

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON  
WEDNESDAY 16 JANUARY 2019 AT 7.00 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman), Councillor Mr S Agar,  
Councillor Mrs E Griffin, Councillor Mr I Macpherson and County Councillor Mr D Hugill.

Apologies received from: Councillor Mr J Greco

**Parish Council Meeting**

The minutes of December's meeting were discussed proposed and seconded and unanimously agreed.

**Police Report and Neighbourhood Watch**

The Police report was received via email. Two reports of poachers on 30/12/18 and 06/01/19. vehicle registration was obtained and passed to Police to follow up.

**Planning Decisions of Hambleton District Councils**

None

- a. 18/00339/FUL - Construction of a two storey dwelling. 37 Cooper Lane Potto.

No decision heard regarding this application despite it being 5 months past closing date. Councillor Hugill informed still waiting flood report. The Parish Council have already sent its comments in recommending refusal.

- b. 18/02419/FUL - Revised submission of 18/00159/FUL for demolition of two smaller storage structures and reduction in height & conversion of existing large storage structure into one, single-storey, bungalow dwelling with integral garage and associated external alterations to provide new brick walls and tiled roof externally, new windows & doors, access driveway, gardens/curtilage behind 1 metre high boundary fence and new tree planting line, Land Adjacent To Rawcliffe Cooper Lane Potto.

Consultation Period Ongoing. Determination deadline 4<sup>th</sup> Feb. Discussed comments copied to the Parish Council from a resident. The Parish Council have already sent its comments in recommending refusal.

- c. 18/02556/FUL Side garage extension with pitched roof and front dormer windows to house, 50 Cooper Lane Potto. (PPC recommended approval 19.12.18).

Councillor Hugill has spoken to a Potto resident regarding the planning process.

**Planning Applications**

- a. 19/00030/FUL - Revised application for a proposed single storey front, side and rear extension. And to add a single roof light to kitchen. 7 Cooper Close Potto DL6 3HF  
The councillors looked at the plans and unanimously recommend for approval.

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

Footpaths and Un-Classified Road (Bridle-path) –

The new access gate remains padlocked; however it was reported that the chain around the gate has been removed. To pursue with Andy Brown and letter to Mrs Hogg, who owns the property.

One of our Councillors contacted Mr March who said the footpath stile that runs onto his land had rotted away, this is to be re-instated.

Discussed email receive and circulated from Ben Jackson, Public Rights of Way Office at NYCC. Regarding the bridge and ford at the end of the bridleway. They are looking into removing the concrete block to the ford where horses cross. Awaiting date from Ben for site visit.

Discussed the ongoing issue of upgrading the narrow bridge from the bridleway on to Goldgate Lane to improve access for buggies etc. Councillor Macpherson will look at getting some quotes for the job.

The stell inspection is due, Councillor Wilde and Councillor Macpherson will complete together shortly.

Discussed footpath near bridge on Goulton Lane being closed. Previous application had been received and it should still be open as application was refused.

Discussed difficulties using footpath past Robinsons farm. Councillors will carry out an update the footpath audit, and possibly posting on parish website.

Discussed possibility of wooden footpath signposts (like one at far end of bridleway).

A newsletter was sent out to residents over Christmas and will be available to download from the parish website.

### **Parish Plan**

Following the recent meeting; final draft stage. Hope to be completed by March 2019.

Discussed some of the comments from parishioners in the questionnaire.

Confirmed Minutes from meeting must be published within 30 days. If a meeting is not quorate, therefore cannot be accepted until next meeting, then must publish a draft set of minutes. Minutes are available on the village notice board or on the Potto website.

Stells, most are clear but inspection will take place shortly.

Planning, discussed many recent applications and process followed.

Councillor Macpherson queried if any comments regarding motorcyclists in the village, were included in the questionnaire.

Discussed action plan developed as part of the plan, It was noted that this should be presented for adoption by the Parish Council. Councillors stated that ownership of the actions should not be 100% for the Parish Council.

A letter has been received from Ingby Arncliffe Parish Council regarding their village design statement, this was passed to the parish plan committee.

### **2016/17 Annual Return**

Investigation of the objection is ongoing.

