

**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL HELD ON
TUESDAY 16 JANUARY 2024 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 D Hugill

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 Maguire. Nothing to report.
- 4.2 Footpaths, Bridges and Stiles – Councillor Macpherson has been liaising with the NYC footpaths manager and we are awaiting new gates.
- 4.3 Annual Returns - The objections from a single member of the public have been reviewed by the external auditor and are considering 4 of the objections from the member of the public, which may result in additional charges being levied on the parish council. The parish council have raised concerns with the auditor regarding the validity of these objections.
- 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 has been in place over the festive period. The sign is to go to Seamer next week.
Applied for '20's Plenty' scheme, had to register speed findings. We are now on their list following sending speed data.
Discussed pedestrian and cycle crossing signs on A172 following recent fatality.
- 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 single 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.
 - Discussed complaints from a single member of the public, it was agreed that this was a continuation of the individuals vexatious behaviour.
 - It was agreed to appeal the decision of the ICO not to support their decision against the vexatious behaviour of a single individual in the parish.

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. **Granted.**
- 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 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 Christmas tree - Councillors thanks given to Prestons of Potto for donating this year's tree.
- 8.2 Village Project – Discussed the memorial bench project, a number of estimates have been received. A suitable design and potential location need to be agreed.

9. Finance

- 9.1 To receive bank reconciliation and budget comparison to 16 January 2024.

Community Account	£ 4,342.46
Business Premium Account	£ 5,064.36

- 9.2 Invoices:

PKF LittleJohn	Unpaid invoiced 2022	£2.796 - Awaiting email back from PKF
I Macpherson	Christmas Tree Lights	£58.78 - Approved
S&J Kidson	Hedge Cutting	£378.00 - Approved
- 9.3 2024/25 Precept. Report has been completed and circulated to Councillors; this was submitted and awaiting confirmation.
- 9.4 Barclays Bank has closed its premises in Stokesley and is now closing their premises in Northallerton. Looking into seeking alternative banks, NatWest Bank looks best, apply online.
- 9.5 Budget - The current budget and expected expenditure were discussed.
- 9.6 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.

- 9.7 Clerks Salary - Councillor currently looking into information from YLCA / NALC.
- 9.8 Payments -
9.8.1 Clerks Salary – Agreed.
- 9.9 It was agreed to approach Mr Brisley to undertake the internal audit for the financial year ending 2024 – 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.
- 10.2 Email from a member of the public, offering donation towards war memorial bench.

11. Any Other business

Councillor Agar informed the council that he intends to step down from the Parish Council in 2024. It was noted that Councillor's Agar's contribution to many areas of the Parish Council over the past few years has been invaluable.

12. To confirm date & time of next meeting

Next meeting date Tuesday 20 February 2024 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 20 FEBRUARY 2024 AT 7.00 PM AT POTTO VILLAGE HALL**

2 members of the public were 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 Mrs E Griffin, Councillor Mr I Macpherson and County Councillor D Hugill.

Apologies: Councillor S March

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 Maguire. Nothing to report.

4.2 Footpaths, Bridges and Stiles – Councillor Macpherson walked the parish footpaths with Sarah MacDonald, Footpaths Officer for North Yorkshire Council. She has agreed to source a stile and some additional gates for us.

- Councillor Macpherson has put some new dog fouling signs up on the bridleway.
- A new dog bin has been installed at the village end of the footpath to Swainby.
- Repairs will be carried out to boards that are lifting on the new bridge over Swainby Ellers.
- Overhanging trees on old railway footpath will be cut back.
- Discussed possibility of a ramp up from the railway footpath up to the large railway bridge.
- Discussed what should go in front of the owl bench, agreed soil and wildflower seeds.

It was noted that some hedges in the village are obstructing the footpaths, it is the landowners' responsibility to keep hedges cut back, a note will be put on Potto Patter.

4.3 Annual Returns - Objections to AGAR by a member of the public - The objections from a single member of the public have been reviewed by the external auditor and they are considering four of the objections from the member of the public, which may result in additional charges being levied on the parish council. The Parish Council have raised concerns with the auditor regarding the validity of these objections. The Chairman discussed the proposed response to PKF Littlejohn regarding the four objections, the response was unanimously agreed.

4.4 Appointment of Internal Auditor – The objections from a member of the public regarding the Internal auditor have been investigated by their professional institution and found to be completely unfounded. The member of the public has made a prolonged vexatious assault on our Internal Auditor over a period of years, and the investigation has found these allegations to be totally unfounded.

Now that he has been completely exonerated our internal auditor has decided to step down from his role auditing PPC, a task that he has undertaken since 2011. The parish council thanked Roger Brisley for his invaluable help and work. Over the years undertaken under much duress from a single member of the public.

Appointment of a new internal auditor will have to be undertaken.

- 4.5 PIR Action Plan - The action plan was reviewed; it was noted that all points have been completed.
- 4.6 Urban grass cutting – The Parish Council is paid £120 for cutting verges within the village. Chairman spoke to North Yorkshire Council as the price has never increased in line with inflation. Also spoke to Crathorne and Seamer Council regarding their approach to this issue.
- 4.7 Potto Parish Plan - Nothing to update. Mid-term review due this year.
- 4.8 Police Investigation of a member of the public – Ongoing.
- 4.9 Traffic Calming - Speed sign was in place over the festive period. But was unable to download the data, awaiting response from suppliers.
- Applied for '20's Plenty' scheme, had to register speed findings. We are now on their list following sending speed data.
 - Discussed pedestrian and cycle crossing signs/lighting on A172 following recent fatality. Agreed to bring to contact Swainby and discuss bringing to area constituency meeting as a joint approach with Swainby.
- 4.10 Potto Village Hall - The minutes of Potto Village Hall monthly meeting has been received and circulated to councillors.
- Discussed policy and procedures and 'Martyns Law' the new requirements currently being proposed regarding terrorist attacks.
 - The minutes of Potto Village Hall monthly meeting has been received and circulated to councillors.
 - Next event St. Patrick's Day Pub Night 16 March at 19:30
- 4.11 ICO - Freedom of information requests and reviews, the following cases were discussed.
- 4.11.1 Decision Notice IC-260478-X8S8
 - 4.11.2 Appeal EA/2024/0028 by a member of the public
 - 4.11.3 IC-260007-SWW6 - ongoing
- 4.12 Village Project – Discussed bench and costings already received. New resident of former Porrit's Farm is a Blacksmith, Council will approach for quote on a similar bench as a local supplier. Discussed D-Day 80 Lamp Light of Peace. Parishioners encouraged to put a lamp outside on the date.

