

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON  
MONDAY, 20<sup>th</sup> January 2014 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman), Mrs E Griffin, Mr C Courtman-Stock and District Councillor Mrs B Fortune.

Apologies for absence were received from: The Clerk, Mr G Woodhouse and County Councillor Mr T Swales.

The Chairman explained that the Clerk had declined to attend the meeting due to the distress caused by a correspondence from Councillor Woodhouse received earlier in the day. Councillor Griffin agreed to record the minutes for the meeting in the absence of the Clerk.

**Meeting Open to the public**

Mr Mark Hardy was in attendance.

Mr Hardy explained that he had been involved in the community project to improve the surface of the Bridleway to Swainby, however he felt frustrated that there had been considerable delays in the project while funding for the hire of equipment was sought. Mr Hardy asked if there was a problem with requesting assistance from NYCC Highways and could a process be put in place prior to the next project to ensure that it could be implemented efficiently.

The Chairman said that the Parish Council had pursued several channels in an effort to secure suitable funding none of which were successful.

District Councillor Fortune explained that due to financial pressures HDC did not have finance available for a full maintenance program for the district.

The Chairman explained that funds had been built into the forthcoming budget to allow for Village Improvements and that through the various match funding programs the Parish Council should be able to apply for grant funding. These funds are however finite, and the Chairman stressed the need for advanced planning of projects in the future to allow for this process.

There is currently an invoice pending for the works completed.

Meeting closed to public at 7:25pm

**Parish Council Meeting**

The Chairman apologised for the late cancellation of the December meeting due to having to go overseas on business at short notice.

The minutes of November's meeting had been circulated for comment.

An Email had been received from Councillor Woodhouse regarding the draft minutes and the Chairman requested that this be dealt with under item 6 e.

There was some discussion around the wording of the minutes under item e, however it was agreed that the minutes were a true record of the November meeting and were proposed, seconded and unanimously accepted.

### **Police Report and Neighbourhood Watch**

No report received

### **Planning Decisions of Hambleton District Council**

12/01785/FUL – Construction of Photovoltaic Sun Tracking System

The Parish Council received a telephone call over the Christmas period from Mr Porritt thanking them for their support.

### **Planning Applications**

None

### **Matters Arising from last month's meeting**

- a) Footpaths – Several correspondences have been exchanged with NYCC Highways regarding the state of the footbridge at the end of the Bridle path to Swainby. The response was extremely poor until County Cllr Swales & District Cllr Fortune were copied in.
- b) Un-surfaced portion of Cooper Lane – The committee has been advised that it is not advisable to commence work during the winter months, and will re-start again in the spring.
- c) Stell System – The Stell system is currently clear and operating well.

Email from Mr Richard Stokes.

Potto Flood Defences – The Environment Agency has revised its flood maps to reflect the work that has been carried out in the village.

- d) Cooper Close Road Surface – The surface has been monitored since the last meeting and was felt to be in good order.

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- e) Councillor Woodhouse – Potto Parish Council accepts the findings of the Standards board and will implement the recommendations given. Therefore Potto Parish Council will apply the censorship by way of;
1. Advising Cllr. Woodhouse that No letters or e-mails are to be sent out by Cllr. Woodhouse, that have any reference to Potto Parish Council or its business, unless the Chairman has seen the content/or the content is something that has been discussed by the members of the Council and agreed.
  2. All correspondence to be sent via the clerk.
  3. Cllr. Woodhouse will not hold or collect future information regarding the views of the residents.
  4. Failure to comply with these recommendations in future would result in the Parish Council asking Cllr. Woodhouse to relinquish his position on the committee.

This action clearly supports the Standards Committee in their findings. The motion was nominated, seconded and unanimously passed.

Email from Cllr Woodhouse.

Since the above action Cllr Woodhouse has contacted the Parish Council via email regarding the minutes of the meeting held in November which he did not attend asking for the recorded minutes to be changed.

The lengthy email criticised the Parish Council and the Clerk and it is believed that Cllr Woodhouse has not complied with the Code of Conduct for Councillors once again and the contents of his correspondence is bringing the Parish Council into disrepute.

A discussion ensued and it was noted that;

1. The Clerk is distressed and felt that she could not attend the Parish Council meeting given the circumstances.
2. The criticism of the Parish Council affects all of its members in that;

The remainder of the committee present felt that Cllr Woodhouse's behaviour has created a situation that has become untenable, and that his

behaviour and actions have resulted in an environment that is not conducive to the effective operation of the Parish Council. Therefore Cllr Woodhouse is to be asked to relinquish his position on the Parish Council as it has become clear that it is only used when it suits him. This should take effect a.s.a.p.

The motion was nominated, seconded and unanimously passed.

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### **Finance**

Community account: £3,874.73

Business Account: £3,003.02

### **Reports from County and District Councils**

A report was given by District Cllr Fortune.

### **Village Hall**

The Potto Annual New Year's Dinner was held in the village hall at the weekend.

### **Any Other Business**

Correspondences were forwarded by Email.

The Chairman declared the meeting closed at 8.25 pm.

**\*Next month's meeting date Monday 17th February 2014 at 7.15pm\***

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON  
MONDAY, 17 FEBRUARY 2014 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman), Councillor Mr C Courtman-Stock, District Councillor Mrs B Fortune and County Councillor Mr T Swales

Apologies for absence were received from: Councillor Mrs E Griffin, Mr G Woodhouse and Mr I Macpherson.

The Parish Council was not quorate.

**Parish Council Meeting**

The minutes of last month's meeting had been circulated, and will be signed at next month's meeting if sufficient councillors are present.

**Police Report and Neighbourhood Watch**

We have not received a report from PCSO Terry Rodgerson since November 2013, Clerk will email to request a report or/and attendance.

**Planning Decisions of Hambleton District Council**

None

**Planning Applications**

14/00082/FUL – Change of agricultural land to domestic and construction of a domestic storage/workshop building at Lane House, Potto.

Mr Steve Agar was present on behalf of Mr & Mrs Thompson, as they are out of the country. Mr Agar Stated that the current site, in the paddock to the rear of the property was located on agricultural land and understood that domestic buildings could not be built on agricultural.

