

MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL
HELD ON MONDAY, 20 FEBRUARY 2006 IN THE VILLAGE HALL
AT 7.30 PM

Present: Councillor Mrs A Mazingham (Chairwoman) Councillors Mrs J Williams, Messrs I Shimwell and G Woodhouse

County Councillor Mr T Swales
District Councillor Mrs B Fortune

3 members of the public

1. An apology for absence was received from Councillor A Wilde. The Chairwoman suggested that the Council send condolences from the meeting to Councillor Wilde whose mother had died recently. This was agreed.
2. **Minutes of last month's meeting** With regard to the new noticeboard, Councillor Woodhouse asked the Chairwoman if she had said that if there was a shortfall she would make it up. The Chairwoman said she did not say that she would personally make it up but it would be made up some how. In answer to another query from Councillor Woodhouse, the Chairman said her views on a questionnaire were recorded on page 444. Residents can come to the meetings and express their views. She could not recall her exact words at the meeting but thought it was not necessary to have a questionnaire and had given reasons why at the last meeting and why she thought that should be sufficient. The minutes were agreed as a correct record and signed by the Chairwoman.
3. **Police Report and Neighbourhood Watch**

The January newsletter and crime statistics were received from the Police. The Chairwoman read out the crime statistics for January 2006. The newsletter will be circulated to Councillors. Councillor Woodhouse had attended the Police Consultation meeting together with Mr Massie and gave a report. The meeting had been well attended. The Council agreed that a letter should be sent to Mr Massie thanking him for attending the meeting on the Council's behalf.

4. Meeting open to the public

Mr Bailey said he would like to read the Police report and asked if it could be contained in the minutes. He asked if it was the Council's intention to repair the footpath alongside the green lane. The Chairwoman said the report from Mr Hallett said that all the footpaths were negotiable. The planings from the County Council are to be used on the green lane. Mr Bailey had earlier raised his concern about a telegraph pole sited near the road and District Councillor Fortune had reported back in January information from County Councillor Mr Swales. County Councillor Mr Swales said he had spoken to Highways about it. The utility companies have guidelines to work with and if it is

dangerous it is for them to check it. He said he could follow it up. Mr Bailey said the meeting had not discussed it and asked if Parish Councillors have a view on this. He thought somebody should have looked at it. The poles are on a bend and it has to do with road safety. Councillor Woodhouse thought they were about 1 foot from the tarmac and one had at one time been hit by a vehicle and replaced. Mr Bailey asked what the grant that the Parish Council had received will be used for. The Chairwoman said the grant from the Hambleton Area Committee will go towards the new noticeboard. Mr Bailey referred to item 10 in the minutes on the lane leading to the Village Hall and said residents are reluctant to spend money on the road because there has already been trouble with the owner refusing to let the refuse vehicle up the road. He gave the Council copies of correspondence concerning this. He asked about an approach to the owner with a view to purchasing the road.

Mr Bailey congratulated the Village Hall Committee on the decoration of the Hall.

Mr Bailey voiced his view about the procedures of the meeting.

Mr Bailey said the deeds for the Village Hall are held by Barclays Bank and has been told that 7 years ago all documents were moved to one central point. He requested that a letter be sent to the Bank asking about documents they are holding on behalf of the Parish Council. The Clerk said she had been in touch with the bank who say they do not have any documents.

Mrs Thatcher asked whether a garage being built was the right size as it seemed very large. District Councillor Mrs Fortune said there is an Enforcement Officer in the Planning Department and suggested that Mrs Thatcher write in if she has a query asking them to check it. Councillor Mrs Williams said there was no information about it on the web site. County Councillor Swales said he would check it out.

5. Planning Decisions of Hambleton District Council – None

6. Planning Applications

- a. Invitation to Development Committee meeting when the following two applications will be discussed:
 - i. Temporary siting of a static caravan at OS field 4649 for Mr & Mrs Boston
05/01720/FUL
 - ii. Construction of an agricultural building to use as a free range hen house at OS field
4649 for Mr & Mrs Boston 05/01548/FUL

Both applications were refused.

7. Matters Arising

- a. Footpaths An e mail was received from BTCV in reponse to the Council's query about help with spreading the road planings. They did not feel it was suitable for a volunteer group to undertake. County Councillor Swales had suggested in an e mail that the Probation Service may be able to help with community workers. It was agreed that as Councillor Wilde had been involved with this to let him know the up to date situation before any decision was made. When Mr Hallett carried

out his footpath survey he raised what he thought was an anomaly between the line of one path as shown on the map and the actual walked line. Mr Penny had replied by e mail that the path referred to does follow the boundary of 35 Cooper Lane and along the field boundary. Mr Penny asked for the Council's help in identifying land owners where new stiles, etc. may have to be installed. The Chairwoman said she would walk the footpath adjacent to the green lane.

- b. New Noticeboard The Chairwoman said it will be in position on Saturday of this week. The cost will be slightly reduced. Mrs Cousans has asked that the noticeboard be officially opened by Mr Richard Preston and he has said he would be delighted. The ceremony will take place on Sunday, 26 February at 2.00 pm to be followed by a glass of wine and cake in the Village Hall. An invitation to attend will be delivered to every household in the Village. The Chairwoman apologized for the short notice but the manufacturers had been in the area and were able to install it. Councillor Woodhouse asked if it would be done by the Parish Council. He queried how it had been agreed to spend over £1,900. District Councillor Mrs Fortune said most of the money has come from donations. Grants make up a small amount of the total. Councillor Woodhouse said he understand there was a shortfall. The Chairwoman said there is a shortfall of about £56. The cost including delivery and fixing is £2,370.42 including £334.42 VAT. The Parish Council donation is £200, the Village Hall Committee will donate £100 and the District Council £90. Councillor Woodhouse thought the decision to buy should have been done in a more democratic manner. The Chairwoman said the idea was initiated by the Council. The decision as to what noticeboard we were going to chose was taken here. Councillor Woodhouse said there was no vote. District Councillor Mrs Fortune said a working party did discuss it. The Chairwoman said we decided what noticeboard to go for when we saw the way the donations were going. Contributions are still being made.
- c. Potto Beck The Chairwoman had located the report. One of the residents has requested to see it. It will be circulated to Councillors. A copy of the shortened report was given to Councillors.
- d. Questionnaire Councillor Woodhouse showed an item from the Herald & Post about a consultation exercise being undertaken by the District Council. The Council agreed unanimously to have a questionnaire. Councillor Woodhouse said the actual details need to be confirmed. The Council went through the draft prepared by Councillor Woodhouse. The Chairwoman said she would prefer under question 2 not to have things listed. Councillor Shimwell asked if this would be the first questionnaire and would it be done on a regular basis. The Clerk said at the District/Parish Liaison meeting to be held on 13 March at Northallerton there will be a demonstration of the Hambleton District Council website. The Chairwoman suggested that Councillor Wilde be given an opportunity to look at the draft. It has been suggested that the questionnaire goes out with the newsletter. Councillor Woodhouse asked when the newsletter was likely to go out. Councillor Shimwell proposed, seconded by Councillor Williams that a questionnaire goes out with the March newsletter and this was agreed by all. Mr Henderson suggested there be a place for comments.

County Councillor Swales left the meeting.

- e. Horse Trough Councillor Shimwell thought it could be dangerous to children and suggested it could be filled with boulders. Councillor Woodhouse said the boulders should be below water level. Mr Henderson said it is a natural drain course and suggested putting a mesh cover over it that can be lifted off if horses need to drink. Councillor Woodhouse suggested asking local residents for their views. The Council agreed with this.
- f. Seat near Church Councillor Woodhouse brought information on recycled materials which were used for benches, etc. Mr Henderson asked about the bench which used to be outside Windmill Cottage. The Chairwoman thought it had been in a dilapidated state but Mr Henderson thought it had been a new one. Councillor Williams agreed to contact the owners of Windmill Cottage.
- g. Kerbing/Pavements Nothing to report.
- h. Community Bus for Swainby & Potto School The Chairwoman said one of the Governors had spoken to her about this. She has asked him to put something in writing.
- i. Local Development Framework – Development Policies Development Plan Document Councillor Woodhouse had not seen the document and it was passed to him. The Clerk said the questionnaire has to be returned by 24 February.

8. Finance

Councillor Wilde has the information from NALC on the Clerk's salary and employment contract so it was agreed to bring this forward next month. The Clerk had prepared a job description and a copy was given to Councillors. The Council agreed that the village seats should be on the asset list valued as £1 each. They are on the insurance policy. After discussion the Council agreed to remove them from the policy. The Clerk said the amounts in the Council's accounts as at 10 February 2006 were as follows:

Community Account £2,648.26 (J Cousans account £1,580)
Business Premium £257.47 (9 December 2005)

An account was received from the Village Hall Management Committee for £130 for use of the Hall for meetings financial year 2004 – 2005. This was agreed for payment.

9. Report from District Councillor Mrs Fortune

She had been contacted about the bus service by residents and forwarded the comments on. The Local Development Framework is replacing the District-Wide Local Plan.

