

# POTTO PARISH COUNCIL

District  
Hambleton

County  
North Yorkshire

9th January 2023

Dear Councillor,

You are summoned to attend the next meeting of Potto Parish Council, to be held at Potto Village Hall on **Wednesday 18th January 2023** at 7.15pm.

J.K. Storey (CLERK)

There will be a public session prior to the meeting, and this will commence at 7.00pm.  
(Members of the public will adhere to the rules set by the council for this session)

## AGENDA

1. Reminder by the Chairman of the Councils expectations for the audio or visual recording of this meeting.
2. To receive apologies and approve reasons for absence.
3. To confirm minutes of meeting held on the 20<sup>th</sup> of December 2022 as a true and correct record.
4. To receive information on the following issues and decide action where necessary.
  - 4.1 Police Report
  - 4.2 Footpaths Footbridges and Stiles
  - 4.3 Annual Return, PIR Meeting & Action Plan
  - 4.4 Potto Plan
  - 4.5 Traffic Calming
  - 4.6 Potto Village Hall
  - 4.7 ICO
  - 4.8 Policies and Procedures
  - 4.9 Jubilee project
  - 4.10 YLCA Meeting
5. Reports from County and District Councils.
6. To consider and decide upon the following planning applications:
7. To receive the following planning decisions / information:

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- 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.
- 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.
- 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, Potto.

## 8. Matters requested by Councillors.

- 8.1 District Heating
- 8.2 Emails sent to residents

## 9. Financial matters.

- 9.1 Bank Accounts
- 9.2 PKF Littlejohn PIR Invoices
- 9.3 Cleveland Corrosion Invoice
- 9.4 Budget review
- 9.5 Clerks Salary

## 10. To consider the following correspondences and decide action where necessary.

- 10.1 Emails from members of the public
- 10.2 Internal Reviews

## 11. To confirm the date and time of the next meeting.

# POTTO PARISH COUNCIL

District  
Hambleton

County  
North Yorkshire

8th February 2023

Dear Councillor,

You are summoned to attend the next meeting of Potto Parish Council, to be held at Potto Village Hall on **Wednesday 15th February 2023** at 7.15pm.

J.K. Storey (CLERK)

There will be a public session prior to the meeting, and this will commence at 7.00pm.  
(Members of the public will adhere to the rules set by the council for this session)

## AGENDA

1. Reminder by the Chairman of the Councils expectations for the audio or visual recording of this meeting.
2. To receive apologies and approve reasons for absence.
3. To confirm minutes of meeting held on the 18<sup>th</sup> of January 2023 as a true and correct record.
4. To receive information on the following issues and decide action where necessary.
  - 4.1 Police Report
  - 4.2 Footpaths Footbridges and Stiles
  - 4.3 Annual Return, PIR Meeting & Action Plan
  - 4.4 Potto Plan
  - 4.5 Traffic Calming
  - 4.6 Potto Village Hall
  - 4.7 ICO
  - 4.8 Policies and Procedures
  - 4.9 Jubilee project
  - 4.10 YLCA Meeting
5. Reports from County and District Councils.
6. To consider and decide upon the following planning applications:
  - 6.1 23/00140/FUL Construction of one dwelling. Land Adjacent To Rawcliffe Cooper Lane, Potto.

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7. To receive the following planning decisions / information:
  - 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.
  - 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.
  - 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, Potto.
  
8. Matters requested by Councillors.
  - 8.1 District Heating
  - 8.2 Emails sent to residents.
  - 8.3 Civility and Respect pledge
  
9. Financial matters.
  - 9.1 Bank Accounts
  - 9.2 PKF Littlejohn PIR Invoices
  - 9.3 Cleveland Corrosion Invoice
  - 9.4 Budget review
  - 9.5 Clerks Salary
  - 9.6 BIHB Insurance
  
10. To consider the following correspondences and decide action where necessary.
  - 10.1 Emails from members of the public
  
11. To confirm the date and time of the next meeting.

# POTTO PARISH COUNCIL

District  
Hambleton

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North Yorkshire

8th February 2023

Dear Councillor,

You are summoned to attend the next meeting of Potto Parish Council, to be held at Potto Village Hall on **Wednesday 15th March 2023** at 7.15pm.

