

**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 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.
- 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 20 February 2024.

Community Account	£ 3,216.66
Business Premium Account	£ 5,083.30

- 9.3 Invoices:
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| 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.