### **2017/18 Annual Return**

Investigation of the objection is ongoing.

### **Finance**

a) Bank Accounts	
I. Community Account	£ 6,154.04
II. Business Account	£ 2,112.31

- b) The donation to Whorlton PCC, for the upkeep of Whorlton Church. Whorlton PCC has sent their thanks to the Parish Council.
- c) Elections are due May 2019. We can have a maximum of 5 councillors.
- d) Budget Review – proceeding as per target.
- e) The precept has been sent to Hambleton Council and acknowledged.
- f) Email has been received from the YLCA with the new pay rates for clerks. Send to Councillor Griffin for her review.
- g) A payment of £112.46 has been received from NYCC for highway verge cutting.

### **Standing Orders**

To be discussed at as part of annual meeting of electors in April 2019.

### **Report from County and District Councillors**

Cllr David Hugill provided an update on current activities in HDC and NYCC.

Discussed the squeeze on budgets throughout North Yorkshire, however it was noted that out of this, some services are becoming a lot more efficient. Discussed the problems Northamptonshire Council had, luckily we are not in their situation.

Highways have been discussing salt heaps, which are not very cost effective.

Potto PC pays for its own salt for the village and has paid for 7 salt bins from their own budget.

Discussed money for pot holes, there is a new highways manager, Andy Davies in Thirsk so we are waiting to see what his plans are.

Discussed Parsons back lane, only half was resurfaced. Cllr Hugill suggested raising highways issues via the portal.

- Slow signs on the road in village were not reinstated.
- Sign approaching the bend from the north is still in the hedge and has been turned.
- Parsons back lane surface.
- Ford and bridge to Goldgate Lane
- Road Closed sign at end of Cooper Lane next to the pub.

Asked who the new Planning Enforcement Officer was, as Hazel has left. Discussed that there has been 3 caravans on the Gypsy site recently. Only permitted one.

Discussed footpaths within Potto parish, most land owners have received the letters. A few more to send.

### **Village Hall**

The minutes from Potto Village Hall meeting have been received and circulated.

Next event is the New Year dinner on 26 January 2019.

Discussed that Potto Village Hall are currently looking at plans to have an accessible toilet for visitors.

### **Correspondence**

28 email Correspondences have been received from one member of the public in January so far;

Each correspondence was discussed, and responses actioned as appropriate, where required reviews were undertaken.

It was reported that the same member of the public had submitted a complaint to the Standards Board regarding Councillor Wilde.

It was noted once again the disproportionate amount of effort required by the Parish Council in dealing with one single member of the public. The Parish Council will endeavour to make every effort to minimise the costs to parishioners.

**Any other business**

There is a 'Road Closed' sign and large bollard at the end of the road to the village hall and the portion of road which has not been completed. Complaints have been received from people using the village hall.

'it was noted that a number of vehicles from Preston's of Potto have been coming through the village. It was agreed to contact Preston's.

The number of caravans at the traveller's site near Preston's of Potto was noted and discussed.

The Chairman declared the meeting closed at 8.45pm

**Next month's meeting date Wednesday 20 February 2019 at 7.00pm**

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON  
WEDNESDAY 20 FEBRUARY 2019 AT 7.00 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman), Councillor Mr S Agar, Councillor Mr J Greco, Councillor Mrs E Griffin, Councillor Mr I Macpherson and County Councillor Mr D Hugill.

**Meeting open to the Public**

3 members of the Parish Plan Steering Group were present to present the draft Parish Plan for 2018 – 2028 to the council. The draft plan is made up of three parts; descriptive summary of responses from the public consultation, an action plan and a separate results document.

The parishioner's responses are reproduced verbatim in the latter. There will be a review of the action plan half way through the 10 year plan.

Discussed each action within the plan. Some of the comments are noted below:

Action No. 5 - County Councillor Hugill happy to assist with funding.

Action No. 7 and 8 – would need to approach Highways to find options.

Action No.12 - Bridge - Councillor Macpherson is currently seeking quotes for the bridge over the river to Swainby, quotes from highways £4,500 for a wooden bridge and £20,000 for a highways standard bridge. Discussed to possibly look at lottery funding. Sometimes Parish Councils cannot apply for funding – but sub-committees can.

