decisions of Hambleton District Councils

- 7.1 Ref: 23/00140/FUL – Construction of one dwelling. Land adjacent to Rawcliffe, Cooper Lane, Potto. **Awaiting Decision.**
- 7.2 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. **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.**

8. Matters requested by Councillors.

None

9. Finance

- 9.1 To receive bank reconciliation and budget comparison to 18 July 2023.

Community Account	£ 2,123.94
Business Saver Account	£ 5,033.30

- 9.2 Budget - The current budget and expected expenditure were discussed.

- 9.3 Payments -

9.3.1 VAT NYCC re. grass cutting	£22.49	Agreed
9.3.2 Clerks Salary		Agreed

10. Correspondence

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

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

11. Any Other business

None

12. To confirm date & time of next meeting

Next meeting date Tuesday 19 September 2023 at 7.00pm.
The Chairman declared the meeting closed at 8.00 pm.

**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL HELD ON
TUESDAY 19 SEPTEMBER 2023 AT 7.00 PM AT POTTO VILLAGE HALL**

Meeting open to the public

Three members of the public present to discuss the noise of the extraction fans from the Tomahawk Pub. There has been a low-level noise emission that has been ongoing for a number of years, recently there has been a louder whine, a pervasive noise which sounds like a component failure or similar. The noise is ongoing from 7:30am until 10:30 pm every day of the week. The members of the public don't have a problem with the pub operating, just the new noise. They have contacted the pub and maintenance has been made aware but there has been no communication since. They have also been in touch with Environmental Health and have been told that the Tomahawk been given 2 weeks to fix the problem, this time has now elapsed and awaiting feedback from Environmental Health. Discussed silent extraction units at other pubs.

Alan Mortimer, Green Party representative for the upcoming divisional elections, currently on Hutton Rudby Parish Council. Came along to introduce himself to the Council and hopes to be working with us if he is elected.

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

No requests received.

2. Apologies for absence and approve reasons for absence

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

Apologies: Councillor Mr S Agar and Councillor Mrs E Griffin.

3. Minutes of August's meeting

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

4. Matters Arising from last month's meeting

4.1 Police Report - received from PCSO Maguire. 1 incident - Auto crime; no further information.

It was reported that a resident undertaking work at the church had been approaching by another resident in a threatening manner, the Police have been informed.

4.2 Footpaths, Bridges and Stiles - Councillor Macpherson reported that some top soil for around the Jubilee bench, had been delivered, awaiting some more.

- Footpath towards Hutton Rudby 2 gates have been identified as needing replacing, however the landowner has declined. Identified that some stairs on the same path need replacing, will contact footpaths to see how get them replaced.
- Councillor March has trimmed the hedges on the bridleway, some may need re-doing later in the year. Councillors will also have a look at cutting back some of the branches along the old railway line.
- New dog on leads signs have been requested by a member of the public.
- The sign "Cyclists must Dismount" sign has been taken down by someone on the bridge by Swainby Ellers. The sign was put up by Highways department, will contact to get replacement.
- Small Ash tree on bridleway has died back and needs cutting back.

- 4.3 Annual Returns – It was reported that the same resident who had previously submitted objections to the to the last eight years of Annual Returns has submitted a 56 page objection to PKF Littlejohn against the annual return for 2022/23. The objection is currently being reviewed by the external auditor which may result in additional charges being levied on the parish council.
- 4.4 PIR Action Plan - All points have been completed.
- 4.5 Potto Parish Plan - Nothing to update
- 4.6 Traffic Calming - The Speed sign has been in the village for the past 6 weeks, the highest speed recorded was 70mph at 1.30pm on a Saturday afternoon. Discussed 20's plenty scheme and registered interest on the NY Police website, it was noted that more than 80% of cars recorded are over the 30mph speed limit.
- 4.7 Potto Village Hall –
- The minutes of Potto Village Hall monthly meeting has been received and circulated to councillors. The annual village BBQ was sadly cancelled due to lack of uptake.
 - Discussed deeds for Potto Village Hall, Trustees have been working with Barclays Bank and solicitors for a number of years to search for the deeds to the village hall, they have eventually said they cannot locate them, PVH deeds were stored at Stokesley branch before records were digitised and old documents were removed for storage. The trustees need to decide on the next steps.
- 4.8 ICO - Freedom of information requests and reviews
- Discussed the ICO appeal EA/2022/0266 A Potto Resident V Information Commissioner.
 - Discussed 5 individual requests for internal reviews, it was noted that the requests have been received from persons outside the parish.
 - A review of the responses to these requests was undertaken, it was agreed that the original responses were correct.
- 4.9 Jubilee Project - Paving around the jubilee bench has been completed and just awaiting some further topsoil in order to carry out landscaping work. Trees received from Woodland trust have been received, to be planted.