5. Report from Unitary Councillor

- Discussed budget setting tomorrow.
- Discussed a Unitary Councillors comments on social media.
- Councillor Hugill is one of 7 on the Planning Committee. New review of local plan for the whole County.
- Discussed Strategic Planning committee, agreed to new solar panel site.
- Discussed National Park Committee, been on moors near Blakey Ridge, to see the peat maintenance.
- Query to Councillor Hugill regarding shorter green waste certificate being valid April-December, not April-March. Being charged more money for less collections. And not being notified of this when applying for certificate. Councillor Hugill will investigate and bring feedback to next meeting, discussed budget squeezes.

6. Planning Applications to consider and decide upon

None

7. Planning Decisions of Hambleton District Councils

- 7.1 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.**
- 7.2 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.**
- 7.3 20/02290/OUT / ZB23/01765/REM – The construction of one dwelling on Land to the rear of 44 Cooper Lane, Potto. **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.** Held up to Nutrient Neutrality.

8. Matters requested by Councillors.

Chairman for next meeting – Councillor Griffin agreed.

9. Finance

- 9.1 Barclays Bank has closed its premises in Stokesley and is now closing their premises in Northallerton. NatWest Bank looks best, will apply online.
- 9.2 To receive bank reconciliation and budget comparison to 20 February 2024.
- | | |
|--------------------------|------------|
| Community Account | £ 4,062.06 |
| Business Premium Account | £ 5,064.36 |
- 9.3 Invoices:
- | | | |
|-----------------|----------------------|-----------------------------------|
| PKF LittleJohn | Unpaid invoiced 2022 | £2.796 – Ongoing objection to PKF |
| Clear Council's | Insurance | £268.42 |
| Clerks Salary | Payment | Agreed. |
- 9.4 2024/25 Precept. Report has been completed and circulated to Councillors; this was submitted and awaiting confirmation.
- 9.5 Budget - The current budget and expected expenditure were discussed.
- 9.6 Clerks Salary - Councillor currently looking into information from YLCA / NALC.

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.
- 10.2 Email from a member of the public, offering donation towards war memorial bench.

11. Any Other business

Councillor Agar informed the council that he intends to step down from the Parish Council in 2024. It was noted that Councillor's Agar's contribution to many areas of the Parish Council over the past few years has been invaluable.

12. To confirm date & time of next meeting

Next meeting date Tuesday 19 March 2024 at 7.00pm.

The Chairman declared the meeting closed at 8.10 pm.

**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL HELD ON
TUESDAY 16 APRIL 2024 AT 7.00 PM AT POTTO VILLAGE HALL**

Twelve members of the public were present to discuss planning application ZB24/00528/OUT - Land to Rear of 50 And 52 Cooper Lane, Potto. Residents noted that it was two years since the previous development application which was refused by the District Council. Circumstances and development haven't changed, since that period. Residents hoped that the Parish Council would support the local residents with their objection. They have spoken to the County Councillor who was supportive towards the objection last time and asked for quick delegated decision to application. Councillor Macpherson agreed no changes since previous application from 2021 apart from the change to a single dwelling. Councillor Griffin noted HDC planning has been now taken over by NYC planning and they will have no history of development in our local area. Residents discussed previous applications refusal and how the land has been divided up over the years, additionally the potential strain on the utilities.

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 Mrs E Griffin and Councillor Mr I Macpherson.

Apologies: Councillor Mr S Agar, Councillor S March and County Councillor 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 - received from PCSO Jackson. 1 report of 'Violence against the person' no further information given. Two PCSO's Jackson and Daniels were present to pop their heads in and noted the traffic calming on or agenda and discussed our speed sign and the speeds recorded with someone doing over 70mph in the village during the daytime. Discussed possibility of officer bringing a speed gun into the village. Discussed people speeding near the Potto Hall cross roads. Discussed the lack of footpaths in the parish and the increased amount of walkers, cyclists and horse riders using the roads around the village.
- 4.2 Footpaths, Bridges and Stiles - Councillor Macpherson walked the parish footpaths with Sarah MacDonald, Footpaths Officer for North Yorkshire Council. She has agreed to source a stile and some additional gates for us to complete most of the footpaths.
 - Repairs have been carried out to boards that were lifting on the new bridge over Swainby Ellers.
 - Agreed to repair or replace footpath signs on Butcher Lane
 - Overhanging trees on old railway footpath have been cut back.
 - New dog waste bin sighted just into the start of the bridleway.
- 4.3 Annual Returns - Objections to AGAR by a member of the public - The objections from a single member of the public have been reviewed by the external auditor and they are considering four of the objections from the member of the public, which may result in additional charges being levied on the parish council. The Parish Council have raised concerns with the auditor regarding the validity of these objections. The Chairman discussed the proposed response to PKF Littlejohn regarding the four objections, the response was unanimously agreed.

