

**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL
HELD ON MONDAY, 21 JANUARY 2008 AT 7.15 PM IN THE VILLAGE HALL**

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

District Councillor Mrs B Fortune

Meeting open to the public. None Present.

1. Apologies for absence were received from County Councillor Mr T Swales and Councillor Mr L Bailey.
2. The minutes of the meetings held on 19 November 2007 and 17 December 2007 had been circulated, were agreed as correct records and signed by the Chairman.
3. **Police Report and Neighbourhood Watch.** The crime statistics had been received from NY Police and e mailed to Councillors. Councillor Woodhouse had a note from the Neighbourhood Watch Co-ordinator about No Cold Calling. It was noted that it was a number of months since we had a Police presence at our meetings. The Chairman said the Council would like to receive an up date on matters.
4. **Planning Decisions of Hambleton District Council**
 - a. Alterations and extensions to 3 Cooper Close to form ancillary accommodation, as amended by plan received by HDC on 3 December, for Mr & Mrs Harper. Approved, subject to conditions. 07/03399/FUL.
5. **Planning Applications**
 - a. Two storey extension to Potto Grange for Mr & Mrs Rogers 07/03646/FUL plus Application for Listed Building Consent for two storey extension 07/03648/LBC. The Council agreed unanimously No Observations.
 - b. Alterations and extensions to Longlands, Gold Gate Lane for Mr K M Fox. 07/03775/FUL. The Council agreed unanimously No Observations.
6. **Matters Arising from last month's meeting**
 - a. Footpaths. The surface of the Green Lane will be discussed next month. It was noted that a pathway along the lane leading to the Village Hall had compacted down and it was decided not to put anything further on top. Councillor Walters said it had been minuted at the Village Hall Committee that the Parish Council are taking responsibility for the lane.
 - b. Parish Plan. Councillor Woodhouse said the draft plan is in place. The Steering Group has been advised that we should have a questionnaire for children 11 and under. It has been distributed to children in the Parish and is also on the web site. A notice about this is on the notice board. Sarah Robinson of YRCC will attend the February meeting.
 - c. Trees. Councillor Walters reported that the application for a grant to plant trees has been approved by the District Council. The grant is £1,500 from the Carbon Reduction Grant Scheme, subject to terms and conditions. The total project cost is £2,000. The acceptance

form will be completed and returned by the Clerk. Volunteer work counts as part of our contribution. The work has to be finished by the end of the financial year. The trees need to be planted mid to late February. Councillor Wilde volunteered to help. All the land owners who said they were interested will be contacted. We will have approximately 55 trees. NY Highways will also be consulted. Councillor Walters said we only have a quotation from one supplier. Mr Hill has been very helpful and they are nearest nursery to us. Our regulations require 3 quotations for contracts over £1,000. Councillor Walters will obtain a further two. The Chairman suggested that a note be put on the web site to say we have received the grant. The Chairman thanked Councillor Walters for his work on this project.

- d. No Cold Calling Zone. The Clerk reported that Councillor Bailey was due to meet a representative from the County Council about the area in Potto which could be covered by a No Cold Calling zone.
- e. Parish Government Conference, Scarborough 7-9 March. No-one to attend.
- f. CE Electric. It was agreed to ask for a poster for the noticeboard and some leaflets which could be on display in the Village Hall. Councillor Woodhouse will put the information on the web site.
- g. Planning Meeting. Councillors agreed that 5 February was the most convenient date for a meeting with Mr Cann of the District Council. The meeting will be held in Hutton Rudby.

7. Report from District Councillor Mrs Fortune

District Councillor Mrs Fortune said District Councillors have monthly meetings with Mr Cann and she thought Councillors would find the meeting very useful. She had with her a personal safety alarm watch available from Hambleton District Council for £3.00. An alarm torch costs £2.00. The volume of recycling has exceeded all expectations. The system will settle down. She urged residents to read the information about when the different bins and recycling box/paper should be put out.

8. Finance

The Clerk had e mailed the budget for the next financial year to Councillors and this was agreed. Councillors had also received an e mail from YLCA concerning section 137. The balances in the Council's accounts are as follows:

| | |
|--------------------------|-----------------------------|
| Community Account | £143.50 (10 January 2008) |
| Business Premium Account | £1,681.70 (7 December 2007) |

9. Village Hall

A copy of the minutes of the meeting held on 14 January will be circulated to Councillors. Councillor Walters said the Council's comment about the resealing of the floor had been minuted. An action plan from the Parish Plan is being developed by the Village Hall Committee. Councillor Woodhouse returned the original documents concerning the Village Hall to the Clerk plus 3 spare discs containing the information.

10. Correspondence

- a. Councillors had seen the Hambleton LDF draft Affordable Housing Supplementary Planning document. Councillor Woodhouse said in the LDF, Potto is not a sustainable parish for affordable housing.

- b. LDF Core Strategy and Development Policies document – Submission Version received from North York Moors National Park Authority. This will be circulated to Councillors for comments next month.
- c. E mail from YLCA on the launch of consultation on historic pubs. Forwarded to Councillors.
- d. E mail from YLCA on Power to Appoint in the new Local Government Act 2007. Forwarded to Councillors.
- e. E mail from Ms A Madden, Hambleton Rural Housing Enabler re Village Hall. The Chairman had forwarded it to the Chairman of the Village Hall Committee.
- f. Fieldwork magazine from CPRE. Circulate to Councillors.
- g. Newsletter from Hambleton Over Fifties Forum. Circulate to Councillors.
- h. Clerks & Councils Direct magazine. Circulate to Councillors.
- i. A consultation from Communities and Local Government on orders and regulations relating to the conduct of Local Authority members in England. Circulate to Councillors. Any reply is required by 15 February.
- j. NY Minerals and Waste Development Framework Core Strategy Submissions from NYCC. Circulate to Councillors.
- k. Agenda for the Area Committee for Hambleton meeting to be held on 28 January. A poster will be put on the notice board.
- l. North Yorkshire Criminal Justice Board newsletter. Circulate to Councillors.

The Chairman declared the meeting closed at 8.45 pm.

**MINUTES OF THE MEETING OF POTTO PARISH COUNCIL HELD ON
MONDAY, 18 FEBRUARY 2008 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.

District Councillor Mrs Fortune

Meeting open to the public. None present. Councillor Woodhouse spoke on behalf of a resident about the street lights from the telephone box south down Cooper Lane and how they were obstructed by trees. The resident thought more modern lights like the one outside Church shed more light downwards. The Chairman agreed that some of the lights were outdated. Councillor Wilde said the Parish Council did submit a lighting plan and a survey was carried out. An extra light was requested between the Church and the corner and one further down Cooper Lane. District Councillor Mrs Fortune said if the lights are not efficient because trees need to be cut back; the Hambleton Safety Partnership has criteria for new lights which include removing the fear of crime. Good illumination is part of this. The people who own the trees should be contacted. The Council agreed to ask for a survey of the lights with a view to updating them because of safety concerns. Councillor Woodhouse brought up a second matter from a resident concerning the parking on the proposed Open Gardens Day. It was thought perhaps the Village Hall car park could be used to alleviate the on road parking. Councillor Wilde said the Committee was aware of the problem because of what happened last year. The Village Hall Committee will be asked about the use of the car park.

Councillor Woodhouse said a resident had contacted him regarding the minutes of meetings and asked for the minutes to be issued in draft form so that there was not so long a time lapse before the minutes of meetings could be read. The Chairman said the meeting is open to the public to come and discuss any item at any of our meetings. He did not see the point of two lots of minutes going out each month. Councillor Williams thought people who were interested can attend meetings. The Clerk said there is nothing to stop the Council publishing draft minutes as long as they are stated to be draft. The Council did not feel it was what they wanted to do. The Chairman invited anyone who was interested or had anything to say to attend the monthly meeting.

1. Apologies for absence were received from County Councillor Mr T Swales and PC M McFarlane.
2. The minutes of last month's meeting had been circulated. Councillor Walters asked for an alteration on page 537, fifth line "Councillor Walters said we only have a quotation..." instead of "Councillor Walters said we only need a quotation..." The minutes were then signed as a true record, with this alteration.
3. **Police Report and Neighbourhood Watch.** The crime statistics from NY Police for January 2008 had been e mailed to Councillors. A written report was received from PC McFarlane and read out by the Chairman. There have been very few incidents of note occurring over the past month in Potto. Councillor Wilde reported an incident about a neighbour hearing noises from an empty house. He had investigated but found nothing. He will check to see if the incident was reported.
4. **Planning Decisions of Hambleton District Council.** None
5. **Planning Applications.** None. An e mail was received from the District Council on changed arrangements for the submission of applications which will take place on 6 April 2008. Details are set out in full at www.communities.gov.uk/publications/planningandbuilding/validationapplications.

6. Matters Arising from last month's meeting

- a. Footpaths. It was decided that the matter of the surface of the green lane will be held in abeyance until the Parish Plan is formulated and published.
- b. Parish Plan. Councillor Woodhouse said only four children's questionnaires have been returned, 10%. It will go on the web site. The draft of the Parish Plan was shown to Councillors.
- c. Trees. Quotes had been received from A Hill & Sons and Wilkinsons. Northdale were unable to quote. Mr Hill will give free advice and two days of his own time whereas Wilkinsons charge. The Chairman thanked Councillor Walters for his work on this and said it was much appreciated. Councillor Walters said there is a plan of where the trees should be planted. Permission of the land owners has still to be confirmed. The trees need to be planted by mid March. There are 3 volunteers at the moment and at least one more would be welcome. A note will be put on the web site asking for volunteers. Councillor Woodhouse proposed, seconded by Councillor Wilde that the quote from A Hill & Sons be accepted. This was agreed unanimously. The trees will be between 10-12 feet high. Planting will be done on 8 and 15 March. The Chairman has painted the seat under the oak tree.
- d. No Cold Calling zone. The Chairman said no-one from the County Council had been in touch. Councillor Wilde agreed to take over responsibility for this and the Clerk will give his e mail address to Elizabeth Fitzgerald, Senior Trading Standards Officer of the County Council.
- e. Planning Training. Councillor Woodhouse had attended the planning training at Hutton Rudby with Mr M Cann, Hambleton District Council. He had found it worthwhile and thought there should be more training. Councillor Woodhouse agreed to circulate his questions and the responses.
- f. North York Moors National Park Authority. LDF Core Strategy & Development Policies document. The Council had no comments to make.
- g. Communities and Local Government. Orders & Regulations relating to the conduct of LA members in England. The Council had no comments.
7. **Finance.** A letter was received from the Audit Commission reappointing Mazars LLP, Southampton as external auditors for Potto Parish Council. The annual fee payable for the years 2007/8 to 2011/12 is £50.00. The balances in the Council's accounts are as follows:

| | |
|--------------------------|-----------------------------|
| Community Account | £143.50 (10 January 2008) |
| Business Premium Account | £1,681.70 (7 December 2007) |

8. **Report from District Councillor Mrs Fortune.** Nothing to report.

9. Village Hall. The minutes of the meeting held on 11 February 2008 were received and will be circulated to Councillors. The balances were: Current Account £4,264. Reserve Account £3,154.

10. Parish Council letterhead. Councillor Wilde will provide a template for the letterhead.

11. **Grass Cutting.** Councillor Woodhouse expressed his personal view that the Council should have a more formal transfer of information to Mr Kitching about where to cut the verges. There should be more control and two cuts instead of one. He suggested a copy of a map showing where to cut. Councillor Woodhouse mentioned Parsons Back Lane. The Chairman said Mr Kitching cuts from Potto Hall corner one side down to Mr Les Clark's. Councillor Woodhouse said we are a Parish so other parts should be cut. The Chairman said it is the County Council's responsibility to cut outside the village. He suggested that the Council speak to County Councillor Mr Swales and ask his advice. Councillor Woodhouse said we should ask for what the County Council is responsible.