Action No. 14 – Look into information regarding the sewer delivery pipes from when the flood scheme was done as statement said pipes were adequate for village.

Action No. 16 – PPC look after verges, hedges are land owners responsibility.

Action No. 20 – Advice on broadband will be subject of an article in the Potto newsletter.

With a few amendments; the Parish Council will look to vote on the formal adoption the plan at the AGM in May.

**Parish Council Meeting**

The minutes of January's meeting were discussed proposed and seconded and unanimously agreed.

**Police Report and Neighbourhood Watch**

The Police report was received via email. Nothing to report.

Since receiving report we have been informed of break in to secured outbuildings in the parish.

**Planning Decisions of Hambleton District Councils**

- a. 18/02556/FUL Side garage extension with pitched roof and front dormer windows to house, 50 Cooper Lane Potto. Granted. Noted that the building work proceeding is not compliant with the approved plans.
- b. 18/02559/TPO Works to trees subject to Tree Preservation Order 1978/02. Granted

**Planning Applications**

None

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

Footpaths and Un-Classified Road (Bridle-path) –

- The new access gate remains padlocked; despite it being reported that the chain around the gate has been removed. To pursue with Andy Brown and letter to Mrs Hogg, who owns the property.
- One of our Councillors contacted Mr March who said the footpath stile that runs onto his land had rotted away, this is to be re-instated.

## 930

- Councillor Macpherson has been getting some quotes for the job. £4,500 for a wooden bridge and £20,000 for a highways standard bridge
- Dog fouling is still a huge issue for the bridleway; we will be getting some sign's sprayed onto the path shortly. Councillor Macpherson will contact dog warden for a site visit.
- The stell inspection is due, Councillor Wilde and Councillor Macpherson will complete together shortly.
- Discussed footpath near bridge on Goulton Lane being closed. This is due to a failed small bridge, which will be fixed in the summer, councillors to look into updating the footpaths audit.
- Remaining letters to be sent out to land owners re. Keeping footpaths clear.
- The increased number of caravans at the traveller's site near Preston's of Potto was noted and Hambleton council have been contacted.

### **Parish Plan**

Discussed in Public Meeting

### **FOI Requests**

A number of FOI complaints have been submitted by a member of the public, these will be discussed under correspondence.

### **Complaint against Chairman**

A member of the public's complaint against the chairman was rejected by the HDC standards board in January, the same member of the public raised a further complaint in January this complaint was also rejected by the DHC standards board.

### **2016/17 Annual Return**

Investigation of the objection is ongoing by PKF Littlejohn.

### **2017/18 Annual Return**

Investigation of the objection is ongoing PKF Littlejohn.

### **Finance**

#### a) Bank Accounts

I. Community Account	£ 5,954.04
II. Business Account	£ 2,112.31

- b) Email has been received from the YLCA with the new pay rates for clerks. Sent to Councillor Griffin for her review.

### **Standing Orders**

To be discussed at as part of annual meeting of electors in May 2019.

### **Report from County and District Councillors**

The council has made £26 million in savings, but still has £14 million to find. Discussed the education referral unit in Harrogate for children outside of education are losing funding, trying to keep children in mainstream education.

A member of the public approached Councillor Wilde regarding the bins outside Potto Grange and the gate house, which are left by the side of the road 7 days a week. These have previously been blow into the road on a dangerous bend. Will speak to Gary Brown in Highways regarding this.

Discussed footpaths within Potto Parish, most land owners have received the letters. A few more to send.

**Village Hall**

The minutes from Potto Village Hall meeting have been received and circulated. Next event is the village quiz on 23 February 2019.

**Correspondence**

- a) 37 email Correspondences have been received from one member of the public in February so far; this total 93 emails from the same member of the public this year.

Each correspondence was discussed, and responses actioned as appropriate, where required reviews were undertaken.

It was noted once again the disproportionate amount of effort required by the Parish Council in dealing with one single member of the public. The Parish Council will endeavour to make every effort to minimise the costs to parishioners.