County Councillor Mr T Swales commented that land less than 2 acres is not classed as agricultural land.

It was agreed to request comments from councillors who are not present and had viewed the plans, as comments need to be in by 27 February and will notify Mr Agar of comments.

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

- a) Footpaths – There were 4 trees down on the footpaths in Potto due to the recent strong winds. All have now been cleared. Discussed possibly getting assistance from HMP Kirklevington Task Force to help to undertake projects on the footpaths.

- b) Un-surfaced portion of Cooper Lane – Councillor A Wilde met with Tim Carvell and the work is due to re-start in March.
- c) Potto Stell System – Email from Mr Stokes. Re. Minutes of October’s meeting. He assured us that he keeps his part of the stell clear and welcomes any inspection.

It is understood that there has been an agreement made with Mr Tarran and the environment agency to keep his part of the stell clear.

- d) Cooper Close Road Surface – Residents are monitoring the road surface.
- e) Councillor Woodhouse – Two letters have been sent to Councillor Woodhouse following the January 2014 meeting.
  - The first letter notified him of the Parish Councils adoption of the Standards Board’s findings in their recent hearing and the censorship agreed by the Parish Council.
  - The second letter was issued following Councillor Woodhouse’s subsequent behaviour and repeated breaching of the Councillors Code of Conduct, requesting him to stand down as a Councillor for Potto Parish Council.

No comments have been received back from Councillor Woodhouse regarding the letters, however he has sent an email to the Parish Council stating that he will be launching his own complaint.

### **Finance**

- a) Community Account: £ 3,874.73
- b) Business Account: £ 3,003.02
- c) Outstanding invoice for hire of the dumper trucks used on footpaths.
- d) HDC requested information on the 2014/15 precept, however this could not be agreed due to the council not being quorate so preliminary figures were given.

### **Reports from County and District Councils**

District Councillor Mrs B Fortune had nothing to report.

County Councillor Mr T Swales had attended a site meeting regarding the Bridleway from Hutton Rudby to Sexhow. Cllr Swales reported that schools and homes for older people in the area are doing well. The Bridle path and the footbridge at the Gold Hill Loop Road were discussed, The council has sent many emails, but when Cllr Swales was copied into an email and got an instant response. County Councillor Mr T Swales requested to be kept informed of progress. The possibly using the old Potto Slack bridge was discussed.

**Village Hall**

- a) Minutes from the Village Hall meeting have been circulated. Informed that the solar panels on the Village Hall now generate an income of £400, instead of the previous year's electricity costing the hall £900!
- b) A grant for the Village Hall was refused due to not having enough trustees, and that 2 of the trustees are related (PPC Chairman & Clerk) it was suggested that the chairman and clerk of the village hall committee are made trustees, and that additional Potto Parish councillors are made trustees..
- c) Mrs Tarran bequeathed £10,000 to Potto Village Hall which would cover most of the costs or new lights for the hall.

**Correspondence**

- a) Email from Mr R Stokes – Well done to all for improving the bridleway to Swainby. Requested the usage of the bridleway to be clarified.  
Road maintainable at public expense, Walking, Riding, Powered Bicycles, horse drawn vehicles. It is not a 'green lane' and not for the use of motor vehicles (cars).
- b) Letter from Mr I Wray – Re. Un-surfaced portion of Cooper Lane, asking why the work has stopped. Work will re-start in March, would not work over winter as they would get a good finish on the road.

The Chairman declared the meeting closed at 7.50 pm.

**Next month's meeting date Monday 17 March 2013 at 7.15pm**

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON  
MONDAY, 17 MARCH 2014 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman), Councillor Mr C Courtman-Stock, Councillor Mrs E Griffin and District Councillor Mrs B Fortune

Apologies for absence were received from:, Mr G Woodhouse, Mr I Macpherson and County Councillor Mr T Swales

**Parish Council Meeting**

The minutes from January and February's meetings had been circulated and were signed by the Chairman after being agreed as a correct record.

**Police Report and Neighbourhood Watch**

The clerk had contacted the Police and PCSO Terry Rodgerson, as we had not received any correspondence since November 2013.

Replies have been received from PCSO Terry Rodgerson and Sergeant Nick Hill, No PCSO's on duty tonight to be present, however there are 2 new PCSO's in training.

A report was submitted from November 2013 onwards; 7 January, a battery and electric fence was stolen from Potto, 23 February, a bird scarer was stolen in Potto and 7 March criminal damage was done to the Lodge in Potto using paint.

**Planning Decisions of Hambleton District Council**

14/00082/FUL – Change of agricultural land to domestic and construction of a domestic storage/workshop building at Lane House, Potto – Application was approved.

**Planning Applications**

None

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

- a) Footpaths – District Councillor Mrs B Fortune suggested that there may be a possibly getting assistance from HMP Kirklevington Task Force to help to undertake community projects on the footpaths etc. She has spoken to Peter Cole regarding scheduling the works to be carried out, which will probably be nearer the end of the year, which gives time to plan for projects. – PPC to plan Jul/Aug time.

- b) Un-surfaced portion of Cooper Lane – Councillor A Wilde met with Tim Carvell and reported that the work is due to take place during the Easter holidays, as there will be less traffic to the village hall (Swainbees won't be using hall).
- c) Potto Stell System – No news
- d) Cooper Close Road Surface – Residents are monitoring the road surface.
- e) Councillor Woodhouse – The clerk, parish councillors, district and county councillors and others have received a chain of inappropriate emails from Cllr Woodhouse relating to minutes for Decembers parish council meeting. It was noted that as there was no parish council meeting in December and therefore there were no minutes recorded.

The council was very concerned over the nature and content of these emails, and discussed the matter in depth. It was agreed that these correspondences were inappropriate and in contradiction of the councillor's code of conduct, therefore the parish council unanimously agreed to refer the matter to the Standards Board

### **Finance**

- a) Community Account: £ 3,874.73
- b) Business Account: £ 3,003.39
- c) NYCC tax 20% increase, due to the precept increase to £500.
- d) PKF Littlejohn has sent a letter, requesting the annual audit, proposed to ask Roger Briesley to do internal audit again.
- e) Two cheques were agreed.
  - i. Upkeep of Whorlton Church Yard
  - ii. Clerks Salary Dec, Jan, Feb, Mar

### **Reports from County and District Councils**

District Councillor Mrs B Fortune reported that plans have been passed to build 16 affordable homes in Hutton Rudby (14 houses and 2 bungalows).