10. Dog Fouling

The Chairwoman reported that two people had recently spoken to her about the problem which has been going on for a long time. The Council did send out a letter to dog owners and spoke to several

people and there was an improvement but it has started up again. District Councillor Mrs Fortune said it is classed as anti-social behaviour in the community. She volunteered to contact Tim Woods the Community Safety Officer to ask for advice. The Chairwoman suggested we could draw attention to it in the newsletter.

11. Village Hall

The Hall has been decorated and it is an excellent job. The last production was very well attended. The Chairwoman said Mr Bailey has suggested that the Council write to Barclays Bank about the title deeds and the Council agreed to do this.

12. Correspondence

- a. A letter was received from The Rt. Hon William Hague MP on the Black Swan crossroads. To be circulated to Councillors.
- b. Agenda for the District/Parish Liaison meeting to be held on Monday, 13 March received from the District Council. To be circulated to Councillors.
- c. Letter from Barclays Bank giving new fees. Circulate to Councillors.
- d. Copy of Scrutiny News from the County Council. Circulate to Councillors.
- e. Information from YLCA. Details of a seminar to be held at Bedale in March on Councillor Skills. Minutes of the Joint Executive meeting held on 21 January 2006. White Rose Update magazine. Agenda for Hambleton Branch meeting to be held on 15 March and minutes of meeting held on 19 October. Circulate to Councillors.
- f. Country Air magazine from YRCC. Circulate to Councillors.
- g. Newsletter from York & North Yorkshire Playing Fields Association. Received.
- h. Copy of letter from Hambleton District Council to Mrs J A Lockyer noting change of property name. Received.
- i. Hambleton District Council – Hambleton Local Development Framework Core Strategy development plan document. Circulate to Councillors.
- j. Hambleton Area Committee newsletter from NYCC. Circulate to Councillors.
- k. Poster and agenda for North Yorkshire Local Access Forum meeting to be held on 23 February. The poster will be displayed on the noticeboard.
- l. Invitation from Hambleton Community Safety Partnership to Community Re-assurance Conference at Northallerton on 24 March 10.00 am – 12.30 pm. Circulate to Councillors.
- m. Information on web sites for Parish Councils was received from Councillor Woodhouse.

The Chairwoman declared the meeting closed at 10.10 pm.

**MINUTES OF THE MONTHLY MEETING OF
POTTO PARISH COUNCIL HELD ON MONDAY,
20 MARCH 2006 IN THE VILLAGE HALL**

Present: Councillor Mrs A Mazingham (Chairwoman) Councillors Mrs J Williams, Mr I Shimwell and Mr G Woodhouse

District Councillor Mrs B Fortune

4 members of the public

1. Apologies for absence were received from County Councillor Mr T Swales and Councillor Mr A Wilde.
2. The minutes of last month's meeting had been circulated and were signed by the Chairwoman after being agreed as a correct record. Next month the Council's usual meeting date will be Easter Monday so the Council agreed to meet instead on Thursday, 20 February 2006 at 7.30 pm in the Village Hall. The date for the Annual Meeting for Electors will be fixed then.
3. **Police Report and Neighbourhood Watch** The February newsletter and statistics were received from the Police. The Chairwoman said there had been 3 crimes in total. As from 1 April there will be an increase in staff in North Yorkshire Police. Councillor Woodhouse proposed that the newsletter and statistics be circulated to Councillors by e mail, Councillor Shimwell seconded and it was agreed unanimously.
4. **Meeting Open to the Public** The Chairwoman said she had been advised that the time for the meeting open to the public should be much shorter and it will now be 15 minutes. The other parts of the meeting will be closed to the public unless invited to speak by the Chair after consultation with Councillors. Two members of the public voiced their objections to this. Mr Bailey spoke about a footpath that had a wire fence across it.
5. **Planning Decisions of Hambleton District Council**
 - a. Outline application for the construction of a dwelling at land adjacent to Rawcliffe Farm, Cooper Lane for Mr & Mrs J A Clayton. 05/02735/OUT Refused.
 - b. Construction of an agricultural building to be used as a free range hen house at OS field 4649, Potto for Mr & Mrs Boston. 05/01548/FUL. Refused.
 - c. Temporary siting of a static caravan at OS field 4649, Potto for Mr & Mrs Boston. 05/01720/FUL. Refused.

6. **Planning Applications** None.

7. **Matters Arising**

- a. **Footpaths** The Chairwoman said the footpaths need to be re-walked and she had put the wheels in motion. Hopefully Councillors will also be able to walk some of the footpaths. Councillor Wilde had agreed to let Mr Penny of the County Council have the names of the landowners which he had requested.
- b. **New Noticeboard.** A letter was received from the Cousans family thanking the Council for organizing the collection and arranging the unveiling ceremony. They thought it wonderful so many friends and neighbours could be there. The Chairwoman said the final cost of the noticeboard is £1,876.00 plus VAT of £328.30. The VAT is recoverable. Donations totaled £1,380, grants £250 and Potto Village Hall Management Committee donated £100. We are awaiting a grant of £90 from the District Council. The difference is £56.00. The Chairwoman gave the back history. Councillor Woodhouse had further queries which were answered by the Chairwoman.
- c. **Questionnaire.** Councillor Wilde had asked the Clerk to request that this item be put back to next month's meeting as he had a special interest in it. The Council agreed to his request by a majority vote of 3 for and 1 against.
- d. **Horse Trough.** Councillor Wilde had requested that this item be deferred until next month's meeting. The Council agreed unanimously to do this.
- e. **Seat near Church** Councillor Woodhouse reported information on a charity which makes benches. District Councillor Mrs Frotune offered to get information from the charity. Councillor Williams had been unable to make contact with the owners of Windmill Cottage and the Chairwoman said she would visit them. The Chairwoman had information on seats from various other sources.
- f. **Kerbing/Pavements.** Nothing to report. It was agreed to remove from Matters Arising.
- g. **Community Bus for Swainby/Potto Schools.** Nothing to report.
- h. **Local Development Framework – Development Policies Development Plan** document. A postcard acknowledgement was received from the District Council for the Council's contribution. The Council agreed the contributions made by Councillors Wilde and Woodhouse.
- i. **Dog Fouling.** District Councillor Mrs Fortune said the Dog Warden would like to have a name or possibly a photograph. It is anti-social behaviour. The Council agreed to send a letter to all dog owners and the Chairwoman will draft a letter.
- j. **District/Parish Liaison Meeting held on 13 March.** No-one had been available to attend.
- k. **YLCA Seminar at Bedale 30 March.** No-one could attend.
- l. **YLCA Hambleton Area Committee meeting held on 15 March.** The Chairwoman said it had been a very well attended meeting and was worthwhile. She had been heartened because Potto Parish Council do reply to the documentation sent by the

District Council on the Local Development Framework but many other Councils do not.

m. Hambleton Local Development Framework – Core Strategy Development Plan document. The information was passed to Councillor Shimwell. The Chairwoman will send in the responses. Councillor Woodhouse proposed that documentation such as this should be kept only for a week before being passed on to the next Councillor. This was agreed.

n. Community Reassurance Conference at Northallerton on 24 March. This has been cancelled.

o. Web Site. Councillor Wilde had volunteered to put on any details. The Clerk will ask the District Council if other items, e.g. relating to the Village Hall and events could be posted on.

8. Finance

A request had been received from Whorlton PCC for help towards the cost of maintaining the burial ground. The Chairwoman declared an interest and left the room. Councillor Woodhouse took the Chair and the Council unanimously agreed to give £200 towards the costs. The Chairwoman returned to the meeting and took the Chair. The following accounts were also agreed for payment:

a. Flowers for Mrs Cousans	£20.00
b. Malcom Lane & Son Ltd. – Noticeboard	£2,204.30
c. Clerk – ¼ salary + ¼ travel costs	£115.00

The bank balances in the Council's accounts as at 10 February 2006 were:

Community Account	£2,648.26
Business Premium Account	£257.47

The Clerk was asked to enquire if there was an account which earned interest to which the Council could move their funds.

9. Report from District Councillor Mrs Fortune

District Councillor Mrs Fortune gave information forwarded by County Councillor Swales. The BT pole which has been the subject of discussion is allowed by Government to stand exactly where it is. Stones on any grass land within the boundaries of the highway are illegal and the householder will be liable for compensation for damage to person or vehicle. The garage which has been built in the car park of the Dog & Gun has been visited by the Enforcement Officer and it is no larger than was approved. The Highways Officer has checked out the new sign at Goulton Grange and it does not need planning permission. It is sited on their own land and the access has been improved.

10.Parish Plan

Councillor Woodhouse read out a note he had prepared. A specimen Parish Plan will be circulated to Councillors. Lisa Wilson from the District Council will be happy to come to a meeting to give presentation. The Council agreed to wait until the questionnaire replies are received and then have an extra meeting to which Ms Wilson will be invited.

11.Strimmer Councillor Wilde has it but it has been declared unsafe.

12.Standing Order/Rules of Procedure

Councillor Woodhouse had prepared some notes. The Council agreed unanimously to adopt the NALC Standing Orders for Finance.