- 4.4 Appointment of Internal Auditor – The Clerk has contacted local parishes to see who they used for internal audits, many auditors were unavailable due to full workloads, we were directed to Chipchase Manners in Middlesborough and received a quote to undertake our internal review for £450 + VAT. Agreed
- 4.5 PIR Action Plan - The action plan was reviewed; it was noted that all points have been completed.
- 4.6 Urban grass cutting – North Yorkshire Council has requested the parish council to manage grass cutting in the village for 2024/25. The Parish Council receives a payment of £ 128.52 for cutting verges within the village. Agreed.
- 4.7 Potto Parish Plan - Nothing to update. Mid-term review due this year.
- 4.8 Police Investigation of a member of the public – Ongoing.
- 4.9 Traffic Calming - Speed sign due back in Potto shortly.
- Applied for '20's Plenty' scheme, had to register speed findings. We are now on their list following sending speed data.
 - Discussed more in section 4.1.
- 4.10 Potto Village Hall - The minutes of Potto Village Hall monthly meeting has been received and circulated to councillors.
- 4.11 ICO - Freedom of information requests and reviews, the following cases were discussed.
- 4.11.1 Appeal UA-2023-001873-GIA by a member of the public.
It was agreed that due to lack of resources due to ill health the appeal would be withdrawn.
- 4.12 Village Project – Discussed bench and costings already received. New resident of former Porrit's Farm is a Blacksmith, Council will approach for quote on a similar bench as a local supplier. Discussed replacing old metal one on bend at the bottom of the village. Discussed D-Day 80 Lamp Light of Peace. Parishioners encouraged to put a lamp outside on the date discussed working alongside Potto Hall Committee.

5. Report from Unitary Councillor

- Not present

6. Planning Applications to consider and decide upon

- 6.1 ZB24/00528/OUT - Land to Rear Of 50 And 52 Cooper Lane, Potto. Outline application with some matters reserved for the construction of single dwelling. We have been copied into 8 objections from members of the public and a greater number have been submitted direct to North Yorkshire Planning. Parish council is conscious of feeling from local residents, now only 1 dwelling but all other points in objections to previous application are still valid. Recommended refusal.

7. Planning Decisions of Hambleton District Councils

- 7.1 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. **GRANTED.**
- 7.2 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.**

- 7.3 20/02290/OUT / ZB23/01765/REM - The construction of one dwelling on Land to the rear of 44 Cooper Lane, Potto. **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.** Held up to Nutrient Neutrality.
- 7.5 Ref: 22/01834/REM - Land to The Rear of The Old Orchard Cooper Lane Potto. Application for approval of reserved matters (Access, Appearance, Landscaping, Layout) following grant of application 21/01824/OUT - 1 no four bedroomed dwellings and 2 no three bedroomed dwelling served off a private drive. **GRANTED.**

8. Matters requested by Councillors.

- 8.1 Policies & Procedures - Annual review of policies.

- Standing Orders
- Financial Regulations
- Risk management strategy.
- Freedom Of Information Policy
- Publication Scheme
- Retention Of Documents Policy
- Policy on recording Council Meetings
- Complaints Procedure
- Data Protection Policy
- Transparency Code Check list
- Management of Unacceptable Contact Policy
- Unreasonable Complaint Policy
- General Privacy Notice
- Code of Conduct

The policies and procedures were approved.

- 8.2 Resignation of Councillor – Councillor was not present to discuss further.
- 8.3 Speak to highways regarding blocked drains and flooding in the village.

9. Finance

- 9.1 Barclays Bank has closed its premises in Stokesley and is now closing their premises in Northallerton. NatWest Bank looks best, will apply online.
- 9.2 To receive bank reconciliation and budget comparison to 16 April 2024.
- | | |
|--------------------------|------------|
| Community Account | £ 3,216.66 |
| Business Premium Account | £ 5,083.30 |
- 9.3 Invoices:
- | | |
|--|----------------------------|
| YLCA membership | £140.00 - agreed. |
| SLCC membership | £76.00 - querying invoice. |
| Letter form WPPC re. donation to Whorlton churchyard | £300.00 - agreed. |
- 9.4 2024/25 Precept. Report has been completed and circulated to Councillors; this was submitted and awaiting confirmation.
- 9.5 Budget - The current budget and expected expenditure were discussed.

- 9.6 Clerks Salary and Review - Councillor Griffin undertook a review of the clerk's performance and recommended that the council agreed the NALC salary guidelines for 2023/24. It was noted that the council need to ensure Clerk's salary is in-line with national guidelines. A salary reconciliation for the 2023/24 period was agreed.

It was noted that the clerk had performed her duties exceptionally well while working under difficult conditions, suffering an ongoing campaign of vexatious abuse from a member of the public.

Councillors noted that they had a duty of care for its employees to protect them from such abuse.

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.
- 10.2 Email from a member of the public, offering donation towards war memorial bench.

11. Any Other business

- 11.1 New legislation on Employment law, councillors attended an webinar provided by the YLCA. Information to be circulated.
- 11.2 New .gov.uk email addresses for all parish council – further information will be sought.

12. To confirm date & time of next meeting

Next meeting date Tuesday 21 May 2024 at 7.00pm.

The Chairman declared the meeting closed at 8.25 pm.

**MINUTES OF THE ANNUAL MEETING OF POTTO PARISH COUNCIL HELD ON
TUESDAY 22 MAY 2024 AT 7.00 PM AT POTTO VILLAGE HALL**

1. Election of Officers

- 1.1 Chairman: Mr A Wilde
- 1.2 Vice Chair: Rotation basis
- 1.3 Financial Officer: Mrs J Storey
- 1.4 To receive the declaration of acceptance of office forms.

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

No requests received.

3. Apologies for absence and approve reasons for absence

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

Apologies: none

4. Minutes of April's meeting

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

5. Matters Arising from last month's meeting

- 5.1 Police Report - received from PCSO Jackson. 1 report of 'Violence against the person' no further information given.
- 5.2 Footpaths, Bridges and Stiles - Councillor Macpherson has received a final gate for us to complete most of the footpaths.
 - Agreed to repair or replace footpath signs on Butcher Lane
 - Discussed spraying footpath off Butcher Lane.
 - Discussed planting around the memorial bench.
- 5.3 Annual Returns 2022-23 - Objections to AGAR by a member of the public - The objections from a single member of the public have been reviewed by the external auditor and they are considering four of the objections from the member of the public, which may result in additional charges being levied on the parish council. The Parish Council have raised concerns with the auditor regarding the validity of these objections. PKF have said no PIR report will be required.

