

**MINUTES OF THE MONTHLY MEETING OF  
POTTO PARISH COUNCIL HELD ON MONDAY, 15 JANUARY 2007  
IN THE VILLAGE HALL AT 7.15 PM**

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

County Councillor Mr T Swales  
District Councillor Mrs B Fortune

3 members of the public.

**Meeting open to the public**

Mr and Mrs Glover gave reasons for their opposition to the planning application by Mrs Patrick for alterations to the boundary wall at 9 Cooper Close. Mr Glover had spoken to Planning at the District Council and will be writing to them. He was concerned about the devaluation to his property and the loss of light. He was prepared to do something about the fairy lights about which Mrs Patrick had complained.

The Chairwoman closed the meeting to the public.

1. There were no apologies for absence.
2. The minutes of last month's meeting had been circulated and were signed by the Chairwoman after being agreed as a correct record.
3. **Police Report and Neighbourhood Watch.** The December crime statistics from NY Police had been circulated to Councillors.
4. **Planning Decisions of Hambleton District Council.** None.

Councillor Woodhouse thought the Parish Council should have more time to discuss planning applications. District Councillor Mrs Fortune said the District Council has a time scale that must be adhered to. The District Council can allow a short extra time if the Parish Council ring in to request it. County Councillor Mr Swales said the District Council incurs a Government penalty if it goes over time.

5. **Planning Applications**

- a. Application to vary condition No. 6 of planning consent 05/00479/FUL to site 21 static caravans at Goulton Beck Caravan Site, Goulton Lane for Mr P Rawson. 06/02797/MRC. Councillor Shimwell, Wilde and Woodhouse had visited the site. Councillors Wilde and Woodhouse gave their comments and Councillor Shimwell agreed. After discussion the Council unanimously recommended refusal for the following reasons:

District Wide Local Plan Policy TO1 sets out various criteria which are not met, e.g. screening and this application would definitely have an adverse impact on the character of the area.

Potto Parish has been correctly assessed by HDC as an “other settlement”. This effectively means that lack of sustainability precludes development other than modest infill and possibly for some genuinely exceptional situations. This caravan site has grown and developed significantly over recent years. This potential development is essentially a transformation from a site with temporary/mobile caravans to buildings which are effectively permanent. This site is potentially a brand new little village within itself, entirely against the intent of the LDF and the DWLP and is wholly unsuitable for Potto.

One of the timber lodges being applied for has already been erected on site. The building is shown on the drawing as existing, however, we cannot find any planning permission that has been granted for this building despite research on the HDC web site.

The roof of this timber lodge is clearly visible when driving down Goulton Lane and this building is situated at one of the lowest points on the site. The 6 planned timber lodges situated on the eastern side of the site would be considerably higher up as they are situated at the top of the hill and would, therefore, be clearly visible from the road.

The applicant has not complied with condition No. 8 of the original planning consent. Current approvals for static caravans include several on the east side of the main site road, although these have never actually been installed. The new and much larger timber buildings proposed for the eastern site area will be seen for several miles across open country and no effective screening is in place, although shown as such on the application’s site plan

The timber lodges are roughly twice the size of the caravans currently on site and would increase the density of buildings on site to an unacceptable level.

Considerable extensions to the proposed lodges are planned to provide decking areas and this combined with additional parking required for the proposed lodges would further increase the density on site.

The timber construction of the proposed lodges means that fire provisions for the site should be considered from a safety perspective.

- b. Alterations to boundary wall at 9 Cooper Close for Mrs K Patrick. 06/02859/FUL. The Chairwoman and Councillor Wilde had visited Mrs Patrick and Councillor Woodhouse had spoken to her on the telephone. A letter was received from Mrs Patrick giving her reasons for the application. A fence can be placed on a boundary up to 2 metres high but after that planning permission is required. Councillor Shimwell wondered if a third party could arrange a meeting between both parties.

The Chairwoman opened the meeting to the public.

Mr Glover said they would be willing to talk to Mrs Patrick about her concerns. He gave his views on the lights and the wall.

The Chairwoman closed the meeting to the public.

Councillor Woodhouse proposed that the Council recommend refusal as the extra height is beyond planning guidance, Councillor Williams seconded and all agreed.

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

- a. Footpaths. A letter was received from Mr Bailey and read out by the Chairwoman. He will be thanked for his letter. Councillor Wilde said he had noticed stiles being erected. There was nothing to report on the bridle path but Councillors acknowledged that this needed to be pursued to a proper conclusion. Councillor Shimwell said a 4 foot wide path would take some 300 tonnes of chippings and we were offered 30. The Chairwoman offered to talk to the owner of the sheep pens mentioned in Mr Bailey's letter. The Clerk will ask the County Council for an update on Potto Slack.
- b. Parish Plan/Questionnaire. Councillor Woodhouse said a meeting had been held on 10 January with Jo Buffey. County Councillor Swales had also attended. A fair criticism was that the steering group of Penny Pinkney, Ross Neasham, Mike Whitlock and Councillor Woodhouse were all roughly the same age and there should be younger and older people represented. The Chairwoman suggested a note on the notice board asking for new members. Councillor Woodhouse said membership of the steering group does not mean that you have to be one for the full twelve months. He suggested a new bank account should be opened to pay the grant into. County Councillor Swales said the benefit of using the Parish Council's account was that the Council could claim back VAT. The Council agreed that their account should be used. County Councillor Swales said the Parish Plan will come to the Parish Council to be adopted. Councillor Woodhouse proposed that a note be put on the notice board asking for new members and if not enough replies were received a note should be sent around the village, Councillor Williams seconded and all agreed. A letter was received from a resident querying the need for a Parish Plan.
- c. Web Site. Nothing further to report. Councillor Woodhouse said Mr Whitlock has offered his help. The Council's agenda and minutes will be put on.

- d. Newsletter. The Chairwoman thanked Councillor Wilde for the newsletter and the Christmas card. An e mail was received from new residents expressing thanks for the newsletter.

**7. Finance**

The Clerk had purchased some suspension files and the account of £15.99 was agreed for payment. The balances in the Council's accounts were as follows:

Community Account	£263.46 (10 January 2007)
Business Premium Account	£1,362.41 (8 December 2006)

**8. Reports from County and District Councillors**

County Councillor Swales asked about the resurfacing mentioned at last month's meeting. Councillor Wilde said Highways were doing it today. Councillor Shimwell said the Loop Road to the east of Potto Hall Farm floods because the drains are blocked. County Councillor Swales said a Parish Plan is a live document and things you want doing for the village should be included. The Chairwoman said we may be able to get something done about the street lighting. County Councillor Swales said a Parish Plan can highlight this. A travel to school plan could be included. Tony Lewis of NYCC, Norby Depot was the contact.

District Councillor Mrs Fortune had nothing to report. Councillor Wilde queried whether the weighing of wheelie bins might come to Hambleton. District Councillor Mrs Fortune said there are many schemes in different parts of the country but so far as she was aware there were no plans for weighing or micro chips in bins in Hambleton. District Councillor Mrs Fortune said she will enquire whether the timber lodge already built at the caravan park has planning permission. She agreed to ask for it to be called in by Planning and a site visit. Enforcement will also be asked about the obtrusive large chalet building.

**9. Village Hall**

Councillor Wilde said the Management Committee will meet next week. Two events are planned – a quiz on 16 February and a play on 15 March.

**10. Correspondence**

- a. Letter from Hambleton District Council on the LDF – Submission Development Policies Development Plan document. Councillor Shimwell had information from the web site which will be circulated.

- b. Letter from Rt. Hon William Hague in response to the letter the Council sent to Jim Fitzpatrick, MP about the closure of Post Offices.
- c. Circular from the District Council giving an amended date for the District/Parish Liaison meeting now to be held on 26 March at 7.00 pm in the Civic Centre. Circulate to Councillors.
- d. A Parish Council guide to environmental enforcement received from DEFRA. Circulate to Councillors.
- e. Information from YRCC on the Parish Government Conference to be held 2-4 March in Scarborough. Councillor Wilde wondered whether it was possible to obtain the information given at the conference without attending. The Clerk will enquire.
- f. Country Air magazine from YRCC. Circulate to Councillors.
- g. Clerks & Councils Direct magazine. Circulate to Councillors.
- h. Request from WRVS for a donation. The Council decided against giving a donation.
- i. Circular from the District Council on the appointment of a Parish Council representative to the Standards Committee. Circulate to Councillors for discussion next month.

The Chairwoman declared the meeting closed at 9.16 pm.

**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL**  
**HELD ON MONDAY, 26 FEBRUARY 2007 AT 7.15 PM IN THE**  
**VILLAGE HALL**

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

County Councillor Mr T Swales  
District Councillor Mrs B Fortune

**Meeting open to the public.** None present.

1. Apologies for absence were received from Councillors Mrs J Williams and Mr A Wilde.
2. The minutes of last month's meeting were agreed as a correct record and signed by the Chairwoman after an alteration on page 491, in the report from County Councillor Swales the third sentence should read "Councillor Shimwell said ...Potto Hill Farm ...because the drains are blocked."
3. **Police Report and Neighbourhood Watch.** A letter was received from Inspector Richardson regarding the retirement of a Stokesley Special Officer, Roy Martin. The Council decided as they had nothing in the budget for this sort of occasion they were unable to contribute.
4. **Reports from County and District Councillors**

County Councillor Swales reported that the Highways Agency have approved the financing of the bridge at the Black Swan crossing subject to consultation and objections. It will be presented to the Area Committee meeting on 16 April at Hutton Rudby Village Hall at 2.00 pm. The bridge should be completed by next Easter. The blocked drain reported last month is to be inspected and cleaned out. The street lighting is the responsibility of Highways and a site meeting will be held on 1 March at 6.00 pm at the Dog & Gun car park and then to tour the village. The map produced by Councillor Wilde will be used as a starting point. Councillors agreed to have a look at the street lighting after tonight's meeting.

County Councillor Swales left the meeting.

District Councillor Mrs Fortune had a copy of a photograph of a log cabin at Goulton Beck and she read out an e mail from a planning officer confirming that the existing log cabin is a twin-unit which falls under the legal definition of a caravan. It came on site in two parts. Nothing untoward has taken place. With reference to the electoral roll, District Councillor Mrs Fortune confirmed that it is for use during the elections and not for other purposes. She confirmed that she will be standing at the next election.

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

6. **Planning Applications**

- a. Porch extension to Woodside, 57 Cooper Lane and construction of replacement boundary wall, pillars and gates for Mr & Mrs R Hill. 07/00327/FUL

After discussion and Councillors' comments, Councillor Woodhouse proposed, seconded by Councillor Shimwell that the porch extension be recommended for approval but that the pillars and gates be recommended for refusal as they exceeded the maximum agreed height. This was agreed unanimously.

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

- a. Footpaths The Chairwoman reported on the action she had taken regarding the sheep pens. They have been removed and the electric wire. Briars in the hedge are dangerous and make the path still difficult to walk. Posts will be resited and access points re-organised to make it passable.
- b. Parish Plan. Councillor Woodhouse had provided agenda, minutes and a draft timetable. The Steering Group now consists of a wider age range from 19/20 to the mid 70s with people from all areas of the village. Councillor Woodhouse reported that he had spoken to Mr Wray about his concerns expressed in his letter. Mr Wray will be happy to attend the proposed Parish Plan open day and give his views.
- c. Web Site. The Potto web site is now up and running. Councillor Woodhouse said Mr Whitlock had already registered potto.org.uk. and he has put together the foundation of a professional looking web site. He is doing it free of charge. The Council has to manage what goes on to it. Councillor Woodhouse proposed and Councillor Shimwell seconded that the Council give Mr Whitlock free rein to put on what the Council have agreed. This was agreed unanimously. District Councillor Mrs Fortune said the parishes using the District Council web site have items screened before they are put on. She agreed to draft a note for the next meeting on this subject.
- d. District/Parish Liaison Meeting. A letter was received requesting items for the agenda for the meeting to be held on 26 March. Items must be received by 2 March. The Council had none.
- e. Parish Council Representative on the Standards Committee. No-one from the Council wished to be nominated.
- f. Hambleton LDF – Submission Development Policies Development Plan document. The Inspector's Report on the Core Strategy Development Plan document was received and will be circulated to Councillors.