13.Village Hall

The Chairwoman said at a previous meeting the Council had agreed that Councillor Wilde would be a representative of the Parish Council on the Management Committee but another Councillor was needed also. It had been agreed that each Councillor would take a turn in doing this. She had now offered to represent the Parish Council, if Councillors agree. It was agreed unanimously that the Chairwoman would be the second representative of the Parish Council on the Village Hall Management Committee. Great Expectations to be staged on 22 March is a sell out. Councillor Shimwell was thanked for his help in decorating the Hall. The minutes of the meeting of the Management Committee held on 22 February were received.

14.Correspondence

The Council decided that correspondence should be circulated prior to the meeting.

- a. North Yorks Moors National Park Authority – Local Development Framework Core Strategy and Development Policies (Preferred Options). Circulate to Councillors.
- b. North Yorkshire Minerals & Waste Development Framework – Supplementary Waste Issues Paper received from County Council. Passed to Councillor Shimwell.
- c. Notice of a meeting hosted by Mouchelparkman on Stokesley and Great Ayton Service Centre Transportation Strategy to be held at Stokesley School on 28 March. Circulate to Councillors.
- d. Information from YLCA on Gratuities and the new Taxation Regime for Pension Schemes after 6 April 2006. Circulate to Councillors.

- e. Postcard acknowledgement of the Council's comments on Development Policies Preferred Option of Hambleton Local Development Framework. Received.
- f. Information from DEFRA on Yorkshire & Humber Regional Parish Plan Conference 2006. Circulate to Councillors.
- g. Clerks & Councils Direct magazine. Circulate to Councillors.
- h. Information on websites from the Local Channel. Circulate to Councillors.
- i. Letter from NYCC about the introduction of a 30 mph in Potto giving the areas covered. Circulate to Councillors.
- j. A letter from CCA in Stokesley requesting a donation towards the cost of a new mini bus. The letter will be circulated to Councillors and brought forward to the next meeting.
- k. Leaflet on dangerous driving received from Hambleton Community Safety Partnership. Circulate to Councillors.
- l. Register of Members' Interests received from the District Council. Councillors were asked to check their entries. The Clerk will report errors and also request Councillor Shimwell's entry which was not included.

The Chairwoman said she would like a letter of thanks to go from the Parish Council to all who donated to the noticeboard and also to the manufacturers. This was agreed unanimously.

Councillor Shimwell suggested that reflectors could be placed on the BT pole and District Councillor Mrs Fortune agreed to ask about this.

The Chairwoman declared the meeting closed at 9.45 pm.

**MINUTES OF THE ANNUAL MEETING FOR THE
ELECTORS OF POTTO PARISH HELD ON MONDAY,
18 APRIL 2005 AT 7.00 PM IN THE VILLAGE HALL**

Present: Councillor Mr I Grieve (Chairman) Councillors Mrs A Mazingham, Messrs Howe, Neasham and Wilde

County Councillor Mrs C Seymour
District Councillor Mrs B Fortune

1 member of the public

1. There were no apologies for absence
2. The minutes of last year's meeting had been circulated and were signed by the Chairman after being agreed as a correct record.
3. **Matters Arising**

Mr Woodhouse spoke about the lack of kerbing in the Village. County Councillor Mrs Seymour said it would not be classed as an urgent scheme.

4. Police and Neighbourhood Watch

No report had been received from the Police.

5. Financial Statement

The financial statement for the year ended 31 March 2005 had been prepared by the Clerk. It was noted that an invoice had not been received from the Village Hall for the use of the Hall by the Parish Council for their meetings. The precept has been raised for the next financial year 2005/2006 to £1,650. There were no questions and the meeting accepted the accounts.

6. Chairman's Annual Report

The newsletter is organized by Councillor Wilde and he was thanked for his work and also the residents who help with the distribution including Craig Wilde and Councillor Mazingham. Feedback from residents was welcomed. The first Christmas tree for the Village brightened up December. Thanks were expressed to Mr & Mrs Richard Preston and to all the parishioners who helped. Mrs Wilson was thanked for the carol singing. The Chairman suggested an official switching on of the lights in the future. The Village barbecue was successfully re-instated. There have been a number of thefts in the village, mostly from outhouses. Please report any suspicious behaviour. There are continuing concerns with road safety. The Black

Swan crossing is closed for a period and we shall wait to see what happens. The Council has again raised the question of a 30 mph with the County Council and have been told that a survey is being carried out.

Councillor Mrs Mazingham thanked the Chairman and said the Council have valued his expertise and knowledge and thanked him for his leadership.

7. Reports by County and District Councillors

District Councillor Mrs Fortune spoke about the A19 Black Swan crossing and how hard everyone was working to try and get something done. She would like to see a 30 mph limit which included the outskirts of the village also. She hopes to continue to serve all parishioners and is enjoying her time on the District Council. She will miss County Councillor Mrs Seymour as they have worked well together.

County Councillor Mrs Seymour said she felt very sad about leaving the area she has represented for 16 years due to boundary changes. She has enjoyed coming to Potto and thanked the Council for the card they sent her. She hoped the new County Councillor will continue with the many issues. The 30 mph for Potto is on the list. As far as the Black Swan crossing is concerned she was very hopeful that the bridge would be provided. People are using unsuitable crossings which will lead to accidents. Residents in Ingleby Arncliffe are complaining about the increased amount of traffic. A survey has been carried out but the figures do not add up. The Chairman said there is more traffic on Black Horse Lane. The County Council has had a busy year. The budget is not big enough to meet everyone's expectations. County Councillor Mrs Seymour has been involved with the Fire Authority and a CPA assessment has been carried out but the result is not known yet. In Stokesley the service has worked well with the retained firemen. She wished the Council well for the future.

The Chairman said County Councillor Mrs Seymour will be missed at our meetings.

8. Village Hall

The annual meeting of the Village Hall Management Committee will be held on 9 May. The Chairman suggested it may be sensible to bring this forward to the Council's Annual General Meeting. The Village Hall is in good fettle. It has been an interesting year. One of the matters being looked at is the relationship between the Parish Council and the Village Hall Committee.

9. **Views and Comments of Parishioners** None.

10. **Any Other Business** None.

— The Chairman declared the meeting closed at 7.40 pm.

**MINUTES OF THE ANNUAL MEETING OF POTTO PARISH COUNCIL
HELD ON MONDAY, 15 MAY 2006 IN THE VILLAGE HALL**

The meeting was open to the public. Mr Bailey spoke about reports in the press concerning Hambleton District Council Planning Department and complaints about their lack of interest in Parish Councils.

There were no further comments and the Chairwoman closed the meeting to the public.

Present: Councillor Mrs A Mazingham (Chairwoman) Councillors Mrs J Williams, Messrs I Shimwell, A Wilde and G Woodhouse

District Councillor Mrs B Fortune County Councillor Mr T Swales

2 members of the public

Election of Officers

Councillor Wilde proposed, seconded by Councillor Shimwell, that Councillor Mazingham be re-elected Chairman. There were 3 votes for.

Councillor Williams proposed Councillor Woodhouse as Chairman, Councillor Woodhouse seconded. There were 2 votes for. Councillor Mazingham was re-elected as Chairwoman.

Councillor Mazingham proposed, seconded by Councillor Woodhouse, that Councillor Wilde be re-elected Vice-Chairman. This was agreed unanimously.

Councillor Shimwell proposed, seconded by Councillor Woodhouse, that the Clerk be re-elected as Responsible Financial Officer. This was agreed unanimously.

The Chairwoman and Councillor Wilde were unanimously elected to serve as representatives of the Council on the Village Hall Management Committee.

It was agreed that Councillor Woodhouse will be the Council's representative to the Hambleton Branch meetings of the YLCA. Other Councillors can attend also if they so wish.

It was agreed that the Council will continue to meet on the third Monday in every month at 7.15 pm with the Parish Council meeting beginning at 7.30 pm.

1. There were no apologies for absence.
2. The minutes of last month's meeting had been circulated. Councillor Williams said that on the agenda for the April meeting of the Council, Item 11 was Timing of Meeting Open to the Public which she had asked to be included. This will be noted in the minutes under Item 4. The minutes were then agreed as a correct record, with this addition, and signed by the Chairwoman..
3. **Police Report and Neighbourhood Watch.** Councillors on e mail had received a copy of the newsletter and statistics from the Police.

4. **Planning Decisions of Hambleton District Council** None.

5. **Planning Applications**

- a. Change of use of land for the keeping of horses and construction of a stable block at Flat 6, Potto Hall for J E Benson. 06/00752. The Council recommended approval.

6. **Matters Arising from last month's meeting**

- a. Footpaths. The Chairwoman said that the report is nearly complete and will be circulated to Councillors prior to our next meeting. Councillor Shimwell mentioned the bridge over Potto Slack . The County Council Public Rights of Way section has been informed about this. District Councillor Mrs Fortune promised to see if she could find out what was happening.
- b. Questionnaire. It will be distributed with the newsletter and Councillors will help with the delivery.
- c. Horse Trough. No further information.
- d. Seat near Church. The Chairwoman provided Councillors with a list of suppliers and prices. The Council has not budgeted for this item. District Councillor Mrs Fortune said small grants may be available from the District and County Councils. Councillor Wilde has asked for an information pack from Awards for All. The Chairwoman said we had £200 in the budget which was allocated to the notice board. Councillor Wilde said we set a very good standard with the notice board and thought the seat should be of a similar style. Councillor Woodhouse suggested that the seat should fit the gap and be fixed down. The Council agreed that the Chairwoman should look at fund raising and Councillor Wilde will explore the possibility of grants.