- b) Email from Sheena Spence at the YLCA, read out to councillors, date for her to meet with the councillors will be arranged for 14 March 2019 7pm.
- c) Email response from Preston's of Potto re. Lorries coming through village, circulated to councillors.
- d) Email from RAF Leeming, increased air traffic.
- e) Email correspondence from a member of the public regarding flood action plans, contact the Environment Agency

**Any other business**

Unacceptable contact policy has been received from Hambleton Council, discuss at March's meeting.

Elections will be coming up in May, notice to go on notice board on 19th March.

The Chairman declared the meeting closed at 8.50pm

**Next month's meeting date Wednesday 21 March 2019 at 7.00pm**

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON  
WEDNESDAY 20 MARCH 2019 AT 7.00 PM IN THE VILLAGE HALL**

Present: (Chairman) Councillor Mr J Greco, Councillor Mrs E Griffin and County Councillor Mr D Hugill.

Apologies received from: Councillor Mr A Wilde, Councillor Mr S Agar and Councillor Mr I Macpherson

**Parish Council Meeting**

The Parish Council was not quorate.

The minutes of February'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 Police report was received via email.

13/03/2019 21:49 Report of suspect circumstances of possible lampers/poachers on land at a farm in Potto. Officer attends with an area search conducted, negative gain of any suspects or vehicles.

**Planning Decisions of Hambleton District Councils**

- a. 19/00030/FUL - Revised application for a proposed single storey front, side and rear extension. GRANTED

Discussed 3 outstanding planning applications for the village, There is no further information on Hambleton planning portal regarding either application.

**Planning Applications**

- a. 19/00405/TPO - Works to trees subject to a Tree Preservation Order. Circulate to councillors and send comments into Hambleton as council s not quorate.

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

Footpaths and Un-Classified Road (Bridle-path) –

- The new access gate remains padlocked; despite it being reported that the chain around the gate has been removed.
- One of our Councillors contacted Mr March who said the footpath stile that runs onto his land had rotted away, this is to be re-instated.
- Remaining letters to be sent out to land owners re. Keeping footpaths clear.
- The increased number of caravans at the traveller's site near Preston's of Potto was noted and Hambleton council have been contacted. We have not had a response yet.
- Attempted sighting of dog waste bin at end of Cooper Lane. Residents objected to bins location, even though the location was legal. A dog waste bin was successfully sighted at the Gold Hill end of the bridleway.

**Parish Plan**

Ready to go for print. PPC to adopt at May's AGM.

**FOI Requests**

A number of FOI complaints have been submitted by a member of the public, these will be discussed under correspondence.

**2016/17 Annual Return**

Investigation of the objection is ongoing by PKF Littlejohn.

### **2017/18 Annual Return**

Investigation of the objection is ongoing PKF Littlejohn.

### **Finance**

- a) Bank Accounts
- |                      |            |
|----------------------|------------|
| I. Community Account | £ 5,854.04 |
| II. Business Account | £ 2,112.36 |
- b) Email has been received from the YLCA with the new pay rates for clerks. This was passed to Councillor Griffin for her review and she agrees with the NALC recommendation for the clerk's pay increase.

### **Standing Orders**

To be discussed at as part of annual meeting of electors in May 2019.

### **Report from County and District Councillors**

The County council is now in Purder with the upcoming elections in May.

Parishes will soon be able to purchase vehicle activated speed signs, however these must be properly sighted. A general reminder that County Councillor David Hugill does not deal with matters of governance and he is here to report on local issues.

Discussed website [www.roadworks.org](http://www.roadworks.org) very useful website which shows current and future planned roadwork's in your area.

### **Village Hall**

The minutes from Potto Village Hall meeting have been received and circulated.

Next event is Stevie Williams and The Most Wanted Band tomorrow night and Sam Dunn Organ Trio Friday 12th April 2019.

### **Correspondence**

- a) 48 email Correspondences have been received from one member of the public in March so far; this total 148 emails from the same member of the public this year.

Each correspondence was discussed, and responses actioned as appropriate, where required reviews were undertaken.