12. Correspondence

- a. Letter from Hambleton District Council regarding a complaint to the Standards Board giving the outcome of the investigation which concluded that Councillor Woodhouse's conduct did not breach the local Code of Conduct. It was read out by the Chairman.
- b. Letter from the Standards Board for England concerning an alleged breach of Code of Conduct by Councillor Wilde. The Standards Board for England decided that the allegation should not be referred to an ethical standards officer for investigation. Taking account of the available information they do not believe that a potential breach of the Code of Conduct is disclosed. The letter and findings were read out by the Chairman.
- c. Letter from Mr M Richards, Head of Legal Services recommending that all Councils consider documenting very carefully their relationship with bodies on which they have representation or in which they have an interest. In particular, consideration should be given to documenting governance and financial arrangements at an early stage.
- d. Notification of the temporary closure of Doctors Lane, Hutton Rudby from NYCC. This had been e mailed to Councillors.
- e. Circular from Hambleton District Council concerning consultation on car park charging. A meeting will be held on Monday, 25 February at 7.30 pm in Stokesley Town Hall. The Council filled in the questionnaire and agreed that they preferred to see no charges for parking.
- f. Advance notice from Hambleton District Council of the District/Parish Liaison meeting to be held on Monday, 3 March at 7.00 pm in the Fairburn Suite at Northdale Horticulture, Yafforth Road, Northallerton.
- g. Winter service leaflets from NYCC. A copy will be put in the noticeboard.
- h. E mail from YLCA which had been forwarded to Councillors saying that Help the Aged has prepared a helpful guidance pack for communities to use to help put forward a sound case against closure of a Post Office. It can be downloaded at www.helptheaged.org.uk/NR/rdonlyres/F2B5C1E0-9330-4100-86FF-21E326140B37/0/PO_briefing_pack_061107.pdf 120 people had attended a meeting at Swainby.
- i. Agenda for the NYCC Hambleton Area Committee meeting to be held on Wednesday, 27 February at County Hall, Northallerton. Received.
- j. Letter and CD from NYCC on the North Yorkshire Minerals and Waste Development Framework – submission of Minerals and Waste Core Strategies. A list was given of the planning policies within the Council's current Minerals and Waste Local Plan which are to be replaced by the new policies contained in the documents to be the subject of examination.
- k. Circular from NYCC on the Rights of Way Improvement Plan which has been formally adopted.

A letter was received from Councillor Mrs J Williams stating her intention to resign from the Council after the March meeting due to work commitments. The Chairman thanked her for her input over the years and wished her every success.

The Chairman said he was also resigning and this would be his last meeting. He thanked Councillors for their support during his period of office and wished the Council success for the future.

Councillor Wilde expressed the thanks of the Council to the Chairman and said he had been a voice of reason and will definitely be missed.

The Chairman declared the meeting closed at 8.45 pm

MINUTES OF THE MEETING OF POTTO PARISH COUNCIL
HELD ON MONDAY, 17 MARCH 2008 AT 7.15 PM IN THE
VILLAGE HALL

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

County Councillor Mr T Swales
District Councillor Mrs B Fortune

4 members of the public

Meeting open to the public

Mr Shimwell said that on last month's agenda there were two items under correspondence, one from the District Council and one from the Standards Board regarding a complaint to the Standards Board and an alleged Breach of Conduct. The Chairman read out items 12a and 12b from Correspondence. Mr Shimwell said even though Councillor Woodhouse went against a Council resolution there has been found to be no breach? The Chairman said the Council did not have jurisdiction. The Clerk said the judgment was that when the Parish Plan Steering Group was set up it was not clearly documented in the Council minutes that it was under the jurisdiction of the Council. Mr Shimwell said the answers should be in the Minutes. The Chairman said Mr Shimwell could have copies of the correspondence.

Mrs Rogers thanked the Council for supporting their planning application which has been refused by the District Council. It will go to appeal. The reason for refusal was that the proposed extension will obscure important parts of the historic character of the earlier building.

Mrs Rogers spoke about the planning application at Potto Fields Farm. She would like to see whatever is done is within the structure which is already there as opposed to having a sprawling development. She has a small concern about increased traffic and also asked if planning permission was required for extremely bright lights which shine on to her house. If these lights were going to be on more it would be more difficult.

The Chairman closed the meeting to the public.

1. An apology for absence was received from Councillor Mr A Wilde.
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 crime statistics for the month of February had been received from NY Police and e mailed to Councillors. Councillor Wilde had received an e mail from Louise Davis of the District Council passing on comments from Acting Inspector Nick Walther. He says that Potto is very fortunate in that it suffers relatively low levels of crime. His resources are limited but should Potto require urgent Police attendance then resources are available.
4. **Planning Decisions of Hambleton District Council**
 - a.** Alterations and extensions to Longlands, Gold Gate Lane for Mr K M Fox. Approved, subject to conditions. 07/03775/FUL.
 - b.** Application for Listed Building Consent for a two storey extension to Potto Grange for Mr & Mrs Rogers. Refused. 07/03648/LBC
 - c.** Two storey extension to Potto Grange for Mr & Mrs Rogers. Refused. 07/03646/FUL

5. Planning Applications

- a.** Alterations and extensions to stables and former agricultural buildings to form a manager's dwelling, office, 2 holiday units and a club room at existing equestrian centre, Potto Fields Farm, Black Horse Lane for Mr K Mungham. 07/03623/FUL. Councillors Walters, Wilde and Woodhouse had attended a site meeting on Sunday and were shown round by the applicant. Councillors Walters and Woodhouse gave their comments on the application. After discussion Councillor Walters proposed, seconded by Councillor Williams, that the application be approved. This was agreed unanimously. The Council also made the following comments. The access and egress of the site should be considered and a restriction should be considered to ensure that the proposed two holiday units are kept as holiday lets.

6. Matters arising from last month's meeting

- a.** Footpaths. Nothing to report.
- b.** Parish Plan. The Chairman said Jo Buffey has reviewed the latest revision and she had made a number of small changes. Hopefully we are getting together the final draft which will be circulated to the Parish Council, Village Hall Management Committee, the Steering Group and Jo Buffey. Once approval has been received it will be ready for printing. County Councillor Swales said in some instances it would be put out to the whole Parish. You need the support of residents when you apply for grants. The Chairman said he will ask about an Open Day. Everything in the Plan has developed from the questionnaire.
- c.** Trees. Councillor Walters said 34 trees were planted on 9 March and he expressed his thanks to all the volunteers who had helped. Funds are available to plant more trees and he planned to talk to more landowners. The claim form and invoice will be sent to the District Council. We will send a short article and photographs to the District Council Press Officer. The Chairman thanked Councillor Walters for all the hard work he had done in a tight time scale. To date £852.62 has been spent plus £25 for the hire of an auger.
- d.** No Cold Calling Zone. A form was filled in to apply for a No Cold Calling zone. The whole village will have to be in agreement for this to be set up.
- e.** Grass Cutting. County Councillor Mr Swales said the County Council cut road junctions twice a year to give a visual splay. They do not cut along the lanes or farm entrances. The County Council only cut Potto Hall crossroads in our Parish.
- f.** District/Parish Liaison meeting. Councillor Wilde had attended the meeting in Northallerton on 3 March. A report was deferred until next month's meeting.

7. Finance

A new bank mandate was required. It was agreed to have three signatories. Councillor Wilde was already authorized to sign so Councillors Walters and Woodhouse will fill in the forms also. The two accounts received will be held over until next month. The balances in the Council's accounts are as follows:

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|--------------------------|--------------------------|
| Community Account | £89.12 (10 March 2008) |
| Business Premium Account | £1,687.66 (7 March 2008) |

8. Reports from County and District Councillors

District Councillor Mrs Fortune said she was really pleased to see the new trees planted and it was good to have uptake of the grants offered. Work on the A19 bridge is due to start next month and finish in the Autumn. County Councillor Mr Swales said there is a map on the Highways Agency web site. Black Horse Lane is not wide enough to meet the criteria for white lines to be painted. The pavement at the

bottom of Cooper Lane is going to have a covering put on by the County Council. County Councillor Mr Swales is organizing a Neighbourhood Watch Co-ordinators meeting. Mr K Massie and Mr D Procter are the representatives for Potto. The Chairman said there is an action in the Plan that people are happy to give their e mail address to receive ringmaster messages.

County Councillor Mr Swales left the meeting.

9. Village Hall

A copy of Trustee Voices magazine was received and will be circulated to Councillors.

10. Correspondence

- a. A Notice of Vacancy had been posted due to the resignation of Mr Bailey. If no request in writing was received for an election at the District Council, the Parish Council can co-opt after 26 March.
- b. LDF Adoption of Development Policies Development Plan document was received from the District Council. It is on circulation.
- c. Poster received from the District Council announcing changes to the Bus Pass Scheme. It will be displayed on the notice board.
- d. Poster and leaflets received from the District Council on the Flavours of Hambleton Awards. The poster will be displayed on the notice board.
- e. Update received from Hambleton District Council. Circulate to Councillors.
- f. Leaflet from NYCC on a Short Guide to Overview and Scrutiny in North Yorkshire. Distributed to Councillors.
- g. Agenda for the meeting of the County Committee of Hambleton received from NYCC. The meeting was held at 2.00 pm on 17 March at Stokesley Town Hall. A poster had been displayed advertising the meeting.
- h. A Winter Maintenance Review will take place at the above meeting.
- i. Agenda for the Hambleton Branch meeting of the YLCA received. No-one was available to attend.
- j. Leaflets on Preparing for Mother Nature received from CE Electric. Distributed to Councillors and put in the Village Hall.
- k. Circular from Hambleton District Council on proposed Area Forums. Circulate to Councillors.
- l. Thank you letter from Hambleton Citizens Advice Bureau for the Council's donation. Received.
- m. E mail from YLCA on a day long seminar on s 106 agreements to be held in Leeds on 10 April. District Councillor Mrs Fortune suggested that the Council ask Mr Cann to do the training. It was agreed to ask Rudby and Whorlton Parish Councils if they wished to attend.
- n. E mail from YLCA on Post Office closures. The Council agreed to offer help and support to Whorlton Parish Council and ask if there is anything the Council can do.
- o. An Information Bulletin from YLCA had been e mailed to Councillors.
- p. E mail from YLCA on Arts in your Village. Given to Councillor Walters for the Village Hall Management Committee.
- q. E mail from YLCA on Yorkshire Rural Awards promoted by the Dalesman. Received.
- r. E mail from YLCA on free internet sessions to be held every Monday at the Old Courthouse, Thirsk. www.ruralarts.org or 01845 526536 for advance booking.
- s. Country Air magazine received from YRCC. Circulate to Councillors.
- t. Clerks & Councils Direct magazine. Circulate to Councillors.
- u. Brochure from Enjoy England on celebrating St George's Day. Circulate to Councillors.
- v. Newsletter from York & North Yorkshire Playing Fields Association. Circulate to Councillors.
- w. Received from The Standards Board for England – Town and Parish Standard. Circulate to Councillors.

The Chairman declared the meeting closed at 8.40 pm.

**MINUTES OF THE ANNUAL ASSEMBLY FOR THE ELECTORS OF
POTTO HELD ON MONDAY, 21 APRIL 2008 AT 7.15 PM IN THE
VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman) Councillors N Walters and G Woodhouse

County Councillor Mr T Swales

6 members of the public

1. An apology for absence was received from District Councillor Mrs B Fortune who was unwell.
2. The minutes of last year's meeting had been circulated and had been agreed as a correct record and signed by the Chairman at the Council's meeting on 21 May 2007.
3. There were no matters arising from the minutes.
4. **Police and Neighbourhood Watch Report.**

There was no Neighbourhood Watch report. The Chairman had put together this year's crime statistics for our area together with the previous year. They made an interesting picture as the trend is towards higher crime levels. The Potto area statistics include Crathorne, East Rounton, Hutton Rudby, Picton, Rudby, Skutterskelfe, East and West Rounton, Middleton on Leven and Appleton Wiske. The Chairman thought that the trend was something the Parish Council need to take up with the Police. The Parish Council had brought the matter up at the District Council Liaison meeting and the Police said Potto has relatively low crime.

5. Finance

The Clerk had prepared the accounts for the year ended 31 March 2008. Copies had been circulated to Councillors and were available at the meeting. There were no queries and the meeting accepted the accounts.

County Councillor Swales joined the meeting.

6. Chairman's Annual Report

The Chairman read out his report. Copies are available.

7. Annual Report from County Councillor Mr T Swales

County Councillor Mr Swales said if there is anything that he can do please get in touch rather than wait for the next Parish Council meeting. He was shown the crime statistics and said we live in a good area but we have to look after ourselves and be vigilant. He was aware that the Stokesley area had struggled due to having less staff. The Chairman said we were told that patrols are carried out between 11 pm and 3 am because this is the time when burglaries take place in our area.