J.K. Storey (CLERK)

There will be a public session prior to the meeting, and this will commence at 7.00pm.  
(Members of the public will adhere to the rules set by the council for this session)

## AGENDA

1. Reminder by the Chairman of the Councils expectations for the audio or visual recording of this meeting.
2. To receive apologies and approve reasons for absence.
3. To confirm minutes of meeting held on the 15<sup>th</sup> of February 2023 as a true and correct record.
4. To receive information on the following issues and decide action where necessary.
  - 4.1 Police Report
  - 4.2 Footpaths Footbridges and Stiles
  - 4.3 Annual Return, PIR Meeting & Action Plan
  - 4.4 Potto Plan
  - 4.5 Traffic Calming
  - 4.6 Potto Village Hall
  - 4.7 ICO
  - 4.8 Jubilee project
  - 4.9 YLCA Meeting
  - 4.10 Complaint from member of the public
  - 4.11 Appointment of internal auditor
5. Reports from County and District Councils.
6. To consider and decide upon the following planning applications:
  - 6.1 23/00307/FUL Alterations and extensions to existing dwelling. 11 Cooper Lane, Potto.

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7. To receive the following planning decisions / information:
  - 7.1 23/00140/FUL Construction of one dwelling. Land Adjacent to Rawcliffe Cooper Lane, Potto.
  - 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.
  - 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.
  - 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, Potto.
  
8. Matters requested by Councillors.
  - 8.1 District Heating
  - 8.2 Civility and Respect pledge
  
9. Financial matters.
  - 9.1 Bank Accounts
  - 9.2 PKF Littlejohn PIR Invoices
  - 9.3 Budget review
  - 9.4 Clerks Salary
  - 9.5 SLCC Renewal
  - 9.6 VAT
  - 9.7 Jubilee project invoices
  
10. To consider the following correspondences and decide action where necessary.
  - 10.1 Emails from members of the public
  
11. To confirm the date and time of the next meeting.

# POTTO PARISH COUNCIL

District  
Hambleton

County  
North Yorkshire

11th April 2023

Dear Councillor,

You are summoned to attend the next meeting of Potto Parish Council, to be held at Potto Village Hall on **Wednesday 19th April 2023** at 7.15pm.

J.K. Storey (CLERK)

There will be a public session prior to the meeting, and this will commence at 7.00pm.  
(Members of the public will adhere to the rules set by the council for this session)

## AGENDA

1. Reminder by the Chairman of the Councils expectations for the audio or visual recording of this meeting.
2. To receive apologies and approve reasons for absence.
3. To confirm minutes of meeting held on the 15<sup>th</sup> of March 2023 as a true and correct record.
4. To receive information on the following issues and decide action where necessary.
  - 4.1 Police Report
  - 4.2 Footpaths Footbridges and Stiles
  - 4.3 Annual Return,
  - 4.4 PIR Action Plan
  - 4.5 Potto Plan
  - 4.6 Traffic Calming
  - 4.7 Potto Village Hall
  - 4.8 ICO requests
  - 4.9 Jubilee project
5. Reports from County and District Councils.
6. To consider and decide upon the following planning applications:
7. To receive the following planning decisions / information:
  - 7.1 23/00307/FUL Alterations and extensions to existing dwelling. 11 Cooper Lane, Potto. GRANTED
  - 7.2 23/00140/FUL Construction of one dwelling. Land Adjacent to Rawcliffe, Cooper Lane, Potto.

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- 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.
  - 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.
  - 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, Potto.
8. Matters requested by Councillors.
- 8.1 District Heating
  - 8.2 Parish Council requests
  - 8.3 Thanks, from members of the public.
  - 8.4 Complaints from a member of the public
9. Financial matters.
- 9.1 Bank Accounts
  - 9.2 Budget review
  - 9.3 Clerks Salary
  - 9.4 Jubilee project invoices
  - 9.5 YLCA Invoice
10. To consider the following correspondences and decide action where necessary.
- 10.1 Emails from members of the public
11. To confirm the date and time of the next meeting.