Councillor Fortune will be raising money again for SASH (Preventing youth homelessness) by sleeping in a box in Northallerton on Saturday night.

### **Village Hall**

- a) Minutes from the Village Hall meeting have been circulated.
- b) Trustee forms have been received back from chairman and clerk of PVH committee, the chairman also asked Councillors Mr C Courtman-Stock, Councillor Mrs E Griffin to be trustees.

### **Correspondence**

Already discussed

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**Any Other Business**

- a) The 20mph signpost has been struck and bent into Ross Neasham's hedge.  
Email to highways to put sign straight.
- b) There is a meeting regarding the Gypsy site soon.

The Chairman declared the meeting closed at 8.00 pm.

**Next month's meeting date Monday 21 April 2013 at 7.15pm**

**\*\*RE-ARRANGED FOR MONDAY 28 APRIL DUE TO EASTER BANK HOLIDAY\*\***

**MINUTES OF THE ANNUAL ASSEMBLY FOR THE ELECTORS  
OF POTTO HELD ON MONDAY, 28 APRIL 2014 AT 7.15 PM  
IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman), Mrs E Griffin, Mr C Courtman-Stock, District Councillor Mrs B Fortune and County Councillor Mr T Swales

Apologies for absence were received from: Mr G Woodhouse

The minutes of last year's meeting had been signed as a correct record on 20 May 2013.

**Matters Arising from the Minutes**

None.

**Police Report and Neighbourhood Watch**

None received.

**Financial Statement**

- A statement of accounts for the year ended 31 March 2014 was presented by the Financial Officer as of the end of the financial year PPC had £6478 in its funds which included £3000 for Election contingency, £3000 for the unsurfaced portion of Cooper Lane and £450 in Grants etc for Cooper Lane.
- There has been no invoice received from Mr Cornforth for the Parish grass cutting, this has been followed up with Mr Cornforth.
- Roger Briesley has kindly agreed to carry out the internal audit again this year.

**Chairman's Report**

The Chairman read out his annual report. A copy will be circulated to councillors and posted on the website.

**Annual Reports from County and District Councillors**

County Councillor Mr T Swales reported that the number of Councillors will decrease by 1/3, there will be more work with community projects and working with other councils. There will be 30 extra care homes built by 2020, 65% of the population of North Yorkshire will be OAP's by 2020. Smaller schools will be consolidated together. Due to funding levels highways is functioning at unacceptable levels, they are making emergency repairs only.

District Councillor Mrs B Fortune wanted to thank Mr George Hopper and his PRAG group for their work on the stell systems and working with their joint efforts with other agencies for the flood alleviation system. Councillor Fortune urges people to check their Council Tax bills to see where their money is being used. There has been no rise in Council Tax this year, and is hoping for the same next year. Councillor Fortune stated that

she is always happy to help people and it has been a joy to work with Potto Parish Council over the past 12 months.

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### **Village Hall**

The Village Hall Committee have not had their AGM yet, however they have had a letter from Solicitors, regarding the estate of the late Mrs Tarran, who has left £10,000 for the village hall.

AGM CLOSED 7.35PM

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON  
MONDAY, 28 APRIL 2014 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman), Mrs E Griffin, Mr C Courtman-Stock, District Councillor Mrs B Fortune and County Councillor Mr T Swales

Apologies for absence were received from: Mr G Woodhouse

**Parish Council Meeting**

The minutes from March's meetings had been circulated and were signed by the Chairman after being unanimously agreed as a correct record.

**Police Report and Neighbourhood Watch**

No report received.

Councillor Courtman-Stock enquired about why Sexhow Lane was closed off a few days ago, along with part of Stokesley. It was reported that there was an incident involving firearms but there were no details available.

**Planning Decisions of Hambleton District Council**

None

**Planning Applications**

None

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

- a) Un-surfaced portion of Cooper Lane – The Chairman has spoken to Tim Carvell, and Keith the contractor was due to carry out the works over the Easter holidays. However, due to work pressures, they were unable to attend; they will try to carry out the works in the May ½ term holidays. Tim is putting pressure on the contractor to ensure this happens.
- b) Potto Stell System – Nothing to report, we will organise an inspection around September.
- c) Councillor Woodhouse  
District Councillor Mrs B Fortune left the room, as will be sitting on the Standards Board panel.

- I. Referral of Cllr Woodhouse to Standards Committee – Letter received from Louise Hancock of HDC - Hearing to be held on 8 May at 2.30pm.

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- II. A series of Emails were received from Cllr Woodhouse which constituted a complaint against the Chairman & Clerk. It was agreed by Potto Parish Council that the complaint was completely unjustified and unfounded, however the Parish Council felt that in-order to remaining completely impartial the documents should be forwarded to HDC for review. Councillors noted that the content and tone of the Emails received from Cllr Woodhouse were totally unacceptable.
- III. It was noted that Cllr Woodhouse has not attended a Parish Council meeting since October 2013; advice will be sought from HDC. .

**Finance**

- a) Community Account: £ 3,474.73
- b) Business Account: £ 3,003.39
- c) £312.77 insurance quote received.

**Reports from County and District Councils**

Discussed in AGM.

Stell inspection to be scheduled for September.

A meeting with the Kirklevington Task force is to be scheduled for July/August time.

**Village Hall**

- a) Minutes from the Village Hall meeting have been circulated.
- b) The next event at the Village Hall will be the Snake Davis band, who were very popular at their last gig.

**Correspondence**

- a) Letter from 10 Downing Street, regarding Tax Rebate.
- b) Parliamentary Elections 22 May 2014
- c) Superfast Broadband is now up and running in Potto.

The Chairman declared the meeting closed at 8.00 pm.