**8. Finance**

A letter was received from the Audit Commission proposing to extend the appointment of Mazars to cover 2006/7 pending a further competition in which tenders will be invited for appointment as auditors. The Clerk gave the balances in the Council's accounts:

Community Account	£132.47 (9 February 2007)
Business Premium Account	£1,362.41 (8 December 2006)

**9. Village Hall**

The Chairwoman reported on a successful quiz last week. The next event is “Once a Lady” on 15 March. A letter has been received from the District Council regarding non domestic rates. They are examining the discretionary relief which is awarded to certain organisations. The Village Hall want to get in touch with other Village Halls about this and hope the Parish Council will support them. Councillor Woodhouse asked if this meant the rate bill will rise and this was thought to be the case.

## **10. Correspondence**

- a. Letter from Mr J Fitzpatrick MP in response to the Council’s letter on Post Office closures. It had been circulated to Councillors.
- b. A revised Model Code of Conduct for Local Authority Members received from Communities & Local Government. It will be circulated for comments which have to be received before 9 March.
- c. A note from Hambleton District Council on Local Government Re-organisation. It had been circulated to Councillors.
- d. Letter from the County Council enclosing a two page information leaflet that summarises the proposal that the County Council has submitted to the Government for a new Unitary Council for North Yorkshire. It had been circulated to Councillors.
- e. Circular from the District Council on Personal and Prejudicial Interests at Parish Council meetings. It had been circulated to Councillors.
- f. Circular from the District Council on a review of polling districts and polling places for Parliamentary elections. The proposals are available for inspection at the Council’s offices and at [www.hambleton.gov.uk/pollingplaces](http://www.hambleton.gov.uk/pollingplaces). District Councillor Mrs Fortune said Potto Village Hall will still be used.
- g. Notice from Hambleton District Council asking for it to be put on the noticeboard advertising for land for an affordable housing scheme.
- h. E mail from Sheena Spence, YLCA saying they are happy with the amendments proposed by the Council to NALC Standing Orders. She comments that the Parish Council must have a standing order governing the procurement of goods and services. Councillors thought that Clause 77(2) covered her query. The Clerk will ask.
- i. Letter from North York Moors National Park Authority on the LDF Core Strategy and Development Policies (Interim Version). The documents can be downloaded from [www.moors.uk.net](http://www.moors.uk.net) An open afternoon will be held at Helmsley National Park offices on 13 March from 2-7 pm. Bring forward next month.
- j. Information from YLCA on Training series for those interested in chairing of Parish and Town Councils; Parish Government Conference 2-4 March; Advice Note on Elections; Assembly Digest; White Rose Update; Agenda for Hambleton Branch meeting 14 March. All had been circulated to Councillors. The Chairwoman and Councillor Shimwell may be able to attend the meeting on 14 March.
- k. Leaflet from NY Criminal Justice Board on working together for justice in North Yorkshire. Circulated to Councillors.
- l. Notices from Hambleton District Council on bin collection dates for Easter and how to report fly tipping and highway repairs.
- m. Scrutiny News from NYCC. It had been circulated to Councillors.
- n. Newsletter from York & North Yorkshire Playing Fields Association. Circulated to Councillors.



- o. Brochure from Enjoy England on celebrating St. George's Day. Circulate to Councillors.
- p. Play equipment brochure from Wicksteed Leisure. Received.
- q. Further circular from ASDA requesting information on sites in North Yorkshire. Received.
- r. Information from the District Council Network – North Yorkshire explaining their support for enhanced two tier working. Circulate to Councillors.
- s. Circular from Hambleton District Council enclosing a poster re fly posting. It will be displayed on the noticeboard.
- t. Newsletter from Hambleton Flood Forum. Copies given to Councillors and will be distributed to residents.

The Chairwoman declared the meeting closed at 8.50 pm

**MINUTES OF THE MONTHLY MEETING OF  
POTTO PARISH COUNCIL HELD ON MONDAY, 19 MARCH 2007  
AT 7.15 PM IN THE VILLAGE HALL**

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

District Councillor Mrs B Fortune

2 members of the public.

**Meeting open to the public for 15 minutes**

Mr Stephany commented that the Potto web site was very good and expressed thanks to Mr Whitlock. Mr & Mrs Stephany said they were concerned about alterations to a boundary wall in Cooper Close but did not register their concerns before because they thought it was principally for other neighbours to do. The wall blocks part of their view. The Chairwoman explained that the Parish Council had voted against the application but this had been overruled by the District Council who approved the application. She read out the planning decision notice. Councillor Wilde suggested they write to Planning Department at the District Council. District Councillor Mrs Fortune said comments can be made on line. Mr & Mrs Stephany also thanked everyone who had been involved in the repairs to the footpaths, etc.

1. An apology for absence was received from County Councillor Mr T Swales.
2. The minutes of last month's meeting had been circulated. The Chairwoman asked for two alterations on page 494, under 7a. Footpaths. second sentence should read "They have been removed and also part of the electric wire." Fourth sentence should read "Posts have been resited and access points re-organised to make it passable." The minutes were then agreed as correct and signed by the Chairwoman.
3. **Police Report and Neighbourhood Watch.** A ringmaster e mail concerning a burglary in Potto had been circulated to Councillors.
4. **Planning Decisions of Hambleton District Council**
  - a. Retrospective application for alterations to boundary wall at 9 Cooper Close for Mrs K Patrick. Approved, subject to conditions.

There is information on the District Council web site that the appeal by Mr & Mrs Wyatt has been refused.

5. **Planning Applications.** None.
6. **Matters Arising from last month's meeting**
  - a. **Footpaths** The Chairwoman reported more progress on the footpath from the bottom of Cooper Lane to Swainby. The farmer has cut the hedge and re-routed a small piece of electric wire. The Clerk reported

a complaint from a resident about dog fouling. District Councillor Mrs Fortune said unfortunately there is only one dog warden and he has to be there to see the offence being committed. The Parish Council had sent a letter out last April to all dog owners. Councillor Wilde questioned what signage there was in place. District Councillor Mrs Fortune said it is an offence to let a dog off the lead alongside a road. She will ask for signs to be placed in Potto. Councillor Wilde will put an item in the newsletter.

b. Parish Plan Councillor Woodhouse reported on the meeting held last Wednesday. They are still on target as per the draft timetable and it has been agreed to invite Jo Buffey to the next meeting and open day. She has invited the group to meet with other parishes which are doing parish plans. The open day will be Sunday, 3 June. It was suggested that a section of the Parish Plan and the date of the open day go on the Parish web site. Every person of school age or above will get an invitation and a raffle ticket. The Chairwoman asked that the questionnaires be made available to the Parish Council. Councillor Woodhouse reported that funding of just over £2,000 had been deposited in a bank account. This is 90% of the funding and the final 10% will be given when the final job is produced. Councillor Wilde queried the setting up of a separate bank account and said the Parish Council had agreed at their January meeting that the money should go into the Parish Council account. Councillor Woodhouse said he had two concerns about using the Parish Council account, one was the low interest rate and the other was transparency. Councillor Wilde said it goes against a decision made by the Council and this cannot be done. He said it was an illegal act. The Clerk read from the relevant section of the January minutes. Councillor Wilde proposed that Councillor Woodhouse transfers the monies into the Parish Council account this week, Councillor Shimwell seconded and 4 voted in favour with 1 abstaining.

c. Web Site District Councillor Mrs Fortune had spoken to the District Council IT Department regarding the Council's query and now suggested that the Council write to them or Mr Richards explaining exactly what they want covering. Councillor Shimwell said the Council had agreed to have two web sites. One at Hambleton District Council for minutes, etc. and the other for minutes, etc. plus other items. Mr Whitlock owns the domain name for Potto. On the Parish Council section of this web site any information that goes on it has to be discussed and agreed by the Parish Council beforehand. Mr Whitlock had sent an e mail suggesting items which could go on the Parish Council page. Councillor Woodhouse proposed that the Council agree with the feedback form as suggested by Mr Whitlock and that the Parish Council e mail is the point of receipt, Councillor Williams seconded and all agreed. Mr Whitlock had also suggested an opt in/opt out mailing list to allow people to register their e mail address and to receive news from the Council. Councillor Woodhouse said that one of the responses to the questionnaire about Police/Neighbourhood Watch was that 69 people gave their e mail addresses. There may be other people in the village who would like information about the Village Hall newsletter, Parish Council newsletter, etc. It would be entirely voluntary if people wished to give their e mail address. Councillor Woodhouse proposed the Council give permission for a mailing list as suggested by Mr Whitlock, Councillor Williams seconded and all agreed. Councillor Woodhouse gave a list of information which people want on the website, e.g. days of wheelie bin collection, blue bag days, bus timetable, post box collection times, street lighting fault report number, names of Parish Councillors with a telephone number and e mail address, names of Village Hall Committee, telephone number for reporting pot holes, blocked footpaths etc. District Councillor Mrs Fortune said every street light has a telephone number on it to report a fault and wheelie bin and blue bag collections, bus timetables are all printed on leaflets and in newspapers. Councillor Williams proposed that the list if information was agreed, Councillor Shimwell seconded and this was agreed unanimously. Councillor Wilde will bring up the Village Hall page at the next Management Committee meeting. The Chairwoman asked that thanks to Mr Whitlock for all his work on the web site be recorded.

d. Standing Orders. No response yet from YLCA.

e. Model Code of Conduct for Local Authority Members. The Clerk reported that the Council's comments had been sent in before the deadline of 9 March.

f. NY Moors National Park Authority – LDF Strategy & Development Policies. The Council had no comments.

g. YLCA Hambleton Branch Meeting held on 14 March. Councillor Shimwell had attended and gave a report.

#### **7. Report from District Councillor Mrs Fortune**

District Councillor Mrs Fortune reported on behalf of County Councillor Swales that the lights in the village had been investigated and one new light is to be installed. The County Council is looking to see if there is some money in the budget for this year. During the inspection it was noted that some trees and shrubs needed to be trimmed back and also that some of the surfaces of drives are not up to specification and the owners need to be informed. Councillor Wilde had agreed to speak to the residents concerned. The Chairwoman said during the walk around the Village a light near to the 30 mph sign was requested but this was turned down. Two other lights were requested – one between lights 6 and 7 half way down the bank down Cooper Lane and one near Mr Griffin's garage, which is a very dark spot. She was under the impression that both these requests had been agreed. District Councillor Mrs Fortune said County Councillor Mr Swales was taking up the fact that a Police presence is very rarely present at meetings although he realized that Stokesley Police is very short staffed. Councillor Woodhouse said we need to remember we are a Parish Council and not a Village Council as we seem to focus on the village and not the parish.

#### **8. Finance**

Payment of the Clerk's ¼ salary and travel of £115 was agreed for payment. The balances in the Council's accounts are as follows:

Community Account	£132.47 (9 February 2007)
Business Premium Account	£1,366.66 (9 March 2007)

#### **9. Village Hall**

Councillor Wilde reported that there had been a full house for the play performed on 15 March. The Village barbecue will be held on 22 July. A risk assessment is being put together covering areas of maintenance. This could give a target to plan funding. A risk assessment covering hazards is also being prepared. Meetings of the Management Committee will in future be held on Wednesdays. The quiz night made £339. The minutes of the meeting held on 28 February will be circulated to Councillors.

#### **10. Correspondence**

- a. Letter from Hambleton District Council giving details of the 4 nominees for the appointment of Parish Council representatives to the Standards Committee. The Council agreed the two nominees to vote for.
- b. Information from Electoral Commission and NALC about Parish and Town Councils. Circulate to Councillors.
- c. Clerks & Councils Direct magazine. Circulate to Councillors.

- d. Nomination papers for the election on 3<sup>rd</sup> May were available to Councillors at the meeting.
- e. An e mail from Communities and Local Government on tougher measures to crack down on illegal outdoor advertising. Councillors had received a copy.
- f. An invitation to Community Groups from NYCC, YRCC and ViRSA to attend meetings in Pickering on 28 March and Masham on 29 March . This will be displayed on the notice board.
- g. Agenda from Hambleton District Council for the District/Parish liaison meeting to be held on 26 March. Circulate to Councillors. Posters giving refuse collection dates for the May Bank Holidays. These will be displayed on the notice board.
- h. Circular from NYCC on the re-location of the Thirsk Highways depot. Received.

The Chairwoman declared the meeting closed at 9.03 pm

**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL  
HELD IN THE VILLAGE HALL ON MONDAY, 16 APRIL 2007 FOLLOWING  
THE ANNUAL MEETING FOR ELECTORS**

Meeting open to the public for 15 minutes.

No comments.

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

County Councillor Mr T Swales  
District Councillors Mrs B Fortune and Mr S Dickins

2 members of the public

1. There were no apologies for absence.
2. The minutes of last month's meeting had been circulated. Councillor Williams proposed that they be accepted as a true record, Councillor Woodhouse seconded and all agreed. They were then signed by the Chairwoman.