# POTTO PARISH COUNCIL

District  
Hambleton

County  
North Yorkshire

7th May 2023

Dear Councillor,

You are summoned to attend the next meeting of Potto Parish Council, to be held at Potto Village Hall on **Tuesday 16th May 2023** at 7.15pm.

J.K. Storey (CLERK)

There will be a public session prior to the meeting, and this will commence at 7.00pm.  
(Members of the public will adhere to the rules set by the council for this session)

## AGENDA

1. Election of Chair
2. Acceptance of Office
3. Reminder by the Chairman of the Councils expectations for the audio or visual recording of this meeting.
4. To receive apologies and approve reasons for absence.
5. To confirm minutes of meeting held on the 19<sup>th</sup> of April 2023 as a true and correct record.
6. To receive information on the following issues and decide action where necessary.
  - 6.1 Police Report
  - 6.2 Footpaths Footbridges and Stiles
  - 6.3 Annual Return, Annual Governance Statement
  - 6.4 PIR Action Plan
  - 6.5 Potto Plan
  - 6.6 Traffic Calming
  - 6.7 Potto Village Hall
  - 6.8 ICO requests
  - 6.9 Jubilee project
7. Reports from County and District Councils.
8. To consider and decide upon the following planning applications:

# POTTO PARISH COUNCIL

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9. To receive the following planning decisions / information:

- 9.1 23/00307/FUL Alterations and extensions to existing dwelling. 11 Cooper Lane, Potto. Granted
- 9.2 23/00140/FUL Construction of one dwelling. Land Adjacent to Rawcliffe Cooper Lane, Potto.
- 9.3 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.
- 9.4 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.
- 9.5 Ref: 22/00984/FUL - Change of use of land for the siting of 3 holiday chalets. Land to the south of Butcher Lane, Potto.
- 9.6 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, Potto.

10. Matters requested by Councillors.

- 10.1 District Heating
- 10.2 Parish Council requests

11. Financial matters.

- 11.1 Bank Accounts
- 11.2 Budget review
- 11.3 Clerks Salary
- 11.4 Jubilee project invoices

12. To consider the following correspondences and decide action where necessary.

- 12.1 Emails from members of the public
- 12.2 Review of Correspondence

13. To confirm the date and time of the next meeting.

# POTTO PARISH COUNCIL

District  
Hambleton

County  
North Yorkshire

12th June 2023

Dear Councillor,

You are summoned to attend the next meeting of Potto Parish Council, to be held at Potto Village Hall on **Tuesday 20th June 2023** at 7.15pm.

J.K. Storey (CLERK)

There will be a public session prior to the meeting, and this will commence at 7.00pm.  
(Members of the public will adhere to the rules set by the council for this session)

## AGENDA

1. Reminder by the Chairman of the Councils expectations for the audio or visual recording of this meeting.
2. To receive apologies and approve reasons for absence.
3. To confirm minutes of meeting held on the 16<sup>th</sup> of May 2023 as a true and correct record.
4. To receive information on the following issues and decide action where necessary.
  - 4.1 Chairmans Report
  - 4.2 Police Report
  - 4.3 Footpaths Footbridges and Stiles
  - 4.4 Annual Return, Accounting Statement, Accounts YE 2023, External Audit
  - 4.5 PIR Action Plan
  - 4.6 Potto Plan
  - 4.7 Traffic Calming
  - 4.8 Potto Village Hall
  - 4.9 ICO requests, Reviews
  - 4.10 Jubilee project
5. Reports from County and District Councils.
6. To consider and decide upon the following planning applications:
7. To receive the following planning decisions / information:
  - 7.1 23/00140/FUL Construction of one dwelling. Land Adjacent to Rawcliffe Cooper Lane, Potto.

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- 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.
- 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.
- 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, Potto.