**Next month's meeting date Monday 19 May 2014 at 7.15pm**

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON  
MONDAY, 19 MAY 2014 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman) and Councillor Mrs E Griffin

Apologies for absence were received from: Mr C Courtman-Stock, District Councillor Mrs B Fortune and County Councillor Mr T Swales

The Parish Council was not quorate.

**Parish Council Meeting**

The minutes of last month's meeting had been circulated, and will be signed at next month's meeting if sufficient councillors are present.

**Police Report and Neighbourhood Watch**

The clerk had contacted the Police and PCSO Terry Rodgerson, as we had not received any correspondence since March 2014.

**Planning Decisions of Hambleton District Council**

None

**Planning Applications**

None

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

- a) Un-surfaced portion of Cooper Lane –Tim Carvell, was present; and provided the council with a progress report, the works have started and it is hoped to be completed within the next week or so dependent upon the weather. Mr Carvell thanked Potto Parish Council for their support with getting the work done. Mr Carvell then briefly discussed the possibility of adopting the road, when the work is completed. The contractors invoice for £9,200 was presented and Mr Carvell explained that he had requested a more detailed breakdown of the costs as a portion of the road belongs to Potto Farm, and we have requested separate invoices for the farm and the village. The agreed breakdown is £3,000 from Parish Council £3,000 from the Village Hall and £3200 from residents.
- b) Mr Woodhouse
  - I. Mr Woodhouse has been sent a letter from the Parish Council, he has not attended the council meetings for 6 months, therefore under local government regulations he is automatically removed from the Parish Council.

- II. Potto Parish Council referred Mr Woodhouse to the HDC Standards Committee. At the meeting he was found to have broken the councillor's code of conduct on 2 of the 3 points the council put forward.

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- III. As agreed at the April 2014 Parish Council meeting, The Parish Council has forwarded [REDACTED] complaint regarding the Clerk and Chairman to the HDC Standards Committee. The Standards Board disregarded the complaint regarding the clerk, as it is not applicable. They are reviewing into the complaint regarding the chairman.

### Finance

- a) Un-surfaced portion of Cooper Lane – discussed above.
- b) Clerks salary – It was agreed to undertake a review of the Clerks salary to bring Potto in-line with national levels. Information on evaluating the clerk's salary was passed to Councillor Griffin for an independent review.
- c) Community Account: £ 5,224.73
- d) Business Account: £ 3,003.39
- e) Requested another invoice from Oliver Cornforth for the grass cutting, so that it can be paid.
- f) Annual audit is currently in progress by Roger Briesely.

### Reports from County and District Councils

None present.

### Village Hall

- a) Minutes from the Village Hall AGM meeting have been circulated, their accounts are looking good. Current reserves stand at £11,289 in their annual accounts. Projects for 2014 include;
  - Renewal of the village hall lighting and ceiling.
- b) The village hall has made an overall saving on electricity, compared to last year, through having the new solar panels
- c) The next event at the Village Hall will be:

Snake Davis band	7 June
Village Open Day	27 July
Village BBQ	31 August
Pudding Fest	Oct/Nov

### Correspondence

- a) Pride in Potto – Coffee Morning at 1 Cooper Close on 5 June 2.30 – 4.30.
- b) Campaign for rural England AGM.

- c) European parliamentary elections list.
- d) Hambleton council liaison meeting 5 June 7pm at the Civic Centre in Northallerton.

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**Any Other Business**

No news on the traveller site.

The Chairman declared the meeting closed at 7.55 pm.

**Next month's meeting date Monday 16 June 2014 at 7.15pm**

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON  
MONDAY, 16 JUNE 2014 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman) and Councillor Mrs E Griffin,  
Mr C Courtman-Stock, District Councillor Mrs B Fortune and County Councillor Mr T Swales

**Meeting Open To The Public**

Mr Tim Carvell made a report on the un surfaced portion of Cooper Lane, (See Matters Arising below)

**Parish Council Meeting**

The minutes from April and May's meetings had been circulated and were signed by the Chairman after being agreed as a correct record.

**Police Report and Neighbourhood Watch**

Report from Stokesley Police;

- there has been a burglary from a shed in Hutton Rudby,
- Suspicious vehicle were reported cold calling in Potto
- A motorbike was stolen from East Rounton.

All of these were followed up by Stokesley Police.

**Planning Decisions of Hambleton District Council**

Appeal Decisions against HDC;

Appeal A: APP/G2713/A/13/2206676,  
Appeal B: APP/G2713/C/13/2207079,  
Appeal C: APP/G2713/C/13/2207082,

All the above appeals are regarding land off Goulton Lane. Appeals were lodged by the applicant to the decisions made by Hambleton District Council regarding the use of the site off Goulton Lane as a traveller's site. The appellant has succeeded in all three appeals. A maximum of two caravans are now permitted on the site. The Parish Council was concerned that it had not been consulted as part of the appeal process and agreed that a response should be forwarded to the Planning Inspectorate.

**Planning Applications**

A member of the public has asked a question regarding a Cooper Close resident that has altered their garage roof from a flat roof to a pitched one. The question was "do they need planning permission for this?" the issue was discussed and it is understood that Planning Permission would not be required in this case.

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

- a) Un-surfaced portion of Cooper Lane – The edge of the road is still to be completed and there are some gaps which need cleaning up. The contractors invoice for £9,200 was presented and Mr Carvell explained that he had requested a more detailed breakdown of the costs as a portion of the road belongs to Potto Farm, and we have requested separate invoices for the farm and the village. The agreed breakdown is £3,000 from Parish Council £3,000 from the Village Hall and £3200 from residents. £9,000 has been paid so far and the other £200 is to be paid when the road is completed.

The Parish Council has encountered a number of problems transferring money from Barclays bank which is currently ongoing, however; Barclays stated we can still issue cheques. We are currently looking at changing banks if a more suitable arrangement can be found.