8. Village Hall

The Chairman's report is not due until the AGM which will be held next month. The Committee is doing a tremendous job.

9. Views and Comments of Parishioners

Mrs McAndrew voiced her concern about the planning application at the Dog & Gun and the car parking that is available. She was sure there would be parking on the road side. She asked how the noise was going to be contained as patrons are outside more because of the smoking ban. She thought there should be limitations on what can be done in a village and that it would impact also on the rest of the village. The Chairman noted her comments and said that as the planning application will be discussed at the Parish Council meeting to be held after this meeting, further comments will be held over until then.

The Chairman declared the meeting closed at 7.40 pm.

THE MINUTES OF THE MEETING OF POTTO PARISH COUNCIL
HELD IN THE VILLAGE HALL ON MONDAY, 21 APRIL 2008
FOLLOWING THE ANNUAL MEETING OF ELECTORS

Present: Councillor Mr A Wilde (Chairman) Councillors Mrs D Hardy, Messrs N Walters and G Woodhouse.

County Councillor Mr T Swales

6 members of the public

Co-option of Councillor

There were two vacancies on the Council. One application had been received from Mrs Hardy and the Council unanimously voted for her. The Chairman welcomed her to the Council and she signed the Acceptance of Office form.

There is another vacancy. Councillor Walters said we need to reach as many people as possible about the vacancy and not everyone looks at the notice board or reads the minutes on the web site. He suggested a letter drop. Councillor Woodhouse said a letter drop could be combined with something about the Parish Plan. It was agreed that Councillors Walters and Woodhouse will deliver the letters.

The Chairman said that as members of the public had come to discuss the planning applications, they will be taken first on the agenda and the meeting will be open to the public for comments.

1. **Planning Applications**

- a. Conservatory extension to Verite House, 4 Cooper Lane for Mr & Mrs Brown. 08/00719/FUL. The Council had No Observations.
- b. Retrospective application for the change of use of agricultural building to general storage, installation of external cladding and 3 windows at 10 Cooper Lane for Mr K Davison. 07/03186/FUL. Mr Davison said the reason the application was retrospective was because it had not really changed its use but a complaint was received by Planning Department about the windows so they suggested applying for retrospective planning. The additional windows were so that there would not be any need for electricity for light. Mr Davidson said he was prepared to put something over the windows to make them opaque and re-instate the hedge. The Council recommended approval with the proviso that the windows be silvered and the hedge refurbished.
- c. A minor amendment to alterations and two storey extension to Meadows End, 60 Cooper Lane. 07/03783/MAMEND. The Council had No Observations.
- d. Single storey extension to 12 Cooper Close for Mr A Smart. 08/00730/FUL. The Council had No Observations.
- e. Alter and remove existing conservatory from the Public House and replace with new timber decking area and temporary marquee at the Dog & Gun for R & H Properties 08/00917/FUL. Comments from Mr R Neasham, who was unable to be present at the meeting, were read out by Councillor Woodhouse. He was concerned about the levels of noise which will be generated, loss of car parking space, the privacy of residents being compromised and the quality of life for residents being devalued. The Chairman said the planning application was in two parts – the decking and the marquee. Planning permission is needed for the decking but not necessarily for the marquee. Permission is not required to take down the conservatory. It is extremely important that residents write in with their comments to the District Council. Mr Proctor said he had not received notification from the District Council of the application.

Mrs Hardcastle asked if the Parish Council could do anything about the application. The Chairman said we can make recommendations within the remit we have. The District Council supports the retention of existing facilities in rural areas. County Councillor Mr Swales recommended contacting District Councillor Mrs Fortune as she can arrange a site visit by the District Development Committee. Mr Proctor said he endorsed Mr Neasham's comments and said the decking will impinge on car parking. There can be short term congestion during Church services or nursery drop off and pick up but this will cause much more. He was very surprised that comments from local people were not sought by the applicants. Mr Proctor asked whether it was within the Parish Council's remit to ask the District Council to consult more widely. The Chairman suggested that an extra meeting is held. Councillor Walters suggested that a note be circulated informing people of the application. County Councillor Mr Swales said a letter can be sent to the Licensing Department about outside noise and to consider controls on the outside decking. The Chairman closed the meeting to the public.

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

County Councillor Mr Swales is organizing a Neighbourhood Watch meeting and he hoped that a representative from Potto will be present. The Chairman said we are liaising with the County Council about setting up a "No Cold Calling" zone.

3. Apologies for absence were received from District Councillor Mrs Fortune who was unwell.
4. The minutes of last month's meeting had been circulated and were signed by the Chairman after being agreed as a correct record.
5. **Police Report and Neighbourhood Watch.** A circular letter was received from County Councillor Mr T Swales about a meeting to be held in Osmotherley Village Hall on 20 May at 7.30 pm. This will be put on the web site. Mr Proctor, one of the Neighbourhood Watch representatives, said he had not heard about this meeting and thought the scheme might have a problem with data protection. Councillor Woodhouse said from the Parish Plan questionnaire he had a list of names of people who would be interested in having messages by e mail. The Chairman may be able to attend the meeting.

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

- a. Alterations and extensions to stables and former agricultural buildings to form a manager's dwelling, office, two holiday units and a club room at existing equestrian centre at Potto Fields Farm, Black Horse Lane for Mr K Mungham. 07/03623/FUL. Application withdrawn.

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

- a. **Footpaths.** Nothing to report.
- b. **Parish Plan.** Councillor Woodhouse had a hard copy. Section 1 is a written text summary of the 5 main sections from the questionnaire. Section 2 is the action plan with a summary sheet at the back. He asked that it be circulated reasonably quickly. The Chairman thanked Councillor Woodhouse and his team and said a lot of hours had gone into the Plan. Thanks were also expressed to Mr Whitlock for his input.
- c. **Trees.** Councillor Walters said the trees have been planted and we need to keep an eye on them for the foreseeable future. The final invoice has been received from A Hill & Sons Ltd. An evaluation form will be sent back to the District Council. A letter of thanks will be sent to the land owners. An article and photographs will be sent to the Publicity Department of the District Council for publication in Hambleton News. A document for the file will show where the trees are planted and the type of tree.

- d. No Cold Calling Zone. NYCC will be distributing letters to residents asking for their agreement.
- e. Grass Cutting. Councillor Woodhouse thought the Council needed to give more specific advice to Mr Kitching on where to cut. He agreed to bring a map to next month's meeting.
- f. District/Parish Liaison Meeting. The Chairman had attended. He reported on an interesting meeting with a lot of time spent on the proposed car parking charges. The debate was about the size of the charge. The item requested by the Council on Lack of Policing in the Area was brought up but there was not a representative from NY Police present but an e mail message was received saying that Potto was a quiet area. It was agreed that Policing would remain an agenda item at the District/Parish Liaison meetings.
- g. Training on 106 Agreements. The Clerk reported that Rudby Parish Council did not wish to have training on this item. The Clerk for Whorlton thought they would agree although their parish is in the National Park which may have different planning rules.

8. Finance

The Clerk had completed the accounts for the financial year April 2007 to March 2008. Councillor Walters proposed, seconded by Councillor Woodhouse, that the accounts be accepted. Several accounts were received for payment and were agreed for payment as soon as the bank mandate has been approved. The Clerk gave the balances in the Council's accounts:

| | |
|--------------------------|---------------------------|
| Community Account | £1,295.40 (10 April 2008) |
| Business Premium Account | £1,687.66 (7 March 2008) |

9. Village Hall

The minutes of the meeting of the Committee held on 19 March 2008 were received and will be circulated to Councillors. The Open Gardens will be held 19/20 July and the Village Barbecue on 25 August. There is a proposal to have an Antiques Valuation night. The minutes are available on the web site. The floor is to be re-sealed, hopefully in half term. Councillor Walters is researching grants that may be available for the disabled access. There is £4,520 in the current account and £3,154 in the reserve account. Bills have gone up over the last period and an evaluation is being carried out on why costs have increased. The quiz was a great success. Councillor Woodhouse said there is an action in the Parish Plan on the access road. The AGM will be held on Monday, 12 May at 7.30 pm.

10. Dog & Gun

The Chairman said Mr Steve Irvine, the Manager of the Dog & Gun had contacted him about how to inform local residents what was happening. He had suggested the web site and Mr Irvine had contacted Mr Whitlock. A web site www.thedogandgunpotto.com has photographs and information about what is happening at the Dog & Gun. A notice has also been put in the notice board and there is a notice board at the entrance to the pub. The first night of opening is to be an open night for the village. He is keen to inform people what is going on. The first night was to be 16 May but this may have to be put back. There is an e mail address on the web site for queries.

11. Correspondence

- a. Letter from Rt. Hon William Hague MP on the Black Swan crossroads. Work has begun on the bridge. The letter will be put on the notice board.
- b. Consultation from NYCC on Children and Young People's Plan 2008-2011. Councillor Walters said there were many good things happening in the County and he could not think of anything more that was required. There is, however, no playground or playing field in Potto.

- c. A progress report on the 2008 Local Transport Plan was received and also a questionnaire which was filled in at the meeting.
- d. Minutes of District/Parish Liaison Meeting received from District Council. Circulate to Councillors.
- e. Letter from Hambleton District Council on Personal and Prejudicial Interests. Circulate to Councillors.
- f. Circular from Hambleton District Council advertising a vacancy on the Standards Committee for a Parish Council representative. Circulate to Councillors.
- g. Note from Hambleton District Council on street naming and numbering at Potto Hall. Received.
- h. Town and Parish Standard leaflet from The Standards Board for England. Circulate to Councillors.
- i. Assembly Digest newsletter. This had been e mailed to Councillors.
- j. Information from YLCA on a seminar to be held on Climate Change. Received.
- k. Newsletter No 4 from Amanda Madden, Hambleton Rural Housing Enabler and information on New Home By Products. The Council decided they no longer wished to receive information on affordable housing.
- l. Fieldwork magazine and Countryside Voice from CPRE. Circulate to Councillors.
- m. Local Councils Update. Circulate to Councillors.
- n. Notification from NALC of Conference to be held in Eastbourne and information on the Local Council Review. Circulate to Councillors.
- o. Information from YLCA on Branch Review and a questionnaire for local Councils. Circulate to Councillors.
- p. Information on planning application for Church Hall at Swainby. Councillor Walters thought this was not in the Parish Council's jurisdiction to comment. This was agreed by all. Circulate to Councillors.

The Chairman declared the meeting closed at 9.47 pm.

MINUTES OF THE ANNUAL MEETING OF POTTO PARISH COUNCIL
HELD ON MONDAY, 19 MAY 2008 AT 7.15 PM IN THE VILLAGE HALL

Present: Councillor Mr A Wilde (Chairman) Councillors Mrs D Hardy and Mr G Woodhouse

Election of Officers: Chairman. Councillor Hardy proposed, seconded by Councillor Woodhouse that Councillor Wilde be elected Chairman. This was agreed unanimously.

It was agreed that the Vice-Chairman position would be rotated.

The Clerk agreed to continue as Responsible Financial Officer.

The representatives on the Village Hall Committee will be The Chairman and Councillor Walters.

It was agreed that whoever was available would attend the Hambleton Branch meetings of the Yorkshire Local Councils Association.

The meetings will continue to be held on the third Monday of each month at 7.15 pm in the Village Hall

There is one vacancy on the Council.

The Chairman opened the meeting to the public.

Mr Richardson of Cooper Lane had some queries about the water trough. There is stagnant water in it. The inlet is below the outlet. He asked whether anything could be done from an environmental and safety point of view and wondered whether a cover could be put over it. He cut the grass but dogs foul the area. The Chairman said the Council did try to find out who owned it without success. Mrs Cartwright said she was a trustee of the horse trough and had to make sure it was not an eyesore. There were other trustees and there should be something about it in the house deeds. The Chairman said it was discussed during our recent risk assessment. It was agreed that Mr & Mrs Matthews will be contacted to see if they have any information.