County Councillor Swales joined the meeting and said he had nothing to report on the horse trough. He said a questionnaire on transport strategy will come to Parish Councils. The County Council will look for substantial funding to upgrade roads in the area if a bridge is not built at the Black Swan crossing. Councillor Shimwell expressed his concern about some of the footpaths in the area.

- e. Village Design Statement Councillor Williams had received information from Kirkby on their VDS. They had received help from the Countryside Commission and Mr G Robinson from the District Council. Financial help is also available. The information will be circulated to Councillors.
- f. Parish Plan A date will be arranged for Lisa Wilson from the District Council to come and give information. The meeting will be advertised and will be open to everyone.
- g. CE Electric UK – Power Interruptions The Council agreed that the Clerk should be the contact. Residents should contact the Parish Council if they have problems.
- h. Contracted Bus Services. The Chairwoman said the information has been posted on the notice board.

7. **Finance**

A request was received from Vitalise, which provides essential breaks for disabled people and carers, for a donation. Councillor Wilde proposed that the Council should not give a donation, Councillor Williams seconded and this was agreed unanimously. The Clerk reported that the YLCA do not, at the moment, offer to obtain insurance cover for a block of Parish Councils. The Chairwoman proposed, seconded by Councillor Wilde that the Council pays the renewal premium for Allianz Cornhill of £268.80. This was agreed unanimously. The first half precept of £875.00 was received from the District Council. The Clerk gave the balances in the Council's accounts as at 10 May 2006

Community Account	£1,129.71
Business Premium Account	£257.98

8. Reports from County and District Councillors

County Councillor Swales had nothing further to report.

District Councillor Mrs Fortune referred to a matter raised at the last meeting about the change of use of land by Mr Whitfield. She had asked specific questions at the District Council. The land in question is still agricultural land. It is not a planning breach to dig up agricultural land. The cabin does not require planning permission as it does not breach planning regulations. She had some leaflets on anti-social behaviour which included allowing dog fouling. There is a hole in the grass verge where a telegraph pole has been moved. The Chairwoman said she will see that it is filled in.

9. Village Hall

Councillor Wilde reported that the next event is to be held this Friday – a comedian, Dominic Holland, will perform. The Village Hall Committee has rejoined the Yorkshire Rural Community Council. Dog fouling is taking place at the rear of the Village Hall. There is a faulty catch on one of the windows. The whereabouts of the deeds is still being followed up through various sources. The Clerk had received a letter from Barclays Bank saying they do not have any deeds and from Mr Salmon, solicitor, saying his file relating to the matter has now been destroyed but he will try to help in other ways.

10. **Newsletter Issue.** Councillor Woodhouse said this has been resolved.

11. Standing Orders/Rules for Potto PC

A model set was expected from YLCA. The Clerk will contact them.

12. Web Site

Councillor Woodhouse expressed his concerns about the accessibility of the District Council web site. He thought it was quite difficult to access. He suggested the Council should take advantage of one of the free offers. Councillor Woodhouse proposed, seconded by Councillor Shimwell, that the Council should look at both. This was agreed unanimously and Councillors Wilde and Woodhouse will take responsibility for it.

13. Correspondence

- a. A discussion paper received from the Office of the Deputy Prime Minister on Local Authority Byelaws in England. Councillors Williams and Wilde agreed to look at this.
- b. White Rose Update received from YLCA. The Chairwoman said there are two free publications “A Guide to Becoming a Quality Council and “Pointers to Good Practices”. It was agreed to get a copy of each to circulate. Advance notice of a joint training conference to be held 29 September – 1 October in Scarborough. This will be brought forward next month. The agenda for the Hambleton Branch meeting to be held on 17 May. The Chairwoman will attend. Minutes of meeting of Hambleton Branch held on 15 March 2006 and minutes of Joint Executive Committee held on 22 April. Received.

- c. Agenda for Patient and Public Involvement Forum for Hambleton & Richmondshire to be held at Middleham on 22 May. No-one was available to attend.
- d. Circular from Hambleton District Council inviting nominations for the Flavours of Hambleton Awards. Posters had been put on the notice board and in the Village Hall.
- e. York & North Yorkshire Playing Fields Association newsletter. Received.
- f. Clerk & Councils Direct magazine. Circulate to Councillors.
- g. Northallerton & District Voluntary Service Association - Wheels to Work statistics and poster. The poster has been displayed on the notice board.
- h. Notice of pre-examination on Hambleton Local Development Framework Core Strategy to take place on 25 June at Civic Centre, Stone Cross, Northallerton. Circulate to Councillors.

The Chairwoman declared the meeting closed at 9.00 pm

MINUTES OF THE MEETING OF POTTO PARISH COUNCIL
HELD ON MONDAY, 19 JUNE 2006 AT 7.15 PM IN THE
VILLAGE HALL

Meeting open to the public for 15 minutes.

Present: Councillor Mr A Wilde (Chairman) Councillors Mrs J Williams, Mr I Shimwell and Mr G Woodhouse

District Councillor Mrs B Fortune

1 member of the public

The Chairman made a statement sending the Council's deepest condolences to Councillor Mrs A Mazingham on the death of her husband, Eddie. He also read out a note from Amy to the Council.

1. Apologies for absence were received from Councillor Mrs A Mazingham and County Councillor Mr T Swales.
2. The minutes of last month's meeting had been circulated and were signed by the Chairman, after being agreed as a correct record.
3. **Police Report and Neighbourhood Watch.** A copy of the Local Policing Summary was received from the Police. Copies had been delivered to every household in the District but Councillors did not think Potto had been included. Councillor Woodhouse will check up on this.
4. **Planning Decisions of Hambleton District Council** None.
5. **Planning Applications**
 - a. Alterations to Flat 2, Potto Hall to form ancillary accommodation, sunken patio and railings for Mr & Mrs D Peretti 06/01075/FUL. The Council agreed unanimously to report back "No Observations".
 - b. Extension to existing agricultural building at Greencroft, Black Horse Lane for T W Porritt & Son Ltd. 06/01171/FUL. The Council unanimously recommended approval.
6. **Matters arising from last month's meeting**
 - a. Footpaths. Nothing to report.
 - b. Questionnaire. Councillor Woodhouse reported that copies had been distributed and the response is quite good.
 - c. Seat near Church. Mr Mason said the two large blocks at each side of the seat could be removed if the Council wished to put in a larger seat.
 - d. Horse Trough. Nothing further to report. It was agreed to remove this item from the agenda. The Chairman said he had put in an application for a grant from Awards for All. A decision on this was awaited.

- e. Village Design Statement. The papers are still being circulated. District Councillor Mrs Fortune gave the Council a consultation document which was circulated to every household in Hutton Rudby before their Design Statement was completed. Councillor Woodhouse said Ms Wilson mentioned that funding would not be available until next year and suggested the Council should focus on the Parish Plan. It was agreed to remove this item from the agenda.
- f. Parish Plan. Councillor Woodhouse said we have to decide whether we as a Council wish to go ahead. It is not a decision to be taken lightly. A lot of effort will be required by members of the public as well as the Council. There are targets to meet every month with 10 bullet points to meet in a year. The Chairman asked how much it would cost. Councillor Woodhouse said grants are available. Costs will include hiring a hall for meetings, printing and distribution. Councillor Shimwell said the grants would amount to 95% of the cost and the Parish Council will have to put in a nominal amount. The Chairman said we do not have any money in our budget this year. The Chairman asked Councillor Woodhouse to fill in the application for a grant. The Council agreed to review the whole issue of a Parish Plan if the grant is forthcoming. Councillor Shimwell asked if parishioners needed to be consulted first. Councillor Woodhouse said the questionnaire did contain a question on this and those which have been returned are in favour.
- g. Standing Orders. The Clerk has a copy of NALC Standing Orders and these will be circulated to Councillors.
- h. Web Site. The Chairman will collect items for the District Council web site including the minutes of meetings. Councillors will be consulted before items are submitted. Councillor Woodhouse said the Council has agreed to have its own page on the Local Channel. The Clerk was asked to fill in the details.
- i. YLCA Joint Training Conference to be held in Scarborough 29 September – 1 October. The programme will be circulated and Councillors will decide if they are available to attend.
- j. YLCA Hambleton Branch Meeting held on 17 May. Councillors did a short quiz which had been used at this meeting.
- k. Hambleton Local Development Framework. A pre-examination meeting will be held on 25 June. Information will be circulated to Councillors.
- l. Potto Person of the Year. A reply will be sent to Mr Griffin thanking him for his suggestion. District Councillor Mrs Fortune told the Council that the District hold annual awards and people from Hambleton can be nominated. The Council thought this might be an opportunity to nominate someone from Potto.

