

**MINUTES OF THE ANNUAL MEETING OF POTTO PARISH COUNCIL HELD ON
TUESDAY 20 MAY 2025 AT 7.25 PM AT POTTO VILLAGE HALL**

1. Election of Officers

The following officers of the parish council were elected

- 1.1.1 Chairman: Mr A Wilde
- 1.1.2 Vice Chair: Mr R Walker
- 1.1.3 Financial Officer: Mrs J Storey

The declaration of acceptance of office forms were received.

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 R Walker and Unitary Councillor D Hugill.

Apologies: Councillor Mr S March

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 Maguire. 1 report of 'Arson/Criminal Damage' no further information provided.
- 5.2 Footpaths, Bridges and Stiles - Councillor Macpherson has received a final gate for us to complete most of the footpaths in the parish. Discussed hard standing around the memorial bench.
- 5.3 Annual Returns 2023-24 - The response to the Final Report and Certificate from PKF Littlejohn were discussed. Review and approval of the AGAR including the Annual Governance Statement, and Accounting Statement.
- 5.4 Internal Auditor - Internal audit is being carried out by Chipchase & Manners. Engagement letter accepted.
- 5.5 PKF Littlejohn Correspondence – discussed and agreed actions.
- 5.6 Traffic Calming - Speed sign has been in Potto for 2 weeks. Applied for '20's Plenty' scheme, had to register speed findings. We are now on their list following sending speed data.
- 5.7 ICO - Freedom of information requests and reviews, the following cases were discussed:
 - FT/EA/2025/0154
 - FT/EA/2025/0153
 - IC-346549-R7F3

A review of an FOI requests was held and it was agreed that the response had been correct.

- 5.8 Urban grass cutting – Discussed grass around verges.
- 5.9 Parish Plan - To be reviewed at next meeting.
- 5.10 Potto Village Hall - The minutes of Potto Village Hall monthly meeting and AGM has been received and circulated to councillors.
 - VE Day Celebration was held on 10th May.
 - Upcoming Events: Summer Solstice Pub Night Saturday 21st June.

6. Report from Unitary Councillor

Discussed Locality budget available to Parish Councils. Discussed boundary commission on divisional boundaries, now in consultation period until 10 June. Chairman queried divisional boundaries around Stokesley and Hutton Rudby, Potto will stay as it is. Discussed NYC budgets. Community Hub open previously at old Hambleton Council building has now moved to Northallerton Town Centre. Home to School transport meeting tomorrow looking to reverse decision made in 2024. Only provide home to school transport to closest school, not catchment schools or different choice schools if not closest one.

7. Planning Applications to consider and decide upon

None.

8. Planning Decisions of Hambleton District Councils

- 8.1 Ref. ZB25/00298/MRC - Application for variation of condition No2 (minor interior design alterations) Land adjacent to Rawcliffe, Potto. *Awaiting Decision*.
- 8.2 Ref: ZB25/00332/MRC - Application for the removal of Condition 6 (occupancy) on two holiday lets, Potto Fields Farm. *Awaiting Decision*.
- 8.3 Ref: ZB25/00332/MRC - Application for removal of Condition 4 (Occupancy) and 8 (access) for previously approved application 08/03395/FUL. Potto Fields Farm, Black Horse Lane, Potto. *Awaiting Decision*.
- 8.4 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. **APPEAL DISMISSED**.
- 8.5 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*.
- 8.6 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. **GRANTED**
- 8.7 Email received from a member of the public regarding construction of dwelling behind 42 Cooper Lane. Asking if work has commenced in breach of planning? Advised to contact Planning Enforcement at North Yorkshire Council. Resident has tried contacting but failed to speak to anyone. Councillor Wilde contacted Planning Enforcement in the name of the Parish Council. Discussed the concerns of a resident with the member of staff in Planning and then discussed NYC Parish Charter. Awaiting return contact.

9. Matters requested by Councillors.

- 9.1 Defibrillator – Notification received that Defibrillator has been removed from the box. It has been checked over and not used.
- 9.2 Village Hall Road – Parts of the road will be replaced on 7th & 8th June 2025. Volunteers welcomed.
- 9.3 Pam Fanthorpe Bench - Discussed email received from Pam Fanthorpe's daughter and offer of a new bench in memorial to her. Councillor Macpherson is corresponding with Pam's daughter, North Yorkshire council and highways. contacted by another member of the parish suggesting bench being put on old railway path – agreed another bench could be looked at, but not the memorial one.
- 9.4 Stell Inspection - No rain recently, will check at a late date.
- 9.5 Traveller Site - Discussed during phone call with NYC Planning Enforcement - awaiting contact back. Discussed concerns with Unitary Councillor Hugill.
- 9.6 Surface Water Flooding - Contact from a member of the public due to insurance quote regarding surface water flooding. Phone call to NYC regarding flooding - awaiting contact back.
- 9.7 Barclays Bank – Updated forms to be completed. £75 compensation received from Barclays to PPC following on from complaint made about phone call received from Barclays.
- 9.8 Chairman attended Potto Village Hall AGM.

10. Finance

- 10.1 To receive bank reconciliation and budget comparison to 20 May 2025.

Community Account	£ 11,803.63
Business Premium Account	£ 5,158.72

- 10.2 Budget - The current budget and expected expenditure were discussed.
- 10.3 Clerks Salary - agreed.

11. Correspondence

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

None.

12. Any Other business

Discussed fibre internet upgrade being installed in village.

13. To confirm date & time of next meeting

Next meeting date Tuesday 17 June 2025 at 7.00pm.

The Chairman declared the meeting closed at 8.45 pm.