Mrs Cartwright said there had been a problem with the stell last week as it was smelling strongly of petrol. She had called the Environment Agency and with Councillor Woodhouse had tried unsuccessfully to find the origin of the leak. The Environment Agency has not yet traced the leak. District Councillor Mrs Fortune said it had happened before and it was red diesel. Councillor Woodhouse said he had spoken to the EA this morning and emphasized the seriousness of it. Mrs Cartwright thanked the Council for the trees planted along the road into the Village and also the land owners who allowed their land to be used. The Chairman said Councillor Walters organized the project and Councillors did some of the work.

The Chairman closed the meeting to the public.

Councillor Woodhouse suggested that it may be worthwhile publicizing the meeting open to the public section on the notice board and on the website. The Chairman thought there were a number of items which could go in a newsletter and promised to do a draft and e mail it to Councillors for comments.

District Councillor Mrs Fortune said she had a supply of new Dog Fouling signs which tie on and will bring them to the next meeting.

1. An apology for absence was received from Councillor Walters.
2. The minutes of the Annual Assembly, the minutes of last month's Council meeting and the notes of the extra meeting held on 26 April to discuss the planning application for the Dog & Gun had all been circulated and Councillor Woodhouse proposed, seconded by Councillor Hardy that they be approved as correct records. This was agreed unanimously and they were signed by the Chairman.
3. **Police Report and Neighbourhood Watch.** Councillor Woodhouse reported on a call from Mr Massie saying that as he had been lead Neighbourhood Watch Co-ordinator for 15 years he would like to hand over to someone else. He will continue for a short time to give a handover. Mr Proctor is Deputy Co-ordinator. He is carrying on but would not object if someone else wished to do it. Councillor Woodhouse has a list of names from the Parish Plan who would be willing to receive Neighbourhood Watch e mails. The Chairman will put an item on this in the newsletter. Mr Massie and Councillor Woodhouse will attend the Neighbourhood Watch meeting in Osmotherley tomorrow.

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

- a. Retrospective application for the change of use of agricultural building to general storage, installation of external cladding and 3 windows at 10 Cooper Lane for Mr K Davison. 07/03186/FUL. Approved.
- b. Conservatory extension to Verite House, 4A Cooper Lane for Mr & Mrs Brown. 08/00719/FUL. Approved.
5. **Planning Applications.** None. The Chairman will attend the site visit by the Development Committee to the Dog & Gun on 27 May at 3.00 pm.

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

- a. **Footpaths.** Nothing to report.
- b. **Parish Plan.** The Plan has been circulating and Councillor Woodhouse said Jo Buffey had made some small changes. A meeting will be arranged with Councillors and Mr Agar.
- c. **Trees.** Thank you letters have been sent to the land owners.
- d. **Cold Calling Zone.** No progress to report.
- e. **Grass cutting.** Bring forward next month.
- f. **Training on 106 Agreements.** Details are in the Planning Policy Documents and District Councillor Mrs Fortune said she will ask for a summary sheet for Councillors.
- g. **Dog & Gun.** The Chairman said the new manager attended the meeting on 26 April along with his Planning Adviser. They answered all the questions from the members of the public.
- h. **Standards Board.** The Chairman said it was not explained clearly in the minutes the result of the investigation and people have approached Councillor Woodhouse and questioned him on his integrity. There are two sections in the report from Mr M Richards, Head of Legal Services, Hambleton District Council which the Chairman thought should go in the minutes and hopefully will put an end to all this.
Section 5.5 "I therefore conclude that the grant monies were not resources of the Parish Council and that Councillor Woodhouse did not fail to act in accordance with the Parish Council's requirements".
Section 5.6 "In conclusion, Councillor Woodhouse did not, in my opinion, breach any of the provisions of the Code of Member Conduct arising out of the way in which he dealt with the grant monies".
The Chairman said it is written in the Code of Conduct for Councillors that if they suspect something they should bring it up and we accept the results.

- i. **Litter.** Councillor Hardy said there is litter on the road side along Goulton Lane and requested that the Council write to Prestons about it. The Chairman suggested the matter be monitored over the next month. Councillor Hardy said it had been reported by two residents and is worse on a Friday afternoon. After further discussion the Council agreed that a letter would be sent to Prestons asking for their comments.
- j. **Notice Board.** Councillor Hardy asked if anyone could put a notice on the notice board. The public section of the notice board is open to all but is usually used for local events.

7. Finance

Councillors had copies of the Annual Return for the year ended 31 March 2008. The figures in the Statement of Accounts were agreed and signed by the Chairman and the Clerk. Section 2 – The Annual Governance Statement was then dealt with and all the questions answered. The Clerk and Chairman signed the Annual Return Section 2. The accounts and Annual Return will now be given to the Council’s Internal Auditor, Mrs M Roberts. The Financial Risk Analysis was then gone through and updated. The Annual Review of the effectiveness of internal audit was read through. The Council unanimously agreed to re-appoint Mrs Roberts as their Internal Auditor. The balances in the Council’s accounts are as follows:

| | |
|--------------------------|--------------------------|
| Community Account | £2,238.90 (9 May 2008) |
| Business Premium Account | £1,687.66 (7 March 2008) |

A letter was received from Barclays Bank approving the new bank mandate. The following accounts had been agreed for payment:

| | |
|--|---------|
| Mrs P Fanthorpe - Trough Planting | £9.00 |
| Clerk – ¼ salary + ¼ travel (March 2008) | £115.00 |
| YLCA – Membership invoice | £96.00 |
| Allianz Cornhill – Renewal of Premium | £279.56 |

The first half of the precept - £1,053.50 was received from Hambleton District Council.

8. Report from District Councillor Mrs Fortune

The A19 bridge project is on schedule. She may not be able to attend the meeting in June as she is hosting a child from Belarus on holiday.

9. Village Hall

The AGM was held on 12 May. The Chairman’s report, financial report and end of year accounts were received. At the meeting following the AGM the possibility of a grant to provide disabled access was discussed. It cost £3,000 for resealing the floor. The Open Gardens will be held 19/20 July. The quiz on 19 April made a profit of £616.

10. Correspondence

- a. Letter from Hambleton District Council about BT’s proposal to re-align payphone provision to meet consumer demand. The phone box noted down for removal near Potto Hall has not been there for a while. The Clerk will check with the Community Link Officer at the District Council.

- b. Circular from NYCC enclosing leaflets giving new guidance for use of Household Waste Recycling Centres. The leaflets will be put in the notice board.
- c. Notification from YLCA of Annual Joint Training Conference to be held in Scarborough on 26-28 September. Bring forward next month. Information on Councillor Training Programme. Bring forward next month. White Rose Update. Circulated to Councillors. Assembly Digest. E mailed to Councillors. Advertising feature on The Local Channel. Circulated to Councillors.
- d. Invitation from YRCC to become members. Councillors felt that as the Village Hall was a member, the Parish Council did not need to be. Leaflet for Annual Rural Community Buildings Conference received.
- e. Annual Report and notification of AGM from CPRE. This information had been circulated to Councillors.
- f. Newsletter from North Yorkshire Criminal Justice Board. Circulate to Councillors.
- g. Agenda for Hambleton Branch meeting of YLCA to be held on 4 June in Northallerton. Circulate to Councillors.

The Chairman declared the meeting closed at 9.08 pm.

**MINUTES OF THE MEETING OF POTTO PARISH COUNCIL HELD ON
MONDAY, 16 JUNE 2008 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman) Councillors Mr G Woodhouse and Mr N Walters.

3 members of the public

Meeting open to the public

The Chairman said it was said at last month's meeting that there were trustees of the water trough and that it should be mentioned in the deeds of 56 Cooper Lane and 8 Cooper Close. The Chairman had been to see the owners of 8 Cooper Close and the previous owner of 56 Cooper Lane and they are not aware of any trustees agreement. Mr Matthews, the previous owner, used to clean out the trough 4 times a year and kept it in good order. The water level has fallen considerably in the last few years. The Chairman had also spoken to NYCC Highways and they had previously cleaned it out. The drain is not connected to the horse trough. Mr Megson from NYCC Highways will contact the Chairman after he has inspected the trough.

An e mail from District Councillor John Morley to District Councillor Bridget Fortune concerning the trough was read out by the Chairman. Mr Richardson thanked the Council for the time they have taken on this and said they would like it to remain as long as it was safe.

Mr Davison said he owned half the access to the Village Hall and the other half is owned by an unknown third party. He had expressed an interest in acquiring the whole of the lane in order to do something about it. He had enquired with the previous owners but they had sold it. The Chairman said the whole issue of the lane was taken up by the Village Hall Management Committee but they could not get a consensus between the parties at the time. There was concern about the large stones on the lane which could cause damage. The Chairman said we need to establish ownership. Councillor Walters asked if there was a file in relation to the lane and the Chairman said it will be with the Management Committee. Councillor Walters said we need to assemble what we have got and find out where we go from there. Councillor Woodhouse asked if Mr Davison would let the Council have what information he has. Mr Davison said he would like to see tarmac from the Village Hall to the main road. It was agreed that Councillor Walters will liaise with the Village Hall and the Clerk will look in the Council files.

Councillor Woodhouse spoke on behalf of Mr Howard, who was concerned that his blackthorn hedge has been trimmed and cuttings are in his field which also contains sheep. If sheep get them into their hooves they may have to be put down.

Mr Webb had asked if a road sign could be erected for Butcher Lane as there used to be one at the crossroads at Potto Hall.

The Chairman closed the meeting to the public.

1. Apologies for absence were received from District Councillor Mrs B Fortune and Councillor Mrs D Hardy.
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 crime statistics had been received from NY Police and e mailed to Councillors. The Chairman said he was continuing to put the statistics into the graph. Councillor Woodhouse said he had attended the Neighbourhood Watch meeting with Mr Massie and Mr Hardy at Osmotherley. It was a good meeting attended by two Police Officers who are keen to re-invigorate the Neighbourhood Watch Scheme. Mr Hardy volunteered to replace Mr Massie as the Neighbourhood Watch Co-ordinator and Mr Richardson has expressed an interest in becoming the deputy. Councillor Woodhouse was trying to arrange a meeting with PC Lloyd, Messrs Massie, Proctor, Hardy and Richardson. The Chairman said he had spoken to Mr Harper and he will bring up the matter at the Village Hall Management Committee meeting that the meeting be held in the Village Hall free of charge. Councillor Walters suggested the Neighbourhood Watch changes could go in the next newsletter.

The Chairman said near the telephone kiosk there was a green people carrier which had been parked there for 9 weeks also a silver Nissan sports car. The Police had been contacted and an Officer arrived within 10 minutes. The carrier was parked on the pavement which is illegal and both had gone within 2 days. The response from the Police was excellent.

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

- a. Single storey extension to 12 Cooper Close for Mr A Smart. 08/00730/FUL. Approved, subject to conditions.
- b. Alter and remove existing conservatory from Dog & Gun and replace with new timber decking area, as amended by e mail received by HDC on 16 May, for R & H Properties. 08/00917/FUL. Approved, subject to conditions.

5. **Planning Applications**

The Chairman had attended the site visit by the District Council Development Committee on 27 May. Highways had recommended one additional car parking space. Councillor Walters had done a template for planning application comments. He will bring a hard copy to the next meeting.

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

- a. Footpaths It was noted that hedges cannot be cut back on footpaths even with the best intentions without the owners consent. Mr Howard has very valuable sheep and if thorns get into their feet they may have to be destroyed. The Chairman thought that the matter of hedges could go in the next newsletter. It was agreed to bring use and maintenance of footpaths to the next meeting. Councillor Walters said he would be happy to organise a date for walking the footpaths in the parish.
- b. Parish Plan. Councillor Woodhouse reported on the launch day yesterday. There was a steady flow of people through the door and the comments were positive. He had contacted the printers today and hopefully it will be printed in a month's time. The Chairman said he had spoken to Mr Parry of 8 Cooper Close who said he was very impressed with the Plan.
- c. No Cold Calling Zone. Nothing to report.
- d. Grass Cutting. A plan of the Parish will be highlighted with areas to be cut. Councillor Woodhouse will contact Mr Kitching about the cost.
- e. Water Trough. The Chairman said some time ago we did contact County Councillor Swales about this so we can contact him again. Councillor Woodhouse asked what was the

Council's ultimate aim? The Chairman said we have to decide whether we want to keep it. Mr Matthews said there had been some discussion about getting the grass verge adopted as common land. Mr Megson of NYCC will get back to the Council and we will await the outcome of the meeting set up by District Councillor Morley.