5. Report from Unitary Councillor

None present. Election is 28 September 2023.

6. Planning Applications to consider and decide upon

- 6.1 20/02290/OUT / ZB23/01765/REM – The construction of one dwelling on Land to the rear of 44 Cooper Lane, Potto. **Proposed to support application.**
- 6.2 23/00140/FUL – Construction one dwelling on Land adjacent to Rawcliffe, Cooper Lane Potto. Further amendment plans submitted 2 August, not received by Parish Council.

7. Planning Decisions of Hambleton District Councils

- 7.1 22/02621/FUL - Application to operate a certified exempted camping and caravan site at location referred to in previous application OS Field 4649, Goldgate Lane, Swainby. **Awaiting Decision.**
- 7.2 ZB23/01247/FUL - Construction of a single storey extension and enlarged domestic curtilage. Thornhill Farm, Black Horse Lane. **Awaiting Decision.**

- 7.3 Ref: ZB23/01240/MBN - Application to determine if prior approval is required for a proposed change of use of agricultural building to 1no dwellinghouse. Thornhill Farm, Black Horse Lane. Proposed to support the application. **Awaiting Decision.**
- 7.4 Ref: 23/00140/FUL – Construction of one dwelling. Land adjacent to Rawcliffe, Cooper Lane, Potto. **Awaiting Decision.**
- 7.5 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.**

Concerns have been raised by residents regarding the length of time being taken by NYC planning to reach decisions, some outstanding permissions going back to May 2022. It was agreed that Potto Parish Council will contact Planning department to discuss concerns over large amount of outstanding planning applications.

8. Matters requested by Councillors.

- Objections to the Annual Return by a member of the public – It was noted that following the public meeting last year residents needed to be made aware that the same individual had submitted another objection to the Annual Return. This action may cause additional work for the auditor and result in additional charges being made to the parish council.
- Email regarding noise from fans at Tomahawk restaurant – Discussed during the public meeting, it was agreed that the Parish Council will contact Environmental Health and ask for an update and what the plans are going forward.
- Blocked drains on road outside Tomahawk Pub – Raised on North Yorkshire highways website as instructed – marked as ‘complete’ which is hasn’t been, informed drains cleaned on annual basis, next due April 2024. Contacted them back to have the work prioritised.
- Department of Levelling Up – Housing and Communities reviewed correspondence.

9. Finance

- 9.1 To receive bank reconciliation and budget comparison to 19 September 2023.

Community Account	£ 1,821.05
Business Saver Account	£ 5,046.79

- 9.2 Budget - The current budget and expected expenditure were discussed.

- 9.3 Payments -

9.3.1 Web Software annual licence	£142.80	Agreed
9.3.2 CPRE membership	£36.00	Agreed
9.3.3 Upkeep of Whorlton Churchyard	£200.00	Agreed
9.3.4 Clerks Salary		Agreed

Annual purchase order from North Yorkshire for grass cutting. Funding has been same amount for many years and never increased. Approached NYCC for further funding and was declined. Informed by Hutton Rudby that they have refused the contract due to costs.

10. Correspondence

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

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

11. Any Other business

Email received from Electoral Services asking us to check details on new NYCC system are correct due to problems transferring data from previous website. Following on from history of Electoral Services losing our information, now 3 Councillors Information are no longer listed and have requested us to submit forms again to Electoral Services.

Councillor Macpherson discussed the bench on corner of village, a member of the public approached him as would like new bench to potentially, showed benches commemorating the world wars. Discussed there used to be one on corner of Cooper Close and outside Windmill Collage. Will look at costings and potential locations to see if idea can go forward.