## 8. Matters requested by Councillors.

- 8.1 Annual Assembly
- 8.2 Comments about Jubilee project

## 9. Financial matters.

- 9.1 Bank Accounts
- 9.2 Budget review
- 9.3 Clerks Salary
- 9.4 Jubilee project invoices
- 9.5 Replacement gate invoices

## 10. To consider the following correspondences and decide action where necessary.

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

## 11. To confirm the date and time of the next meeting.

# POTTO PARISH COUNCIL

District  
Hambleton

County  
North Yorkshire

10th July 2023

Dear Councillor,

You are summoned to attend the next meeting of Potto Parish Council, to be held at Potto Village Hall on **Tuesday 18th July 2023** at 7.15pm.

J.K. Storey (CLERK)

There will be a public session prior to the meeting, and this will commence at 7.00pm.  
(Members of the public will adhere to the rules set by the council for this session)

## AGENDA

1. Reminder by the Chairman of the Councils expectations for the audio or visual recording of this meeting.
2. To receive apologies and approve reasons for absence.
3. To confirm minutes of meeting held on the 20<sup>th</sup> of June 2023 as a true and correct record.
4. To receive information on the following issues and decide action where necessary.
  - 4.1 Chairmans Report
  - 4.2 Police Report
  - 4.3 Footpaths Footbridges and Stiles
  - 4.4 Annual Return,
  - 4.5 PIR Action Plan
  - 4.6 Potto Plan
  - 4.7 Traffic Calming
  - 4.8 Potto Village Hall
  - 4.9 ICO requests, Reviews
  - 4.10 Jubilee project
5. Reports from County and District Councils.
6. To consider and decide upon the following planning applications:
  - 6.1 22/02621/FUL - Application to operate a certified exempted camping and caravan site at location referred to in previous application on Goldgate Lane.
  - 6.2 ZB23/01247/FUL - Construction of a single storey extension and enlarged domestic curtilage. Thornhill Farm, Black Horse Lane.
  - 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.

# POTTO PARISH COUNCIL

**District  
Hambleton**

**County  
North Yorkshire**

7. To receive the following planning decisions / information:
  - 7.1 23/00140/FUL Construction of one dwelling. Land Adjacent to Rawcliffe Cooper Lane, Potto.
  - 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.
  - 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.
8. Matters requested by Councillors.
9. Financial matters.
  - 9.1 Bank Accounts
  - 9.2 Budget review
  - 9.3 Clerks Salary
10. To consider the following correspondences and decide action where necessary.
  - 10.1 Emails from members of the public
  - 10.2 Review of Correspondence
11. To confirm the date and time of the next meeting.

# POTTO PARISH COUNCIL

District  
Hambleton

County  
North Yorkshire

10th September 2023

Dear Councillor,

You are summoned to attend the next meeting of Potto Parish Council, to be held at Potto Village Hall on **Tuesday 19th September 2023** at 7.15pm.

J.K. Storey (CLERK)

There will be a public session prior to the meeting, and this will commence at 7.00pm.  
(Members of the public will adhere to the rules set by the council for this session)

## AGENDA

1. Reminder by the Chairman of the Councils expectations for the audio or visual recording of this meeting.
2. To receive apologies and approve reasons for absence.
3. To confirm minutes of meeting held on the 18<sup>th</sup> of July 2023 as a true and correct record.
4. To receive information on the following issues and decide action where necessary.
  - 4.1 Police Report
  - 4.2 Footpaths Footbridges and Stiles
  - 4.3 Annual Return,
  - 4.4 PIR Action Plan
  - 4.5 Potto Plan
  - 4.6 Traffic Calming
  - 4.7 Potto Village Hall
  - 4.8 ICO requests, Reviews, Appeals
  - 4.9 Jubilee project
5. Reports from County and District Councils.
6. To consider and decide upon the following planning applications:
  - 6.1 20/02290/OUT - The construction of one dwelling, Land to the rear of 44 Cooper Lane, Potto.