- f. Potto Stell. Mrs Cartwright had reported that the smell had gone. There had been a release of liquid from a tank. The Clerk will ask the Environment Agency for a report.
- g. Joint Training Conference 26-28 September. Councillor Training Programme No-one was available to attend the Training Conference. The Councillor Training Programme will be brought forward in August.
 - h. YLCA Hambleton Branch meeting held on 4 June 2008. No-one had attended.
 - i. Litter. The Clerk had drafted out a letter. The Council decided not to send the letter at present but to monitor the situation.
 - j. BT Payphones. The Clerk had spoken to the District Council. The Chairman thought the payphone may have been in Potto Hall when it was an hotel.

7. Finance

A copy of the Financial Regulations for Potto Parish Council was given to Councillors and will be discussed next month. The Clerk's ¼ salary of £127.50 was agreed for payment. The balances in the Council's accounts are as follows:

| | |
|--------------------------|-------------------------|
| Community Account | £701.82 (10 June 2008) |
| Business Premium Account | £1,691.97 (9 June 2008) |

The assets of the Council were one notice board, 1 metal seat and 3 wooden seats. The Chairman reported on a letter from the Charity Commission about the Village Hall accounts.

- 8. **Reports from County and District Councillors.** None present.

9. Village Hall.

The next meeting will be on Wednesday. Interest had been expressed by people wishing to be a "Friend of the Village Hall". Councillor Woodhouse said when the Parish Plan is published we can look at the actions required. The minutes of the meeting held on 12 May, the Treasurer's report for the year ending 31 March 2008 and the Chairman's report to the AGM were received.

10. Correspondence

- a. Circular from Hambleton District Council reporting that one nomination had been received for a Parish representative on the Council's Standards Committee. Councillor Edward Dennison, Thornton-le-Beans and Crosby with Cotcliffe Parish Council has been nominated.
- b. Invitation from YRCC to attend a workshop in improving your community newsletter and communications at Hutton Rudby Village Hall on 2 July from 6 – 9 pm. The Chairman and Councillor Walters will attend. Councillor Woodhouse said the distribution of the newsletter depends on how we divide the parish up. Councillor Walters will ask the Village Hall Committee how they do it.
- c. Notification of the AGM of the Stokesley & Village Communication Regeneration Group to be held in Stokesley, Town Close on 9 July. Councillor Walters will pass on to the Village Hall Committee.

- d. Information from Yorkshire & Humber Assembly on the publication of the Yorkshire & Humber Plan. E mailed to Councillors.
- e. Report of the Regional Executive Board Meeting of the Yorkshire & Humber Assembly held on 22 May 2008. E mailed to Councillors.
- f. Fieldwork magazine from CPRE. Circulate to Councillors.
- g. Hambleton District Council – Joint newsletter from District and County Councils. Circulate to Councillors. A poster showing that the District Council Standards Committee will now deal with complaints that parish, town or district councilors may have breached the Code of Conduct. A poster showing dates for meetings with local people to be held on 21 July and 27 October at 7.30 pm in Stokesley Town Hall. This will be put on the notice board. Update – circulate to Councillors.
- h. Agenda from NYCC for the meeting of the County Committee for Hambleton to be held on 23 June. Will be displayed on the notice board.

The Chairman declared the meeting closed at 8.40 pm.

**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL
HELD ON MONDAY, 21 JULY 2008 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman) Councillors Mrs D Hardy, Mr G Woodhouse and Mr N Walters

District Councillor Mrs B Fortune

2 members of the public

Meeting open to the public

Mr Longbotham of Keepers Cottage expressed his concerns about the traffic which will use Back Parsons Lane and Parsons Lane once the bridge at the Black Swan crossroads is open. Mr Longbotham has no objection to the bridge but he said the two roads will become feeder roads between many villages because it is a quicker route. It is also a single track road and all the way down there are blind spots. There have been accidents. He has asked the County Council to look at this matter and come up with a solution on how to deal with the traffic flow. Speed humps will not work. Mr Longbotham would prefer a one way system and asked for the Parish Council's support. The Chairman said safety is paramount. The Parish boundary is half way down the lane. He asked if Mr Longbotham would send copies of his letters to the Parish Council. The whole idea of the bridge was to reduce accidents on the A19 but we don't want to move them elsewhere. Councillor Woodhouse said Item 11 on the Parish Plan is the monitoring of traffic on this lane.

Mrs Cartwright complained about a stile that had been altered and was now very difficult to use and asked whether the householder was allowed to remove the gate. She thought quite a few stiles were not passable with dogs. The Chairman said he has investigated this and said there is a standard for stiles. The householder was given permission to change the stile. Footpaths and stiles by legislation only have to make provision for people, not dogs. The householder is having a lot of problems with dog fouling on his property. He has agreed to take the top rail off the stile to bring it back to regulation height. Some dog fouling signs will also be erected. The footpath arrow may be moved because it is misleading. Mrs Cartwright said some of the footpaths are not very easy and some of the stiles also. The Chairman said there are rules and regulations which cover them but it is something we can take into consideration when doing the footpath survey.

The Chairman closed the meeting to the public.

1. An apology for absence was received from County Councillor Mr T Swales.
2. The minutes of last month's meeting had been circulated and after being agreed as a correct record were signed by the Chairman.
3. **Police Report and Neighbourhood Watch**

No crime statistics were received from NY Police. Councillor Woodhouse had arranged a meeting with Mr Massie, Mr Hardy, Mr Richardson, the Chairman and PCSO Jason Lloyd. The purpose of the meeting was for Mr Massie to resign as Co-ordinator. Mr Hardy will now act as Co-ordinator with Mr Procter and Mr Richardson as deputies. The way forward was discussed with the Officer and Mr Hardy was left with a number of ideas and actions he would work on.

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

5. **Planning Applications**

- a. Conservatory extension to Chapel Cottage, 38 Cooper Lane for Mr Walters. 08/01958.
Councillor Walters declared an interest and left the room.
The Council unanimously agreed to approve the application.
Councillor Walters had drafted a pro forma on planning applications which could be delivered to neighbouring properties when a planning application was received by the Council. Councillors gave their comments. Councillor Woodhouse proposed that the pro forma be adopted with the amendments discussed, Councillor Hardy seconded and this was agreed unanimously.

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

- a. **Footpaths.** Mrs Cartwright has agreed to put together some leaflets on footpath walks. The Clerk gave copies of the report previously done by Dr Hallett to Councillors. Councillor Walters will scan the footpaths map and send to Councillors.
- b. **Parish Plan.** The Chairman congratulated the Steering Group on the production of a very good and useful document. Councillor Woodhouse said the Steering Group has been disbanded. A summary of the results will be given to Councillors. The Clerk was asked to put the Action No. on the agenda when actions from the Plan were mentioned.
- c. **No Cold Calling Zone.** The Chairman had left messages for Mrs Fitzgerald, NYCC but has had no response.
- d. **Grass Cutting.** All the verges have been cut and the hedges trimmed. A letter of thanks will be sent to Mr Kitching for doing such a comprehensive job. Only the north side of Gold Hill Loop Road is our responsibility and it has been cut. Councillor Woodhouse proposed that the Council pay Mr Kitching his account of £90 for the work, Councillor Walters seconded and this was agreed unanimously. Councillor Woodhouse proposed that the cutting of the verges be carried out in May and August each year, Councillor Walters seconded and this was agreed unanimously. Councillor Walters said it had been mentioned that the cut would be about 3 feet wide and some places a lot more has been cut. It was agreed that Mr Kitching will be asked just to cut 3 feet wide on the verges and leave the rest if the verge is wider.
- e. **Water Trough.** The Chairman said it looks as though it has been cleaned out. Councillor Hardy said Mr Cook from Swainby thought it should be on the Council's insurance policy.
- f. **YRCC Workshop on improving your community newsletter.** No-one had attended the workshop held on 2 July in Hutton Rudby.
- g. **YLCA Councillor Training Programme and Joint Annual Training Conference.** No-one was available to attend.

7. **Finance**

A letter received from Mrs Roberts, the Internal Auditor, had been circulated to Councillors before the meeting. Councillor Walters proposed, seconded by Councillor Woodhouse that the contents of the letter be noted. This was agreed unanimously. Her account for carrying out the internal audit of the Council of £35.00 was agreed for payment. A copy of the financial regulations had been given to each Councillor and these will be discussed at the next meeting. The Standing Orders had been retyped with the amendments agreed with YLCA and will be copied for each Councillor. The balances in the Council's accounts are as follows:

| | |
|--------------------------|-------------------------|
| Community Account | £574.32 (10 July 2008) |
| Business Premium Account | £1,691.97 (9 June 2008) |

8. Village Hall

Councillor Walters reported that he had obtained records from various sources regarding the access lane to the Village Hall. He had written again to the Land Registry and YLCA. He had also written to the 9 residents whose homes bordered the lane. Information from the Stokesley and Villages Regeneration Group meeting was that YRCC and the District Council could provide help with grant applications. Councillor Walters said the last Village Hall meeting concerned the Open Gardens and Barbecue. Thanks were expressed to the Village Hall Committee for organizing the Open Gardens Day.

9. Correspondence

- a. Circular and map from Hanson Contracting concerning the temporary closure of the A19 between 7.00 pm on 19 July and 10.00 am on 20 July. The circular had been put on the notice board.
- b. Circular from Hambleton District Council advertising free loft and cavity wall insulation. This will be put on the notice board.
- c. Leaflet from Hambleton Strategic Partnership advertising a seminar to be held on Developing Children's Play Area on 23 July at East Thirsk. Received.
- d. Agenda for Joint Annual Conference of YLCA which had been held at Upper Poppleton on 19 July. No-one had attended.
- e. Circular from CE Electric on Building links within the community. They suggest a register of the people who may be vulnerable in case of power cuts. It was agreed to put this item on the agenda for next month for discussion. Councillor Woodhouse suggested a note on the notice board, web site or newsletter.
- f. Overview and Scrutiny Annual Report from NYCC. Circulate to Councillors.
- g. Clerks & Councils Direct magazine. Circulate to Councillors.
- h. Countryside Voice magazine from CPRE. Circulate to Councillors.
- i. Circular from Northallerton & District Voluntary Service Association enclosing a "Wheels 2 Work" poster and asking for it to be displayed in the Parish. It will be put on the notice board.
- j. Country Air magazine from YRCC. Circulate to Councillors.
- k. Newsletter from York & North Yorkshire Playing Fields Association. Circulate to Councillors.
- l. Letter from NYCC giving details of the Footway Slurry Sealing Programme 2008. Received.
- m. Circular from Mencap requesting a donation. The Council decided not to give a donation.

District Councillor Mrs Fortune joined the meeting.

- n. Brochure from Biker Contracts. Given to Councillor Walters.

10. Report from District Councillor Mrs Fortune

District Councillor Mrs Fortune apologized for her late attendance but she had been to the Stokesley Area Forum meeting. 85 people were present. She said it was a useful meeting for Parish Councils to push their ideas, plans, etc. forward. She thought Parishes would gain a lot. She had, as requested, supplied a quantity of dog fouling signs. She was pleased to see the new trees were looking very healthy. The concerns that were raised about the Dog & Gun were almost resolved before it went to Committee.

The Chairman said he had contacted Northern Gas Network about the possibility of putting gas into the Village. If 80% of residents indicated that they were interested they would put gas in.

Councillor Woodhouse said a resident had raised the question of broadband speed. This will be put on next month's agenda for discussion. District Councillor Mrs Fortune will try to get information about the BT Exchange.

**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL
HELD ON MONDAY, 18 AUGUST 2008 AT 7.15 PM IN THE
VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman) Councillors Mrs D Hardy, Mr G Woodhouse and Mr N Walters

District Councillor Mrs B Fortune

Meeting open to the public. None present.