- b) [REDACTED]
- I. The parish Council received notification that [REDACTED] has been sent a letter requesting him to review his complaint.
  - II. [REDACTED] also sent an email regarding the March 2014 minutes, the Clerk has acknowledged based on advice from HDC.
  - III. As agreed at the April 2014 Parish Council meeting, The Parish Council has forwarded [REDACTED] complaint regarding the Clerk and Chairman to the HDC Standards Committee. The Standards Board disregarded the complaint regarding the clerk, as it is not applicable. They are reviewing into the complaint regarding the chairman.
- c) Pride in Potto - Email from Pam Fanthorpe and Karen Hopper who look after the villages beautiful flower displays. Requested donation towards plants in the village - £25.00 donation agreed.
- d) Letters from Mr Stéphany
- I. Council Tax Increases – a response has been sent to Mr Stéphany explaining the increases and confirming that Potto's Parish council precept is one of the lowest in North Yorkshire.
  - II. Use of Kirklevington personnel – a response has been sent to mr Stephany referencing the fantastic work carried out by this group in Swainby, Hutton Rudby, Osmotherley and Stokesley. It was also confirmed that the personnel from Kirklevington were only one of the options discussed.

**Finance**

- a) Clerks salary – It was agreed to undertake a review of the Clerks salary to bring Potto in-line with national levels. Information on evaluating the clerk's salary was passed to Councillor Griffin for an independent review.
- b) Annual audit is currently in progress by Roger Briesely.

- c) Community Account: £ 5,424.73
- d) Business Account: £ 3,003.76

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### **Reports from County and District Councils**

County Councillor Mr T Swales discussed road closures due to the Tour De France starting in North Yorkshire, all road closures will be available to view online.

The Crathorne road is due to be closed and re-surfaced in the next few weeks.

OFSTED states that all schools in the county are doing well.

There are now pay and display parking meters in place in Northallerton High Street.

### **Village Hall**

Minutes from the Village Hall meeting minutes have been circulated. Village Open Day will be on Sunday 27 July.

### **Correspondence**

- a) Clerk received an email from Martin Richards to contact Diane Henry for forms to co-opt a new councillor to the Parish Council.
- b) Tanfield Parish Council contacted the clerk regarding local grass cutters we use, Tanfield is a long way from Potto.
- c) Monitoring officer is now Gary Nelson – Martin Richards to still be contacted in the first instance.

### **Any Other Business**

- a) Due to the clerk and another councillors being on holiday when the July meeting is scheduled, it was agreed to have a 'summer break' and return in August.
- b) Councillor Courtman-Stock has agreed to trim any small areas of grass for the village i.e. benches and paths.

The Chairman declared the meeting closed at 8.10 pm.

**Next month's meeting date Monday 18 August 2014 at 7.15pm**

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON  
MONDAY, 18 AUGUST 2014 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman), Councillor Mr C Courtman-Stock and District Councillor Mrs B Fortune

Apologies for absence were received from: Councillor Mrs E Griffin and County Councillor Mr T Swales

The Parish Council was not quorate.

**Parish Council Meeting**

The minutes of last month's meeting had been circulated, and will be signed at next month's meeting if sufficient councillors are present. We have two residents who have expressed an interest and will hopefully joining the council over the next two months.

**Police Report and Neighbourhood Watch**

Report from Stokesley Police;

- 2 males in a white van have been reported selling fish in Crathorne.
- The gates at Potto Caravan Park have been vandalised.
- A haystack at the back of Preston's has been set on fire and a haystack on a field farmed by Mr John Porritt has also been set on fire.

All of these were followed up by Stokesley Police.

**Planning Decisions of Hambleton District Council**

None at this time

**Planning Applications**

None at this time.

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

- a) Un-surfaced portion of Cooper Lane – The edge of the road is still to be completed and there are some gaps which need cleaning up. Email was sent to County Councillor Mr T Swales, but not heard anything yet. Contact Highways, who came to look, but could not get a straight answer and asked to speak to the boss. The chairman and Mr Carvell got some coldlay tarmac as a temporary measure, and is still chasing highways.
- b) [REDACTED] has made a complaint to the Information Commissioner under the Freedom of Information Act against the Parish Council.
- c) Traveller site – to keep monitoring.
- d) The Parish Council Insurance has been renewed at a new lower price.

- e) Footpaths – Councillor Mr C Courtman-Stock and Mr M Hardy have strimmed several of the footpaths in the Parish. The responsibility lies with either the land owner or the District Council.

**770**

### **Finance**

- a) Clerks salary – It was agreed to undertake a review of the Clerks salary to bring Potto in-line with national levels. Information on evaluating the clerk's salary was passed to Councillor Griffin for an independent review.
- b) Cheque issued to Potto Village Hall and Insurance.
- c) Potto Village Hall had given PPC the incorrect invoice for hire, they gave us the invoice or Swainbees, Correct invoice now received and paid.
- d) Community Account: £ 1,515.73
- e) Business Account: £ 3,003.76

### **Reports from County and District Councils**

District Councillor Mrs B Fortune discussed affordable houses being built in the area. Hutton Rudby have not yet had the go ahead, but will do soon for 16 affordable houses to be built, which should start later this year.

### **Village Hall**

Minutes from the Village Hall meeting minutes have been circulated. The Village Open Day on Sunday 27 July was very successful, despite the off downpour, and manage to raise £2,200. The police also made an appearance and were very warmly received by the villagers.

### **Correspondence**

- a) A letter was received from Mrs M Cousins, regarding the cutting of the roadside verges on Butcher lane. The cutting of verges is the responsibility of the landowner not the responsibility of Potto Parish Council. NYCC have also announced that they will be reducing the current levels of verge cutting.
- b) The village plan will be due for a revamp in the next year or so. Discussed affordable houses in Potto and need to develop a neighbourhood plan.

### **Other Business**

Mr John Porritt gave a donation to the village, the donation of £100 was gratefully received by the Potto Village Hall Committee.

The Chairman declared the meeting closed at 7:45 pm.

**Next month's meeting date Monday 15 September 2014 at 7.15pm**

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON  
MONDAY, 15 SEPTEMBER 2014 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman), Councillor Mr C Courtman-Stock, Councillor Mrs E Griffin and District Councillor Mrs B Fortune.