12. To confirm date & time of next meeting

Next meeting date Tuesday 17 October 2023 at 7.00pm.

The Chairman declared the meeting closed at 8.20 pm.

**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL HELD ON
TUESDAY 17 OCTOBER 2023 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 received.

2. Apologies for absence and approve reasons for absence

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

Apologies: Councillor Mr I Macpherson, Councillor S March and County Councillor D Hugill.

3. Minutes of September's meeting

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

4. Matters Arising from last month's meeting

- 4.1 Police Report - received from PCSO Maguire.
2 incidents – 1 Anti-Social Behaviour - neighbour's dispute.
1 neighbours dispute counter accusation.
- 4.2 Footpaths, Bridges and Stiles - Discussed 'dogs on lead' signs. New ones have been added to footpath opposite pub.
- 4.3 Annual Returns – It was reported that the same resident who had previously submitted objections to the to the last eight years of Annual Returns has submitted a 56 page objection to PKF Littlejohn against the annual return for 2022/23. The objection is been reviewed by the external auditor which may result in additional charges being levied on the parish council.
- 4.4 PIR Action Plan - All points have been completed.
- 4.5 Potto Parish Plan - Nothing to update
- 4.6 Traffic Calming – When the Speed sign has last in the village, the highest speed recorded was 70mph at 1.30pm on a 22/07/2023 in the afternoon. It was noted that more than 80% of cars recorded are over the 30mph speed limit.
- 4.7 Potto Village Hall –
- The minutes of Potto Village Hall monthly meeting has been received and circulated to councillors. Next event is Halloween.
- 4.8 ICO - Freedom of information requests and reviews
- Discussed the meeting with the ICO.
 - Discussed equests for internal reviews, it was noted that the requests have been received from persons outside the parish.
 - A review of the responses to these requests was undertaken, it was agreed that the original responses were correct.

Email from ICO commissioner. Discussed policy from 'What do they know' and 'FOI' about pseudonyms.

- 4.9 Jubilee Project – Councillor Macpherson emailed regarding adding chippings at front of jubilee seat – discuss further at next meeting.

- 4.10 Planning Delays – Email sent regarding outstanding applications “Nutrient Neutrality” is to blame for many of the delays.

5. Report from Unitary Councillor

None present. David Hugill was successfully elected from the Conservative Party.

6. Planning Applications to consider and decide upon

- 6.1 Ref: ZB23/01873/CLP - Proposed use of houses, curtilages, land and grounds at Numbers 3 and 6 Potto Hall as two properties with private residential garden and curtilage. Potto Hall, Parson Back Lane, Potto.
Discussed one of the objections already submitted to NYC Planning.
Parish Council to submit comments.

7. Planning Decisions of Hambleton District Councils

- 7.1 20/02290/OUT / ZB23/01765/REM – The construction of one dwelling on Land to the rear of 44 Cooper Lane, Potto. **Awaiting Decision.**
- 7.2 23/00140/FUL – Construction one dwelling on Land adjacent to Rawcliffe, Cooper Lane Potto. Further amendment plans submitted 2 August, not received by Parish Council. **Awaiting Decision.** Held up to Nutrient Neutrality.
- 7.3 ZB23/01247/FUL - Construction of a single storey extension and enlarged domestic curtilage. Thornhill Farm, Black Horse Lane. **GRANTED.**
- 7.4 Ref: ZB23/01240/MBN - Application to determine if prior approval is required for a proposed change of use of agricultural building to 1no dwellinghouse. Thornhill Farm, Black Horse Lane. Proposed to support the application. **GRANTED.**
- 7.5 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.** Held up to Nutrient Neutrality.

8. Matters requested by Councillors.

- 8.1 Objections to the Annual Return by a member of the public

9. Finance

- 9.1 To receive bank reconciliation and budget comparison to 17 October 2023.

Community Account	£ 5,680.85
Business Premium Account	£ 5,046.79

- 9.2 Budget - The current budget and expected expenditure were discussed.

- 9.3 2024/25 Precept has been requested – Add to agenda for next month’s meeting.