Annual return 2023-24 – All of the AGAR documentation has been completed, the Annual Governance Statement, Accounting Statement and Internal Auditors report were approved for submission.

The Documents for the provision of public rights were approved.
- 5.4 Internal Auditor - Internal audit has been carried out by Chipchase & Manners and one item was highlighted regarding PAYE, we are following up with PAYE. Unanimously accepted findings of internal audit.
- 5.5 PIR Action Plan - The action plan was reviewed; it was noted that all points have been completed.

- 5.6 Urban grass cutting – Discussed grass cutting around footpaths.
- 5.7 Potto Parish Plan – Mid-term review due this year, discussed with Yorkshire Community First and have received a template from them. It was agreed to set up a midterm review meeting.
- 5.8 Traffic Calming - Speed sign has been in Potto for 5 weeks.
- Applied for '20's Plenty' scheme, had to register speed findings. We are now on their list following sending speed data.
- 5.9 Potto Village Hall - The minutes of Potto Village Hall monthly meeting and AGM has been received and circulated to councillors.
- Discussed trustees to Village Hall, to be confirmed with the Village Hall committee.
 - Discussed D-Day celebrations and the celebration of peace on 6 June.
- 5.10 ICO - Freedom of information requests and reviews, the following cases were discussed.
- 5.10.1 Appeal EA/2024/0028 by a member of the public.
It was agreed that due to lack of resources due to ill health the appeal would be dropped.
- A review of an FOI request was held and it was agreed that the response had been correct.
- 5.11 Village Project – Discussed bench and costings already received. New resident of former Porrit's Farm is a Blacksmith, Council will approach for quote on a similar bench as a local supplier.

6. Report from Unitary Councillor

- Discussed change in planning laws for agricultural buildings built before 2013 being converted into residential.
- A minimum of 8000 affordable homes to be built across the County.
- 'Paddock's End' development of 50 houses at Hutton Rudby will go to committee next month.
- Councillor Hugill will circulate full annual report to the Parish Council.

7. Planning Applications to consider and decide upon

None.

8. Planning Decisions of Hambleton District Councils

- 8.1 Ref: ZB24/00528/OUT - Dwelling to the rear of 50 & 52 Cooper Lane. *Application Withdrawn.*
- 8.2 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.*
- 8.3 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.*
- 8.4 Ref: ZB23/01765/REM - Application for approval of reserved matters following outline approval 20/02290/OUT for the construction of one detached dwelling; Land Rear Of 42 Cooper Lane, Potto. *Awaiting Decision.*

9. Matters requested by Councillors.

- 9.1 Resignation of Councillor – Councillor Agar has decided to step down. The Parish will contact Elec Reg at the Council for forms to complete. Thanks given from all Councillors for Steve's work.

9.2 PAYE – This has been raised with HMRC and we are awaiting the new registration number.

10. Finance

10.1 Barclays Bank has closed its premises in Stokesley and is now closing their premises in Northallerton. NatWest Bank looks best, will apply online.

10.2 To receive bank reconciliation and budget comparison to 22 May 2024.

Community Account	£ 6,686.47
Business Premium Account	£ 5,083.30

10.3	Invoices:	Dawson Farms Ltd	£382.68 - Agreed
		Chipchase Manners	£540.00 - Agreed

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

10.5 Clerks Salary - agreed.

It was noted that the clerk had performed her duties exceptionally well while working under difficult conditions, suffering an ongoing campaign of vexatious abuse from a member of the public.

Councillors noted that they had a duty of care for its employees to protect them from such abuse.

11. Correspondence

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

Correspondence actioned.

12. Any Other business

None

13. To confirm date & time of next meeting

Next meeting date Wednesday 3 July 2024 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 3 JULY 2024 AT 7.00 PM AT POTTO VILLAGE HALL**

3 members of the public were 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 and County Councillor D Hugill.

Apologies: Councillor Mrs E Griffin and Councillor Mr S March

The meeting is not quorate.

3. Minutes of May's meeting

The minutes of May's meetings were discussed, however cannot be agreed as today's meeting was not quorate.

Amendment minutes - Discussed grammatical change of a word and change of case numbers by ICO. Cannot be agreed as today's meeting was not quorate.

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 Macpherson discussed topsoil for around the jubilee bench. Verges are starting to get overgrown on footpath to Swainby. Discussed topsoil and wildflowers for round jubilee bench. Discussed a tree with possible ash dieback near bench.
- 4.3 Annual Returns 2022-23 - The Final Report and Certificate together with the Decision letter from PKF Littlejohn were discussed. It was noted that due to delays by PKF Littlejohn, the final report and certificate were received after the submission of the 2023-24 AGAR forms. An Action Plan to address the points raised will be prepared for the next meeting together with a response to PKF Littlejohn.
- 4.4 New Councillor - Due to the meeting not being quorate, we are unable to make a decision.
- 4.5 PIR Action Plan - The action plan was reviewed; it was noted that all points have been completed.
- 4.6 Urban grass cutting - Discussed grass cutting around footpaths.
- 4.7 Potto Parish Plan - Mid-term review due this year, discussed with Yorkshire Community First and have received a template from them. It was agreed to set up a midterm review meeting.
- 4.8 Traffic Calming - Speed sign is due back in Potto shortly. Applied for '20's Plenty' scheme, had to register speed findings. We are now on their list following submitting speed data.
- 4.9 ICO - Freedom of information requests and reviews, the following cases were discussed:
 - EA/2024/0028, EJ/2023/0005, UA-2023-001873-GIA
 - Decision Notice IC-282082 - J8W5 - No action to be taken by PPC.