3. **Police Report and Neighbourhood Watch**

No reports were received.

4. **Planning Decisions of Hambleton District Council**

- a. Porch extension to Woodside, 57 Cooper Lane and construction of replacement boundary wall, pillars and gates for Mr & Mrs R Hill. 07/00327/FUL. Approved, subject to conditions.

5. **Planning Applications**

- a. Alterations and extensions to 56 Cooper Lane for Mr D Richardson & Mrs J Spuhler. 07/0086/FUL. Recommended for approval.
- b. Alterations and extension to Brook House, Goulton Lane for Mr G Hill. 07/00933/FUL. Recommended for approval.
- c. 9 replacement windows at Flat 1, Potto Hall for Dr R Cree. 07/00399/FUL. Recommended for approval.

6. **Matters Arising from Last Month's Meeting**

- a. Footpaths An e mail was received from Footpaths Section, County Council giving the up to date position with regard to the Potto Slack footpath.
- b. Parish Plan Councillor Woodhouse said the Parish Plan meeting will be held on Wednesday so there is no report. The report of the meeting held on 7 February had been circulated to

Councillors. Councillor Wilde said at the last Parish Council meeting we did talk about funding. Councillor Woodhouse said the funds have not been transferred into the Parish Council account. Councillor Wilde said a decision was taken at the January meeting of the Council and reinforced at the last meeting by a vote of 4 for and 1 abstention that the grant should be paid into the Parish Council account. Councillor Woodhouse had gone against the decision of the Council. Councillor Woodhouse asked why the Council wanted control of the funds. Councillor Wilde said the Parish Council accounts are externally audited. Councillor Woodhouse said the Parish Plan Group has two signatories for their account, Mr L Bailey and Mr R Longbotham. Councillor Wilde said he would like to draw the Parish Council's attention to the Code of Conduct. Councillor Woodhouse by his blatant disregard for the resolutions passed by this Parish Council has repeatedly breached the Statutory Instrument 2001 No. 3576 "The Parish Councils (Model Code of Conduct) Order 2001. Councillor Woodhouse was asked to withdraw from the meeting and he complied.

Councillor Wilde read some relevant points from the Code of Conduct. He said that following last month's meeting he had taken advice from YLCA, District Council and the Standards Board on how the Council should deal with the situation. All Councillors had agreed to abide by the Code of Conduct which states that you must take part in meetings ..... and then abide by the majority decision. It also states that a member must, if he becomes aware of any conduct by another member which he reasonably believes involves a failure to comply with the Code of Conduct, make a written allegation to that effect to the Standards Board of England. He proposed that the Council had no choice but to report Councillor Woodhouse to the Standards Board for England. Councillor Williams queried whether it had any bearing on the issue that Councillor Woodhouse was not a signatory for the Parish Plan group account. Councillor Wilde said that the grant was not the issue now it is the disregard of the Council's decision. The Chairwoman said a vote had been taken on the decision and this should not be disregarded. Councillor Wilde proposed that Councillor Woodhouse is reported to the Standards Board for his behaviour and it is then up to them to make the decision, Councillor Shimwell seconded and this was agreed unanimously.

The Chairwoman opened the meeting to the public

Mr Grieve queried whether the matter should go through the District Council's Standard Committee first. Councillor Wilde said according to the explanatory booklet it goes straight to the Standards Board.

The Chairwoman closed the meeting to the public.

Councillor Woodhouse returned to the meeting. County Councillor Swales suggested that Councillor Woodhouse be allowed to make a statement but it does not affect what has been said. Councillor Woodhouse asked if the Chairwoman understood what "jurisdiction" meant. He then gave a definition from the Oxford English Dictionary. He confirmed that the Parish Council has no authority over the Parish Plan Steering Group or its funds. He then quoted a sentence from an e mail from Jo Buffey of YRCC – "I can confirm that a parish council has no jurisdiction over the grants which are paid out by Yorkshire Rural Community Council to undertake parish plans". He thought everything that had been discussed was entirely superfluous and a waste of time.

Councillor Woodhouse explained that all of Jo Buffey's e mail, including the sentence quoted, was forwarded for comment to Mr M Richards, Head of Legal and Democratic Services at the District Council together with an explanatory letter. Mr Richards sent an e mail reply to Councillor Woodhouse and he read out the following pertinent phrase which he thought was clear to understand even though a double negative was used – "I would not however disagree with what Jo Buffey has said"..

- c. Web Site. Councillor Woodhouse said it is continuing its development and extra information is being added as agreed by the Council.
- d. Standing Orders and Financial Regulations. This will be discussed at the next meeting after Councillors have had time to look at advice from YLCA.

## **7. Reports From County and District Councillors**

County Councillor Swales and District Councillor Fortune had nothing further to add.

District Councillor Dickins said the Council will be aware of the bid in North Yorkshire for the County to have a unitary council. The only way the public can give their view is through the Parish Council. He recommended that Parish Councils should be talking to their parishioners about this. He suggested a survey asking for views so that this can be fed back to the liaison meetings. County Councillor Swales said he did vote for a unitary council. The County Council has put in a bid for unitary status. The seven District Councils could not come to an agreement. The Chairwoman opened the meeting to the public.

Mr Mason said any survey would have to include all the pros and cons. Mr Grieve wondered how a balanced view would be achieved.

The Chairwoman closed the meeting to the public.

County Councillor Swales thought it could not go on as it is now and this was a way forward. Area Committee would take over the duties of the District Councils. Each area would have its own budget. The Council agreed to discuss the matter next month.

## **8. Finance**

A letter was received from the Audit Commission appointing Mazars as external auditor for the financial year 2006/7. Notice of the audit of accounts for the financial year ended 31 March 2007 was received from Mazars. The balances in the Council's accounts were as follows:

Community Account	£17.47 (10 April 2007)
Business Premium Account	£1,366.66 (9 March 2007)

## **9. Village Hall**

A copy of the minutes of the meeting held on 28 March was received and will be circulated to Councillors. Councillor Wilde said there is a strong programme of events planning running through to next year. A letter was received from Allied Westminster Insurance inviting an application for a quote. This will be passed to the Management Committee.

## **10. Seat near Church**

Councillor Williams wanted an up date on what was happening as it was 8 months since the Council had discussed it. Councillor Wilde agreed to have a look and report back to the next meeting.

## **11. Correspondence**

- a. Invitation from Cornhill Allianz to renew premium at a cost of £268.80, the same as last year. The Council unanimously agreed to renewal.
- b. Renewal of subscription to YLCA at a cost of £92.00. Last year it was £89. The Council unanimously agreed to renew the subscription.
- c. Draft Rights of Way Improvement Plan for North Yorkshire from NYCC. This was given to Councillor Williams and will be discussed at the next meeting.



- d. Letters from the District and County Council re street lighting in Potto. The District Council is unable to recommend the installation of further public lighting. The County Council has arranged for an assessment and inspection of existing street lighting, including a night time inspection and will inform us of the options available once a report has been received. The Chairwoman and County Councillor Swales had met with County Council representative and thought at least 1 extra light would be provided.
- e. Note from County Council on a new council for North Yorkshire. Copies were given to Councillors.
- f. Notification from NYCC of County Committee for Hambleton meeting which had been held this afternoon in Hutton Rudby Village Hall. A poster had been displayed on the notice board.
- g. An e mail from YLCA on how to download the Hedgerow Survey handbook. Copies had been given to Councillors.
- h. E mail from YLCA on Freedom of Information Act and Environmental Information Regulations. A copy had been forwarded to Councillors.
- i. E mail from YLCA on the NALC response to the Lyons Inquiry. A copy had been forwarded to Councillors.
- j. Information from NYCC on Local Bus Service Contracts. Passed to Councillor Williams and will be discussed next month.
- k. Note from Hambleton District Council on Personal and Prejudicial Interests at Parish Council meetings. Received.
- l. Minutes of District/Parish Liaison meeting held on 26 March from District Council. Passed to Councillor Williams.
- m. Posters from Hambleton District Council for Flavours of Hambleton 2007 Awards. A poster will be displayed on the notice board and in the Village Hall.
- n. Local Councils Update. Circulate to Councillors.
- o. Country Air magazine. Circulate to Councillors.
- p. Assembly Digest from YLCA. Circulate to Councillors.
- q. Community News from Hambleton Local Development Agencies. Circulate to Councillors.
- r. Information from SMP on a seminar on play & leisure provision for Parish and Community Councils. Received.
- s. Information from District Council on the Local Government Review and Parish Liaison Meetings. One will be held on 22 May at 7.00 pm in Stokesley Town Hall. Circulate to Councillors and then display on notice board.
- t. LDF Core Strategy received from District Council. Circulate to Councillors.
- u. Poster from Northallerton & District Voluntary Services Association advertising the “Wheels to Work”. This will be displayed on the notice board.
- v. Information from District Council giving names of those nominated for election on 3 May. As there are only 4 nominations it will be an uncontested election. There is one vacancy which will be advertised.
- w. Newsletter from York & North Yorkshire Playing Fields Association. Circulate to Councillors.

The Chairwoman declared the meeting closed at 8.40 pm.

**MINUTES OF THE ANNUAL MEETING OF POTTO PARISH COUNCIL  
HELD ON MONDAY, 21 MAY 2007 AT 7.30 PM IN THE VILLAGE HALL**

Present: Councillor Mr L Bailey (Chairman) Councillors Mrs J Williams and Mr G Woodhouse

3 members of the public

Councillors present signed the Acceptance of Office form. Agreement was given for Councillor Wilde to sign the form at the next meeting.

Election of Officers: Councillor Bailey was proposed, seconded and elected unanimously as Chairman. The Chairman suggested that the office of Vice-Chairman be rotated and this was agreed. Councillor Woodhouse proposed that the election of a Vice-Chairman be delayed until the next meeting, Councillor Williams seconded and this was agreed unanimously. The Clerk agreed to continue as the Responsible Financial Officer.

It was agreed to defer the appointment of representatives on the Village Hall Management Committee and who would attend the Hambleton Branch meetings of the Yorkshire Local Council Association until the next meeting.

It was agreed to continue to hold the monthly meetings on the third Monday of every month. The meetings will begin at 7.15 pm with the meeting being open to the public for 15 minutes.

The Chairman declared the meeting open to the public.

Mr Mason queried why the meeting open to the public was before the meeting began. Councillor Williams said it was so that members of the public did not have to sit through a whole meeting before giving their comments. Mrs Thatcher expressed her concern about the state of the lane and the large stones which are spreading onto the road. She thought an accident could be caused if one was flicked up by a car. The Chairman said the Council would try to progress matters by establishing the owners of the lane.

1. Apologies for absence were received from District Councillors Mrs B Fortune and Councillor Mr A Wilde.
2. The minutes of last month's meeting had been circulated. Councillor Woodhouse requested that the following amendment be added to 6b. Parish Plan. ' Councillor Woodhouse quoted from an e mail to him from Jo Buffey, YRCC "I can confirm that a Parish Council has no jurisdiction over the grants which are paid out by Yorkshire Rural Community Council to undertake Parish Plans". He then explained that all of this e mail, including the above sentence, was forwarded for comment to Mr M Richards, Head of Legal and Democratic Services at the District Council, together with his explanatory letter. Mr Richards sent an e mail reply to Councillor Woodhouse and he read out a phrase which is clear to understand even though a double negative was used "I would not however disagree with what Jo Buffey has said" '. Councillor Woodhouse's request for the amendment was agreed unanimously and subject to the amendment the minutes were agreed as a correct record and signed by the Chairman.

The minutes of the Annual Assembly for Electors held on Monday, 16 April 2007 were agreed as a correct record and signed by the Chairman.