It was noted once again the disproportionate amount of effort required by the Parish Council in dealing with one single member of the public. The Parish Council will endeavour to make every effort to minimise the costs to parishioners.

- b) Email from Sheena Spence at the YLCA, read out to councillors, Meeting was arranged for 14 March, this was cancelled and date for her to meet with the councillors will be arranged as soon as possible, await further date from Sheena.
- c) Email from Highways, planned work on Parsons Back Lane, No further information.

### **Any other business**

Elections will be coming up in May, notice is on the notice board.

The Parish Council would like to offer its condolences to the Preston family.

The Chairman declared the meeting closed at 8.50pm

**Next month's meeting date Wednesday 17 April 2019 at 7.00pm**

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON  
WEDNESDAY 17 APRIL 2019 AT 7.00 PM IN THE VILLAGE HALL**

Present: (Chairman) Councillor Mr A Wilde, Councillor Mr S Agar, Councillor Mr J Greco and Councillor Mr I Macpherson

Apologies received from: Councillor Mrs E Griffin and County Councillor Mr D Hugill

**Parish Council Meeting**

The minutes of February and March's meeting were discussed proposed and seconded and unanimously agreed

**Police Report and Neighbourhood Watch**

The Police report was received via email. Nothing to report.

**Planning Decisions of Hambleton District Councils**

- a. 19/00249/FUL - Alterations and rear extension to existing property.  
Longlands, Goldgate Lane, Swainby - GRANTED

Discussed 2 outstanding planning applications for the village, There is no further information on Hambleton planning portal regarding either application.

**Planning Applications**

- a. 19/00575/MRC - Modification of previously approved application 18/02556/FUL - Side garage extension with pitched roof dormer windows to house. Springwell 50 Cooper Lane Potto.  
Councillor Agar declared an interest. Approved with comments. Potto Parish Council is concerned this is the second retrospective planning application this year for the property.
- b. 19/00405/TPO - Works to trees subject to a Tree Preservation Order. Approved – No comments.
- c. 19/00717/MRC - Application for variation of condition 2 (approved drawings) for previously approved application 18/01815/FUL - Amended drawings 218011 D (00)03 rev E. with drawing 18011-SPA-00-15 Proposed floor plans and 18011-SPA-00-16 Proposed elevations. The Old Orchard Cooper Lane Potto. Approved – No Comments.

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

- a. Footpaths and Un-Classified Road (Bridle-path) –
  - The new access gate remains padlocked; despite it being reported that the chain around the gate has been removed. This will be made into a kissing gate, emails from Rosie to bring equipment. Councillors agreed to complete on 1 May.
  - One of our Councillors contacted Mr March who said the footpath stile that runs onto his land had rotted away, this is to be re-instated.
  - Remaining letters to be sent out to land owners re. Keeping footpaths clear.
  - Discussed previous attempted sighting of dog waste bin at end of Cooper Lane. Residents objected to bins location, even though the location was legal. A dog waste bin will be sighted at Potto end of the bridleway.
  - Areas which are muddy during winter to be resurfaced.
  - Councillors to renew footpath Audit.
  - Discussed contacting parishioners to arrange working groups to keep footpaths clear.

- b. Dog Fouling –  
Councillor Macpherson has been working with HDC, Councillors can fine people who are caught. Discussed comments on Potto Patter today. Councillor Greco has spoken to the Dog Warden. Dave Granger Tel: 07741164931 who is happy to prosecute. Discussed this is a public health issue and discussed ways other areas deal with this issue.

### **2016/17 Annual Return**

Investigation of the objection is ongoing by PKF Littlejohn.

### **2017/18 Annual Return**

Investigation of the objection is ongoing PKF Littlejohn.

Unanimously agreed for Roger Brisley to carry out internal Audit for 2018/19.

### **Parish Plan**

Ready to go for print. PPC to review and adopt at May's AGM.

Invoice from Tim Carvell for Creative formatting and editing of Questionnaire £200.00 – Agreed

Invoice from Cathy Young for printing £12.60 - Agreed

### **FOI Requests**

A large number of FOI complaints have been submitted by a member of the public, It has been agreed these are vexatious correspondence.