- 4.10** Village Project - Discussed bench and costings already received. New resident of former Porrit's Farm is a Blacksmith, Council will approach for quote on a similar bench as a local supplier.

5 Report from Unitary Councillor

- Discussed consultation on waste bins.
- Discussed decision on home to school transport.
- Now 3 planning areas for North Yorkshire, new staff moved into positions.
- Discussed ownership of leisure centres within North Yorkshire.

6 Planning Applications to consider and decide upon

None.

7 Planning Decisions of Hambleton District Councils

- 7.9 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*.
- 7.10 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.

- 8.1 Visit of Prime Minister - Rishi Sunak was present at the D-Day memorial celebration at the village hall and spent time speaking to parishioners.
- 8.2 Councillors Domain Name - all government organisations have been asked to use a .gov.uk email and website addresses. £100 grant towards moving to this. Cannot be agreed as today's meeting was not quorate.
- 8.2 Dog waste bin - bin near noticeboard is falling apart. Councillor Macpherson will look into getting a new one.

9 Finance

- 9.1 Barclays Bank has closed its premises in Stokesley and Northallerton. NatWest Bank looks best, will apply online.
- 9.2 To receive bank reconciliation and budget comparison to 03 July 2024.
- Community Account £ 5,623.59
 - Business Premium Account £ 5,102.31
- 9.3 Budget - The current budget and expected expenditure were discussed.
- 9.4 Clerks Salary

10 Correspondence

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

- 10.1 Emails from members of the public.
- 10.2 Review of Correspondence.

11 Any Other business

None

12 To confirm date & time of next meeting

Next meeting date Tuesday 20 August 2024 at 7.00pm.

The Chairman declared the meeting closed at 8.10pm.

**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL HELD ON
TUESDAY 20 AUGUST 2024 AT 7.00 PM AT POTTO VILLAGE HALL**

1 members of the public were 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 Mrs E Griffin and County Councillor D Hugill.

Apologies: Councillor Mr S March

3. Minutes of May and July's meeting

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

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

The minutes of July'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 Macpherson discussed strimming footpaths and possibility of looking at purchasing a strimmer for quick jobs, will look into costing.
- Discussed replacement dog bin next to noticeboard, will look into costing.
- Discussed footpath from Preston's to Hutton Rudby as footpath is dangerously overgrown and have to step into road, they are aware of this issue.

4.3 Annual Returns 2022-23 - The Final Report and Certificate together with the Decision letter from PKF Littlejohn were discussed. It was noted that due to delays by PKF Littlejohn, the final report and certificate were received after the submission of the 2023-24 AGAR forms. It was agreed that the Final Report would be contested as it contains a number of errors.

An Action Plan to address the points raised will be prepared for the next meeting together with a response to PKF Littlejohn. It was agreed that we would contact our MP Mr Rishi Sunak regarding PKF Littlejohn and their fees.

4.4 New Councillor - Mr Richard Walker was unanimously co-opted onto the Parish Council.

4.5 PIR Action Plan - The action plan was reviewed; it was noted that all points have been completed.

4.6 Urban grass cutting - Discussed grass cutting which has been done around footpaths.

4.7 Potto Parish Plan - Mid-term review will be held on Wednesday 28 August at 7pm in village hall. We have received a template from Yorkshire Community First.
Discussed 'Potted Potto' on 3 September at Swainby Village Hall at 7pm.

4.8 Traffic Calming - Speed sign is back in Potto. Applied for '20's Plenty' scheme, had to register speed findings. We are now on their list following submitting speed data.

- 4.9 ICO - Freedom of information requests and reviews, the following cases were discussed:
- EA/2024/0028, EJ/2023/0005, UA-2023-001873-GIA
 - Decision Notice IC-282082 - J8W5 - No action to be taken by PPC.
 - IC-293418-Z2B3
- 4.10 Village Project - Discussed bench and costings already received. New resident of former Porrit's Farm is a Blacksmith. Councillor Macpherson has contacted him regarding a memorial bench. Discussed location, style and if better to restore bench at bottom of village on corner.
- 4.11 Amendment minutes - Discussed grammatical change of a word and change of case numbers by ICO together with outstanding changes. Amendments agreed.

5 Report from Unitary Councillor

Councillor Hugill has become the 'Climate Change Champion'. Discussed water source heat pump at Seamer Pond, in collaboration with 'LabMan', meeting with Rishi Sunak next week to discuss further. Discussed Ground Source hearing for village, one resident is following up on this with North Yorkshire Council.

6 Planning Applications to consider and decide upon

Ref: ZB24/01315/FUL Demolition of existing single storey glazed conservatory and erection of new single storey orangery 58 Cooper Lane, Potto. Parish Council supports the application.

7 Planning Decisions of Hambleton District Councils

- 7.9 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*.
- 7.10 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.

- 8.2 Councillors Domain Name - all government organisations have been asked to use a .gov.uk email and website addresses. £100 grant towards moving to this. Circulated to Councillors and agreed.
- 8.3 Concerns around use of traveller site near Preston's of Potto. Amount of white commercial vans and static homes. Stables now appears to be used as a home. Agreed to contact enforcement to ensure site is being used lawfully.

8 Finance

- 8.1 Barclays Bank has closed its premises in Stokesley and Northallerton. NatWest Bank looks best, will apply online.
- 8.2 To receive bank reconciliation and budget comparison to 20 August 2024.
- Community Account £ 5,343.19
 - Business Premium Account £ 5,102.31

8.3 Invoices:

• PKF Littlejohn - AGAR Additional Work	£12,797.70	Contesting invoice
• Jet Brains - Website Software	£142.80	Agreed
• North Yorkshire Council - Grass cutting	£128.52	PO for reimbursement

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

8.5 Clerks Salary – Agreed for July and August

9 Correspondence

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

9.1 Emails from members of the public. Discussed email received regarding scrutinising Parish Councillors. Discussing with YLCA.