1. An apology for absence was received from County Councillor Mr T Swales.
2. The minutes of last month's meeting had been circulated. Councillor Woodhouse proposed, seconded by Councillor Walters that they be agreed as a correct record. This was agreed unanimously and they were then signed by the Chairman.
3. **Police Report and Neighbourhood Watch.** The crime statistics from NY Police had been forwarded to Councillors. The Chairman noted that total incidents and crimes were down on the previous year and he will continue to enter the figures onto a spreadsheet. Nothing to report on Neighbourhood Watch.
4. **Planning Decisions of Hambleton District Council**
 - a. Councillor Walters declared an interest. Conservatory extension to Chapel Cottage, 38 Cooper Lane, as amended by plans received by HDC on 16 July 2008, for Mr N Walters. Approved, subject to conditions.
5. **Planning Applications. Parish Plan Action 24** – Awareness of neighbours to planning applications. Councillor Walters will send the form for planning applications, with agreed amendments, to the Clerk.
6. **Matters Arising from last month's meeting**
 - a. **Footpaths. Parish Plan Action 13** – Use and maintenance of footpaths. Councillor Woodhouse said Mrs Cartwright has agreed to produce a draft footpath leaflet. The footpath map has been copied. Councillor Hardy asked about cutting the bridle path. Mr Hardy has strimmed it but the hedges are overgrown. Councillor Hardy said the footpath on the left at the bottom of Cooper Lane is getting very difficult to walk. District Councillor Mrs Fortune said Great Broughton had work done by the Royal Engineers and she will see if they are still available. She said the Stokesley and Villages Regeneration Group look to improving bridle paths and footpaths and it is something which should be taken up with Mr Goodwin from the District Council. The Chairman volunteered to see if he could contact the owners of the hedges on the bridle path. Councillor Woodhouse said to walk all the footpaths in the Parish was one of the actions in the Plan. Councillor Walters agreed to design a standard form to go out with the map for people who volunteer to walk a footpath.
 - b. **Traffic in Back Parsons Lane. Parish Plan Action 11.** Councillor Woodhouse volunteered to contact Mr Longbotham.
 - c. **No Cold Calling Zone. Parish Plan Action 29.** The Chairman had spoken to Mrs Fitzgerald, NYCC. Two wooden posts 6 feet high, 3" in diameter need to be erected at the entrances to the Village behind the Village sign. Permission will be requested from NYCC Highways and they will also be asked if there is money available to refurbish or replace like for like the fingerpost sign.

- d. Water Trough. The trough is self cleaning when it rains. This item will be kept on the agenda.
- e. Standing Orders. A copy of the amended version was given to Councillors.
- f. Northern Gas Network. Information on what needs to be done for gas to come to the Village will be included in the next newsletter.
- g. Broadband Speed. The Chairman had asked BT what they could do to increase the speed. It is dependent upon the equipment in the Exchange in Hutton Rudby. Councillor Woodhouse said Mr Whitlock was of the opinion that it was a fibre optic cable that was needed. A note will be included in the next newsletter.

7. **Finance**

The Chairman went through the Financial Regulations and marked the changes needed. Councillors will be sent an up dated copy. An invoice was received from Mr Kitching for £150.00 for cutting the verges. Mr Kitching had done more work than was asked for and it was thought the bill was reasonable. Councillor Woodhouse proposed that Mr Kitching's invoice be paid in full, Councillor Walters seconded, and this was agreed unanimously. The cost of grass cutting will be considered when the budget for the next financial year is set. An account was received for £183.00 from the Village Hall Management Committee for use of the Village Hall for Parish Council meetings. Councillor Walters proposed, seconded by Councillor Hardy that this be agreed for payment and this was agreed unanimously. The balances in the Council's accounts were as follows:

| | |
|--------------------------|-------------------------|
| Community Account | £574.32 (10 July 2008) |
| Business Premium Account | £1,691.97 (9 June 2008) |

8. **Report from District Councillor Mrs Fortune**

District Councillor Mrs Fortune said the Council had projects which should be on the list of the Stokesley and Villages Community Regeneration Group. The bridle way would be a wonderful leisure project and would attract grants by being on the list. She promised to get it added to the list. In September ENCAMS (Keep Britain Tidy) is launching England's first "Big Tidy Up". Litter picking equipment will be provided by Hambleton Community Safety Partnership. If the Parish Council wants to register for the "Big Tidy Up" visit www.thebigtidyup.org for further details or to set up a community litter pick contact John Proud on streets@hambleton.gov.uk or 0845 1211 555.

9. **Village Hall** **Parish Plan Action 18** Community Involvement with Village Hall. The Stokesley and Villages Regeneration Group is the forum where the Parish Council can apply for grants when the Management Committee decides what they want to do at the Village Hall. The Chairman said he had attended the last Management Committee meeting and most of it was taken up with preparations for the barbecue on 25 August. The Open Gardens event made a profit of £1,500. The general consensus was not to hold the event next year but have it the year after. The Magic Night has been brought forward to Halloween, 31 October at 7.00 pm. The minutes of the meeting held on 11 August will be circulated to Councillors. Councillor Woodhouse is compiling a list of people who have volunteered to be "Friends of the Village Hall".

10. **Correspondence**

- a. Affordable Housing Supplementary Planning document received from Hambleton District Council. Circulate to Councillors.
- b. Information on Affordable Housing Tour from Ms A Madden, Affordable Housing Officer, e mailed to Councillors.

- c. Details of Campaign Update received from CPRE. Circulate to Councillors.
- d. Brochure from Biker Contracts. Received.

The Chairman declared the meeting closed at 8.35 pm.

**MINUTES OF THE MEETING OF POTTO PARISH COUNCIL HELD ON MONDAY, 15
SEPTEMBER 2008 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman) Councillors Mrs D Hardy, Messrs G Woodhouse and N Walters.

2 members of the public

Meeting open to the public

No comments.

1. An apology for absence was received from District Councillor Mrs B Fortune.
2. The minutes of the last month's meeting had been circulated. Councillor Hardy proposed, seconded by Councillor Woodhouse that they be agreed as a true record. This was agreed unanimously and the minutes were then signed by the Chairman.
3. **Village Hall.** The Chairman opened the meeting to the public to allow Mr Agar, Chairman of the Village Hall Management Committee, to apprise the Council of what the Committee hopes to do. Mr Agar said they had waited until comments from the Parish Plan had been received and had drawn up options which were presented at the last Village Hall Management Committee meeting. It is early days for the scheme and things are being looked at in broad terms. Mr Agar showed 3 options to the meeting. Option 1 was a non-starter. Option 2 was for a 3 meters wide extension and Option 3 a 4 and a half metres extension with the entrance changed to the car park area. Since the meeting they had been looking at Option 4 which included an increase in the size of the kitchen also. Option 5 was a 3 metre extension plus a corridor leading to the toilets. The cost of all options plus notes were given to Councillors and a list of other considerations. The Chairman said funding may be obtained from Stokesley & Villages Regeneration Group who were prioritizing projects. Councillor Walters suggested he invite people from YRCC and Stokesley & Villages Regeneration Group who have experience in obtaining grants to the next meeting of the Village Hall Committee. The Chairman said Mr Agar and the Committee should be commended for what they are doing. Mr Agar left the meeting and the Chairman closed the meeting to the public. "Friends of the Village Hall" had been sent to the Committee. Parish Plan Action 18. The balances in the Village Hall accounts were:

| | | | |
|-----------------|--------|-----------------|--------|
| Current Account | £5,701 | Reserve Account | £5,191 |
|-----------------|--------|-----------------|--------|

The barbecue mad a profit of £391. The floor sealing will be carried out at Christmas. The next meeting is on 29 September at 7.30pm.

4. **Police Report and Neighbourhood Watch** Crime statistics and a report from NY Police had been circulated to the Councillors. The Chairman said it was interesting to note that total crimes had gone down.
5. **Planning Decisions of Hambleton District Council.** None
6. **Planning Applications**

- a. Single storey extension to Tilery Cottage to form a garage for Mrs L Leng. 08/02520/FUL. Councillor Hardy recommended approval. Councillor Walters seconded and this was agreed unanimously.
- b. Two storey extension to Goulton Cottage for Mr N Robinson. 08/02608/FUL. The Chairman opened the meeting to the public so a neighbour could comment. He said the proposed extension is not visible to anyone. The Chairman closed the meeting to the public. Councillor Walters recommended approval, Councillor Hardy seconded and this was agreed unanimously.
Councillor Walters sent the Clerk a proforma which will be used to make neighbours aware of planning applications. Action 24 from Parish Plan.

7. Matters Arising from last month's meeting

- a. Footpaths. Councillor Woodhouse reported that Mrs Cartwright is working on the footpath leaflets. Councillor Walters circulated a draft survey form. Councillors gave their comments which Councillor Walters will incorporate. This was Action 13 from the Parish Plan. Councillor Walters said maintenance of the green lane had been raised at the last meeting. Councillors Wilde, Woodhouse, Walters and Mrs Hardy had made a site visit at the weekend to discuss what needed to be done. 1. Trimming of the hedges. 2. Improvements to the ground conditions. It was agreed that it was hoped to make minor improvements before winter and then assess what happens over the winter before looking at the bigger scheme. Councillor Walters is looking of what equipment can be provided and he will contact B & Q to see if they can help. One landowner has no objection in principle to improving the land but was concerned there was a risk this may increase the speed of the motor bikes which use the lane. He suggested a "Caution" sign saying that horses, etc. use the lane. The other concern is security for that part of the village. Councillor Walters said the lane will never be able to be used by cars. The land owners of the properties to the south east still need to be contacted. The Chairman said it was hoped in the next couple of weeks to get a working party together. In response to a query from Councillor Woodhouse, the Chairman said the height of the hedges is a decision for the landowners.
- b. Traffic in Back Parsons Lane. Councillor Woodhouse reported that he had spoken to Mr Longbotham who has written to the County Surveyor. He hopes to come to the next meeting to report.
- c. No Cold Calling Zone. Parish Plan Action 11. The clerk has written to the County Council about the erection of poles.
- d. Water Trough. It is still full of clean water.

8. Finance

A letter was received by Barclays Bank giving details of interest available on deposit accounts. It had been circulated to Councillors. Councillor Walters agreed to check on other accounts which may give more interest. The following accounts were agreed for payment:

| | |
|---|---------|
| Clerk – ¼ salary + ¼ travel | £127.50 |
| Clerks & Councils Direct magazine – Annual Subscription | £9.50 |

The balances in the Council's accounts are as follows:

| | |
|--------------------------|------------------------------|
| Community Account | £206.32 (10 September 2008) |
| Business Premium Account | £1,696.06 (9 September 2008) |

9. **Reports from County and District Councillors.** None present.
10. **“Pride in Potto”.** Parish Plan Action 15. Mrs Fanthorpe will be asked for feed back.
11. **Dog Fouling.** Parish Plan Action 16. It was noted that there is only one bin for dog refuse and that is near the telephone kiosk. A list needs to be compiled of problem areas. Councillor Hardy will make out a list of dog owners. Councillor Walters suggested it should be an item for the newsletter.
12. **Correspondence**
 - a. Circular from Hambleton District Council regarding the “Big Tidy Up”. Councillors thought Potto was a tidy village as many residents pick up litter.
 - b. Agenda from County Committee for Hambleton for meeting which took place today at Coxwold. This had been circulated to Councillors.
 - c. Fieldwork magazine and booklet from CPRE. Circulate to Councillors.
 - d. Country Air magazine from YRCC and notification of conference and AGM on Empowering your Rural Community to be held on 29 November. Circulate to Councillors.
 - e. Newsletter from York & North Yorkshire Playing Fields Association. Circulate to Councillors.
 - f. Letter from Hambleton District Council about Area Forums. One will be held in Stokesley on 27 October. Bring forward to next Month’s meeting.
 - g. Clerks & Councils Direct magazine. Circulate to Councillors.

The Chairman declared the meeting closed at 8:50 pm.

**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL
HELD ON MONDAY, 20 OCTOBER 2008 AT 7.15 PM IN THE
VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman) Councillors Mrs D Hardy and Mr N Walters.

District Councillor Mrs B Fortune

Meeting open to the Public. None Present.