### **Finance**

a. Bank Accounts

I. Community Account	£ 5,998.04
II. Business Account	£ 2,113.36

b. BHIB new Insurance provider. Annual cover £204.28 – Agreed.

c. YLCA Membership annual subscription £127.00 – Agreed.

d. Grant received from HDC for grass cutting within the village £144.00.

e. Email has been received from the YLCA with the new pay rates for clerks. This was passed to Councillor Griffin for her review and she agrees with the NALC recommendation for the clerk's pay increase. The councillors unanimously agreed to accept.

### **Standing Orders**

To be discussed at as part of annual meeting of electors in May 2019.

### **Report from County and District Councillors**

Not present. The County council is now in Purder with the upcoming elections in May.

### **Village Hall**

The minutes from Potto Village Hall meeting have been received and circulated.

Stevie Williams and The Most Wanted Band was very successful.

Next event: The Frozen Roman' - Friday 14th June 2019

### **Correspondence**

- a. 65 email Correspondences have been received from one member of the public since the last meeting so far; this totals over 220 emails from the same member of the public this year.

Each correspondence was discussed, and responses actioned as appropriate, where required reviews were undertaken.

It was noted once again the disproportionate amount of effort required by the Parish Council in dealing with one single member of the public. The Parish Council will endeavour to make every effort to minimise the costs to parishioners.

- b. Email from Sheena Spence at the YLCA, read out to councillors, Meeting was arranged for 14 March, this was cancelled and date for her to meet with the councillors will be arranged as soon as possible, await further date from Sheena.
- c. Email from Highways, planned work on Parsons Back Lane, The works are currently programmed to commence on 07/05/2019 and last for 5 working days.  
Posted on Potto Patter.

**Any other business**

The Current Parish Councillors were re-elected unopposed.

The Chairman declared the meeting closed at 8.30pm

**Next month's meeting date Wednesday 15 May 2019 at 7.00pm**

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON  
WEDNESDAY 15 MAY 2019 AT 7.00 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman), Councillor Mrs E Griffin, Councillor Mr J Greco and County Councillor Mr D Hugill

Apologies received from: Councillor Mr S Agar and Councillor Mr I Macpherson

One member of the public was present.

**Parish Council Meeting**

The minutes of April's meeting were discussed proposed and seconded and unanimously agreed

**Police Report and Neighbourhood Watch**

The Police report was received via email. Nothing to report.

**Planning Decisions of Hambleton District Councils**

- a. 18/02419/FUL - Revised submission of 18/00159/FUL for demolition of two smaller storage structures and reduction in height & conversion of existing large storage structure into one, single-storey, bungalow dwelling with integral garage - Land adjacent to Rawcliffe, Cooper Lane, Potto. **DECLINED**
- b. 19/00575/MRC - Modification of previously approved application 18/02556/FUL - Side garage extension with pitched roof dormer windows to house - 50 Cooper Lane, Potto **GRANTED**.

**Planning Applications**

None

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

- a. Footpaths and Un-Classified Road (Bridle-path) –
  - The new access gate is no longer padlocked, so will not be made into kissing gate.
  - One of our Councillors contacted Mr March who said the footpath stile that runs onto his land had rotted away, this is to be re-instated.
  - Councillors to renew footpath Audit.
  - Working group arranged for Sunday 19 May and volunteers are ready to help keep footpaths clear. Councillor Macpherson to confirm time, locations etc.
  - New person in charge of volunteer liaison at NYCC footpaths contacted the chairman as Potto is the most proactive council regarding footpaths.
- b. Dog Fouling – Councillor Macpherson not present to give update.
- c. YLCA meeting date to be confirmed with Sheena Spence.

**2016/17 Annual Return**

Investigation of the objection is ongoing by PKF Littlejohn.

**2017/18 Annual Return**

Investigation of the objection is ongoing PKF Littlejohn.

**Parish Plan**

First copy of the Parish Plan received by Potto Parish Council, some of the projects have already been completed such as the full resurfacing of Parson's Back Lane.

Unanimously agreed to accept the plan for the next 10 years. To be reviewed monthly.

Discussed possibly adding to the website and have a colour-coded part to show what's been completed.