3. **Police Report and Neighbourhood Watch** It was noted that a Police representative rarely attends the meetings and the Chairman said he would take this up with the Police at Stokesley. Councillor Woodhouse suggested the Neighbourhood Watch representatives be invited to meetings also. He gave details of how the Neighbourhood Watch scheme works in Ingleby Arncliffe and suggested it may be worthwhile invited their co-ordinator to a meeting.
4. **Planning Decisions of Hambleton District Council.** None.
5. **Planning Applications.** None.
6. **Matters arising from last month's meeting**
  - a. **Footpaths.** It was agreed that to write to try to determine who are the owners of the lane. Councillor Woodhouse said Highways have the authority to say that four and a half metres have to be brought up to the correct standard. The Chairman said a County Council Countryside Ranger said a Footpath Group could be formed in the village to trim the footpaths, keep them clear and walk them. Public Liability Insurance would be needed and this would be difficult to arrange so the Group may not get off the ground. The Chairman agreed to look at the County Council's draft Rights of Way Plan. The return date for comments is 30 June.
  - b. **Parish Plan.** Councillor Woodhouse reported on a very good training evening run by Jo Buffey. He said it was of great importance to get the next questionnaire correctly worded and the questions fair and neutral covering all points pertinent to the Plan.
  - c. **Web Site.** Mr Whitlock is the IT expert primarily responsible for putting the web site together. The Village Hall page on the web site is looking pretty sparse and needs more information.
  - d. **Standing Orders.** The Council agreed to purchase one copy from the YLCA.
  - e. **Seat near Church.** Defer to next month.
  - f. **Draft Rights of Way Improvement Plan.** The Chairman is looking at this.
  - g. **Local Bus Service Contracts.** No comments.
7. **Reports from County and District Councillors.** None present.

## 8. **Finance**

The Chairman said in past years Potto Parish Council used to have a triennial audit. The Clerk said all Councils now have an annual audit. Copies of the Annual Return with Section 1 – Statement of Accounts completed were given to Councillors plus a copy of the Annual Review of Effectiveness of the Internal Audit. It was agreed to leave Section 2 – Annual Governance Statement answers until next month. The Chairman will be added to the Council's mandate and the Clerk will obtain the necessary forms. Councillor Woodhouse volunteered to track down bank accounts which give better interest than the current one used by the Council. A YLCA Advice Note on the Review of the Effectiveness of the Internal Audit will be circulated to Councillors. The first half of the precept from of Hambleton District Council of £900 was received. The Clerk gave the balances in the Council's accounts:

Community Account	£917.47 (10 May 2007)
Business Premium Account	£1,366.66 (9 March 2007)

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

## **10. Statement by Councillor Woodhouse**

Following events of the last 3 meetings regarding Parish Plan monies and the decision that I would be reported to the Standards Board I would have looked to have some feedback. The Chairman said he would have to declare an interest as Treasurer of the Parish Plan and he banked the cheque. The cheque was made out to the Parish Plan account and the account with the Halifax Building Society has two signatories, the Treasurer and Mr Longbotham. The inference that we have done something wrong is wrong. He thought what has been said should be substantiated or a public apology given. Councillor Woodhouse said he had attempted to get some feedback from Mrs Mazingham and quoted from a letter he had sent her. Councillor Woodhouse said the Council passed a unanimous motion to report me to the Standards Board and this has not been carried out. Mr Shimwell said in January the Council said their account should be used for the Parish Plan grant and it would be ring-fenced. He thought Jo Buffey should have been made aware of this fact. The Clerk read out a relevant section from the Council minutes of June 2006. The Chairman said his concern was that a statement was in the public domain that funds have been misappropriated and this is not true. Mr Shimwell said so far as he was aware no fingers had been pointed at the Chairman. The Council made a decision about where the grant should be deposited and Councillor Woodhouse did something completely different. Councillor Woodhouse gave details of the comments which had been made to him outside of the meeting by residents. He proposed that Mrs Mazingham and Councillor Wilde be asked what action has been taken in response to the decision made by the Council and also that they be asked to withdraw or substantiate the statement. This was agreed unanimously. A note giving details of the Parish Plan Steering Group bank account was received.

## **11. Potto Parish Council Newsletter**

Councillor Woodhouse suggested that, bearing in mind the Council has changed, a newsletter be issued shortly. He also suggested that the newsletter is broken up so that each Councillor should be responsible for a page.

## **12. Welcome Packs for new Councillors**

Councillor Woodhouse said we have previously discussed having a little welcome pack for new Councillors. He asked about the keys for the notice board. The Chairman will deal with this.

## **13. Insurances for Parish Council and Village Hall Committee**

Councillor Woodhouse suggested liaising with the Village Hall Committee and having one policy instead of two. The Chairman said he will contact Councillor Wilde and ask him to raise this at the Management Committee meeting.

## **14. Correspondence**

- a. Information from Communities and Local Government on the Local Authorities (Model Code of Conduct) Order 2007 (SI No.1159). This will be circulated and discussed next month.
- b. A newsletter from the District Council on the Local Government Review. A meeting will be held in Stokesley at 7.00 pm on 22 May 2007.
- c. An e mail from the YLCA concerning a Unitary Council for North Yorkshire. This had been forwarded to Councillors.
- d. Ipsos MORI questionnaire on Local Government in North Yorkshire. Received.

- e. Circular from District Council giving the result of the Parish Councils' ballot appointing a Parish Council representative to the Council's Standards Committee. The successful candidates are Councillor June Imeson, Great Ayton Parish Council and Councillor John Alan Follett, Sandhutton Parish Council.
- f. Agenda from YLCA for the Hambleton Branch meeting held on 16 May 2007. Councillor Woodhouse had been unable to attend.
- g. Information from the Hambleton over 50s Forum regarding membership. Circulate to Councillors.
- h. Newsletter from the North Yorkshire Criminal Justice Board. Circulate to Councillors.
- i. Clerks & Councils Direct magazine. Circulate to Councillors.
- j. Letter from Rt. Hon William Hague regarding the Black Swan crossroads and the building of the proposed bridge. Circulate to Councillors.
- k. Information from YLCA. A seminar for newly elected Councillors to be held on 16 July; an Advice Note on the new Code of Conduct; White Rose Update. Circulate to Councillors.
- l. A letter from the Standards Board about the new Code of Conduct for members which came into force on 3 May 2007. Parish Councils have until 1 October to adopt the revised Code. They have prepared a Model Code for Parish Councils which is available at:  
[www.standardsboard.gov.uk/TheCodeofConduct/ReviewingtheCode/](http://www.standardsboard.gov.uk/TheCodeofConduct/ReviewingtheCode/).
- m. Country Air magazine from YRCC. Circulate to Councillors.

The Chairman declared the meeting closed.

**MINUTES OF THE MEETING OF POTTO PARISH COUNCIL  
HELD ON MONDAY, 18 JUNE 2007 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillor Mr L Bailey (Chairman) Councillors Mrs J Williams and Messrs N Walters and G Woodhouse

County Councillor Mr T Swales and District Councillor Mrs B Fortune

3 members of the public

District Councillor Mrs Fortune had to leave the meeting early so the Chairman asked her to give her report. District Councillor Mrs Fortune said Parish and Town Councils have given plans for a single unitary council the thumbs down. 68% said they would prefer the District and County Councils to work better together and stay as they are. This endorses a previous poll. The North Yorkshire District Council Network has undertaken two more surveys and both have shown there is no overall support for a single unitary authority. Two thirds of the parishes felt there was no need for change. The reasons given for not supporting the plans included, remoteness and the size of the area. All the MPs and the District Councils are against it. An announcement is expected from the Government in July. Councillor Woodhouse said County Councillor Mr Swales felt that the status quo could not continue.

The Chairman said he had been looking at the state of the road up to the Village Hall and wondered whether or not the Planning Authority had the authority to stipulate that the road has to be made up when considering an application. If it does, why it was not carried out on this road. District Councillor Mrs Fortune will ask the question.

A letter had been received from Mr N Walters applying for the vacant position of Councillor. The letter was read out by the Chairman and Mr Walters was unanimously co-opted onto the Council. He signed the Acceptance of Office form.

The Chairman declared the meeting open to the public

Mr Shimwell said the Chairman had signed the April minutes of the Council and agreement had been given to add an amendment required by Councillor Woodhouse. The minutes on the web site do not show this amendment. Councillor Woodhouse said we need to make sure that the up to date version of the minutes was put on the web site. The Clerk said the amendment is also in the May minutes. Mr Shimwell offered congratulations on the Potto web site which is managed by Mr Whitlock.

1. An apology for absence was received and accepted from Councillor Wilde.
2. The minutes of last month's meeting were agreed as a true record and signed by the Chairman.
3. **Police Report and Neighbourhood Watch**

The Chairman reported that he had been to see Mr Proctor, Neighbourhood Watch, following a car theft in the village. Nothing about this theft had been reported on the ringmaster system.

The Chairman had then called at the Police Station in Stokesley. The Officer in Charge said they were hard pressed but do attend meetings in Great Broughton and Stokesley. The Chairman had said it would be nice to get an up date from time to time. He reported that the ringmaster system was not working and the Officer promised to report this to her superiors.

**4. Planning Decisions of Hambleton District Council**

- a. Alterations and extensions to 56 Cooper Lane for Mr D Richardson and Mrs J Spuhler. Approved, subject to conditions
- b. Alterations and extensions to Brook House, Goulton Lane, as amended by plan received by HDC on 8 May 2007, for Mr G Hill. Approved, subject to conditions.
- c. 9 replacement windows at Flat 1, Potto Hall for Dr R Cree. Approved, subject to conditions.

**5. Planning Application**

- a. Alterations and two storey extension to Meadows End, 60 Cooper Lane for Mr Stapleton 07/01434/FU1. After a site visit the Council unanimously recommended refusal for the following reasons:
  - i. The application is a very significant development with regard to its size and bulk. It dwarfs the present dwelling even though this itself appears to have been extended on the northerly aspect. The LDF is not supportive of this type of over-development.
  - ii. DWLP, Policy L9 states that this area is within a “Special Landscape Area”. This states in clause 3 that large scale development will only be permitted if there would be ‘substantial proven social and economic benefits to the rural community..’. The applicant has not offered any evidence to support this requirement.
  - iii. DWLP, Policy L9, clause 5 states that conservation of landscape features such as trees will be encouraged. This application necessitates the removal of several established trees and as such will adversely affect this aspect. This application contravenes clause 5.
  - iv. SPG document No. 3 also deals with infill development and trees. The application form states that no hedges need to be removed but this is unlikely to be the case bearing in mind the very limited existing site access. This application contravenes SPG 3.
  - v. The proposal is another unfortunate step to increasing the density of housing in this rural area where housing density should be significantly less than that found in urban areas.
  - vi. The property is within a proven flood plan, with a history of flooding. ODPM guidance is to avoid any further development within proven flood planes.
  - vii. Access to this dwelling is down a very small, narrow, private drive. This is inadequate safe access and egress for the potential numbers of people who would be living in such a large dwelling. Car parking is inadequate.
  - viii. Potto has been assessed as an ‘other settlement’ within the LDF, due primarily to a ‘lack of sustainability’. This hamlet simply cannot absorb further

development of this type that would bring a significant migration of people into the parish without the associated and necessary services.

- ix. It fails to score well in the Sustainability Checklist, Appendix 1 of HDC, 'Good Practice Guide' – Sustainable Planning and Design. Spring 2005.

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

- a. Appointment of representatives on Village Hall Management Committee and to attend meetings of Hambleton Branch of YLCA. It was agreed that meeting of the Trustees of the Village Hall is required. The Chairman will be the Council's representative for YLCA Hambleton Branch meetings.
- b. Footpaths. The Chairman has completed the draft Rights of Way Improvement Plan questionnaire from the County Council. He read out the comments he had made including the request to provide a footpath from Potto village to Prestons and an exit slip road leaving the A172 at the Potto/Hutton Rudby turn off. District Councillor Mrs Fortune said we have been trying to get a slip road for the more than three years.
- c. Parish Plan. Councillor Woodhouse reported that the Open Day had been put back 3 - 4 weeks. A questionnaire has been put together and been sent to YRCC for approval. It will then be printed, distributed and the Open Day held to get them returned. This should be about the middle of July.
- d. Web Site. Mr Whitlock is continuing to run the site entirely free of charge. The Council thanked him for his skills and expertise so freely given. Councillor Woodhouse said he is looking for extra information from the Village Hall to put on the web site.
- e. Standing Orders. The Clerk had emailed YLCA requesting a copy of Standing Orders. She will e mail information from YLCA regarding standing order 77 – contracts for goods and services and a copy of the Financial Regulations.
- f. Seat near Church. Defer to next month.
- g. Newsletter. Discuss next month.
- h. Insurance. Defer to next month.
- i. Model Code of Conduct. The Council has until October to adopt the Code. The District Council will be providing training and it was agreed to wait until after this to adopt the Code. When the Council adopts the Code, the fact that they have done so has to be advertised in a Parish newsletter and also in a newspaper circulating in the area.

County Councillor Mr Swales joined the meeting.