# POTTO PARISH COUNCIL

**District**  
**Hambleton**

**County**  
**North Yorkshire**

7. To receive the following planning decisions / information:
  - 7.1 23/00140/FUL Construction of one dwelling. Land Adjacent to Rawcliffe Cooper Lane, Potto.
  - 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.
  - 7.3 ZB23/01247/FUL – Single storey extension Thornhill Farm, Awaiting Decision
  - 7.4 ZB23/01443/TPO Work to Oak Tree Potto Hall, Granted
  
8. Matters requested by Councillors.
  - 8.1 Objections to the Annual Return by a member of the public.
  - 8.2 Email regarding noise from fans at Tomahawk restaurant.
  - 8.3 Blocked drains on northern exit of the village.
  - 8.4 Department for Levelling Up, Housing & Communities
  
9. Financial matters.
  - 9.1 Bank Accounts
  - 9.2 Budget review
  - 9.3 Clerks Salary
  - 9.4 Web site software licence
  - 9.5 CPRE membership
  - 9.6 Grass cutting
  
10. To consider the following correspondences and decide action where necessary.
  - 10.1 Emails from members of the public
  - 10.2 Review of Correspondence
  
11. To confirm the date and time of the next meeting.



# POTTO PARISH COUNCIL

District  
Hambleton

County  
North Yorkshire

8th October 2023

Dear Councillor,

You are summoned to attend the next meeting of Potto Parish Council, to be held at Potto Village Hall on **Tuesday 17th October 2023** at 7.15pm.

J.K. Storey (CLERK)

There will be a public session prior to the meeting, and this will commence at 7.00pm.  
(Members of the public will adhere to the rules set by the council for this session)

## AGENDA

1. Reminder by the Chairman of the Councils expectations for the audio or visual recording of this meeting.
2. To receive apologies and approve reasons for absence.
3. To confirm minutes of meeting held on the 19<sup>th</sup> of September 2023 as a true and correct record.
4. To receive information on the following issues and decide action where necessary.
  - 4.1 Police Report
  - 4.2 Footpaths Footbridges and Stiles
  - 4.3 Annual Return
  - 4.4 PIR Action Plan
  - 4.5 Potto Plan
  - 4.6 Traffic Calming
  - 4.7 Potto Village Hall
  - 4.8 ICO requests, Reviews, Appeals
  - 4.9 Jubilee project
  - 4.10 Planning Delays
5. Report from Unitary Councillor.
  - 5.1 Welcome new Unitary Councillor
6. To consider and decide upon the following planning applications:
  - 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.

# POTTO PARISH COUNCIL

District  
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North Yorkshire

7. To receive the following planning decisions / information:
  - 7.1 Ref: 20/02290/OUT – The construction of one dwelling on Land to the rear of 44 Cooper Lane. Awaiting Outcome.
  - 7.2 Ref: 23/00140/FUL Construction of one dwelling. Land Adjacent to Rawcliffe Cooper Lane, Potto. Awaiting Outcome.
  - 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 Outcome.
  - 7.4 Ref: ZB23/01247/FUL – Single storey extension Thornhill Farm. **GRANTED.**
  - 7.5 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. **GRANTED.**
  
8. Matters requested by Councillors.
  - 8.1 Objections to the Annual Return by a member of the public.
  - 8.2 Email regarding noise from fans at Tomahawk restaurant.
  - 8.3 Blocked drains on northern exit of the village.
  
9. Financial matters.
  - 9.1 Bank Accounts
  - 9.2 Budget review
  - 9.3 Footpath Maintenance £ 295.00
  - 9.4 Whorlton Church Update
  - 9.5 Dave Swales – Hedge cutting.
  - 9.6 New Printer
  - 9.7 Clerks Salary
  
10. To consider the following correspondences and decide action where necessary.
  - 10.1 Emails from members of the public
  - 10.2 Review of Correspondence
  
11. To confirm the date and time of the next meeting.

# POTTO PARISH COUNCIL

District  
Hambleton

County  
North Yorkshire

13<sup>th</sup> November 2023

Dear Councillor,

You are summoned to attend the next meeting of Potto Parish Council, to be held at Potto Village Hall on **Tuesday 21st November 2023** at 7.15pm.