**Policies and Procedures Review and Approval**

- a. Financial Regulations – No changes – Unanimously Agreed.
- b. Standing Orders – Small Changes, based on YLCA standard document – Unanimously Agreed.
- c. Risk Management Strategy – Review due to tonight’s comments in AGM – Unanimously Agreed for moment and add to agenda next month.
- d. Unreasonable Complaints Policy – Unanimously Agreed.
- e. Management of Unacceptable Contact Policy – Unanimously Agreed.
- f. Publication Scheme – no change – Unanimously Agreed
- g. Complaints procedure – No changes – Unanimously Agreed

**FOI Requests**

A large number of FOI complaints have been submitted by a member of the public, It has been agreed these are vexatious correspondence.

**Finance**

- a. Bank Accounts
  - I. Community Account £ 10,058.76
  - II. Business Account £ 2,113.36
- b. Potto Village Hall Hire £180.00 – Unanimously Agreed.
- c. Annual Return Accounting Statement and Governance Statement discussed and completed.
- d. Roger Brisley has the financial documents for audit.

**Report from County and District Councillors**

Discussed in AGM. Discussed fly tipping in areas including Parson’s Back Lane, Potto.

**Village Hall**

Discussed in AGM.

**Correspondence**

- a. 26 email Correspondences have been received from one member of the public since the last meeting so far; this totals over 250 emails from the same member of the public this year.

Each correspondence was discussed, and responses actioned as appropriate, where required reviews were undertaken.

It was noted once again the disproportionate amount of effort required by the Parish Council in dealing with one single member of the public. The Parish Council will endeavour to make every effort to minimise the costs to parishioners.

**Any other business**

None.

The Chairman declared the meeting closed at 8.45pm

**Next month’s meeting date Wednesday 19 June 2019 at 7.00pm**

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON  
WEDNESDAY 19 JUNE 2019 AT 7.00 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman), Councillor Mrs E Griffin, Councillor Mr J Greco and County Councillor Mr D Hugill

Apologies received from: Councillor Mr S Agar and Councillor Mr I Macpherson.

**Parish Council Meeting**

The minutes of May's meeting were discussed proposed and seconded and unanimously agreed

The minutes of the 2019 Annual General Meeting of Electors were discussed proposed and seconded and unanimously agreed

**Police Report and Neighbourhood Watch**

PCSO Dunn was present to share the Police report which was also received via email.

- Suspicious Circumstances:

- a. 23/05/19 21:05 Report of suspicious circumstances, Male entered the village hall earlier in the day and was seen to be hanging around the area. Officer attends male spoken with details taken all in order.
- b. 28/05/19 19:05 Report of suspicious circumstance, Males seen in fields in Potto possibly poaching. Officer attends with negative gain of suspects or vehicle.
- c. 06/06/19 16:03 Report of suspicious circumstance, Vehicle seen driving around a property in Potto. Officer attends Vehicle and driver details obtained, all in order.

- Beat Surgeries

Officers from Stokesley Neighbourhood Policing Team are holding beat surgeries on the first Friday of every month in Great Ayton and Swainby. We will be at The Discovery Centre 10:30-11:30am and The Rusty Bike Café 12:00-13:30pm.

- Stokesley Farmers Market

Officers from Stokesley Neighbourhood Policing Team and Police Support Volunteers will be at Stokesley Farmers Market on the first Saturday of every month from 9am.

Discussed comments from a member of the public who attended our AGM last month who asked if he Parish Council had discussed the safety of the council with the Police. We explained the situation to PCSO Dunn who advised the Clerk to log a call with 101 as this is clearly harassment.

Discussed electronic speed signs in village as we have just received a leaflet in the post; these are dealt with by highways or local council, not the Police. County Councillor Hugill said that there are Council approved electronic speed signs available.

**Planning Decisions of Hambleton District Councils**

- a. 19/00717/MRC - Application for variation of condition 2 (approved drawings) for previously approved application 18/01815/FUL, The Old Orchard Cooper Lane Potto – **Refused**.

**Planning Applications**

None.

Discussed development of barn that was approved on Goulton Lane, the property lies within the Faceby Parish.