**7. Report from County Councillor Mr Swales**

The Chairman said he had been in touch with the County Council about the road to the Village Hall. There had been an accident on Friday when two cyclists hit the stones and came off their cycles. The County Council sent someone to sweep off the main road but the stones are back again today. Mr Megson from the County Council had said that the information about the owner of a road having to make the first 4 ½ metres up to County standard only applied to new entrances. He will make further investigations. County Councillor Mr Swales said the County Council should now take this up and he will get in touch to see. Councillor Woodhouse asked if the Land Registry would state the owner. County Councillor Mr Swales said it is not always clear cut. On a previous walk about Mr Smith from the County Council had noted some drives



which needed bringing up to standard. County Councillor Mr Swales agreed to arrange another site visit. The Chairman said the County has been very helpful.

District Councillor Mrs Fortune left the meeting.

### **8. Finance**

Councillor Woodhouse will bring details to next month's meeting about different bank accounts which the Council may like to change to. Councillors had a copy of the Annual Return. The figures in Section 1 Statement of Accounts were agreed unanimously by the Council and the Chairman signed the form. The Chairman then read out the questions in Section 2 Annual Governance Statement. The Council answered Yes to all questions. The Clerk will now send the accounts to the internal auditor, Mrs M Roberts. She will report back to the Council with her comments. The Clerk gave the balances in the Council's accounts:

Community Account	£556.67 (8 June 2007)
Business Premium Account	£1,371.26 (8 June 2007)

### **9. Village Hall**

The Clerk reported on a telephone call from Mr Davison, Village Farm, giving information on the ownership of the lane. The Chairman reported information he had obtained from the owners of the new house. The Clerk said she now had the deeds to the Village Hall.

### **10. Allegations of Misconduct**

Councillor Woodhouse said that the statement made about him has to be retracted before a line can be drawn under it. He was concerned that Councillor Wilde had missed the last two meetings and asked that if he was not available for the next meeting the Council should consider changing the date. The Clerk had been asked to write to only to one Councillor and the ex Chairwoman and she expressed concern about this. The Chairman had written a letter. County Councillor Mr Swales said the Clerk should have a copy of all correspondence sent on behalf of the Council. Councillors agreed that the Clerk should write to the Standards Board asking if a complaint had been made. Councillor Wilde will be asked if he is available to attend the next Council meeting.

### **11. Grass Cutting**

The Clerk will contact Mr Kitching and ask him to cut the grass verges. County Councillor Swales said the County Council should cut the junctions.

### **12. Correspondence**

- a. A guide for members on the Code of Conduct was received from the Standards Board. A copy was given to each Councillor.
- b. A Parish Council update on the new council for North Yorkshire was received from the County Council. A copy was given to Councillors.

- c. An e mail from YLCA giving information on how the adoption of the new Code must be advertised. Details have to be given in the Parish Council newsletter and in a newspaper circulating in the Parish's area.
- d. Local Councils news-sheet from Glasdon. Circulate to Councillors.
- e. Letter from the District Council about training on planning matters. The Council agreed that an officer attending a meeting with Parish Councils was the preferred way for the training to take place.
- f. Agenda for the meeting of the County Area Committee for Hambleton to be held on 25 June at 2.00 pm in Thirsk. A poster had been displayed on the notice board.
- g. Invitation from the YRCC to pay membership subscription. The Village Hall are members and the Council decided against becoming a member.

The Chairman declared the meeting closed at 8.45 pm.

**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL  
HELD ON MONDAY, 16 JULY 2007 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillor Mr L Bailey (Chairman) Councillors Mrs J Williams, Messrs A Wilde, G Woodhouse and N Walters

County Councillor Mr T Swales  
District Councillor Mrs B Fortune

3 members of the public

**Meeting open to the public for 15 minutes**

Mrs Hardy expressed her concerns about the speed of traffic coming through the village and asked if anything could be done to slow it down. The Chairman acknowledged that it was a problem that had been going on for many years. The Council did arrange for the Police to monitor the traffic and also had sketches done for traffic calming. The sketches are on file and will be brought to the next meeting. Councillor Woodhouse said there is a question on the Parish Plan questionnaire concerning this. Mr Mason suggested putting a flyer through everyone's letter box. The Chairman closed the meeting to the public.

1. There were no apologies for absence.
2. **Minutes of last month's meeting.** Councillor Wilde said he was extremely concerned when reading the minutes of the meetings for the last two months that the Parish Council meeting does not appear to have followed the correct procedures. The Chairman read out Section 10 – Allegations of Misconduct from the June minutes. Councillor Wilde did not think the item should have been discussed because there is an official complaint going forward. The Chairman noted Councillor Wilde's objection. He thought it was a difficult situation as the matter had been discussed in a public forum initially. The Chairman proposed that we await a reply from the Standards Board and this was seconded and passed with 3 voting in favour and 1 against. The Chairman signed the minutes as a correct record.
3. **Police Report and Neighbourhood Watch** The June statistics on crimes etc had been received from N Y Police and e mailed to Councillors. Mr Proctor had sent a note which referred to a "cold calling" area which has been designated in Stokesley. Councillor Woodhouse said most residents have stickers saying "No Cold Calling". The Chairman said the notice giving details of Police contacts in the notice board needs updating.

County Councillor Mr Swales joined the meeting

The Chairman opened the meeting to the public again. Mrs Hardy explained to County Councillor Swales the problem with traffic traveling too fast in the village. There is a 30 mph limit but she thought this was too fast and asked if there was anything the Council are prepared to do to alleviate this problem. County Councillor Swales asked if the speed matrix had been deployed in the village during the last year. He promised to see what was available. The speed of the traffic can be checked and average speeds worked out and then information given to the Parish Council about a scheme. There is money available for a Travel to School plan to make it

safe for the children to get to school. It would help to know how many children there are and what ages. Sometimes you need to tell people that speeding is not acceptable to the community. 90% of villages want what you are asking for now. Councillor Walters asked if a 20 mph limit could be considered for the village. County Councillor Swales said it could under the Travel to School plan.

The Chairman closed the meeting to the public.

**4. Planning Decisions of Hambleton District Council**

- a. Alterations and two storey extension at Meadows End, 60 Cooper Lane for Mr G Stapleton. Approved, subject to conditions. 07/01434/FUL

**5. Planning Applications.** None.

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

- a. Appointment of representatives to Village Hall Management Committee. Councillors Wilde and Walters were elected as Parish Council representatives on the Village Hall Management Committee.
- b. Footpaths. The Chairman reported on a meeting with the sheep farmer who has agreed to put in different stiles and he will cut the grass. Strimming has been carried out. Councillor Wilde mentioned the seat under the oak tree and the Chairman will strim around it.
- c. Parish Plan. Councillor Woodhouse said the draft questionnaire had been approved. A flyer will be distributed to every household by the end of July. An Open Day for the return of the questionnaire will be held on 19 August.
- d. Web Site. A thank you will be sent to Mr Whitlock for his work on the site. Information has been received from the Village Hall Committee about future events. There is a question on the Parish Plan questionnaire asking what people want to see on the web site. Mr Shimwell said the minutes for the May meeting are not on the web site. The Clerk will send Mr Whitlock an agenda every month.
- e. Standing Orders. An extra meeting to discuss Standing Orders will be arranged at next month's meeting.
- f. Sear near Church. Councillor Wilde said we do not have the funds at the moment to buy a seat. He had looked at the seat and apart from the slats at the back it is fairly stable.
- g. Newsletter. Councillor Wilde said a photograph of the Council is needed for the next newsletter. The Chairman said, personally, he was not keen on newsletters. Councillor Wilde said the feedback received is contrary to that.
- h. Insurance. Councillor Wilde will raise the matter of joint insurance with the Parish Council at the next Village Hall Management Committee meeting.
- i. Standards Board – Complaint of Misconduct. This will be carried over. Councillor Wilde had the document which had been submitted to the Standards Board who have now moved offices from London to Manchester. It is a due process and has to be followed. The Chairman said he would prefer to put the matter on hold. Councillor Wilde thought people should be made aware of what is in the document. The documents were given to the Clerk.
- j. Road to Village Hall. The Chairman declared an interest and vacated the Chair. Councillor Wilde took the Chair. He read out a letter from Mr N Micklethwaite-Howe regarding the ownership of the lane. After discussion Councillor Woodhouse proposed, seconded by Councillor Walters, that the Council contact the Land Registry to try to determine the ownership of the lane. This was agreed.

## **7. Reports from County and District Councillors**

District Councillor Mrs Fortune reported on a planning application that she had been asked to look into. She said the planning application referred to the house and the lane had no part in the application. The Chairman thought the access should have been considered.

County Councillor Mr Swales had nothing to report.

## **8. Finance**

The Annual Return had been received back from the internal auditor along with her report. The report had been copied for Councillors and was accepted at the meeting. Her comments were noted. The Annual Return will now be sent to Mazars, the external auditors. An annual review of the effectiveness of the internal audit has to be undertaken and this will be done at the extra meeting to be arranged. A letter was received from Whorlton Parochial Church Council asking for a contribution toward the maintenance of the burial ground. The Council agreed to make a payment of £200. The following accounts were agreed for payment;

Village Hall Management Committee – Use of room for Parish Council meetings	£130.00
Clerk – ¼ salary + ¼ travel	£115.00
Clerk – Petty Cash	£20.00
YLCA – Copy of Standing Orders and Chairmanship	£6.50
Petrol for strimmer	£10.00
Mrs M Roberts – Internal Audit fee	£30.00
Yorkshire & Humber Training Partnership – 2 delegate places	£40.00

## **9. Village Hall**

Councillor Wilde said the barbecue, which is the biggest event of the year for fund raising, will be held this week-end. The AGM had been held on 9 May and a report given for the year-end. Replacement of the oil tank, disabled access and disabled toilets were on the Risk Register. There are difficulties when you have to meet these requirements. Grants from the YRCC have been applied for. There was a closing bank balance of £5,056.74. A full financial breakdown is in the minutes.

## **10. Correspondence**

- a.** Local Government Review Newsletter 3 received from Hambleton District Council. Circulate to Councillors.
- b.** Agenda received from YLCA for the Joint Annual Meeting to be held on 21 July 2007. The Chairman will attend.
- c.** Draft Conference Programme from YLCA to be held 28-30 September 2007 in Scarborough. Councillors Wilde and Walters will attend for one day.
- d.** Information on the signing of a cycle route from NYCC. The Chairman said it does not affect our parish.

County Councillor Swales and District Councillor Fortune left the meeting.

- e. Corporate Plan received from North Yorkshire Fire & Rescue Authority. Circulate to Councillors.
- f. Country Air magazine from YRCC. Circulate to Councillors.
- g. Information on a seminar from NALC on “Cracking the Code” to be held in Birmingham on 19 July. Received.
- h. White Rose Update from YLCA. Circulate to Councillors.
- i. Assembly Digest from YLCA. Circulate to Councillors.
- j. Clerks & Councils Direct magazine. Circulate to Councillors.
- k. Bulb catalogue from Parkers. Received.

The Chairman declared the meeting closed at 8.35 pm.

**MINUTES OF THE MEETING OF POTTO PARISH COUNCIL HELD  
ON MONDAY, 20 AUGUST 2007 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillor Mr L Bailey (Chairman) Councillor Mrs J Williams and Councillor Mr G Woodhouse.

District Councillor Mrs B Fortune

3 members of the public

**Meeting open to the public**

Mr Mason gave his view about the allegations of misconduct and request for apologies. The Chairman said the matter is with the Standards Board and they are dealing with it.

Mrs Hardy said last month when the traffic calming was being discussed, the number of children in the village was queried. She said there are 15 school age children.

The Chairman closed the meeting to the public.