**Meeting Open to the Public**

Mrs V Williams was present,

**Parish Council Meeting**

Apologies for absence were received from: County Councillor Mr T Swales

The minutes from April and May's meetings had been circulated and were signed by the Chairman after being agreed as a correct record.

**Co-option of Parish Councillors**

The Parish Council has previously advertised the vacant councillor posts with no response, the Parish Council are now able to co-opt a new councillor. Mrs V Williams and has expressed an interest in joining Potto Parish Council.

Mrs Williams was interviewed by councillors, District Councillor Mrs B Fortune asked Mrs Williams to tell the council about herself. Mrs Williams had moved to Potto in 2008 from Suffolk, and wished to be part of the local community she is currently an active member of the Potto Village Hall Committee. Councillor Fortune discussed a little about the openness of the parish council, and how councillors should not have personal agenda's rather they should represent the views of the whole community.

Mrs Williams enquired about any foreseen future issues for the village which may be upcoming, and a discussion followed covering police reports, the formerly un-surfaced portion of Cooper Lane, the stell system, planning applications, village plan etc.

It was proposed to Co-opt Mrs V Williams onto Potto Parish Council, the motion was unanimously agreed.

**Police Report and Neighbourhood Watch**

Report from Stokesley Police;

- Burglary in Skutterscelf, where a quad bike and mountain bike were stolen.
- 36 batteries, worth £4,000 stolen from the Vodaphone aerial in Hutton Rudby.

All of these were followed up by Stokesley Police.

- No further information has been received regarding the haystack fire on field farmed by Mr John Porritt.

## **Planning Decisions of Hambleton District Council**

None at this time

## **Planning Applications**

14/01813/FUL – Construction of a single storey storage agricultural building 19mx12m x4m high. Following a discussion by Councillors It was proposed to recommend approval for the application, the motion was unanimously agreed.

## **Matters Arising from last month's meeting**

- a) Un-surfaced portion of Cooper Lane – The edge of the road is still to be completed and there are some gaps which need cleaning up, Councillor Wilde and Mr Carvell have laid cold-lay tarmac on edge, and more is to go down. There is around £400 left in the budget money to hopefully cover the costs to finalise the work.
- b) [REDACTED] has made a complaint to the Information Commissioner under the Freedom of Information Act against the Parish Council. The issue relates to a Parish Council meeting that was cancelled in December 2013. The issue was discussed and the Parish Council has made its representation for an appeal against the decision and will follow up.
- c) Traveller site – Under its planning regulations the site can accommodate a maximum of 2 caravans and it is not allowed to operate any business from the site.
- d) The Parish Council Insurance has been renewed at a new lower price, this insurance also covers such village events such as the open gardens and annual BBQ.
- e) Footpaths – Councillor Mr C Courtman-Stock and Mr M Hardy have strimmed several of the footpaths in the Parish. The responsibility lies with either the land owner or the District Council, farmers need to re-instate footpaths if the crops grow over them.

## **Finance**

- a) Clerks salary – It was agreed to undertake a review of the Clerks salary to bring Potto in-line with national levels. Information on evaluating the clerk's salary was passed to Councillor Griffin for an independent review.
- b) Cheque issued to Oliver Cornforth for grass cutting in 2013 and 2014. Potto Village hall rental and the road resurfacing project.
- c) Donation to Potto Village Hall from Mr Porritt.
- d) Community Account: £ 1,515.73
- e) Business Account: £ 3,003.76

### **Reports from County and District Councils**

District Councillor Mrs B Fortune discussed that the dark nights are setting in soon, to lock sheds and windows etc, and to keep an eye on your neighbours and to report anything suspicious.

Councillor Fortune advised the Parish Council that army cadet's may be using the field off the bridle path for training purposes.

Gritting requirements in the village were discussed.

### **Village Hall**

Minutes from the Village Hall meeting minutes have been circulated. The new ceiling and lighting have been installed at a cost of £14,000. Asbestos was found in the ceiling. The walls have also had a new coat of paint.

The Potto BBQ was a success with approximately 120 people attending. The next event will be 'Pudding Fest' on Saturday 11 October.

### **Correspondence**

- a) A letter was received last month from Mrs M Cousins, regarding the cutting of the roadside verges on Butcher lane. It was noted that it is the land owners responsibility to cut hedges etc. The use of different contractor's was discussed, as the new contractor doesn't have equipment, suitable for cutting the grass where the verges are raised.
- b) A letter was received from Whorlton Church, asking for an annual donation. The Clerk will check when the last payment was made.

### **Other Business**

Discussed arranging a meeting to inspect the stell system possibly in October. Chairman to check with George, Environmental Agency and District Councillor Fortune.

The Chairman officially welcomed Mrs V Williams to Potto Parish Council.

The Chairman declared the meeting closed at 8:25 pm.

**Next month's meeting date Monday 20 October 2014 at 7.15pm**

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON  
MONDAY, 20 OCTOBER 2014 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman), Councillor Mr C Courtman-Stock, Councillor Mrs V Williams and District Councillor Mrs B Fortune.

Apologies for absence were received from: Councillor Mrs E Griffin and County Councillor Mr T Swales

**Meeting Open to the Public**

Mr T Carvell was present to discuss the current status of the recently surfaced portion of Cooper Lane and presented an invoice for grouting the expansion joints in the concrete.

**Parish Council Meeting**

The minutes from September's meetings had been circulated and were signed by the Chairman after being agreed as a correct record.

**Police Report and Neighbourhood Watch**

Report from Stokesley Police;

- Two separate reports of poachers sighted on land in Potto.
- Report of an injured horse in Potto.
- Cows were loose in the road, police attended and returned the cows to their field.

Discussed that the dark nights are now setting in and clocks will be going back, residents are encouraged to lock sheds and windows etc, and to report anything suspicious.

**Planning Decisions of Hambleton District Council**

None at this time.

**Planning Applications**

- a) 14/01813/FUL – Construction of a single storey storage agricultural building – the application was discussed and it was agreed that the application should be recommended for approval.
- b) 14/01813/FUL – 14/01954/OUT Siting of a manager's accommodation at Goulton Beck Caravan Park – the application was discussed and it was noted that there is currently a 10 month limitation on occupying the park, it was also noted that the proposed building would also be in view of the road. The council recommended refusal.