J.K. Storey (CLERK)

There will be a public session prior to the meeting, and this will commence at 7.00pm.  
(Members of the public will adhere to the rules set by the council for this session)

## AGENDA

1. Reminder by the Chairman of the Councils expectations for the audio or visual recording of this meeting.
2. To receive apologies and approve reasons for absence.
3. To confirm minutes of meeting held on the 17<sup>th</sup> October 2023 as a true and correct record.
4. To receive information on the following issues and decide action where necessary.
  - 4.1 Police Report
  - 4.2 Footpaths Footbridges and Stiles
  - 4.3 Annual Return,
  - 4.4 PIR Action Plan
  - 4.5 Potto Plan
  - 4.6 Traffic Calming
  - 4.7 Potto Village Hall
  - 4.8 ICO Requests, Reviews, Appeals
5. Report from Unitary Councillor.
  - 5.1 Welcome new Unitary Councillor
6. To consider and decide upon the following planning applications:
  - 6.1 Ref: 21/00962/FUL. Brook House Potto, Application for variation of conditions.
  - 6.2 Ref: ZB23/02168/FUL. Thornhill Farm, Chalet for agricultural worker

# POTTO PARISH COUNCIL

District  
Hambleton

County  
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7. To receive the following planning decisions / information:
  - 7.1 Ref: 20/02290/OUT – The construction of one dwelling on Land to the rear of 44 Cooper Lane - Awaiting Decision
  - 7.2 Ref: 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, Swinby – Granted.
  - 7.3 Ref: 23/00140/FUL Construction of one dwelling. Land Adjacent to Rawcliffe 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
  
8. Matters requested by Councillors.
  - 8.1 Blocked drains on northern exit of the village.
  - 8.2 Email regarding noise from exhaust fans at Tomahawk restaurant.
  
9. Financial matters.
  - 9.1 Bank Accounts
  - 9.2 Precept 2024-25
  - 9.3 Budget review
  - 9.4 Clerks Salary
  - 9.5 Web Software - Payment
  
10. To consider the following correspondences and decide action where necessary.
  - 10.1 Emails from members of the public
  - 10.2 Review of Correspondence
  
11. To confirm the date and time of the next meeting.

# POTTO PARISH COUNCIL

District  
Hambleton

County  
North Yorkshire

10<sup>th</sup> December 2023

Dear Councillor,

You are summoned to attend the next meeting of Potto Parish Council, to be held at Potto Village Hall on **Tuesday 19<sup>th</sup> December 2023** at 7.15pm.

J.K. Storey (CLERK)

There will be a public session prior to the meeting, and this will commence at 7.00pm.  
(Members of the public will adhere to the rules set by the council for this session)

## AGENDA

1. Reminder by the Chairman of the Councils expectations for the audio or visual recording of this meeting.
2. To receive apologies and approve reasons for absence.
3. To confirm minutes of meeting held on the 21st of November 2023 as a true and correct record.
4. To receive information on the following issues and decide action where necessary.
  - 4.1 Police Report
  - 4.2 Footpaths Footbridges and Stiles
  - 4.3 Annual Return,
  - 4.4 PIR Action Plan
  - 4.5 Potto Plan
  - 4.6 Traffic Calming
  - 4.7 Potto Village Hall
  - 4.8 ICO Requests, Reviews, Appeals
  - 4.9 Newsletter
5. Report from Unitary Councillor.
6. To consider and decide upon the following planning applications:

None received
7. To receive the following planning decisions / information:
  - 7.1 Ref: 21/00962/FUL. Brook House Potto, Application for variation of conditions.

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- 7.2 Ref: ZB23/02168/FUL. Thornhill Farm, Chalet for agricultural worker. 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 Ref: 20/02290/OUT – The construction of one dwelling on Land to the rear of 44 Cooper Lane. 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.

## 8. Matters requested by Councillors.

- 8.1 Blocked drains on northern exit of the village.
- 8.2 Email regarding noise from exhaust fans at Tomahawk restaurant.
- 8.3 Road condition to the north of the village.

## 9. Financial matters.

- 9.1 Bank Accounts
- 9.2 Precept 2024-25
- 9.3 Budget review
- 9.4 Clerks Salary

## 10. To consider the following correspondences and decide action where necessary.

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

## 11. To confirm the date and time of the next meeting.