9.2 Review of Correspondence.

10 Any Other business

None

11 To confirm date & time of next meeting

Next meeting date Tuesday 17 September 2024 at 7.00pm.

The Chairman declared the meeting closed at 8.45pm.

**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL HELD ON
TUESDAY 17 SEPTEMBER 2024 AT 7.00 PM AT POTTO VILLAGE HALL**

1 members of the public were 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 March, Councillor Mrs E Griffin, Councillor R Walker and County Councillor D Hugill.

Apologies: Councillor Mr I Macpherson.

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. Nothing to report.
- 4.2 Footpaths, Bridges and Stiles - Councillor March has cut back hedges on bridleway and added new surface topping in places where water accumulated.
- 4.3 Annual Returns 2023-24 - The response to the errors in the Final Report and Certificate together with the Decision letter from PKF Littlejohn were discussed.
- 4.4 PIR Action Plan - The action plan was reviewed; it was noted that all points have been completed.
- 4.5 Potto Parish Plan - Mid-term review was held on Wednesday 28 August the report will be prepared and issued for comment.
- 4.8 Traffic Calming - Speed sign is back in Potto. Applied for '20's Plenty' scheme, had to register speed findings. We are now on their list following submitting speed data.
- Discussed the recent accident at Potto Hall and the possibility of having a speed limit imposed.
- 4.9 Potto Village Hall.
- BBQ was held on 13 September and was well attended.
 - Next Event: Charity lunch 13 October, in aid of Motor Neurone Disease.
- 4.10 ICO - Freedom of information requests and reviews, the following cases were discussed:
- EJ/2023/0005
 - EA/2024/0028
 - IC-293418-Z2B3
- A review of a FOI request was carried out, it was agreed that an appropriate response was provided.
- 4.11 YLCA – A video conference was held with Councillors regarding a number of issues, discussions are ongoing.

5 Report from Unitary Councillor

Discussed “lets talk rubbish” and fly tipping of material along Parson’s Back Lane. Discussed District Heating Scheme. Leisure Centre consultation and accident at Potto Hall crossroads. Enquired about accessing help for Village Character Assessment.

6 Planning Applications to consider and decide upon

None.

7 Planning Decisions of Hambleton District Councils

- 7.1 Ref: ZB24/01315/FUL Demolition of existing single storey glazed conservatory and erection of new single storey orangery 58 Cooper Lane, Potto. **GRANTED**
- 7.2 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.*
- 7.3 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: ZB23/01765/REM - Application for approval of reserved matters following outline approval 20/02290/OUT for the construction of one detached dwelling; Land Rear Of 42 Cooper Lane. *Awaiting Decision.*

8 Matters requested by Councillors.

- 8.1 Councillors Domain Name – ongoing.
- 8.2 Parish precept has been requested by North Yorkshire Council, a budget etc will be prepared.
- 8.3 District Heating Scheme – Questionnaires have been sent to parishioners by North Yorkshire Council.
- 8.4 Standards training – Slides have been circulated to Councillors.
- 8.5 Defibrillator was utilised at weekend. But it was not needed, it has been checked and reinstated.
- 8.6 Concerns were raised around use of traveller site near Preston’s of Potto. Amount of white commercial vans and static homes have appeared on site. Agreed to contact planning enforcement to ensure site is being used lawfully.

9 Finance

- 9.1 To receive bank reconciliation and budget comparison to 17 September 2024.

- Community Account £ 5,343.19
- Business Premium Account £ 5,121.39

- 9.2 Invoices:

- PKF Littlejohn - AGAR Additional Work £12,797.70 Contesting invoice
- Jet Brains - Website Software £142.80 Agreed
- S&J Kidson - Hedge and grass cutting £105.00 Agreed
- North Yorkshire Council - Grass cutting £128.52 PO for reimbursement

1120

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

9.4 Clerks Salary – Agreed for September

10 Correspondence

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

10.1 Discussed Email correspondence and actioned responses.

11 Any Other business

None

12 To confirm date & time of next meeting

Next meeting date Tuesday 15 October 2024 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 15 OCTOBER 2024 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 March, Councillor Mrs E Griffin, Councillor R Walker and County Councillor D Hugill

Apologies: Councillor Mr I Macpherson.

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. 1 offence noted, auto-crime SMV. It was agreed to send a follow up email after no response was received from the email sent following last month's meeting regarding the house on Parsons Back Lane.
- 4.2 Footpaths, Bridges and Stiles - Councillor March has cut back hedges on bridleway and added new surface topping in places where water has accumulated.
- 4.3 Annual Returns 2023-24 - The response to the Final Report and Certificate together with the Decision letter from PKF Littlejohn were discussed. It was noted that a member of the public had contacted the internal auditor.
- 4.4 PIR Action Plan - The action plan was reviewed; it was noted that all points have been completed.
- 4.5 Potto Parish Plan – The mid-term review report is ongoing and will be prepared and issued for comment.
- 4.6 Traffic Calming – The speed sign has been in Potto for six weeks in August and September, the max recorded speed was 60mph at 31 July at 23:55. Average speed is 34mph with 57,269 vehicles over 6 weeks. Applied for '20's Plenty' scheme, had to register speed findings. We are now on their list following submitting speed data. Sharing the data on Potto Patter was discussed.

Discussed the recent accident at Potto Hall and the possibility of having a speed limit imposed.

Contacted by a member of the public, who has requested a speed limit on the section of road past Preston's of Potto. Checked with Highways and we have to submit requests to both Highways and Police. Speed data will help support with this.

- 4.7 Potto Village Hall.
 - Charity lunch held on 13 Oct, in aid of Motor Neurone Disease, over £1000 was collected.

Upcoming events

- 19 Oct comedy play The Regalettes by BadApple Theatre
- 1 Nov Halloween Pub night
- 3 Nov The room upstairs - A Ghost Story by Clap Trap Theatre.