### **Matters Arising from last month's meeting**

- a) Un-surfaced portion of Cooper Lane – It was agreed to review the monies left in the budget, there is some grouting works and tarmac work still needing to be completed.
- b) [REDACTED] has made a complaint to the Information Commissioner under the Freedom of Information Act against the Parish Council. The Parish Council has made its representation for an appeal against the decision.
- c) An email was received by Parish, District and County Councillors from [REDACTED] which it was agreed was inappropriate.
- d) Footpaths – The Chairman has inspected at the Style at the bottom of the Cooper Lane adjacent to the Bridle path the new resident next to the footpath said he will kindly repair the style on the footpath.
- e) Councillor Wilde and Mr G Hopper undertook an inspection of the stell system; all the stells are clean except for one open stell. It is understood that there is an agreement in place between Mr Tarran and the Environmental Agency, that this stell will be maintained by the Environmental Agencies responsibility. Chairman will contact Nigel Darling. A report will be prepared and submitted to residents and the Environment Agency. The Parish Council would like to thank Mr Hopper for his time and efforts with the stell system.

### **Finance**

- a) YLCA membership renewal, £124, agreed.
- b) Pride in Potto requested a donation earlier this year, we agreed £25, however there is £30 in the budget, so agreed to raise the donation to £30.
- c) Grit bin at the bottom of the village requested, the council agreed for one there and one at the end of the newly surfaced portion of Cooper Lane. Also to purchase salt, Mr Macpherson volunteered to maintain the salt bin at the bottom of the village.
- d) Audit fees, late getting audit in, charged £30 because they had to send a chasing letter, sent letter back to auditors opposing charge.
- e) Whorlton Church grounds donation request, £200 agreed
- f) Problems accessing Barclays Bank again, 'technical fault' at their end.
- g) Parish Council 2015 precept in by 31 December to Hambleton District Council. The chairman gave out copies of suggested budget precept. This will be an item on next month's agenda.
- h) Review of current Parish Plan will be required soon.

### **Reports from County and District Councils**

District Councillor Mrs B Fortune discussed the cutting of the grass on the verge next to Mrs Cousin's land, it was noted that this land belongs to highways, not Mrs Cousans.

It was noted that Oliver Cornforth's machine is unable to cut the verges at such an angle, and the Parish Council may need to change contractors back to Andrew

Hutchinson. District Councillor Fortune suggested contacting Clive Thornton to obtain a definitive map showing where responsibilities lie for verges in the Parish.

**776**

### **Village Hall**

- a) Minutes from the Village Hall meeting minutes have been circulated. 'Pudding Fest' on Saturday 11 October was very successful, and the residents enjoyed tucking into some lovely puddings. There is also a poetry night coming up soon.
- b) Additional Trustees of Potto Village Hall are required, Councillors of PPC are requested to consider becoming trustees, to make important decisions on the village hall if/when required.

### **Parish Plan and future projects**

A review of the current status of the Parish Plan is required.

The Parish Council agreed to investigate putting into place a neighbourhood plan, as it currently attracts grants and '106 money'. It was agreed to review currently available options.

### **Other Business**

Discussed the footbridge bridge over stiel on Mr Claytons land, this has always only had one railing on one side, but it can be dangerous, people are also walking the wrong way over part of the footpath close by. The parish Council will requested John Marshall to come look at it.

The Chairman declared the meeting closed at 8:15 pm.

**Next month's meeting date Monday 17 November 2014 at 7.15pm**

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON  
MONDAY, 17 NOVEMBER 2014 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman), Councillor Mrs E Griffin, Councillor Mr C Courtman-Stock, Councillor Mrs V Williams, District Councillor Mrs B Fortune and County Councillor Mr T Swales

There were no apologies for absence.

PCSO Georgina Lodge was present.

**Parish Council Meeting**

The minutes from October's meetings had been circulated and were signed by the Chairman after being agreed as a correct record.

**Police Report and Neighbourhood Watch**

PCSO Georgina Lodge was present to give a report from Stokesley Police;

- Two separate reports of poachers sighted on land in Potto were received. Police attended both reports and no one was present when they arrived.
- A report of a suspicious male in Potto was received.
- Operation 'Bright' is continuing this year, police are patrolling the neighbourhoods after 3pm, and any houses that are left in the dark on an evening, are being checked by Police officers, and leaflets put through the letterbox to encourage people to leave a light on to deter burglars.
- 'Rural Watch' - also known as Country Watch and Farm Watch - are part of the Neighbourhood Watch scheme, and operate specifically to serve farm and rural land owners. The scheme has force-wide backing throughout the districts covered by North Yorkshire Police. It is administered by both Neighbourhood Watch and North Yorkshire Police. They are looking for volunteers in the area, as this can be a huge help to the local police force and local people would easily recognise suspicious vehicles, people etc.
- The current Lights Out campaign was discussed, the street lights in Potto are turned off at around 1.00am, some areas/villages feel they are being targeted – however the times of such crimes do not co-inside with the times that the street lights are turned off. This is the case in Great Ayton and Great Broughton. Councils will not re-consider turning lights on unless there has been a lot of activity or antisocial behaviour in that area.

**Planning Decisions of Hambleton District Council**

- a) 14/01813/FUL – Extension to Brook House - Approved
- b) 14/01950/FUL – Agricultural Building - Approved

**Planning Applications**

- a) 14/02237/FUL – Potto Fields Farm Extension to main dwelling

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

- a) Un-surfaced portion of Cooper Lane – Grouting works on extension gaps has been completed. After reconciliation, all the funds have now been spent. The ramp from onto the main road work still needing to be completed. Chairman to speak to Mr Carvell about completing the work. A salt bin has also been put at the end of the road.
- b) The Parish Council has appealed the decision of the Information Commissioner under the Freedom of Information Act. The Parish Council has made its representation to the appeal tribunal against the decision, no further information is available at this time.
- b) Footpaths – County Councillor Swales informed us of a proposed diversion of one of the footpaths in Potto, away from farm buildings. This is out to public consultation and the paperwork should be on its way in the post.
- c) Councillor Wilde and Mr G Hopper undertook an inspection of the stell system, a report was completed and will sent around to the councillors. Councillor Wilde will contact Nigel Darling at the Environment Agency to discuss the condition of the stell in Mr Tarrens field.