1. Apologies for absence were received from Councillors Messrs A Wilde and N Walters.
2. The minutes of last month's meeting were agreed as a correct record and signed by the Chairman
3. **Police Report and Neighbourhood Watch.** The July crime statistics were received from North Yorkshire Police and will be circulated to Councillors. A new notice giving details of the local Neighbourhood Policing Team had been received and will be put on the noticeboard. The Chairman said another car had been stolen from the village and Councillor Williams said sheds had been broken into. The Council agreed to invite Inspector Richardson to address a Parish Council meeting.
4. **Planning Decisions of Hambleton District Council.** None.
5. **Planning Applications.** None.
6. **Matters arising from last month's meeting**
  - a. Footpaths. The Chairman reported on a footpath that had been cut back and said lower stiles were going to be installed.
  - b. Parish Plan. Councillor Woodhouse reported on the Open Day held yesterday in the Village Hall. 128 questionnaires had been returned and a further 3 today. He had been very pleased with the feedback. The Chairman said the main query was what could be done about dog fouling. The Chairman congratulated Councillor Woodhouse on a first class day.
  - c. Standing Orders. The Council agreed that an extra meeting will be held on Monday, 3 September at 7.15 pm in the Village Hall to discuss Clause 77.
  - d. Insurance. To be discussed when Councillor Wilde is present.
  - e. Road to Village Hall. The Chairman declared an interest. He said that the owners of the new House on the lane could not discover the owners of the road. The Clerk had written to the

Land Registry. Mr Mason gave details of a 7 year law which he said meant that if an access was not gated and open to the public no-one could charge you for this access. A discussion followed on proposals to clear the stone from the surface and put something else down. Councillor Woodhouse suggested that the Council could register the land in the Council's name but concerns were expressed about public liability. The Chairman said the County Council has agreed to surface the first two metres. It was agreed that the YLCA should be asked for advice on doing something to land which we do not know who owns.

- f. Speed of traffic through the Village. Three options for traffic calming which had been discussed in 1999 were available at the meeting. After discussion the Council agreed to ask that the speed matrix be deployed in the village.
- g. YLCA Joint Meeting held on 21 July. The Chairman had attended and gave a report. All the resolutions put forward to the meeting had been passed. One he had been interested in was that the Associations request HM Government to return both the business rate and the local government grant to Parish Councils.

## **7. Report from District Councillor Mrs Fortune**

District Councillor Mrs Fortune had nothing to report.

## **8. Finance.**

A circular was received from Barclays Bank giving details of interest rates on deposit accounts. This will be circulated to Councillors. A subscription renewal was received from Clerks & Councils Direct and it was agreed to renew the Council's subscription at £9.50. At the extra meeting to be held on 3 September the following items will be discussed: Review of the effectiveness of the internal audit; financial regulations; risk analysis. The Clerk gave the details of the amounts in the Council's accounts:

Community Account	£195.17 (10 August 2007)
Business Premium Account	£1,371.26 (8 June 2007)

## **9. Village Hall**

The Play Group starts on 5 September. Councillor Woodhouse said closer liaison is still needed between the Management Committee and Mr Whitlock whenever an event is due so that it can be publicized on the web site.

## **10. Correspondence**

- a. A letter from the Standards Board informing that they had referred the allegation for investigation by Mr M Richards, the District Council Monitoring Officer.
- b. A letter from Mr G Stapleton regarding the Council's comments on his planning application. The letter had been copied for Councillors. It was agreed that the letter will be discussed at the meeting on 3 September when Councillors had had an opportunity to read it.
- c. A letter was received from the District Council on the Code of Conduct. Councillors had a copy of the Code and a copy will be made available to members of the public who wished to inspect it. The Council unanimously resolved to adopt the Standard's Board's Model Code of Conduct for Parish and Town Councils 2007. The District Council is organizing training on the new Code and one of the venues will be Stokesley Town Hall on 27 September at 6.30 pm.



- d. Newsletter No. 4 from the District Council on Local Government Review. Circulated to Councillors.
- e. North Yorkshire Minerals and Waste Development Framework from NYCC. Sites allocations issues and options. Circulated to Councillors.
- f. Information from YRCC. Advance notice of AGM to be held on 3 November. Invitation to LEADER Introduction Events on EU funding. Received.
- g. York & North Yorkshire Playing Fields Association newsletter. Circulated to Councillors.
- h. Notification from the District Council of the next District/Parish Liaison meeting to be held on 24 September at 7 pm at the Civic Centre. Items for the agenda are required by 7 September. The Council agreed to ask that Lack of Policing in the Area be added to the agenda.
- i. Letter from NYCC concerning the closure of Post Offices. District Councillor Mrs Fortune said the announcement of the Government's decision on closures had been put back until November. This matter will be brought forward next month.

The Chairman declared the meeting closed at 8.50 pm.

**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL  
HELD ON MONDAY, 17 SEPTEMBER 2007 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillor Mr L Bailey (Chairman) Councillors Mrs J Williams, Messrs A Wilde, G Woodhouse and N Walters

1 member of the public

**Meeting open to the public.** No comments.

1. Apologies for absence were received from District Councillor Mrs B Fortune and County Councillor Mr T Swales.
2. The minutes of the meetings held on 20 August and 3 September were agreed as correct records and signed by the Chairman.
3. **Police Report and Neighbourhood Watch.** The crime statistics received from North Yorkshire Police had been forwarded to Councillors. The Chairman noted a vast increase in crime from last year. In our area the crime figures for this year are 67 and last year were 25. It is a worrying increase. Councillor Woodhouse spoke about “No Cold Calling” zones and proposed that the Council look into it. Councillor Walters seconded and all voted in favour.
4. **Planning Decisions of Hambleton District Council.** None.
5. **Planning Applications.** None.
6. **Matters arising from last month’s meeting**
  - a. **Footpaths.** The Clerk reported on an e mail received complaining about the difficulty of walking a footpath, part of which was in Potto Parish. The Clerk had asked for details of the difficulties.
  - b. **Parish Plan.** Councillor Woodhouse reported on a meeting held last week. Sufficient responses to the questionnaire have been received to put a Plan together but it has been decided to chase up outstanding questionnaires and have given a month to do this. Mr Whitlock has managed to put together a data base so that data from the questionnaire responses can be extracted. Thanks were expressed to Mr Whitlock who has done this free of charge. 140 questionnaires have been returned so far.
  - c. **Standing Orders.** Councillor Woodhouse proposed, seconded by Councillor Wilde, that the Council adopts NALC Standing Orders with the amendments suggested by the Council and approved by YLCA. This was agreed unanimously.
  - d. **Insurance.** Councillor Wilde said the Village Hall Management Committee has taken out insurance for this year. Mr Smart did some really good work and managed to get the renewal down from £922 to £651 using Allied Westminster. A joint insurance with the Parish Council will be looked at next year in March. The Council’s policy and schedule were given to Councillor Walters to look at.
  - e. **Road to Village Hall.** A letter had been received from the YLCA and copied to Councillors. A letter from the Land Registry states that part of the lane is registered to Village Farm but the remainder is unregistered. The Chairman said he had received advice for the Parish Council to proceed with caution. There are services under the road. The Chairman suggested that the Council blind it. Councillor Wilde had some concerns about the liability of the Council if this

went ahead. Will a precedent be set? The Chairman said we could make a footpath 1 metre wide and suggested ordering two tons of road planings. Councillor Wilde suggested that the other residents of the lane be informed before anything is done. The Council agreed to write to the residents informing them of the Parish Council's proposal and inviting help when the work was carried out.

- f. Speed Matrix. Councillor Woodhouse reported on his conversation with Mr Harris from NY Fire & Rescue Service. The speed matrix will be installed in Potto to record the speed of all vehicles.
- g. Letter from Mr G Stapleton re his planning application. Councillor Walters said that Mr Stapleton had put a lot of effort into his letter to the Council. An issue raised was the time the Parish Council had to consider the application. Councillor Williams said that plans can be viewed on the District Council web site. It was agreed that the Clerk will e mail Councillors as soon as a planning application is received from the District Council. Councillor Walters proposed, seconded by Councillor Wilde that the Council writes to Mr Stapleton. This was agreed by all with one abstaining.
- h. Code of Conduct. Training for Councillors will take place on Thursday, 27 September at 6.30 pm at Stokesley Town Hall. Councillor Woodhouse had filled in a new Register of Interests and new forms were required for Councillors Wilde and Walters. The Chairman and Councillor Williams had no changes to their Register of Interests.
- i. District/Parishes Liaison Meeting. The meeting will be held at 7.00 pm at the Civic Centre, Northallerton. The Chairman will attend.
- j. Post Office Closures. A letter had been received from the County Council and was read out by the Chairman. A public consultation will take place in the Richmond constituency in February 2008.

7. Reports from County and District Councillors. None present.

## 8. Finance

The meeting went through the Financial Regulations supplied by YLCA and amended them to suit the Council. The Chairman had passed the Village Hall deeds and other papers to Councillor Woodhouse who thought all the information should be on a disc. Councillor Wilde said there was more information in the Village Hall files and all this should be reviewed. Councillor Woodhouse proposed that at the next Parish Council meeting the Council should ascertain what documents should be scanned, Councillor Wilde seconded and all agreed. Councillor Wilde will bring the matter up at the Village Hall meeting on Monday. The Annual Return had been received back from Mazars, the external auditors. A copy will be displayed on the notice board. Members of the public can request a copy. The following accounts were approved for payment:

Councillor L Bailey – Mileage claim for attending a conference at Upper Poppleton	£42.40
Clerk – ¼ salary + ¼ travel	£115.00
Mazars – External Audit financial year 2006-7	£58.75

The Clerk gave the balances in the Council's accounts.

Community Account	£455.67 (10 September 2007)
Business Premium Account	£876.38 (7 September 2007)

## 9. Village Hall

Councillor Wilde said new Fire Regulations had come into force. A risk assessment of the Hall and a new safety policy has been prepared. There has to be a risk assessment for the maintenance and a

risk assessment for safety within the Hall. No Smoking signs have been displayed. There is £3,301 in the current account and £3,114 in the reserve account. An Oceans Five and a Half production was held in September and there will be a Wine & Cheese evening in October. A theatre production will be staged in November and a pantomime in January. Swainbees Nursery began in September. The Chairman said the Trustees need to see the proposed scheme for the disabled toilet before any action is taken.

## **10. Correspondence**

- a. A letter was received from Ms A Madden, Hambleton Rural Housing Enabler on Affordable Housing. This will be circulated to Councillors.
- b. A request from the District Council Planning Department asking what areas the Parish Council would like to be trained in with regard to planning. It was agreed to defer answering until next month after Councillors Wilde and Walters had attended the YLCA Joint Training Conference at the weekend.
- c. Information Service from YLCA. E mailed to Councillors.
- d. White Rose Update magazine from YLCA. E mailed to Councillors.
- e. Clerks & Councils Direct magazine. Circulate to Councillors.
- f. Invitation from CPRE to apply for membership and a copy of their Fieldwork magazine. Circulate to Councillors.
- g. Brochure from Glasdon showing latest products for local councils. Circulate to Councillors.
- h. Poster advertising meeting of NYCC Area Committee for Hambleton to be held on 24 September and the agenda was received. A poster will be displayed on the notice board.
- i. An e mail from Sygnum Technical Solutions Ltd. about room loops. Given to Councillor Wilde for Village Hall Committee.
- j. Invitation from YRCC to join Rural Community Halls Association. Passed to Councillor Wilde for Village Hall Committee.

The Chairman declared the meeting closed at 9.30 pm.

**MINUTES OF THE EXTRA MEETING OF POTTO PARISH COUNCIL  
HELD ON MONDAY 3 SEPTEMBER 2007**

Present: Councillor Mrs J Williams (Chairwoman) Councillors Mr N Walters and Mr G Woodhouse

2 members of the public

Apologies for absence were received from Councillors Messrs L Bailey and A Wilde.

1. **Letter from Mr G Stapleton re his planning application**

The Chairwoman said that the Council acknowledge receipt of Mr Stapleton's letter and have noted his comments. Councillor Walters said the letter merits some discussion and it needs to be deferred for some further discussion at a later date as Mr Stapleton has spent a lot of time preparing it.

2. **Standing Orders Clause 77**

The YLCA had sent an e mail saying that the Council's standing order for the procurement of goods and services should be quite detailed. There is an item covering contracts in the Financial Regulations which the Council is considering for adoption and this can be modified and used. It was agreed that the NALC Standing Orders, with modifications as agreed by YLCA should be tabled for adoption at the next meeting.

3. **Financial Regulations**

Model Financial Regulations had been received from YLCA and these can be modified to suit the financial activity of the Council. Councillors will look at the Regulations and bring their recommendations to the next meeting.

4. **Risk Analysis**

The Financial Risk Analysis dated January 2006 was discussed and the meeting agreed that no changes were required. The insurance policy excess will be looked at.

5. **Review of the Effectiveness of the Internal Audit**

Information had been received from Mazars, the external auditors concerning Internal Audit. It was divided into two sections – Meeting the Standards and Characteristics of Effectiveness. Items 1-5 of Meeting the Standards were gone through and agreed. The Council thought that the second section Characteristics of Effectiveness was aimed at larger councils. The internal auditor will be asked to provide terms of reference prior to next year's audit.

The Chairwoman declared the meeting closed at 8.55 pm.