4.8 ICO - Freedom of information requests and reviews, the following cases were discussed:

- EJ/2023/0005
- EA/2024/0028
- IC-293418-Z2B3

A tribunal hearing for EJ/2023/0005 was held and the member of the public making the accusations failed to attend. The Judge has given them 7 days to explain their non-attendance.

A tribunal Judge for EA/2024/0028 has refused the member of the public permission to appeal the decision of the tribunal

A review of a FOI requests was carried out, it was agreed that an appropriate response were provided.

4.9 YLCA - A video conference was held with Councillors regarding a number of issues, discussions are ongoing.

4.10 Village Heating Project - Research and discussion ongoing.

4.11 Village Character Assessment - awaiting response from NYC

5. Report from Unitary Councillor

Discussed 'Let's Talk Rubbish' consultation, over 10,000 responses received. How to consolidate the collection of all areas. Discussed 1 collection per week and have 3 bins, 4 if you sign up to green waste. Collect more recycling and less waste going into incinerator. Discussed calls for development sites, one site put forward in North Yorkshire was for 18,000 houses.

Discussed fly tipping on Parsons Back Lane.

Discussed District Heating scheme for Potto.

6. Planning Applications to consider and decide upon

6.1 Ref: ZB24/01593/FUL - Retrospective application for a shepherd's hut with hot tub and toilet. Potto Grange Farm, Potto. Send comments regarding concerns as to the amount of these type of applications in the area.

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 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: ZB23/01765/REM - Application for approval of reserved matters following outline approval 20/02290/OUT for the construction of one detached dwelling; Land Rear Of 42 Cooper Lane. *Awaiting Decision.*

8 Matters requested by Councillors.

8.1 Northern entrance to village - Contacted by a member of the public regarding mess on roads to the north of the village. It was agreed to contact Highways and Environmental Services.

- 8.2 Concerns were raised around use of traveller site near Preston's of Potto. Amount of white commercial vans and static homes have appeared on site. Agreed to contact planning enforcement to ensure site is being used lawfully.
- 8.3 The Defibrillator has been used again in the village, all checked and OK. Battery currently at 25%, investigate prices for new ones.

9 Finance

- 9.1 To receive bank reconciliation and budget comparison to 15 October 2024.

- Community Account £ 9,452.99
- Business Premium Account £ 5,121.39

- 9.2 Precept - The precept will be discussed at the November meeting.

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

- 9.4 Clerks Salary - Agreed for October

10 Correspondence

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

- 10.1 Discussed Email correspondence and actioned responses.

- 10.2 Discussed letter from Legal Services at North Yorkshire Council.

11 Any Other business

None

12 To confirm date & time of next meeting

Next meeting date Tuesday 19 November 2024 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 19 NOVEMBER 2024 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 R Walker and Councillor Mr I Macpherson.

Apologies: Councillor Mrs E Griffin, Councillor Mr S March and County Councillor D Hugill.

Condolences were recorded from the members of Potto Parish Council for Councillor Mrs E Griffin on the loss of her husband. Our thoughts are with her and her family at this sad time.

3. Minutes of October's meeting

The minutes of October 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 Macpherson discussed bridleway near traveller site. Lots of fallen debris and near impassable. Will contact footpaths to joint walk and discuss further.
- 4.3 Annual Returns 2023-24 - The response to the Final Report and Certificate together with the Decision letter from PKF Littlejohn were discussed. It was noted that a member of the public had contacted the internal auditor.
- 4.4 PIR Action Plan - The action plan was reviewed; it was noted that all points have been completed.
- 4.5 Potto Parish Plan - The mid-term review report is ongoing and will be prepared and issued for comment.
- 4.6 Traffic Calming - The speed sign is due back in December. Webinar for 20's plenty is on tomorrow.
- 4.7 Potto Village Hall. Upcoming events:
 - 21 December - Winter Solstice Sparkle Night.
 - 26 December - Sleeping Beauty & The Beast.
- 4.8 ICO - Freedom of information requests and reviews, the following cases were discussed:
 - EJ/2023/0005

A tribunal hearing for EJ/2023/0005 was held and the member of the public making the accusations failed to attend. Meeting rescheduled.

A review of a FOI requests was carried out, it was agreed that appropriate responses were provided.

- 4.9 YLCA - A video conference was held with Councillors regarding a number of issues, discussions are ongoing.

- 4.10 Village Heating Project - Research and discussion ongoing.
- 4.11 Village Character Assessment - awaiting response from NYC.

5. Report from Unitary Councillor

None present.

6. Planning Applications to consider and decide upon

- 6.1 ZB24/02021/FUL - Proposed alterations and extensions - 2 Cooper Close, Potto. Raise roof to make roof void habitable and extend side where garage is. Same height as surrounding houses. No impact on street-scene. Suggest approve application.

7. Planning Decisions of Hambleton District Councils

- 7.1 Ref: ZB24/01593/FUL - Retrospective application for a shepherd's hut with hot tub and toilet. Potto Grange Farm, Potto. Send comments regarding concerns as to the amount of these type of applications in the area. *Awaiting Decision.*
- 7.2 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.*
- 7.3 Ref: ZB24/01315/FUL Demolition of existing single storey glazed conservatory and erection of new single storey orangery 58 Cooper Lane, Potto. 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: ZB23/01765/REM - Application for approval of reserved matters following outline approval 20/02290/OUT for the construction of one detached dwelling; Land Rear Of 42 Cooper Lane. *Awaiting Decision.*

8 Matters requested by Councillors.

- 8.1 Northern entrance to village - Contacted by a member of the public regarding mess on roads to the north of the village. Discussed matter with Highways for further action.
- 8.2 NYC Highways Liaison meeting - Discussed a number of points discussed at meeting including: parking in village, Response times, speed limits and community gritting partnership.
- 8.3 Stell Inspection – Date will be organised.
- 8.4 Concerns were raised around use of traveller site near Preston's of Potto. Amount of white commercial vans and static homes have appeared on site. Agreed to contact planning enforcement to ensure site is being used lawfully.