**Finance**

- a) YLCA membership renewal, It was agreed to renew the YLCA membership.
- b) New grit bins have been purchased for the bottom of the village; Mr Macpherson volunteered to maintain this salt bin. As discussed earlier, a bin has also been purchased for the end of the newly surfaced portion of Cooper Lane. The Parish Council also purchased additional road salt supplies. It was agreed to pay the invoice.
- c) An invoice from Mr Carvell for £86.40 for road grouting on the newly surfaced section of Cooper Lane was presented. It was agreed to pay the Invoice.
- d) The Parish Council 2015 precept is due in by 31 December to Hambleton District Council. The chairman gave out copies of suggested budget precept. This will be an item for discussion on next month's agenda.
  
- e) Current Account                      £ 2,585.73
- f) Business Account                      £3,004.16
  
- g) The previous issues with accessing on-line banking with Barclays Bank have been resolved. Following several phone calls, several emails and 2 official complaints.

**Reports from County and District Councils**

County Councillor Swales discussed the consultations on libraries, one library will be protected in each district, Stokesley is our local library and there will be changes made there.

A wet, as opposed to snowy winter, is predicted on the long range forecasts, and discussed possibly purchasing some sand bags, just in case they may be required.

Discussed the road sign down the bottom of the village. There are 3 houses down a driveway, all the other 'offshoot' roads have an official road/house number sign, this one does not, who do we contact to get one? - District Councillor Fortune has some contact details of someone who could make a sign, however PPC would have to pay for the sign.

### **Village Hall**

- a) Minutes from the Village Hall meeting minutes have been circulated.
- b) Additional Trustees of Potto Village Hall are required, Councillors of PPC are requested to consider becoming trustees, to make important decisions on the village hall if/when required.

### **Parish Plan and future projects**

A review of the current status of the Parish Plan is required.

An investigation into putting into place a neighbourhood plan has been instigated and it was confirmed that we would be eligible for a grant, however this would have to be spent by April next year as this will be the end of the current grant period. A new grant period will start in April and the Parish Council will consider applying at this time.

It was discussed that it may be better to 'refresh' the current plan as opposed to making a whole new plan.

The Chairman declared the meeting closed at 8:10 pm.

**Next month's meeting date Monday 15 December 2014 at 7.15pm**

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON  
MONDAY, 17 DECEMBER 2014 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman), Councillor Mrs E Griffin, Councillor Mrs V Williams.

Apologies for absence were received from: Councillor Mr C Courtman-Stock, District Councillor Mrs B Fortune and County Councillor Mr T Swales.

**Parish Council Meeting**

The minutes from November's meetings had been circulated and were signed by the Chairman after being agreed as a correct record.

**Police Report and Neighbourhood Watch**

- Report of a male entering The Dog and Gun pub after closing time and acting suspiciously. No offences disclosed.
- Report of Horse boxes parked in a dangerous position on Black Horse Lane. Officers attended and there was no trace of the vehicles.
- Concerns for welfare of dogs. Officers are called to the location in Potto after it was reported that a number of dogs were living in poor conditions. Officers attended location and report made to RSPCA.
- Reports of trespassers on land with dogs on Parsons Lane. Officers attended and conduct an area search with no trace.
- Reports of five men on land with dogs on Black Horse Lane. Officers attended the location and conduct an area search with no trace.

**Planning Decisions of Hambleton District Council**

- a) 14/01954/OUT Siting of managers accommodation at Goulton Beck caravan park – Refused

**Planning Applications**

- b) 14/02237/FUL – Potto Fields Farm Extension to main dwelling – The application was discussed and the council recommended approval.

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

- a) Un-surfaced portion of Cooper Lane – The ramp from onto the main road work still needing to be completed, however the weather is too cold at the moment, and will re-start when the weather is warmer.
- c) The Parish Council has appealed the decision of the Information Commissioner under the Freedom of Information Act. A decision notice was received from the tribunal dismissing the appeal and this will be circulated to Councillors.
- d) Footpaths – nothing to update on at this moment.
- e) Stell System – Letter received from Nigel Darling at the Environment Agency regarding the condition of the stell in Mr Tarrens field, they are endeavouring to resolve this issue.

**Finance**

- a) The Parish Council has requested a precept of £5000 for 2015 to allow for increased costs and additional village improvements,
- b) Two official complaints have been sent to Barclays, following the problems with the bank accounts. Reply received saying will respond within 30 days, reply received at 30 days, saying another 30 days, which has now ran out.
  
- c) Current Account                      £ 1,242.53
- d) Business Account                      £3,004.53
  
- e) PAYE £600 penalty charge has now been adjusted to zero after chairman pointed out compliant mistake.

**Reports from County and District Councils**

No Councillors were present.

**Village Hall**

- a) Minutes from the Village Hall meeting minutes have been circulated.
- b) Swainbees nursery is closing down, due to a shortage of children, therefore cannot get the grants they need to stay open.
- c) Cathy Watson is retiring from the position of clerk to Potto Village Hall committee, therefore we will need a new trustee for the Village Hall.
- d) Discussed possible grants for interned in the village hall and a defribulator.

**Correspondence**

- a) Diversion of footpath on Goulton Lane notice. Suggested re-divert along old railway line, as too close to fast corner with poor visibility and large Lorries use the road.
- b) Standards board are looking for new members to sit on their panel.
- c) Thank you letter received from Whorlton thanking for the donation for the upkeep of the church yard at Whorlton.
- d) Xmas tree recycling – will put leaflet in notice board.

**Any Other Business**

Potto Parish Council would like to thank Mr Preston for the kind donation of the Xmas tree, it is looking beautiful in the church yard.

Potto Parish Council would like to wish everyone a Merry Christmas and a Happy New Year for 2015.

The Chairman declared the meeting closed at 8:00 pm.

**Next month's meeting date Monday 19 January 2015 at 7.15pm**