- 9.4 Payments -

9.4.1 Web Software annual licence	£142.80	Agreed
9.4.2 Upkeep of Whorlton Churchyard	£250.00	Agreed
Last month agreed additional £50		Agreed increase.

9.4.3	Dave Swales – Spraying and cutting footpaths	£295.00	Agreed
9.4.4	New Printer	£229.99	Agreed
9.4.5	Clerks Salary		Agreed

10. Correspondence

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

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

11. Any Other business

YLCA Training courses – Chairman attended Chairman’s Forum – Discussed similarities with vexatious members of the public.

12. To confirm date & time of next meeting

Next meeting date Tuesday 21 November 2023 at 7.00pm.

The Chairman declared the meeting closed at 8.15 pm.

**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL HELD ON
TUESDAY 21 NOVEMBER 2023 AT 7.00 PM AT POTTO VILLAGE HALL**

Meeting open to the public

2 members of the public present. Discussed proposal of a war memorial bench, it was noted that there has to be official approach from Parish Council to people who control memorial benches at North Yorkshire Council. Pictures of similar benches in Seamer were shown, this needs investigation. Queried if there are any war dead from Potto as there are no memorials.

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

No requests received.

2. Apologies for absence and approve reasons for absence

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

Apologies: None.

3. Minutes of October's meeting

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

4. Matters Arising from last month's meeting

- 4.1 Police Report - received from PCSO Maguire. Discussed recent Anti-Social Behaviour Personal, Anti-Social Behaviour Nuisance and Anti-Social Behaviour Environmental.
- 4.2 Footpaths, Bridges and Stiles – Will be trimming the footpath from corner of village to the old railway line. Discussed grass in front of jubilee bench and maintenance. Way-markers to be installed along footpaths.
Discussed the new requirement for registering footpaths with 'a governing body' before 2026. Councillor Macpherson will look into if any of our footpaths are not registered.
- 4.3 Annual Returns – It was reported that the same resident who had previously submitted objections to the to the last eight years of Annual Returns has submitted a 56-page objection to PKF Littlejohn against the annual return for 2022/23. The objection has been reviewed by the external auditor which may result in additional charges being levied on the parish council.
- 4.4 PIR Action Plan – The action plan was reviewed, and it was noted that all points have been completed.
- 4.5 Potto Parish Plan - Nothing to update.
- 4.6 Traffic Calming – Speed sign due back in the village in December and will be with us over the festive period. Discussed possibly being turned around to check vehicles speeding going out of the village.
Applied for '20's Plenty' scheme, had to register speed findings. Acknowledgement received.
- 4.7 Potto Village Hall –
The minutes of Potto Village Hall monthly meeting has been received and circulated to councillors. Play on Friday night was very entertaining. Wi-Fi now available within the Village Hall.

It has been reported that there had been a data breach relating to the Village Hall minutes this is being investigated.

The search for the deeds to the village hall has reached a dead end with Barclays and they have confirmed that they are unable to trace the deeds. Therefore, based on the Land Registry data the Parish Council will assume that the village hall is owned the Parish Council. This does not affect the running of the village hall, current Trustees, or the Village Hall committee.

4.8 ICO - Freedom of information requests and reviews

- Discussed the meeting with the ICO. Discussed policies from 'What do they know' and 'FOI' about pseudonyms.
- Discussed requests for internal reviews, it was noted that the requests have been received from persons outside the parish.
- A review of the responses to these requests was undertaken, it was agreed that the original responses were correct.

5. Report from Unitary Councillor

David Hugill was successfully elected to the post of District Unitary Councillor. Discussed vast changes with the Council and lots of debating ongoing regarding a variety of issues. Discussed a lot of climate-change issues ongoing. Discussed financial situation around the country where councils are in special measures. Discussed Levelling-up and Community select Committee challenges faced by financial officer and plans in place for every eventuality. Discussed large cost of travelling children with SEND to appropriate schools and social care costs for adults. Councillor Hugill will be a member of the Planning Committee for constituency applications and is awaiting official training. Discussed the effect of light pollution in the area.