**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL  
HELD ON MONDAY, 15 OCTOBER 2007 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman) Councillors Mrs J Williams and Mr N Walters

District Councillor Mrs B Fortune

PC S Bunce

Meeting open to the public. None present.

1. Apologies for absence were received from Councillors Messrs L Bailey and G Woodhouse and County Councillor Mr T Swales.
2. The minutes of last month's meeting were agreed as a correct record and signed by the Chairman.
3. **Police Report and Neighbourhood Watch** The Chairman said the Council had written to Inspector Richardson inviting him to attend a meeting. An increase in crime had been noted from the monthly statistics provided by the Police. PC Bunce said all calls go into the Control Room and are logged. There has been an increase in vehicle crime, mainly theft from unattended vehicles. Many criminals travel into the area from Teesside. Burglaries from sheds have increased across the area not just Potto. She read from a printout of crimes recently in Potto and said for a small village there had been a lot of crime in a couple of months. The Police patrol Potto at night because the village does not usually suffer from day time crime. The National Intelligence Model advocates patrolling areas at times and in locations where offenders operate. In this area after 11.30 pm cars have their registrations checked and pulled over if they are not residents. The Chairman asked what was the percentage of resolution of incidents. PC Bunce said they aim for a 40% deduction rate, for assaults it is 90%, for burglaries and thefts from unattended vehicles it is not as good as we would like it to be. Councillor Walters asked if there was anything the public could do to help. PC Bunce said report anything at all suspicious. District Councillor Mrs Fortune recommended getting items marked. The Neighbourhood Support Team work out of Stokesley. PC Bunce was asked about the policy for cars parking on pavements. She said that as long as a pram or wheelchair can get past on the pavement the Police leave the car so that roads are not blocked. Councillor Walters said the District Council is selling shed alarms at a reduced price of £7.00 and £3.00 for a light timer. The Chairman thanked PC Bunce for her report and the Council agreed to write to Inspector Richardson thanking him and hoping that we shall see a Police representative at more of our meetings.
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. Parish Plan. An e mail was received from Councillor Woodhouse. The vast majority of households have returned the questionnaire. Actual returns will be a little lower as many households filled in one with their combined comments. A data input clerk/typist has been employed and all data from the questionnaires should be input to a bespoke 'Access' by mid November. Meaningful data/trending will be extracted and a draft plan produced and publicized for comment.
- c. Insurance. Councillor Walters had no comments to make.
- d. Road to the Village Hall. A letter had been sent to all the residents concerned informing them of the Council's proposal to put down road planings to make a metre wide path from the main road to the Village Hall. Councillor Walters will contact Councillor Bailey about the material. District Councillor Mrs Fortune said the area which is the responsibility of the County Council will be done when there is money available.
- e. Code of Conduct Training. The Clerk had attended.
- f. District/Parish Liaison Meeting. The Clerk had attended the meeting at Northallerton on 24 September. The meeting had agreed to invite the Police to attend their next meeting.
- g. YLCA Joint Training Conference. Councillors Wilde and Walters had attended. It was a good day and each of them had attended different workshops, apart from Planning which both attended. Councillor Wilde had attended Budgeting and Code of Conduct workshops and Councillor Walters had attended Clustering and Sharing Resources and an Induction for new Councillors. Councillor Wilde said budgeting information was important. It was recommended that as a small parish we should have 50% of our budget set aside for contingencies. There was an interesting calculation about how much we should be getting per household which came to £30-£50 per household. The Council agreed that "Understanding the LDF" training should be requested from the District Council as part of the planning training.
- h. Affordable Housing. Ms Madden, Hambleton Rural Housing Enabler, wished to attend a Parish Council meeting to talk to the Council. The Council decided that they would await information from the Parish Plan before inviting her. This would probably be in the New Year. Councillor Wilde said a survey had been carried out by the District Council a few years ago and he will up date the Council at the next meeting.
- i. CPRE Membership. Councillor Walters had found the CPRE Fieldwork magazine useful. The Chairman thought the magazine should be available in the Village Hall for people to read. Councillor Walters proposed that the Council take out a year's subscription, for £27.00, Councillor Williams, seconded and this was agreed unanimously.

## **7. Report from District Councillor Mrs Fortune.**

District Councillor Mrs Fortune said she thoroughly recommended the shed alarms and light timers and thought it was good to publicise the fact that they were available to buy from the District Council. She had attended the Roadshow about kerbside recycling. Very shortly boxes and new blue bags will be distributed. The District Council instead of a contractor will be responsible for recycling paper. Information will tell you very clearly what can go in the boxes and bags. She recommended that householders marked their boxes. If a household wished to have an extra box they can request one.

## **8. Finance**

The cost of scanning important documents would be 10p for A4 and an extra cost for larger documents. An invoice from Mr D Kitching for £60.00 for grass cutting of the verges was agreed for payment. The second half of the precept of £900 was received from the District Council and £5.98 repayment of VAT was received from the YLCA Joint Training Conference. The balances in the Council's accounts were as follows:

Community Account	£1,198.27 (10 October 2007)
Business Premium Account	£876.38 (7 July 2007)

£800 had been transferred from the Community Account to the Business Premium Account on 12 October 2007.

The precept for the next financial year will be discussed next month. Councillor Walters said it would be useful to have information from the Parish Plan on what residents want.

### **9. Village Hall**

The Chairman said the Management Committee meetings are now held a week after the Parish Council meetings. A Cheese and Wine evening had been held on Saturday, 13 October. On Friday, 23 November there will be a theatre production of My Fat Friend and in January the pantomime Pinocchio. In the current account there is £3,144 and in the Reserve Account £3,113. The Chairman had mentioned the possibility of a joint insurance policy and they will look into it for next year.

### **10. Grass Cutting of Verges**

Councillor Woodhouse had sent an e mail saying that he had been asked to progress this matter as the verges were badly cut this year leading to poor vision on some bends. The Chairman thought more input was required from Councillor Woodhouse. District Councillor Mrs Fortune said there is Government legislation about the cutting of hedges.

### **11. Tree Preservation Orders**

Councillor Woodhouse's e mail had recommended a list/register of the trees in the Parish which have a TPO be put on the website. District Councillor Mrs Fortune said planning permission is always required for work on a tree with a TPO. The Chairman gave a website for information [www.communities.gov.uk/publications/planning and building/tree preservation orders](http://www.communities.gov.uk/publications/planning_and_building/tree_preservation_orders). The fir tree at 24 Cooper Lane had been planted to commemorate the Jubilee of Queen Victoria and the Chairman thought it should have a plaque. Councillor Woodhouse will be asked if there were any comments in the Parish Plan about trees. Councillor Walters said there are grants for carbon reduction schemes.

### **12. Use of Potto Notice Board**

Councillor Woodhouse said he had received a complaint that notices are being removed from the notice board. The Council felt that this was not a Parish Council issue.

### **13. Correspondence**

- a. The minutes of the District/ Parish Liaison meeting held on 24 September were received and will be circulated.
- b. Notification of the Stokesley and Villages Community Regeneration Group meeting held on 10 October in Stokesley. No-one from Potto had attended. District Councillor Mrs Fortune recommended attendance and said it is a place where a Parish can flag up projects. It was agreed that we needed to be represented.
- c. Leaflet from the Standards Board for England on Town and Parish Standards was received. Circulate to Councillors.



- d. Agenda for the Hambleton Branch meeting of the YLCA to be held on 17 October plus the minutes of meeting held on 16 May 2007 and the Joint Executive Meeting minutes held on 21 July 2007. Passed to Councillor Bailey.
- e. Details of Area Groups from Hambleton Strategic Partnership. Circulate to Councillors.
- f. Assembly Digest from YLCA and details of their web site. Circulate to Councillors.
- g. Information from Defra on Ways to tackle Climate Change. Circulate to Councillors.
- h. Information from Hambleton District Council on kerbside recycling, Update, and details of the Beacon Award. A poster on recycling will be put on the notice board. The Update gives details of the LDF exhibition and meeting to be held in Stokesley on Tuesday, 6 November. This information will be posted on the notice board.
- i. Received from Hambleton District Council the Hambleton LDF Allocations Development Plan document – Preferred Options Consultations. This will be circulated to Councillors.
- j. Notification from YRCC of a 21<sup>st</sup> Century Villages Conference and AGM to be held on 3 November. Passed to the Chairman for the Village Hall.
- k. E mail from YLCA on Local Area Agreements. Councillors had received a copy.
- l. E mail from YLCA on Information Services. Councillors had received a copy.

The Chairman declared the meeting closed at 9.00 pm.

**MINUTES OF THE MEETING OF POTTO PARISH COUNCIL HELD ON  
MONDAY, 19 NOVEMBER 2007 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillor Mr L Bailey (Chairman) Councillors Mrs J Williams, Mr N Walters, Mr A Wilde and Mr G Woodhouse

County Councillor Mr T Swales  
District Councillor Mrs B Fortune

**Meeting open to the public.** None present.

1. There were no apologies for absence.
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 October crime statistics from North Yorkshire Police had been e mailed to Councillors. The Chairman said that PC Bunce had reported last month that they do police the village and are doing their best to try and stop crime in the area. Councillor Wilde said the speed matrix had been deployed in the village for a day.
4. **Planning Decisions from Hambleton District Council.** None. Councillor Woodhouse referred to the planning decision at Meadows End, 60 Cooper Lane and said 4 Councillors had looked at the site and put together a list of points which were felt were pertinent to the application and recommended refusal. Mr Stapleton had written to the Council about their response. A resident had spoken to Councillor Woodhouse in support of the Council's objections and has written to the District Council asking why the recommendations of the Council were overturned. Councillor Woodhouse thought the Parish Council should also be asking for feedback from the District Council. County Councillor Mr Swales said Parish Councils' comments are taken into consideration and they would be happy to come out and say that. The decision notice does give an explanation of the decision. The Chairman said over the years it sometimes gets frustrating. Councillor Woodhouse said the scale of the work concerns the neighbours. Councillor Williams said the decision details are on line. District Councillor Mrs Fortune said she can ask for a site visit by the Development Committee if requested to by a Parish Council. Councils can ask for a later deadline for their comments. County Councillor Mr Swales said there is an 8 week turn round for applications.
5. **Planning Applications**
  - a. Alterations and extensions to 3 Cooper Close for Mr & Mrs Harper. 07/03399/FUL. The Council agreed No Observations as their comment. It was noted that there were two forward facing roof lights.
6. **Matters arising from last month's meeting**
  - a. **Footpaths.** A letter was received from the County Council concerning the green lane and read out by the Chairman. The Chairman thought if the lane was improved it would attract more traffic, e.g. motor bikes. Councillor Woodhouse said there is a question in the Parish Plan about this

green lane and he hoped to be able to update the Council in a couple of weeks. Councillor Wilde said it is a green lane and he thought it should be maintained so that people can use it as such. The Chairman said two thirds has been done. Councillor Wilde said motor bike clubs have been working to improve it. County Councillor Mr Swales said it is a County Council responsibility but there is a lack of funding. They are quite happy for the Parish Council to go ahead and do it. Councillor Walters proposed the Council wait until information is available from the Parish Plan and this was agreed. The Clerk will write to the County Council saying we are awaiting responses from the Parish Plan and this will be early 2008.