1. Apologies for absence were received from County Councillor Mr T Swales and Councillor Mr G Woodhouse (holiday).
2. The minutes of last month's meeting had been circulated. An e mail from Councillor Woodhouse concerning the minutes has been forwarded to all Councillors. Councillor Walters proposed, seconded by Councillor Hardy, that the Council acknowledges the comments put forward by Councillor Woodhouse but do not feel that that level of detail was necessary so the minutes should be accepted as written, this was agreed unanimously. The Chairman signed the minutes.
3. **Police Report and Neighbourhood Watch.** The monthly crime statistics had not been received from NY Police. Councillor Walters suggested we contact the Police if no statistics are received next month. Parish Plan Action 27. Improve effectiveness of Neighbourhood Watch Schemes and Police Ringmaster communications. Councillor Hardy said Councillor Woodhouse has given the names of people who are interested in receiving Ringmaster/Neighbourhood Watch messages by e mail to Mr Hardy, the Neighbourhood Watch Co-ordinator. At the moment the Co-ordinator gets messages from Neighbourhood Watch and Ringmaster and then puts them on the notice board. The Co-ordinator will do a report for the Parish Council meeting.
4. **Planning Decisions of Hambleton District Council**
 - a. Single storey extension to Tilery Cottage to form a garage for Mrs L Leng 08/02520/FUL. Approved, subject to conditions.
 - b. Two storey extension to Goulton Cottage for Mr N Robinson 08/02608/FUL. Application withdrawn.

5. Planning Applications

- a. Alterations and extensions to stables & former agricultural buildings to form a manager's dwelling, office, 2 holiday units and a club room at existing equestrian centre, Potto Fields Farm, Black Horse Lane for Mr K Mungham. 08/03395/FUL. The Council agreed to recommend approval but suggested that consideration be given to light pollution.
- b. Parish Plan Action 1 – Improve quality of feedback to HDC re planning applications. It was agreed that this item could now be taken off the agenda.

6. Matters Arising from last month's Meeting

- a. **Footpaths.** A note was received from Councillor Woodhouse saying that Mrs Cartwright had written the first few guidance leaflets and done test walks. The leaflets will be issued to the Council for approval. Work has been carried out over three weekends by Mr Hardy,

Mr Harper, Mr Stephany and Councillors Walters and Wilde, cutting down vegetation on the bridle path and improving the access. Mr Shimwell has offered some mechanical equipment and it is hoped to lay planings before the winter. The Clerk will contact the County Council about the planings and also ask them to let Mr Hardy know when they will be delivered. Councillor Walters said a resident had suggested that he was concerned about the speed of traffic which could be generated by the improvements. Various suggestions had been discussed such as a bollard at each end or a caution sign. It was agreed to request a sign at each end to warn that horse riders use the path and ask whether it would be appropriate to have a bollard at each end to prevent access by larger vehicles. Councillor Walters' action to do a draft survey form for footpaths was carried over to next month.

- b. Traffic in Back Parsons Lane.** Parish Plan Action 11. Carried over to next month.
- c. No Cold Calling Zone.** A letter was received from NYCC in reply to the Council's letter. The County Council did not give permission for two wooden posts to be erected for the No Cold Calling signs. The Chairman said he would contact the County Council to discuss the matter. The County Council also has no grants available to refurbish the signpost.
- d. Water Trough.** A letter dated 1977 from the Common Commissioners gives a decision in the matter of The Well and the Horse Trough in that in the absence of any evidence that any person is the owner of the land it will therefore remain subject to protection under section 9 of the Act of 1965. A copy will be circulated to Councillors. District Councillor Mrs Fortune said in view of the interest taken by District Councillor Morley perhaps he should have a copy.
- e. Pride in Potto.** Parish Plan Action 15. Councillor Hardy agreed to speak to Mrs Fanthorpe.
- f. Dog Fouling.** Parish Plan Action 16. Councillor Hardy is compiling a list of dog owners. District Councillor Mrs Fortune agreed to request a dual bin for Gold Hill Loop Road. Other areas may also require a bin.
- g. Area Forum.** District Councillor Mrs Fortune said it is a meeting of Councillors to be held in public on 27 October in Stokesley Town Hall, not a public meeting.
- h. YLCA Hambleton Branch.** No-one was available to attend the meeting held on 15 October.

7. Finance

The second half of the precept of £1,053.50 was received on 13 October from Hambleton District Council. A briefing from NALC on the Banking Crisis had been e mailed to Councillors. The annual subscription to CPRE of £28.00 was due. Councillor Walters proposed £28 out of the training budget is used for this subscription, Councillor Hardy seconded and this was agreed unanimously. The balances in the Council's accounts were as follows:

| | |
|--------------------------|------------------------------|
| Community Account | £69.32 (10 October 2008) |
| Business Premium Account | £1,696.06 (9 September 2008) |

8. Report from District Councillor Mrs Fortune

District Councillor Mrs Fortune said it was the time of year when the Council is looking at expenses and is very thankful that no money is invested in Iceland. She said that some time ago, Councillor Woodhouse has said there would be money to be returned from the Parish Plan when it was completed. This money could be used for things like the dog refuse bins. A big initiative is just about to be started at this time of year when people feel more vulnerable. She urged people to make sure to lock up out buildings and leave lights on when they are out. Personal alarms and shed alarms are available from the District Council.

9. Village Hall

An e mail had been received from Mr Harper, the Village Hall Management Committee Secretary asking permission from the Council, as Trustees, to set up a sub-committee to progress funding applications for the proposed extension to the Village Hall. An action in the Parish Plan was to improve the Village Hall. There is no mention in the rules of sub-committees. The Chairman proposed that the Council reply that they would welcome the setting up of a sub-committee, Councillor Walters seconded, and this was agreed unanimously. The Council's two representatives on the Village Hall Committee would be willing to serve on the sub-committee. The Council also agreed to suggest that the sub-committee develop a scope and come back to the Council with it. The Chairman proposed, seconded by Councillor Walters that the letter from Councillor Woodhouse and item 9b in his e mail be deferred. This was agreed unanimously. A letter had been received from the Charity Commission concerning the Annual Return. A password has now been received for it to be submitted online. The minutes of the meeting held on 29 September will be circulated to Councillors. Various events have been planned. The floor is to be done at Christmas with funds made available from Hambleton District Council. Swainbees have requested a meeting with the Committee re the charges. There is £5,546 in the current account and £5,191 in the reserve account. Kathryn Chapman from Rural Action Yorkshire attended the recent meeting to provide information on funding. Councillor Walters said he had contacted 4 companies for quotes re the access lane and organized a site visit but only a representative from one company attended. It would be expensive to do a full reconstruction of the road. The option to look at would be removing the top surface and replace. It was agreed that a letter be sent out to the four companies asking for quotes for removing the stones and replace with road chippings and regrade. District Councillor Mrs Fortune said the large stones are a hazard but smaller ones might splay out further onto the main road. The Council agreed to ask Highways for their advice and whether they are prepared to do the first five metres. Councillor Walters had spoken to the Land Registry last week and the land is not registered. He suggested asking the District Council if they had any records on past ownership of the land. Councillor Hardy volunteered to do some checking also. An e mail had been received from YLCA re the access lane. It had been copied to Councillors.

10. Renewal of seat next to Church.

An e mail had been received from Councillor Woodhouse. It was noted that a new seat was not in this year's budget but a new seat was required. It was agreed to look at providing for it in next year's budget unless there is money available from the Parish Plan.

11. Development of Community Website. Parish Plan Action 25. Bring forward next month.

12. Increase Publicity of Parish Council Activities. Parish Plan Action 26. A newsletter will be issued at Christmas.

13. Determine if Speeding is a real problem. Parish Plan Action 6.

District Councillor Mrs Fortune said there is a heavy call on the use of matrix. The Clerk will enquire when it might be available.

14. Increase number of trees on roadside verges or footpaths. Parish Plan Action 8.

Councillor Walters said 35 trees have been planted and he did not think any more were needed this year but it was worth looking at every year. The Chairman proposed, seconded by

Councillor Hardy that the Council reviews the situation at the end of 2009. This was agreed unanimously.

15. Establish Street Light Locations – Parish Plan Action 9

The Chairman had a plan which had been used for a walk about with County Councillor Swales to pin point areas where additional lighting was required. A further letter will be sent.

16. Correspondence

- a. LDF draft Sustainable Development Supplementary Planning document received from Hambleton District Council. Councillor Walters thought it a very useful document. It would be useful to the Village Hall Committee for energy efficient projects. The document will be given to Councillor Woodhouse as other Councillors had seen it.
- b. Consultation from Communities and Local Government on the Making and Enforcement of Byelaws. It had been circulated to Councillors.
- c. Corporate Report 2008-2011 from North Yorkshire Fire & Rescue Service. Circulate to Councillors.
- d. Notification from CPRE of the Hambleton District Branch AGM to be held in Borrowby Village Hall on 7 November. Circulate to Councillors.
- e. Town and Parish Standard newsletter from Standards Board for England. Circulate to Councillors.
- f. Mini essentials e mail from Yorkshire & Humber Assembly. Had been forwarded to Councillors.
- g. Form from Voluntary and Community Sector for the database. Agreed to complete.
- h. Data check form from Rural Action Yorkshire. Agreed to complete.

The Chairman declared the meeting closed at 9.00 pm

**MINUTES OF THE MEETING OF POTTO PARISH COUNCIL HELD ON
MONDAY, 17 NOVEMBER 2008 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman) Councillors Mrs D Hardy and Mr G Woodhouse

1 member of the public

Meeting open to the public

Mr Longbotham said he had written to the County Council about the use of Parsons Lane as a slip road from the A19 bridge and he had also spoken to Mr Hayward, NYCC Engineer, now retired, at the exhibition which was held at Hutton Rudby Village Hall. Mr Longbotham had no objection to the bridge. The problem was that Parsons Back Lane and Parsons Lane would be used as a "rat run". He wrote to the County Highways at Thirsk on 30 July and received a postcard acknowledgement that said a reply would be given in 20 days but no reply has been received. He wrote again in October. A reply was received on 11 November to say his letter had been passed to County Hall but no further letter has been received. He sent another letter by registered mail and also telephoned today. At the moment the road is covered in mud and cars are traveling through very fast. Mr Longbotham thought a one way system would be the best solution. The Council agreed to send a letter to the County Council expressing their concerns. Mr Longbotham will provide copies of his previous correspondence.

Mr Longbotham left the meeting. The Chairman closed the meeting to the public.

1. Apologies for absence were received from District Councillor Mrs Fortune and Councillor Mr N Walters (work commitments).
2. The minutes of last month's meeting had been sent to Councillors. They were agreed as a correct record by those present at last month's meeting and signed by the Chairman.
3. **Police Report and Neighbourhood Watch.** The monthly crime statistics had been received from NY Police and forwarded to Councillors. Councillor Hardy said a note asking anyone interested in Neighbourhood Watch to contact Mark Hardy will go in the newsletter. Ringmaster messages are posted on the notice board.
4. **Planning Decisions of Hambleton District Council.** None.
5. **Planning Application**
 - a. Outline application for the construction of a replacement dwelling at 43 Cooper Lane for Mr S Crosbie. 08/04323/OUT. An e mail giving comments on the application had been received from a neighbour. After a full discussion the Council unanimously agreed to recommend refusal for the following reasons:

In the light of supplementary planning guidance 1 and 3 it is felt that the height and massing of the proposed property is out of scale with neighbouring properties and the footprint is excessive for the width of the site.

The Council was concerned that in an area which is currently subject to flooding, a large development of this nature could have an adverse impact on adjoining properties and also the environment by reducing the amount of drainage available. The house, swimming pool and hard standing dramatically reduces the amount of soakaway which may potentially impact on

neighbouring properties. According to CPRE (Council for the Protection of Rural England) it can take more than 50 years for a new home to make up for the carbon dioxide emissions caused in its construction.

It should be noted that Potto Grove is one of the oldest properties in Potto and its loss would be unwelcome.