7. Finance

Councillors each received a copy of the Annual Return. Section 1 – the Statement of Accounts had been completed by the Clerk and was approved unanimously by the Council. The Chairman then went through Section 2 – Statement of Assurance and the Council answered all the questions. Sections 1 and 2 were then signed by the Chairman and the Clerk. The accounts will now be passed to the internal auditor, Mrs Roberts, for her report. The Clerk said that the new noticeboard was not insured by the Council and it was agreed to discuss this next month. The Financial Risk Analysis was proposed for approval by the Chairman and seconded by Councillor Williams. The Council agreed unanimously. Councillor Woodhouse agreed to

investigate whether the Council could get a better return on its monies. The following account was agreed for payment;

Clerk – ¼ salary + ¼ travel	£115.00
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The Clerk gave the balances in the Council's accounts:

Community Account	£1,129.71 (10 May 2006)
Business Premium Account	£257.98 (9 March 2006)

8. Report from District Councillor Mrs Fortune

District Councillor Mrs Fortune extended her deepest sympathies to Councillor Mrs Mazingham and she was sure that the villagers would support her in every way.

9. Village Hall

The Chairman said with reference to the title deeds the information from the Charity Commission was the same as already in the possession of the Management Committee. Mr Griffin's solicitors had given information that the sale of the land for the car park should be registered with the York District Land Registry. There was nothing to show who acted for the Parish Council. A copy of the details at the Land Registry can be obtained for a fee of about £6.00. The Chairman now has a copy of the deeds dated 1973. The map accompanying it is wrong. The registered owners are the Parish Council of Potto and the Council are trustees of the Village Hall. The Chairman is continuing to follow things up.

The Chairman reported that the Dominic Holland concert was extremely successful. Details of the Village Barbecue are on the newsletter. Councillor Woodhouse suggested that the Parish Plan could be launched then.

10. **Unite – Free Neighbourhood Mediation Service** Councillor Woodhouse said a leaflet from Unite was in the circulation envelope and thought it was a something to make the people on Cooper Lane aware of. He proposed that the Council do this and this was agreed unanimously.

11. Correspondence

- a.** Circular from Hambleton District Council advertising a vacancy for the appointment of a Parish Council representative to the Standards Committee. Circulate to Councillors.
- b.** Notification of the County Area Committee meeting of NYCC to be held on Monday, 19 June at 2.00 pm in Hutton Rudby Village Hall. A poster had been put on the notice board.
- c.** Report from YRCC Hambleton Rural Housing Enabler on the Local Connection Criteria. Circulate to Councillors.
- d.** Information from Charter 88 on their campaign for a modern and fair democracy. Circulate to Councillors.
- e.** A thank you letter from the Community Care Association, Stokesley for the Council's donation was received.

- f.** Copy of letter from the District Council to Mr J Howe concerning property name and number. Received.
- g.** Information from Hambleton LDF on the Core Strategy Pre-examination meeting to be held on the 28 June 2006. Circulate to Councillors.
- h.** Agenda from YLCA for Joint Annual Meeting to be held on 15 July 2006; minutes of Joint Annual Meeting held on 16 July 2005; Resolutions for debate and Annual Return and Accounts. Circulate to Councillors.

The Chairman declared the meeting closed at 8.45 pm.

**MINUTES OF THE MONTHLY MEETING OF
POTTO PARISH COUNCIL HELD ON MONDAY, 17 JULY 2006
AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman) Councillors Mrs J Williams, I Shimwell and G Woodhouse.

District Councillor Mrs B Fortune

1 member of the public

The meeting was open to the public for 15 minutes.

Mr Bailey asked about progress on the footpaths and the Constitution and Deeds of the Village Hall. The Chairman explained that he has a set of deeds dated 1973 signed by John Skilbeck and Elizabeth Kendrew in the presence of John Cousans. The actual deed for the land refers to the property next door and the Chairman had pointed out this mistake to the Land Registry and they have agreed to look at it. Councillor Woodhouse queried the date of 1973 and this will be checked. Nothing has moved forward on the Constitution.

Mr Bailey spoke about various footpaths being impassable and said he would like to see a working party organized. The Chairman was concerned about insurance and said when the footpaths report is received, the Council will decide what is the best course of action.

1. Apologies were received and accepted from Councillor Mrs Mazingham and County Councillor Mr Swales.
2. The minutes of last month's meeting had been circulated and were signed by the Chairman after being agreed as a correct record.
3. **Police Report and Neighbourhood Watch.** The Clerk had sent out the crime statistics by e mail and also a note on Neighbourhood Watch. These will be put on the noticeboard. Another e mail on the amalgamation of Police Forces had also been sent to Councillors. Councillor Woodhouse had contacted the Police about the Local Policing Summary. He will contact them again as copies had not been received.
4. **Planning Decisions of Hambleton District Council.** None.
5. **Planning Applications**
 - a. Change of use of land to the keeping of horses and construction of a stable block, as amended by plan received by HDC on 16 June, at Flat 6, Potto Hall for J E Benson. This application has already been seen by the Council due to the return date for comments. The Council recommended approval.
6. **Matters Arising from last month's meeting**
 - a. Footpaths A letter was received from Mouchelparkman about Potto Slack footbridge. The Council thought that as well as the bridge, remedial work is required to the embankment so that safe access can be made to the bridge. It was thought the landowner was Mr Atkinson. The Clerk said that usually the Parish Council pays for the cutting of the grass verges. Councillor Woodhouse proposed that Mr Kitching be asked to cut the verges in Butcher Lane from the Potto sign inwards, Councillor Williams seconded and all agreed. The Chairman said that Mr Bailey's comments have been taken on board.

- b. Questionnaire. Councillor Woodhouse was chasing up the outstanding questionnaires and hoped to get a 90% return. He will give a report next month.
- c. Seat near Church. Carry over to next month.
- d. Parish Plan. Councillor Woodhouse said that we would be entitled to a grant of approximately £3,000 but the Parish Council has to put in 5%. He estimated that we would spend about 75% of the money and have £750 in the Parish account. He had sent off an application and it should take weeks rather than months to process. Councillor Woodhouse said he realized that the Council had not budgeted for this but believed the Council would be in credit at the end. The Council agreed to try and launch it at the Village barbecue.
- e. Standing Orders. Councillor Woodhouse had read through the NALC Standing Orders. It was agreed to check with YLCA whether the Council can use these Standing Orders but alter about 5% and also whether they would agree to the Parish Council publishing them on their web site.
- f. Web Site. The Clerk had registered the Council with the Local Channel. A letter was received from the District Council about a Parish website and the Chairman agreed to look at this. Councillor Woodhouse reported the offer of help with a web site from a resident.
- g. YLCA Joint Training Conference 29 September – 1 October. The Chairman suggested that when the Council is drawing up the budget, money is put in for training expenses.
- h. Unite Mediation Service. The Clerk had drawn up a letter to go to residents and with an addition this was agreed by the Council. A poster from Unite will be put on the noticeboard.

7. Finance

Councillor Woodhouse had a page from the Telegraph of 16 July 2006 which showed interest rates for current accounts. The Council has discussed moving their account from Barclays as the interest rate is very small. The Clerk will check with the Providers listed in the Telegraph to see if these rates are for personal accounts only.

8. Report from District Councillor Mrs Fortune

District Councillor Mrs Fortune said she had been approached about the display of boards advertising the Open Gardens and these were fine. She had also asked the County Council to hold back any roadworks until after the Open Gardens event. She had mentioned items concerning Potto when she attended the Mouchelparkman Workshop. Councillor Williams said parking in the lane was very bad during the open gardens and requested that No Parking cones be used next time. District Councillor Mrs Fortune suggested that off street parking be explored. The Chairman said next time we have a Police Officer present the Council should ask about parking near junctions. The Chairman said he will pass comments on to the Committee.

9. Village Hall

The Chairman said the barbecue will be held this Sunday and it is normally the biggest fund raiser for the Village Hall.

The Clerk had forwarded e mails from the Charity Commission to Councillors. The Annual Information Update was received from the Charity Commission. The Chairman proposed that the Parish Council as a body, rather than individual Councillors, be named as Trustees, Councillor Woodhouse seconded and all agreed. The Chairman said he will copy the e mails for the Management Committee. Councillors also received a copy of the Charity Commission booklet – The Essential Trustee.

10. Correspondence

- a. Notes of Core Strategy Pre-examination meeting held on 28 June; draft programme; draft schedule of matters and issues for examination and the latest core document list were received from

- Hambleton LDF. Councillors agreed that a letter should be sent saying that there is insufficient time allowed for a response from the Parish Council. The documents will be circulated to Councillors.
- b. Letter from Mouchelparkman re Potto slack footbridge. Dealt with under Matters Arising.
 - c. Circular from Hambleton District Council giving details of the two applicants for the appointment of a Parish Council representative on the Standards Committee. Circulate to Councillors for vote next month.
 - d. Notes on Participation Strategy Workshop hosted by Mouchelparkman on Stokesley and Great Ayton Services Centre. Circulate to Councillors. District Councillor Mrs Fortune said she had mentioned the illumination and signage at the turn off from the A172 and these have been put on the list.
 - e. Circular from Hambleton District Council on Parish Website. To be dealt with by the Chairman.
 - f. Consultation document – Integrated Risk Management Plan – Action Plan 2007/8 and Annual Performance Plan 2006/7 received from North Yorks Fire & Rescue Service. Circulate to Councillors.
 - g. Community Update leaflet from CE Electric UK. Circulate to Councillors.
 - h. Letter from Hambleton District Council giving details of a new lottery grants programme “Breathing Spaces”. Circulate to Councillors.
 - i. Circular from Marie Curie Cancer Care offering to give talks to community groups. The poster will be put on the notice board.
 - j. Country Air magazine from YRCC. Circulate to Councillors.
 - k. E mail from YLCA on Climate Change and Sustainable Energy Act 2006. Councillors had received a copy. Councillor Woodhouse said the spot lights at the Village Hall are still left on for some considerable time. The Chairman said infra red sensors are being discussed.
 - l. E mail from YLCA on General Power of Well Being. Councillors had received copies.
 - m. Clerks & Councils Direct magazine. Circulate to Councillors.