6. Planning Applications to consider and decide upon

- 6.1 Ref: ZB23/02226/MRC. Brook House, Potto, Application for variation of conditions for previously approved application 21/00962/FUL. Comments on new access door to flat roof.
- 6.2 Ref: ZB23/02168/FUL. Thornhill Farm, Swainby. Chalet for agricultural worker. Discussed large amount of 'chalets' around the village and recent planning permission for same farm to convert buildings. Comments about only used for temporary usage.

7. Planning Decisions of Hambleton District Councils

- 7.1 Ref: ZB23/01873/CLP - Proposed use of houses, curtilages, land and grounds at Numbers 3 and 6 Potto Hall as two properties with private residential garden and curtilage. Potto Hall, Parson Back Lane, Potto. **Awaiting Decision.**
- 7.2 20/02290/OUT / ZB23/01765/REM – The construction of one dwelling on Land to the rear of 44 Cooper Lane, Potto. **Awaiting Decision.**
- 7.3 23/00140/FUL – Construction one dwelling on Land adjacent to Rawcliffe, Cooper Lane Potto. Further amendment plans submitted 2 August, not received by Parish Council. **Granted.**
- 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.** Held up to Nutrient Neutrality.

8. Matters requested by Councillors.

- 8.1 Blocked drains on northern exit of the village, to be completed within 90 days.
- 8.2 Email regarding noise from exhaust fans at Tomahawk restaurant. Chased, but no response, walked past this evening and seemed quieter.

9. Finance

- 9.1 To receive bank reconciliation and budget comparison to 21 November 2023.

Community Account	£ 4,875.46
Business Premium Account	£ 5,046.79

- 9.2 2024/25 Precept. Report has been completed and circulated to Councillors; this was discussed. Agreed to submit proposed precept to North Yorkshire Council.
- 9.3 Budget - The current budget and expected expenditure were discussed.
- 9.4 Clerks Salary - Councillor currently looking into information from YLCA / NALC.
- 9.5 Payments -
 - 9.5.1 Clerks Salary – Agreed.
 - 9.5.2 Web Software - Previous approved payment, due to the provider not accepting cheques Councillor had to pay via credit-card, this was noted.
- 9.6 Complaint Against Clerk – Discussed the complaint received from the same member of the public, it was agreed that this was a continuation of this individual's harassment of the Clerk and that the Parish Council have a duty of care to protect employees from harassment and abuse. The complaint was dismissed.

10. Correspondence

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

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

11. Any Other business

80 Trees received from Woodland Trust, small saplings too small to be put in ground, they will be grown on and planted next year. Ones received last year will be ready to plant in the spring.

Councillor Agar has decided to step down from the Parish Council within the next few months.

12. To confirm date & time of next meeting

Next meeting date Tuesday 19 December 2023 at 7.00pm.

The Chairman declared the meeting closed at 8.35 pm.

**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL HELD ON
TUESDAY 19 DECEMBER 2023 AT 7.00 PM AT POTTO VILLAGE HALL**

Meeting open to the public

1 members of the public present.

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

No requests received.

2. Apologies for absence and approve reasons for absence

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

Apologies: Councillor Mrs E Griffin.

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 Maguire. Nothing to report.
- 4.2 Footpaths, Bridges and Stiles - Discussed re-siting the dog bin at the end of the bridleway. Discussed putting gate on end of footpath coming onto Butcher Lane at end of Dawson's field and also on Cornforth's field to replace broken style.
- 4.3 Annual Returns - It was reported that the same resident who had previously submitted objections to the to the last eight years of Annual Returns has submitted a 56-page objection to PKF Littlejohn against the annual return for 2022/23. The objection has been reviewed by the external auditor and are reviewing 4 of the objections from a member of the public, which may result in additional charges being levied on the parish council.
- 4.4 PIR Action Plan - The action plan was reviewed; it was noted that all points have been completed.
- 4.5 Potto Parish Plan - Nothing to update. Mid-term review due 2024.
- 4.6 Traffic Calming - Speed sign back in the village and will be with us over the festive period. Applied for '20's Plenty' scheme, had to register speed findings.
- 4.7 Potto Village Hall - The minutes of Potto Village Hall monthly meeting has been received and circulated to councillors. Discussed abusive correspondence received from a member of the public towards members of Potto Village Hall committee. Next event 70's Night 27 January.
- 4.8 ICO - Freedom of information requests and reviews
 - Discussed the meeting with the ICO. Discussed policies from 'What do they know' and 'FOI' about pseudonyms.
 - Discussed requests for internal reviews, it was noted that the requests have been received from persons outside the parish.
 - A review of the responses to these requests was undertaken, it was agreed that the original responses were correct.
- 4.9 Newsletter has been circulated to villagers.