- b. Parish Plan. Councillor Woodhouse reported that all the data from the questionnaires has been input into an access data base. Within a week or so it hoped to extract data to form a Word Document. A summary of the results will go on the Parish website. Comments made will be added under the bar chart. Councillor Wilde asked how people will be made aware of this. It was agreed that a note should be posted on the notice board. Councillor Woodhouse said the Steering Group has been invited by Jo Buffey to Parish Plan training at the end of this month. Councillor Wilde said the Parish Council was asked if they wanted Amanda Madden, Rural Housing Enabler, to come to a meeting to talk about affordable housing. The Council said we would wait until responses from the questionnaire were known.
- c. Road to Village Hall. Councillor Wilde will ring the supplier about the road planings. Councillor Williams asked if parents using the nursery were asked to leave their cars at the bottom of the lane and walk up. The Chairman thought they probably chose to do so.
- d. Grass cutting of verges. Councillor Wilde thought all the verges and hedges were nice and clean. Councillor Woodhouse was concerned about the visibility on the bend in Parsons Back Lane. The Chairman said the Parish Council does not pay to cut there and a number of things come into it. Preservation of wild life is one and hedges are cut late after the birds have finished nesting. Councillor Woodhouse suggested feedback was required from the Parish Plan.
- e. Trees. The Chairman said the tree which was planted for Queen Victoria's Jubilee has a dead branch overhanging the road and it is starting to lean. District Councillor Mrs Fortune suggested that the District Council be asked to send someone out to look at it. Councillor Wilde said Mr Griffin should be informed beforehand. There is a Tree Preservation order on it. Councillor Wilde said last year there was a similar situation and the Council wrote to the owner asking him to do the work. Councillor Walters said he has the grant application forms from the District Council. Grants were from £150 to £1,500 which has to represent up to 75% of the total project. Lists of trees you can use are provided. Councillor Walters had been in touch with Hills Nurseries in Stokesley who had provided useful information. The Council needs to see what responses have been made in the Parish Plan. Councillor Woodhouse said there is overwhelming support for the planting of trees. The land owners and the County Council will also have to be consulted. Councillor Woodhouse said we must remember it is a Parish Plan not a village plan. The funding left over from the Parish Plan will be paid to the Parish Council to be used for the things which were in the Parish Plan. Councillor Wilde said he was part of an initiative to re-introduce black poplars into the countryside so it would be good to have some planted here. Councillor Walters said Mr Hill has invited anyone interested to see the species. Councillor Wilde proposed, seconded by Councillor Woodhouse, that the Council proceeds with the grant application. Councillor Wilde gave details of the three tree preservation orders in the parish.
- f. YLCA Hambleton Branch meeting held on 17 October. No-one had been available to attend.
- g. Hambleton LDF Allocations Development Plan document – Preferred Options Consultation. Councillors had seen the document. The questionnaire was answered and will be returned to the District Council.

## **7. Reports from County and District Councillors**

County Councillor Mr Swales said there will be a meeting in Osmotherley Village Hall at 7.00 pm on 27 November of the CIP Group and grant funding will be one of the topics. Recycling starts today and it is hoped by 2013 it will be 50%. At the present time it looks like Dalton Airfield will be the site for an incinerator. Councillor Walters asked if there were any plans to recycle cardboard. District Councillor Mrs Fortune said not now.

The Chairman asked why we have to put plastic and glass into the same container. District Councillor Mrs Fortune said a team will sort it into different containers. Councillor Wilde asked about the LDF document and District Councillor Mrs Fortune said it is still under consultation until the end of this month. It will be formally adopted. It is adopted for building and planning purposes now.

County Councillor Mr Swales left the meeting

## **8. Finance**

The Clerk had prepared a proposed budget and this will be discussed at next month's meeting. Councillor Wilde gave information on a Conference he and Councillor Walters had attended in Scarborough. He had attended a budget session. It was recommended that you know what projects you are going to do. Councillor Woodhouse said he would have information from the Parish Plan for the next meeting. Councillor Wilde asked if it would be useful for the Parish Council to have a presentation on the Parish Plan. The balances in the Council's accounts are as follows:

Community Account	£285.50 (9 November 2007)
Business Premium Account	£1,676.38 (9 November 2007)

## **9. Village Hall**

Councillor Wilde said there will be a production this Friday called "My Fat Friend". There is £3,017 in the current account and £3,113 in the reserve account. Electrical checks have been carried out recently. The Hall is being kept in good order. The hire rates are £14 per night. The minutes of the meeting held on 29 October were received and will be circulated to Councillors. The Chairman said renewal of the oil tank had been mentioned and there are rules and regulations now. The cost will be just over £1,000. Councillor Wilde said there has to be a bund wall. The Chairman asked if there was any progress on the disabled toilet and Councillor Wilde said not yet.

## **10. Correspondence**

- a. North Yorkshire Minerals and Waste Development Framework – Sites Allocations Preferred Options document received from the County Council. This will be circulated to Councillors and discussed next month.
- b. A summary of accounts 2006/7 was received from North Yorkshire Fire & Rescue Authority. Circulate to Councillors.
- c. Letter from Right Hon, William Hague, MP attaching a copy of a letter from the Highways Agency about the proposed bridge at the Black Swan. Circulate to Councillors.
- d. Country Air magazine received from YRCC. Circulate to Councillors.
- e. Newsletter from York & North Yorkshire Playing Fields Association. Circulate to Councillors.
- f. E mail from YLCA on Information Services. This had been forwarded to Councillors as had an e mail on What's new on the YLCA website.
- g. E mail from YLCA on a meeting to be held in Stokesley Town Hall on 26 November at 2.00 pm on Local Government and Public Involvement in the Health Bill. Forwarded to Councillors.

- h. Letter from the Standards Board for England on the adoption of the revised Code of Conduct. They wish to know if the Council has adopted paragraph 12(2). Potto Parish Council adopted the Model Code of Conduct for Parish and Town Councils which includes paragraph 12(2).
- i. Community News received from Hambleton Local Development Agencies. Circulate to Councillors.
- j. Clerks & Councils Direct magazine. Circulate to Councillors.
- k. Leaflet advertising a Funding Fayre to be held on 27 November at Golden Lion, Northallerton received from Hambleton Strategic Partnership. Circulate to Councillors.
- l. Letter from Hambleton Citizens Advice Bureau asking for a donation. Circulate to Councillors for discussion next month.
- m. Notification of County Committee for Hambleton meeting to be held on 26 November. This will be advertised on the notice board.
- n. Copy of Declaration of Interests' Register for Councillors received from the District Council. Councillors were asked to check their entry.

Councillor Woodhouse asked about the cost of scanning of documentation mentioned at last month's meeting. The Council agreed unanimously that up to £25 can be spent on the scanning of documents.

The Chairman declared the meeting closed at 9.25 pm.

**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL  
HELD ON MONDAY, 17 DECEMBER 2007 AT 7.15 PM IN THE  
VILLAGE HALL**

Present: Councillor Mr L Bailey (Chairman) Councillors Mrs J Williams, Mr N Walters, Mr A Wilde and Mr G Woodhouse

District Councillor Mrs B Fortune.

**Meeting open to the public**

None present.

1. There were no apologies for absence.
2. The minutes of last month's meeting had not been received by Councillors before the meeting. They will be dealt with next month.

**3. Police Report and Neighbourhood Watch**

The crime statistics received from NY Police had been e mailed to Councillors as had Corporate Information for November 2007.

**4. Planning Decisions of Hambleton District Council**

- a. Construction of a detached garage at 19 Cooper Lane for Mr D Alexander. Approved, subject to conditions.

**5. Planning Applications**

- a. Alterations and extensions to 3 Cooper Close for Mr & Mrs Harper. Amended plans or further information. 07/03399/FUL. Recommended for approval.
- b. Alterations and extensions to 56 Cooper Close for Mr D Richardson and Mrs J Spuhler. Minor amendment. 07/00861/FUL. Recommended for approval.

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

- a. Footpaths. It was noted that an area up to the Village Hall had compacted down. Councillor Wilde said the planings will probably be put down in the New Year.
- b. Parish Plan. Councillor Woodhouse reported on a meeting held last week. Sarah Robinson from YRCC had attended. Her expertise is in evaluating information from a Parish Plan. Mr Whitlock is putting the document together and has done an excellent job free of charge. A summary will be on the website. The information will be turned into a Plan. The Chairman asked if any feedback had been received from the deployment of the matrix. Councillor Woodhouse said not yet. Some villagers thought it had been sited wrongly because of the parked cars nearby. The suggestion was that it should have been nearer to the entrance of Cooper Close. Councillor Woodhouse proposed that if that is the feeling, the Council should ask for a further visit. Councillor Wilde seconded and this was agreed

unanimously. The precise location should be south of the Cooper Close entrance. Councillor Walters said in recent months traffic has slowed down.

- c. Grass cutting of verges. Nothing to report.
- d. Trees. Councillor Walters reported that he had submitted an application to the District Council for £1,500 of funding with a map showing where the trees would be planted and a quotation from Hills & Sons. Some funding may be available from the Parish Plan. There are a number of volunteers who would help with the planting. Letters have been sent to a number of land owners. Three land owners have said they would not want trees planted, 4/5 have said yes and others maybe. The project has to be finished by March 2008. Hills & Sons will deliver free of charge and will assist with the planting. Councillor Walters said there was a question on the application about maintaining the trees. Councillor Woodhouse asked if the Council would agree for information to go on the website about pruning a tree subject to a TPO needing planning permission. This was agreed unanimously. The Clerk said that the District Council will not send out anyone to look at the fir tree. Councillors agreed to look at it. District Councillor Mrs Fortune suggested contacting Environmental Health.
- e. NY Minerals and Waste Development Framework – Site Allocations Preferred Options. This does not apply to our area.
- f. Hambleton Citizens Advice Bureau. A letter had been received requesting a donation. Councillor Woodhouse proposed the Council send £25.00, Councillor Wilde seconded and all agreed.

## **7. Report from District Councillor Mrs Fortune**

District Councillor Mrs Fortune said in the light of burglaries and attempted burglaries in Hutton Rudby she urged residents to be extra careful. Personal safety alarms are on sale at the District Council. She will bring one along to the January meeting. There have been some problems with the recycling but it is settling down.

## **8. Finance**

A letter had been received from the District Council requesting the Council's revenue estimates for the financial year 2008 – 2009. The Council went through the figures for the budget for the next financial year. Councillor Wilde said a contingency fund was required. Councillor Woodhouse said he was hoping that some funding will be left over from the Parish Plan which will be transferred into the Parish Council funds. Actions from the Plan will require financial backing. Councillor Wilde said we should build up a contingency fund which may have to pay for an election in four years' time. The Council agreed unanimously to add a contingency fund to the budget. The Council agreed unanimously to precept for £2,107 for the next financial year. A letter was received from Barclays Bank giving details of the changes in general terms and conditions to the Council's accounts. The balances in the Council's accounts are as follows:

Community Account	£258.50 (10 December 2007)
Business Premium Account	£1,681.70 (7 December 2007)

The following account was agreed for payment: Clerk – ¼ salary + ¼ travel                      £115.00

## **9. Village Hall**

Councillor Walters reported that the performance of “My Fat Friend” was very successful. The issue of providing staging was discussed but storage was a problem. There is £2,839 in the current account and £3,113 in reserves. The next event will be “Pinocchio” on 29 January 2008. The Chairman asked if the YRCC had been contacted about parking long term in the car park. He said there were legal implications to long term parking and the access gate. He also asked that the question of sealing the floor be looked at urgently. Councillor Wilde said there is a maintenance plan so it may be on there. Councillor Walters said a structural survey has found nothing wrong with the building. All the Committee had taken away a section of the Parish Plan to look at and come back with comments to the next meeting. Councillor Woodhouse said the lights which illuminate the car park are still left on occasionally at night and he suggested a note be displayed about the lights.

#### **10. Scanning of Documents.**

Councillor Woodhouse said discs have been made by Mr Whitlock who has scanned in all the documents in relation to the deeds of the Village Hall. A disc was given to each Councillor and one for file. An invoice of £29.38 was received from Mr Whitlock. Councillor Wilde proposed, seconded by Councillor Williams that the account be paid. This was agreed unanimously.

#### **11. Correspondence**

- a. A letter from was received from the NYCC in response to the Council’s regarding “No Cold Calling Zones”. The Chairman agreed to meet with a representative from NYCC to show her the area suggested.
- b. Information from CPRE. Countryside Voice and Fieldwork magazines; details of membership and e mail from the Campaigns Team. Circulate to Councillors.
- c. A letter was received from a resident which had been returned with the Parish Plan questionnaire. It will be circulated to Councillors. The comments were noted.
- d. An e mail from the District Council on Preferred Options Allocations had been forwarded to Councillors.
- e. A circular from the County Council concerning the winter maintenance review. A Task Group has been set up which includes County Councillor Mr Swales. They will be consulting with Parish Councils. Received.
- f. Information from YLCA. White Rose Update; Advice Notes; Assembly Digest and Information Service. All had been forwarded to Councillors.
- g. Notification from YRCC of a Parish Government Conference to be held in Scarborough on 7-9 March. This will be brought forward next month.
- h. Circular from CE Electric UK saying that leaflets and posters are available on “Preparing for Mother Nature”. Circulate to Councillors.
- i. Information from the District Council on Stakeholder Consultation on car park charging. Circulate to Councillors. Poster on Christmas Tree recycling. This will be put on the notice board.
- j. E mail from Mr Cann, Head of Development at the District Council who says he will be able to come to a joint meeting with Potto and Rudby Parish Councils. He suggests a Monday or Tuesday evening at the end of January or beginning of February.
- k. E mail from NY Youth about voluntary youth groups/clubs/projects. Councillors had received a copy.

The Chairman declared the meeting closed at 9.30 pm.