The Clerk requested that the date for the September meeting be changed and it was agreed that the meeting will be held on **Monday, 25 September 2006 at 7.15 pm.**

The Chairman declared the meeting closed at 8.55 pm

MINUTES OF THE MEETING OF POTTO PARISH COUNCIL
HELD ON MONDAY, 21 AUGUST 2006 AT 7.15 PM IN THE
VILLAGE HALL

Present: Councillor Mrs A Mazingham (Chairwoman) Councillors Messrs. I Shimwell, A Wilde, G Woodhouse and Mrs J Williams

District Councillor Mrs B Fortune

The meeting was open to the public for 15 minutes. None present.

The Council had agreed to a 3 months' trial of opening the meeting to the public at the beginning of the meeting. This 3 months was now up. Councillor Woodhouse proposed, seconded by Councillor Wilde, that the Council continues to open the meeting to the public for 15 minutes at the beginning of the meeting. This was agreed unanimously.

1. An apology for absence was received from County Councillor Mr T Swales.
2. The minutes of last month's meeting had been circulated. Councillor Woodhouse requested that under item 6h Unite Mediation Service the first sentence should read – "The Clerk had drawn up a letter to go to the residents off the unmetalled road and with an addition this was agreed by the Council." The minutes were agreed as a correct record with this amendment.
3. **Police Report and Neighbourhood Watch.** The July crime statistics from North Yorkshire Police had been given to Councillors. A leaflet from North Yorkshire Police had been circulated. Councillor Woodhouse reported no progress with trying to obtain copies of the Local Policing Summary for Potto. The Clerk will ring.
4. **Planning Decisions of Hambleton District Council**
 - a. Alterations to Flat 2, Potto Hall to form ancillary accommodation, sunken patio and railings, as amended by plan received by HDC on 19 June, for Mr & Mrs D Peretti. Approved, subject to conditions. 06/01075/FUL
 - b. Change of use of land to the keeping of horses and construction of a stable block, as amended by plan received by HDC on 16 June 2006, at Flat 6, Potto Hall for J E Benson. Approved, subject to conditions. 06/00752
 - c. Extension to Greencroft, Black Horse Lane for T W Porritt & Son Limited. Approved, subject to conditions. 06/01171/FUL
5. **Planning Applications** None. An e mail was received from the District Council announcing that with effect from 23 August they cannot accept any renewal planning applications. Anyone wishing to renew will have to fill in a full application.

6.Matters Arising

- a. **Footpaths.** The Chairwoman said the footpaths had all been re-walked and

Councillor Shimwell had produced a report. Photographs will be sent with the report to the Footpaths Officer at the County Council. In response to a query from Councillor Woodhouse, the Clerk said the previous report from Dr Hallett had been sent to the County Council Footpaths Officer. A letter was received from the County Council concerning the request by a resident for a footpath from Goulton Lane to Potto Village. An e mail was received concerning Potto Slack footpath.

- b. Questionnaire. Councillor Woodhouse reported on 90+ replies. He wished to make sure every householder had an opportunity to take part and will report further next month.
- c. Seat near Church. This will be held in abeyance.
- d. Parish Plan. Councillor Woodhouse had filled in the application form for a grant. The community will be requested to say what they would like to do.
- e. Standing Orders. A copy will be circulated to Councillors for their comments.
- f. Web Site. Councillor Wilde will continue looking at the District Council web site and looking at what to put on it. Councillor Woodhouse suggested that members of the public who offered their help to put data on the web sites be contacted. The Council will have to discuss what is put on.
- g. Parish Council representative on HDC Standing Committee. The Council decided to vote for the candidate from Bedale.

7. **Finance**

Councillor Woodhouse proposed, seconded by Councillor Wilde that the Council renews their subscription to Clerks & Councils Direct at a cost of £9.00. This was agreed unanimously. The Clerk was asked to supply Councillors with a copy of previous years' budgets. The balances in the Council's accounts were as follows:

Community Account	£201.91 (10 August 2006)
Business Premium Account	£658.49 (9 August 2006)

- 8. District Councillor Mrs B Fortune had nothing to report.
- 9. **Dog Fouling** The Chairwoman said four residents have spoken about the problem as in recent weeks it has been re-occurring. She had spoken to the Dog Warden and he requires names in order to take action. District Councillor Mrs Fortune promised to get further information. The Chairwoman will give the number of the Dog Warden to the concerned residents.
- 10. **Village Hall.** Information from Allied Westminster (Insurance Services) Ltd. on insurance for Village Halls was passed to Councillor Wilde. The minutes of the meeting of the Management Committee held on 14 August were received. Councillor Wilde reported on a very successful barbecue which made £310. A kitchen window has been replaced. The Performing Rights Licence has to be paid. There is to be a play on 13 October and a Halloween Party on 28 October. There is almost £5,000 in reserves. The Chairwoman said Open Gardens gave a donation of £50 to the Village Hall. Councillor Williams said there is information on the District Council web site about money for Village Hall. The Annual Information Update was passed to

Councillor Wilde. There is an area of land next to the car park which would be extremely useful to have as a community area for the Village.

11. Correspondence

- a. Information received on Hambleton Local Development Framework from the District Council. The Core Strategy Examination will take place in October, opening on the 3rd. The Council agreed to make no response.
- b. Letter from the County Council regarding the request for a new footway from Potto to Goulton Lane. Received.
- c. Information from Patient & Public Involvement Forum for Hambleton & Richmondshire. The poster will be put in the noticeboard.
- d. Letter from Hambleton District Council saying they have decided to recover costs from Parish Councils for conducting ordinary Parish elections. District Councillor Mrs Fortune explained the details. This information will be considered when the Council is setting the budget.
- e. Notification from the District Council of the District/Parish Liaison meeting to be held on 18 September. Received.
- f. County Committee for Hambleton newsletter. Had been circulated to Councillors.
- g. Newsletter from Criminal Justice Board. Already circulated to Councillors.
- h. Tutor Resource Directory from Thirsk Community Care Association. Circulate to Councillors.
- i. Information from Encams on Litter and the Law. Circulate to Councillors.
- j. Circular from NYCC on North Yorkshire Minerals and Waste Development Framework adopted statement of community involvement. Circulate to Councillors.
- k. Councillor Williams will fill in the questionnaire from North Yorkshire Fire & Rescue Service.

The Chairwoman declared the meeting closed at 8.45 pm

MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL
HELD ON MONDAY, 25 SEPTEMBER 2006 AT 7.15 PM IN THE
VILLAGE HALL

Meeting open to the public for 15 minutes. None present.

Present: Councillor Mr A Wilde (Chairman) Councillors Mrs J Williams and Mr I Shimwell

1. Apologies for absence were received and accepted from County Councillor Mr T Swales, District Councillor Mrs B Fortune, Councillors Mrs A Mazingham and Mr G Woodhouse.
2. The minutes of last month's meeting had been circulated and were signed by the Chairman after being agreed as a correct record.
3. **Police Report/Neighbourhood Watch.** Councillors had received the August crime statistics from NY Police. A note from Neighbourhood Watch is on the notice board. The Clerk had rung the Police about the Local Policing leaflet and they will make sure that Potto is included on the circulation list.
4. **Planning Decisions of Hambleton District Council**
 - a. Revised application for alterations and extensions to existing garage block to form a dwelling at 12 Cooper Lane for Mr & Mrs Wyatt. Refused.
5. **Planning Applications.** None.
6. **Matters Arising from last month's meeting**
 - a. Footpaths e mail received from Mr P Penny, Northern Area PROW, acknowledging the Council's report on the footpaths. Local volunteers have carried out improvements to certain paths and the work is on going. The bridge at Goldgate Lane is not a registered PROW. This will be passed to Highways for their response. E mail from Andy Brown, Countryside Ranger, NYCC giving details of the work carried out on the footpaths.
 - b. Questionnaire. Councillor Williams reported that Councillor Woodhouse has received 101 replies and still awaiting about 10/12.
 - c. Parish Plan. Councillor Williams reported that Councillor Woodhouse had been in touch with Jo Buffey of YRCC but no decision has been made yet on our grant application.
 - d. Standing Orders. Comments were received from Councillor Woodhouse. The Chairman said this will be discussed next month.
 - e. Web Site. Councillor Williams reported that Councillor Woodhouse said more time was required to up load the data. The Chairman had spoken to Steve Angell at the District Council but the on line editing facility is off line at the moment.