- 4.10 Christmas Tree – Thanks to Preston’s for the donation of the Christmas Tree. Discussed purchasing new lights for the tree next year as both current sets are not fully working. Agreed.

5. Report from Unitary Councillor

None present.

6. Planning Applications to consider and decide upon

No new applications

7. Planning Decisions of Hambleton District Councils

- 7.1 Ref: ZB23/02226/MRC. Brook House, Potto, Application for variation of conditions for previously approved application 21/00962/FUL. Comments on new access door to flat roof. **Awaiting Decision.**
- 7.2 Ref: ZB23/02168/FUL. Thornhill Farm, Swainby. Chalet for agricultural worker. Discussed large amount of ‘chalets’ around the village and recent planning permission for same farm to convert buildings. Comments about only used for temporary usage. **Awaiting Decision.**
- 7.3 Ref: ZB23/01873/CLP - Proposed use of houses, curtilages, land and grounds at Numbers 3 and 6 Potto Hall as two properties with private residential garden and curtilage. Potto Hall, Parson Back Lane, Potto. **Awaiting Decision.**
- 7.4 20/02290/OUT / ZB23/01765/REM – The construction of one dwelling on Land to the rear of 44 Cooper Lane, Potto. **Awaiting Decision.**
- 7.5 23/00140/FUL – Construction one dwelling on Land adjacent to Rawcliffe, Cooper Lane Potto. Further amendment plans submitted 2 August, not received by Parish Council. **Granted.**
- 7.6 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.** Held up to Nutrient Neutrality.

8. Matters requested by Councillors.

- 8.1 Blocked drains on northern exit of the village - drains have been cleared, but not outside Barnfarther’s land, which was then backing-up and flooding the road. Contact highways.
- 8.2 Email regarding noise from exhaust fans at Tomahawk restaurant. Chased, but no response, walked past this evening and seemed quieter. Nothing to report.
- 8.3 Road condition to the north of the village. As per item 8.1.

9. Finance

- 9.1 To receive bank reconciliation and budget comparison to 19 December 2023.

Community Account	£ 4,482.66
Business Premium Account	£ 5,064.36

- 9.2 2024/25 Precept. Report has been completed and circulated to Councillors; this was submitted and awaiting confirmation.
- 9.3 Barclays Bank has closed its premises in Stokesley and is now closing their premises in Northallerton. Looking into seeking alternative banks.
- 9.4 Budget - The current budget and expected expenditure were discussed.

- 9.5 Email received from NYCC has stated they have not received cheque from us for overpayment of VAT. Cheque was handed into council offices earlier this year by hand.
- 9.6 Clerks Salary - Councillor currently looking into information from YLCA / NALC.
- 9.7 Payments -
9.7.1 Clerks Salary – Agreed.
- 9.8 Complaint Against Clerk – Discussed the complaint received from the same member of the public, it was agreed that this was a continuation of this individual's harassment of the Clerk and that the Parish Council have a duty of care to protect employees from harassment and abuse. The complaint was dismissed.

10. Correspondence

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

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

11. Any Other business

80 Trees received from Woodland Trust, small saplings too small to be put in ground, they will be grown on and planted next year. Those received last year will be ready to plant in the spring.

War memorial bench has been researched by a member of the public and shared information. £1,395.00+ VAT with a 20-year guarantee. Will look for alternative options. Research was also carried out by the Chairman regarding anyone who served in the wars, 2 parishioners from Potto died in WW1, no information yet on WW2. Will speak to Councillor Huggill regarding funding. Ask for opinions on Potto Patter from parishioners.

Councillor Agar has decided to step down from the Parish Council within the next few months.

12. To confirm date & time of next meeting

Next meeting date Tuesday 16 January 2024 at 7.00pm.

The Chairman declared the meeting closed at 8.35 pm.