9 Finance

9.1 To receive bank reconciliation and budget comparison to 19 November 2024.

- Community Account £ 9,169.99
- Business Premium Account £ 5,121.39

9.2 Invoices:
Potto Village Hall Hire of Hall for meetings £285.00 Agreed.
Whorlton Church Annual donation £300.00 Agreed.

9.3 Precept - The precept for 2025/26 was discussed including the proposed budget and risk assessment. The NYC precept calculator was applied, and discussions were held around potential levels of inflation under the new government. Discussions were also held around how costs are calculated etc. The proposed precept of £9,000 was agreed.

9.4 The Defibrillator has been used a number of times this year. Battery currently at 25%, investigate prices for a new one and new pads also required. Discussed obtaining training from NY Ambulance again next year.

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

9.6 Clerks Salary for November Agreed.

10 Correspondence

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

10.1 Discussed correspondence from North Yorkshire Standards Board. Response has been sent.

10.2 Discussed Emails correspondence and actioned responses.

11 Any Other business

None

12 To confirm date & time of next meeting

Next meeting date Tuesday 17 December 2024 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 17 DECEMBER 2024 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 R Walker, Councillor Mrs E Griffin, Councillor Mr I Macpherson and County Councillor D Hugill.

Apologies: Councillor Mr S March.

3. Minutes of November's meeting

The draft minutes of the November meeting were discussed, proposed, seconded and resolved. Noted a typographical error on minutes and this will be rectified.

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 – Following storm Darragh, the fallen trees were removed from the bridleway and the steps onto the riverside path. The large tree near the Owl bench will be removed professionally.
Discussed footpath off Parson's Back Lane being re-routed, there are no objections, however it is located just over the Potto Parish boundary.

4.3 Annual Returns 2023-24 - The response to the Final Report and Certificate together with the Decision letter from PKF Littlejohn were discussed. It was noted that a member of the public had contacted the internal auditor.

4.4 Traffic Calming - The speed sign is due back in Potto next week.

4.5 ICO - Freedom of information requests and reviews, the following cases were discussed:

- EJ/2023/0005
- IC-293418-Z2B3
- IC-329882-J6G7

A review of a FOI requests was carried out, it was agreed that appropriate responses were provided.

4.6 Village Heating Project – Information from the survey had been received with over 65% of household responding, the consultants are currently reviewing the information.

4.7 Parish Plan – To look at in new year.

4.8 Potto Village Hall. Upcoming events:

- 21 December - Winter Solstice Sparkle Night.
- 26 December - Sleeping Beauty & The Beast.

5. Report from Unitary Councillor

Discussed housing, the original plan for 2024 would be to build 360 new houses per year. However, when the new Labour government took to power, they launched a consultation and planned for 4,232 new houses per year for North Yorkshire
This has recently been scaled down marginally to 4077 new houses per year. Discussed new settlement possibly near Boroughbridge.

Planned building of bridge for the Coast to Coast walk over A19 near Ingleby Arncliffe has been paused.

6. Planning Applications to consider and decide upon

None

7. Planning Decisions of Hambleton District Councils

- 7.1 ZB24/02021/FUL - Proposed alterations and extensions - 2 Cooper Close, Potto. **GRANTED**
- 7.2 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.*
- 7.3 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: ZB23/01765/REM - Application for approval of reserved matters following outline approval 20/02290/OUT for the construction of one detached dwelling; Land Rear Of 42 Cooper Lane. *Awaiting Decision.*
- 7.5 Ref: ZB24/01593/FUL - Retrospective application for a shepherd's hut with hot tub and toilet. Potto Grange Farm, Potto. Send comments regarding concerns as to the amount of these type of applications in the area. *Awaiting Decision*

8 Matters requested by Councillors.

- 8.1 Christmas Tree – Thanks given to Preston's of Potto for the donation of this year's Christmas Tree.
- 8.2 Traveller Site - Concerns were raised around use of traveller site near Preston's of Potto. Amount of white commercial vans and static homes have appeared on site. Enforcement has been contacted and will be inspecting. Discussed more caravans being present.
- 8.3 Stell Inspection - Date will be organised in new year, no blockages noted at the moment. Discussed flooding around the village, photos will be taken after next big rain fall.
- 8.4 Pam Fanthorpe Bench - Discussed email received from Pam Fanthorpe's daughter and offer of a new bench in memorial to her. Discussed previous plans for a new memorial bench in the village and how we can incorporate both benches into the village.
- 8.5 Newsletter - Completed, needs to be printed and delivered.
- 8.6 Grass Cutting - Contacted by Council regarding grass verge cutting for 2025, discussed and approved.

9 Finance

9.1 To receive bank reconciliation and budget comparison to 17 December 2024.

- Community Account £ 9,029.79
- Business Premium Account £ 5,140.54

Invoices:

Potto Village Hall	Hire of Hall for meetings	£285.00	Agreed.
Whorlton Church	Annual donation	£300.00	Agreed.
Defribulator Battery		£293.00 + VAT	Agreed.
Defribulator Pads		£48.00 + VAT	Agreed.
Christmas Cards		£67.89	Agreed

9.2 Precept - The precept for 2025/26 was sent to NYC last month.

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

9.4 Clerks Salary for December. Agreed.

10 Correspondence

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

10.1 Discussed Emails correspondence and actioned responses.

10.2 Review of Correspondence.

10.3 North Yorkshire Standards - Complaints were sent to Standards Board about Councillor Wilde and Councillor Griffin. Awaiting outcome.

11 Any Other business

None

12 To confirm date & time of next meeting

Next meeting date Tuesday 21 January 2025 at 7.00pm.

The Chairman wished everyone a Merry Christmas and a Happy and Prosperous 2025.

The meeting was declared closed at 8.30 pm.