7. **Finance**

Councillors received a copy of the internal auditor's report on the accounts of the Council for the year ended 31 March 2006. She recommended that the Council should consider whether they need to prepare a Risk Management Statement in relation to matters other than financial. She suggested that the annual accounts should show the accumulated funds brought forward and the reconciliation with the funds carried forward at the end of the year. Councillor Williams proposed, seconded by Councillor Shimwell that the internal auditor's report be accepted. This was agreed unanimously. In response to a query from Councillor Woodhouse the Clerk had approached the Alliance and Leicester for information about business banking. This was given to the Chairman. A letter was received from Barclays Bank saying that they were proposing to charge the Council £1.74 overdraft interest. The Clerk had written to protest. The following accounts were presented for payment:

Clerk's ¼ salary + travel	£115.00
Clerk & Councils Direct Annual Subscription	£9.00
Mrs P Fanthorpe – Trough Planting	£10.00
Mr D Kitching – Verge Cutting	£65.00
Mrs M Roberts – Internal Audit	£30.00

Councillor Shimwell proposed that the accounts be paid, Councillor Wilde seconded and this was agreed unanimously.

The Clerk said the balances in the Council's accounts were as follows:

Community Account	£201.91 (10 August)
Business Premium Account	£659.82 (8 September)

A VAT repayment of £349.30 was received from HM Customs & Excise.

8. **Removal of 30 mph post near post box.** The Chairman said the Council had always wanted to tidy up this area and the post was no longer needed because of the speed limit introduced. Councillor Williams suggested there may a reason for it still being there. The Clerk will ask the County Council if it can be removed.

9. **Reports from County and District Councillors.** None present.

10. **Village Hall.** E mail from Joanna Wilton saying her company has created a google map for Potto Village Hall. It gives a satellite image of location and shows nearby bed and breakfasts, hotels and guest houses.
www.bedandbreakfasts.co.uk/propertysearch.asp?townCity

11. **Correspondence**

a. Information from Hambleton LDF. Submission Development Policies and Development Plan document. These documents are being circulated to Councillors.

- b. Community Plan for Hambleton received from Hambleton District Council. Circulate to Councillors.
- c. Update information from Hambleton District Council. Circulate to Councillors.
- d. Agenda for meeting of County Committee for Hambleton to be held on 25 September. This had been displayed on the notice board.
- e. Information from North Yorkshire on Children & Young People's Strategic Partnership. Circulate to Councillors.
- f. Agenda for District/Parish Liaison meeting held on 18 September. No Councillors had been able to attend.
- g. Letter from Hambleton District Council giving details of the appointment of a Parish Council representative to the Standards Committee. Circulate to Councillors.
- h. Information from YLCA. Hambleton Branch meeting agenda for meeting to be held on 18 October and minutes; White Rose Update and Assembly Digest. Circulate to Councillors.
- i. Clerks & Councils Direct magazine. Circulate to Councillors.
- j. Country Air magazine from YRCC. Circulate to Councillors.
- k. York & North Yorkshire Playing Fields Association newsletter. Circulate to Councillors.
- l. Glasdon UK Limited news-sheet. Circulate to Councillors.
- m. Notification from RAF Linton-on-Ouse about Night Flying exercises. The Council were asked if they wished to continue receiving this notification. They agreed that they did and the notice will be displayed on the notice board.

The Chairman declared the meeting closed at 8.05 pm.

MINUTES OF THE MEETING OF POTTO PARISH COUNCIL
HELD ON MONDAY, 16 OCTOBER 2006 IN THE VILLAGE HALL
AT 7.15 PM

Meeting open to the public for 15 minutes. None present.

Present: Councillor I Shimwell (Chairman) Councillors Mrs J Williams and Mr G Woodhouse

County Councillor Mr T Swales
 District Councillor Mrs B Fortune

1. Apologies for absence were received and accepted from Councillors Mrs A Mazingham and Mr A Wilde.
2. Councillors had not received a copy of the minutes by e mail. The minutes were signed by the Chairman.
3. **Police Report and Neighbourhood Watch.** Copies of the crime statistics for September 2006 from NY Police had been received by Councillors.
4. **Planning Decisions of Hambleton District Council.** None.
5. **Planning Applications.** None.
6. **Matters Arising from last month's meeting.**
 - a. **Footpaths.** An e mail received from Andy Brown, Countryside Ranger, NYCC giving details of the work carried out on footpaths was read out again.
 - b. **Parish Plan.** Councillor Woodhouse reported that the grant application had been passed from YRCC to Defra. The District Council has allocated us about £1,200. Jo Buffey from YRCC wants to come to a meeting again to see what has been done so far and to meet the steering committee. A number of people had volunteered to help with specific parts. County Councillor Mr Swales said the Area Committee has a budget for Parish Plans. Osmotherley got money from Awards for All. He suggested that once the parish plan had been completed, the Council should seriously think about a Village Design Statement.
 - c. **Standing Orders.** The comments by Councillors Shimwell and Woodhouse will be discussed next month.
 - d. **Web Site.** Bring forward next month.
 - e. **Removal of 30 mph near post box.** The Clerk had written to Highways about this.

7. Finance.

Councillor Wilde has the information from the Alliance & Leicester and will report next month. The Clerk reported the balances in the Council's accounts as follows:

Community Account	£1,426.21 (10 October)
Business Premium Account	£659.82 (8 September)

The Clerk has transferred £700 from the Community Account to the Business Premium. The second half of the precept - £875 – was received from the District Council. A letter was received from Barclays Bank refunding the £1.74 charged when the Council's account was temporarily overdrawn. The Clerk requested £60.00 petty cash. This was agreed unanimously.

8. Reports from County and District Councillors

District Councillor Mrs Fortune urged that everyone be vigilant in making sure that sheds, outbuildings, etc. were securely locked.

County Councillor Mr Swales said he had attended the Traffic Management meeting for Stokesley and the surrounding villages in Stokesley Town Hall today. Items were being put into the plan for the future. County Councillor Swales had been appointed an Older Persons' Champion. There were 7 for the whole County.

Councillor Woodhouse said that a resident had suggested a Potto Person of the Year. The Council had agreed that they would nominate when District Council had their awards. District Councillor Mrs Fortune will find out if the awards are to be held again.

9. **Village Hall.** No report.

10. Correspondence

- a. Questionnaire from Hambleton District Council on a review of polling stations. The Council went through the questions and replies were agreed.
- b. Information from NYCC on NY Minerals & Waste Development Framework. A CD rom. Core Strategy Strategic Spatial Option and Site Allocations Policies document. Public consultation exercise. Circulate to Councillors.
- c. Circular letter from Balfour Beatty giving information on their infrastructure services. Circulate to Councillors.
- d. Invitation from Captain James Cook Tourism Association to attend a commemorative service at Whitby on 29 October. Circulate to Councillors.
- e. Minutes of the District/Parish liaison meeting held on 18 September received from District Council. Circulate to Councillors.
- f. Information on Local Project Scheme 2006/7 received from Hambleton Community Safety Partnership. Circulate to Councillors.
- g. Information from District Council on refuse collections. Posters giving the number to contact about faulty street lights **0845 1211 555** and fly tipping **0845 1211 555**. The posters will be displayed on the notice board.

Councillor Woodhouse requested that the papers for circulation before the meeting be done as quickly as possible.

Councillor Woodhouse requested that next month's meeting date be changed. The Council agreed that next month's meeting should be held on **Monday, 27 November 2006** if the Village Hall was vacant on that date.

The Chairman declared the meeting closed at 8.30 pm

**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL
HELD ON MONDAY, 27 NOVEMBER 2006 AT 7.15 PM IN THE
VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman) Councillors Mrs J Williams, Mr I Shimwell and Mr G Woodhouse

District Councillor Mrs B Fortune

Meeting open to the public for 15 minutes. None present.

1. Apologies were given and accepted for County Councillor Mr T Swales and Councillor Mrs A Mazingham.
2. The minutes of last month's meeting had been circulated to Councillors. Councillor Shimwell proposed, seconded by Councillor Williams, that they be agreed as a correct record. All agreed. The Chairman signed the minutes and a copy will be displayed on the noticeboard.
3. Police Report and Neighbourhood Watch

Councillors had received a copy of the NY Police crime statistics for the area. District Councillor Mrs Fortune said there had been burglaries again in Hutton Rudby at the weekend. She urged residents to be vigilant and make sure sheds and outhouses are locked. At the moment houses that are being renovated are being targeted. Anything suspicious should be reported.

4. Planning Decisions of Hambleton District Council. None.
5. Planning Applications. None.
6. Matters Arising from Last Month's Meeting
 - a. Footpaths. Nothing to report.
 - b. Questionnaire and Parish Plan. Councillor Woodhouse reported that Jo Buffey, YRCC, would like to meet with the Steering Committee as soon as possible. People have expressed an interest in helping. So far funding of £1,200 has been promised from the District Council. The Chairman asked if an overview of the questionnaire was available as it would be useful to be aware of the feedback from the Village. Councillor Woodhouse agreed to do a summary. Councillor Woodhouse will try to organise a meeting and will inform Councillors of the date.
 - c. Standing Orders. Councillors Shimwell and Woodhouse had tabled their suggestions for alterations to the NALC Standing Orders. The meeting went through the list and agreed what should be sent to YLCA for their comments.
 - d. Web Site. Councillor Woodhouse had nothing to report. The Chairman had contacted the District Council Web Site Manager and he will look at the content

of any material sent to him before putting it on the site. It was agreed that the Chairman should send in the minutes of the meetings.