6. Matters Arising from last month's meeting

- a. Footpaths. In the absence of Councillor Walters it was agreed to carry over the matter of the draft survey form until next month. Councillor Hardy said her husband has been doing more work on the bridle path and asked for a date to be set for volunteers to help finish the work off. Councillor Woodhouse said he hoped to have copies of the draft footpath walks for the next meeting.
- b. Traffic in Back Parsons Lane. Parish Plan Action 11. Councillor Hardy proposed, seconded by Councillor Woodhouse that the Council sends a letter to the County Council, copies to County and District Councillors, expressing their concerns and asking for them to be addressed. This was agreed unanimously.
- c. No Cold Calling Zone. The Chairman will contact the County Council about where to site the notices.
- d. Water Trough. Councillors were given copies of documents concerning the hearing in 1977 by the Commons Commissioners about The Well and the Horse Trough in Potto.
- e. Pride in Potto. Parish Plan Action 15. Councillor Hardy said Mrs Fanthorpe is interested in helping. The Chairman will speak to Mrs Fanthorpe about an item to go in the newsletter asking for ideas.
- f. Dog Fouling. Parish Plan Action 16. Councillor Hardy has compiled a list of dog owners. District Councillor Mrs Fortune has agreed to request a dog refuse bin for the Gold Hill Loop Road and it was agreed to await response to this request.
- g. Development of Community Website. Parish Plan Action 25. This will be discussed under item 10d on the agenda.

7. Finance

The Clerk had prepared a draft budget for the financial year 2009-2010 and a copy was given to Councillors for discussion next month. The Clerk was asked to provide a list of what expenditure is due before the end of this financial year. The Chairman said the Council had discussed a new seat last month. Councillor Woodhouse explained that there would not be any money from the Parish Plan. He had understood that volunteer time spent on the Plan could be charged to the fund but the YRCC rejected the notion of volunteer money coming to the Parish Council. The money was spent on the Plan with better quality paper and printing.

The Council agreed to pay the CPRE subscription of £28 by direct debit. The Annual Return was received from Mazars. In their opinion the information contained in the annual return is in accordance with the Audit Commission's requirements and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. Mazars drew the attention of the Council to the following two points. In future years they require the bank reconciliation to be on the form they provide. They recommend that the Council should review its approach to risk assessment by comparison to the guidance included in the NALC/SLCC Practitioners Guide 2008. These two items will be actioned. The Annual Return will be displayed on the notice board. A notice of the conclusion of the audit and the right to inspect the Annual Return will also be displayed. The Chairman proposed that copies of the Annual Return will be

provided to any local government elector on payment of £5, Councillor Hardy seconded and this was agreed unanimously. The balances in the Council's accounts were as follows:

| | |
|--------------------------|------------------------------|
| Community Account | £1,122.82 (10 November 2008) |
| Business Premium Account | £1,696.06 (9 September 2008) |

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

9. **Village Hall**

Councillor Hardy reported that she had been unable to speak to Mr Salmon yet. Councillor Walters was following up with the Land Registry and it appears that the land is not registered. The Clerk reported that no replies have been received to the Council's letter to contractors asking for quotes for work on the part of Cooper Lane leading to the Village Hall.

Changes to the Register of Charities and the Charity Commission News had been e mailed to Councillors.

10. **Correspondence**

- a. Letter received from the Highways Agency confirming that the new bridge over the A19 was officially opened on 31 October. Received.
- b. Letter from Hambleton District Council asking if the Parish Council has any information about the use of Goulton Cottage during the last four years. The Council were unable to confirm that the property has been used a residence in the last four years.
- c. Consultation from Communities and Local Government on Communities in Control: Real People, Real Power. Codes of Conduct for Local Authority Members and Employees. It will be circulated to Councillors for comments.
- d. Information from YLCA on a new mandatory Publication Scheme. It had been e mailed to Councillors and will be discussed next month. Councils have to sign up by 31 December 2008 and the scheme comes into operation on 1 January 2009.
- e. Information from YLCA on a Guide to Tree Preservation. This has been e mailed to Councillors.
- f. Planning Inspectorate Publications on Rights of Way had been received from YLCA and e mailed to Councillors.
- g. Copy of a Funding Newsletter received from NYCC. It had been e mailed to Councillors.
- h. Information Pack from CPRE on "Stop the Drop" campaign and the Countryside Voice magazine will be circulated to Councillors.
- i. White Rose Update from YLCA. Circulate to Councillors.
- j. A request for a donation was received from Citizens Advice Bureau. Councillor Hardy proposed the Council give £25, Councillor Woodhouse seconded and this was agreed unanimously.
- k. A request for a donation was received from WRVS. The Council decided against giving a donation.
- l. Clerks & Councils Direct magazine. Circulate to Councillors.
- m. A Budget and Council Plan consultation from NYCC. This will be circulated to Councillors for their comments.

The Chairman declared the meeting closed at 9.00 pm

MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL
HELD ON MONDAY, 15 DECEMBER 2008 AT 7.15 PM IN THE
VILLAGE HALL

Present: Councillor Mr A Wilde (Chairman) Councillors Mrs D Hardy and Mr G Woodhouse

District Councillor Mrs B Fortune

1 member of the public

Meeting open to the public

Mrs Williams asked if dog fouling has become a problem again in the Village. The Chairman said it was an item in the Parish Plan for the Council to address. District Councillor Mrs Fortune had said there were dog refuse bins available and we have asked for one to be sited at the end of the bridle path at Gold Hill Loop Road. The Chairman said people in general have said there was not much of a problem now. Mrs Williams thought there was the potential for a problem as a dog is let out to wander. Councillor Hardy said dog refuse has been found in the car park.

Mrs Williams said she had written to Councillor Walters about Cooper Lane leading to the Village Hall. She understood that the Highway Authority is responsible for the beginning of Cooper Lane. An e mail from the County Council saying they are investigating the ownership of this road was read out by the Chairman. Councillor Walters is doing a lot of investigation with the Land Registry. The Chairman said he had been speaking to Mrs Cousans who said that this part of the lane up to the cottages always belonged to the Dog & Gun. She is trying to find documentation on this. Councillor Woodhouse said his understanding was that the first four and half metres of private access to a public highway must be made up to highway standards but the Highway Authority is not responsible for doing it.

The Chairman closed the meeting to the public.

1. An apology for absence was received from Councillor Walters.
2. The minutes of last month's meeting had been e mailed to Councillors and after being agreed as a correct record, were signed by the Chairman.
3. **Police Report and Neighbourhood Watch.** The statistics for November had been received from NY Police and forwarded to Councillors. It was noted that the figures were lower than last year.
4. **Planning Decisions of Hambleton District Council.** None.
5. **Planning Applications.** None.
6. **Matters Arising from last month's meeting**

a. Footpaths. The draft survey form will be carried forward to the next meeting. The Chairman reported that he had spoken to Mr Lewis, Highways, NYCC, about putting warning signs up about horses using the path. The answer was no, because it is not classed as a bridle path, it is a green lane. No bollards can be erected as it is for motorized vehicles also. Councillor Hardy suggested a sign saying "Slow". Councillor Woodhouse suggested if the entrance it kept naturally narrow at this end it will preclude the use of vehicles and also keep speed down. Councillor Hardy said about 50 tons of road planings are being stock piled but Highways have to move them within two weeks. It has been agreed to take them to a farm in Stokesley and Mr Hardy will bring them over with a tractor & trailer when needed.

- b. Traffic in Back Parsons Lane. Copies of his correspondence with NYCC Highways has been provided by Mr Longbotham and sent with a covering letter from the Council to Mr Smith of NYCC, Thirsk. The Chairman said the signage has not been changed.
- c. No Cold Calling Zone. The Chairman reported that he had spoken to Mr Lewis, NYCC Highways about the No Cold Calling signs. These cannot be put on the 30 mph signs but he suggested using a telegraph pole or lamp post and there is one on Cooper and Butcher Lanes which can be used. The Chairman will inform Trading Standards. The Chairman also asked whether there were grants available for restoring sign posts and unfortunately there are none at the moment. Mr Lewis suggested a firm called Cleveland Corrosion Control and they provided an estimate of £1,265 including VAT. The Parish Council is allowed to paint the signpost.
- d. Pride in Potto. Carry forward to next month.
- e. Dog Fouling. Parish Plan Action 16. Regarding the dog that wanders, the Council could talk to the owner now or monitor things over the Christmas period. Councillor Woodhouse thought there had been enough monitoring. The Chairman asked whether the Council should send a letter or contact the owner direct. Councillor Woodhouse suggested we ask advice from District Councillor Mrs Fortune.
- f. Freedom of Information Act. Circular from the Information Commissioner's Office. Councillor Woodhouse proposed, seconded by Councillor Hardy, that the Council adopts the new model publication scheme. This was agreed unanimously.

7. Finance.

The Councillors went through the figures for a budget for the next financial year 2009-2010. A contingency fund for elections was included. It was agreed to fund a new seat out of this year's funds. Councillor Hardy proposed, seconded by Councillor Woodhouse, that the Council precept for £2,500 for the next financial year. This was agreed unanimously. In response to the comment from the auditors about reviewing the Council's approach to risk assessment, the Chairman will look on the NALC/SLCC website. The Chairman asked Councillor Woodhouse to firm up the price of the new seat. The Council is happy to have one made from recycled plastic. The balances in the Council's accounts are as follows:

| | |
|--------------------------|------------------------------|
| Community Account | £1,039.07 (10 December 2008) |
| Business Premium Account | £1,697.93 (9 December 2008) |

District Councillor Mrs Fortune joined the meeting.

8. Report from District Councillor Mrs Fortune

She urged everyone to be extra vigilant about their homes and outbuildings and to please take note of strange vehicles. The District Council no longer has a Dog Warden but someone can be brought in to deal with problems. She will request a dog refuse bin for the south end of the green lane. Councillor Hardy volunteered to have a word with the dog owner. District Councillor Mrs Fortune suggested reminding dog owners in the newsletter especially that the Village Hall is used as a nursery.

9. Telephone Kiosk

The Chairman said that we did have a letter about the removal of telephone kiosks from the District Council but the post code given was for Potto Hall. BT has now removed the telephone kiosk from the middle of the Village. The Chairman had spoken to Mr Cole from the District Council who had referred him to BT and after some difficulty was able to talk to the Project Liaison Officer for Payphones. BT has admitted their mistake in giving the wrong post code and removing the box but consider they have gone through the due process and they are not reinstating it. District Councillor

Mrs Fortune suggested writing to William Hague MP. The Council agreed to write to Mr Hague and Mr Cole. Mobile phone reception is poor in Potto.

10. Maintenance of Potto Stell.

Councillor Woodhouse had circulated an e mail from a resident concerned that Potto Slack had reached a very high level as it crossed Station Lane near the Old Station House. The Council agreed to ask for the stream to be cleaned out.

11. Village Hall

Councillor Hardy said she had spoken to Mr Salmon who said there was nothing that he could find out about who owned the access lane to the Village Hall. In his opinion he thought the people who have right of access should look at the possibility of clubbing together to re-surface it. The Clerk mentioned the e mail which had come from YLCA in August on this matter. Councillor Hardy will give a copy to Mr Salmon.

One quote had been received for the work specified on the access lane.

The minutes of the Management Committee meeting held on 1 December will be circulated to Councillors. £400 profit had been made on the Polyjesters evening. There is a Magic Evening on 9 January. There is £5,076 in the current account and £5,217 in the reserve account. The Chairman reported on on-going correspondence about up dating the annual accounts for the Village Hall for the Charity Commission. The Parish Council are Trustees and Councillors have to be named on the Charities Commission website which also gives other details. Councillors present agreed to this.

12. Correspondence

- a. E mail from YLCA giving details of the NALC Conference to be held on 21 February 2009 in York. This had been forwarded to Councillors.
- b. E mail from Gary Fielding, Assistant Chief Executive, NYCC, thanking the Council for their input to the budget and council plan consultation. Forwarded to Councillors.
- c. Thank you letter from Hambleton Citizens Advice Bureau for the Council's donation.
- d. Circular from CE Electric offering supplies of leaflets on "Preparing for Mother Nature". Received.
- e. Summary of Accounts 2007-8 and Community Fire Safety leaflet from North Yorkshire Fire & Rescue Authority. Circulate to Councillors.
- f. Country Air magazine and Annual Report from Rural Action Yorkshire. Circulate to Councillors.
- g. Performance Matters magazine from York & North Yorkshire Waste Partnership. Circulate to Councillors.
- h. Newsletter from York & North Yorkshire Playing Fields Association. Circulate to Councillors.
- i. Fieldwork magazine from CPRE. Circulate to Councillors.
- j. Update from Hambleton District Council and posters on recycling. Poster on Local Meetings for Local People. The Stokesley meeting will be on 19 January. These will be put on the notice board.
- k. Winter Service leaflets received from NYCC. They will be put in the notice board.

The Chairman declared the meeting closed at 9.15 pm.