- e. Potto Person of the Year. District Councillor Mrs Fortune said there is no award scheme organized by the District Council. The Chairman thought this matter had been discussed and agreed not to proceed.

7. Finance

The Annual Return had been audited by Mazars and the information contained in the Annual Return is in accordance with the Audit Commission's requirement and no matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. Sections of the Annual Return will be displayed on the noticeboard for fourteen days in order to comply with the Accounts & Audit Regulations. Members of the public can obtain copies. The Council agreed to pay Mazars account of £58.75 including VAT. The Clerk had prepared various papers for Councillors to help in the budget discussion for next month. The Chairman asked that the precept over the last five years be listed. The Chairman had looked at the information from Alliance & Leicester and reported to Councillors. In order to obtain the preferential rates an income of £1,000 per month is required. The Clerk gave the balances in the Council's accounts:

Community Account	£382.21 (10 November)
Business Premium Account	£1,359.82 (9 November)

8. Report from District Councillor Mrs Fortune

The last green bin collection for 7 weeks will be next week. There will be no collections during Christmas week. Green bin collections re-start in February. Councillor Woodhouse said in the questionnaire residents said they would like to recycle more. District Councillor Mrs Fortune said this is being gone into.

9. Village Hall

The Chairman reported on a successful event last night. The insurance has gone up to about £900. There are a new set of fire regulations with which we have to comply and a risk assessment has to be done. The minutes of the meetings on 2 October, 23 October and 13 November were received and circulated to Councillors.

10. Correspondence

- a. A circular letter was received from the District Council giving details of election costs. The letter will be circulated to Councillors.
- b. A letter from NYCC. The speed limit signs on Cooper Lane are to be removed and the No Through Road sign to be relocated to the top of the existing pole.
- c. Letter from Rt. Hon. William Hague MP enclosing a letter from the Highways Authority about the proposed bridge for the Black Swan crossroads. The detailed design is progressing well for construction towards the end of 2007/8 dependent

on the availability of funds. District Councillor Mrs Fortune said as far as she was aware funding had been set aside for the bridge.

- d. Posters and flyers advertising NYCC budget consultation meetings. The meeting on 11 December will be advertised on the noticeboard.
- e. Notice of Area Committee of NYCC meeting to be held today. This had been advertised on the noticeboard.
- f. Summary from YLCA of the Local Government White Paper Strong and Prosperous Communities. Councillors had copies.
- g. Circular from Countryside Alliance about the future of Post Offices. The Council agreed to send a letter to Jim Fitzpatrick MP, Parliamentary Under Secretary of State for Employment Relations and Postal Services. The Chairman will put an item in the next newsletter and the flyer will be put on the noticeboard.
- h. Circular letter from Hambleton District Council about Christmas tree recycling. Councillor Williams proposed, seconded by Councillor Woodhouse, that the same arrangements as last year be agreed. This was agreed unanimously. The District Council will provide publicity.
- i. Circular from NYCC about their newsletter, the NY Times. Copies are to be circulated at the end of November but if copies are not received, NYCC should be informed.
- j. Information from North Yorkshire & York PCT on the “Keep Well, Keep Warm” campaign. The Chairman will put it in the newsletter.
- k. Request from WRVS for a donation. This will be discussed next month.
- l. Clerks & Councils Direct magazine. Circulate to Councillors.
- m. Playground equipment brochure from Wicksteed Leisure. Received.

The Chairman declared the meeting closed at 9.05 pm

MINUTES OF THE MEETING OF POTTO PARISH COUNCIL
HELD ON MONDAY, 18 DECEMBER 2006 AT 7.15 PM
IN THE VILLAGE HALL

Present: Councillor Mr A Wilde (Chairman) Councillors Mrs J Williams, Mr I Shimwell and Mr G Woodhouse.

District Councillor Mrs B Fortune

1. Apologies were received and accepted from County Councillor Mr T Swales and Councillor Mrs A Mazingham.
2. Councillor Woodhouse asked that on page 482, 6b, the figure for funding promised by the District Council be changed from £1,200 to £1,250. Councillor Shimwell said that a vote of thanks had been expressed to the Clerk for her work on the accounts and this should be recorded. These two changes were agreed and the Chairman then signed the minutes of last month's meeting. The minutes had been previously circulated to Councillors.
3. **Police Report and Neighbourhood Watch.**

The Clerk had circulated an e mail from NY Police about bogus callers.

4. **Planning Decisions of Hambleton District Council.** None.

5. **Planning Applications**

- a. Construction of a dwelling and detached domestic garage, as amended by plans received by HDC on 17 October, at part OS field 8500, Gold Hill Loop Road for Mr & Mrs Kitching. Minor amendment. The details had been circulated to Councillors as the return date was before this meeting. Councillors agreed the amendments. Councillors Woodhouse said it would be useful to have the past plans on occasions like this. District Councillor Mrs Fortune said all the details should be on the District Council Planning web site.

6. **Matters arising from last month's meeting**

- a. Footpaths. Councillor Shimwell queried what was happening about the bridle path. There had been a plan to spread some chippings on it. The Chairman said a resident had promised to find out if Northumbrian Water could help and he will check on this.

- b. Parish Plan/Questionnaire. Councillor Woodhouse had e mailed Councillors a summary of the replies to the questionnaire. He reported that he had been contacted by Jo Buffey, YRCC, and £1,250 funding to match that of the District Council has been promised. This should be sufficient to make it viable. He was trying to get together a steering committee of 3-4 people for a meeting in early January in the Village Hall. It will be separate from the Parish Council but Councillors are welcome to come to the meetings. District Councillor Mrs Fortune asked how people will be chosen for the steering committee. Councillor Woodhouse said people who replied earliest to the questionnaire and sent letters were the primary source but there will be a mixture of sexes, ages and areas of the village. He would like as much variety as possible. The Chairman suggested that it be advertised rather than selected so that everyone interested has a chance. It was agreed that a note will be put in the newsletter. The Chairman also requested that the steering committee meeting be minuted and come back to the Council. Councillor Woodhouse said he will take advice on this from Jo Buffey.
- c. Web Site. No progress to report.

7. Finance

A letter was received from the District Council requesting the Council's revenue estimates for the financial year 2007/8. It had been circulated to Councillors. The Clerk had prepared figures from previous years and Councillors went through the proposed budget. After discussion, Councillor Woodhouse proposed, seconded by Councillor Williams that the Council precept for £1,800. This was agreed unanimously. A letter received from Hambleton Citizens Advice Bureau requesting a donation. The Council decided against giving a donation. The Clerk gave details of the monies in the Council's accounts:

Community Account	£382.21 (10 November 2006)
Business Premium Account	£1,362.41 (8 December 2006)

Councillor Woodhouse thought there were bank accounts which would provide more interest. The Council agreed to ask YLCA for their advice. The following account was agreed for payment:

Clerk's ¼ salary + ¼ travel	£115.00
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8. Report from District Councillor Mrs Fortune

There will be no collection of refuse during Christmas week and collections the week after will be one day late. There had been more break-ins in the vicinity. She urged people to be vigilant and report anything suspicious to the Police. The Chairman said in the summer the roads in Potto were due to be resurfaced but it was put on hold because of the Open

Gardens. Unfortunately they still have not been resurfaced. District Councillor Mrs Fortune promised to make some enquiries. Councillor Woodhouse asked that thanks be passed on to NYCC for the repairs to Parsons Back Lane. District Councillors Mrs Fortune said that people have the right to complain if they believe that licensing hours are not being adhered to.

9. Village Hall

An e mail had been received from the Charity Commission. Copies had been sent to Councillors. A copy of the minutes of the Management Committee meeting held on 11 December was received. There will be a quiz on 17 February and a play in March. The minutes will be circulated to Councillors.

10. Correspondence

- a.** Letter from Village Hall Management Committee advising of an increase in hire rates of the Village Hall. The rate for use by the Parish Council is increased from £10 per session to £14. The new rate commenced on 1 April 2006. Received.
- b.** Information leaflets and poster from CE Electric UK on preparing for winter. Circulate to Councillors. Poster will be put on the notice board.
- c.** Community News from Hambleton and Local Development Agencies. Circulate to Councillors.
- d.** Newsletter from York & North Yorkshire Playing Fields Association. Circulate to Councillors.
- e.** Note of wheelie bin collection dates from Hambleton District Council. Copies given to Councillors.
- f.** A cd rom from NYCC on North Yorkshire Minerals and Waste Development Framework Core Strategy Preferred Options and Supplementary Sites. Issues and Options. Circulate to Councillors.

Councillor Shimwell provided a copy of crime statistics for Hambleton 2005/6 which he had downloaded from a web site. This will be circulated to Councillors.

The Chairman showed the meeting a copy of the draft newsletter. A sentence will be added about volunteers for the steering committee.

The Chairman declared the meeting closed and wished everyone a Happy Christmas and New Year.