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

- a. Footpaths and Un-Classified Road (Bridle-path) –
  - Councillors to renew footpath Audit.
  - 2 working parties have taken place and many volunteers helped even in poor weather. To clear the footpaths around the village.
- b. Dog Fouling – Councillor Macpherson not present to give update.  
Look to get prices of poo bag dispensers for either end of the bridleway
- c. YLCA meeting date to be confirmed with Sheena Spence councillors to confirm their availability.
- d. Risk Management Strategy – To be circulated to councillors

**2016/17 Annual Return**

Investigation of the objection is ongoing by PKF Littlejohn.

**2017/18 Annual Return**

Investigation of the objection is ongoing PKF Littlejohn.

**Parish Plan**

First copy of the Parish Plan received by Potto Parish Council, some of the projects have already been completed, to be reviewed monthly.

Discussed possibly adding to the website and have a colour-coded part to show what's been completed, awaiting spreadsheet from Parish Plan Committee.

**Internal Audit**

Mr Brisley has completed the internal audit, his report was read out and discussed, it was agreed to accept two minor housekeeping issues.

**FOI Requests**

A decision notice has been received from the FOIC following a large number of vexatious complaints submitted by a member of the public, subsequently, the member of the public has appealed against the ICO's ruling.

**Finance**

- a. Bank Accounts
 

I. Community Account	£ 9,758.76	
II. Business Account	£ 2,114.41	
- b. Invoices to Pay
 

○ Potto Village Hall Hire 2017-2018	£180.00	Unanimously Agreed
○ YLCA Membership 2019-2020	£127.00	Unanimously Agreed
○ Andrew Hutchinson Grass Cutting	£240.00	Unanimously Agreed
○ Parish Plan Printing	£279.00	Unanimously Agreed
○ Roger Brisley for internal audit	£120.00	Unanimously Agreed

Discussed defibrillator, pads need replacing 2 every years and the barriers every 4 years. Been approached by 'Starting Hearts' which is a charity based in Northallerton who will replace at a fee. Chairman will get prices.

**Report from County and District Councillors**

County Councillor Hugill is now the Chair of the Hambleton Scrutiny Committee.

Councillor Hugill reported on the large amount of fly tipping in the area, also the recycling single-use plastics.

Councillor Hugill discussed correspondence he had received from a Parishioner regarding motorbikes using the bridleway to Swainby. Majority of motorcyclists are courteous and do not disturb, unfortunately there are a few exceptions and the Council is monitoring the situation.

**Village Hall**

The Village Hall minutes have been circulated to Councillors.  
Discussed the Frozen Roman at the weekend and some upcoming events including the annual village BBQ on 7 July.

**Correspondence**

- Parish Liaison Meeting
- Standards hearing panel – Peter hall is now on the panel

**Any other business**

None.

The Chairman declared the meeting closed at 8.30pm

**Next month's meeting date Wednesday 17 July 2019 at 7.00pm**

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON  
WEDNESDAY 17 JULY 2019 AT 7.00 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman), Councillor Mr I Macpherson, Councillor Mr S Agar and County Councillor Mr D Hugill

Apologies received from: Councillor Mr J Greco and Councillor Mrs E Griffin.

**Parish Council Meeting**

The minutes of June's meeting were discussed proposed and seconded and unanimously agreed

**Police Report and Neighbourhood Watch**

PCSO Lodge emailed the Police report.

**Suspicious Circumstances:**

17/16/19 Passing attention requested re a building site in Potto, unknown offender/s had been seen to enter container on the site earlier in the day.

**Other Business:**

- Beat Surgeries

Officers from Stokesley Neighbourhood Policing Team are holding beat surgeries on the first Friday of every month in Great Ayton and Swainby. We will be at The Discovery Centre 10:30-11:30am and The Rusty Bike Café 12:00-13:30pm.

- Stokesley Farmers Market

Officers from Stokesley Neighbourhood Policing Team and Police Support Volunteers will be at Stokesley Farmers Market on the first Saturday of every month from 9am.

- Fraud Awareness Page

A North Yorkshire Police Fraud Awareness Facebook page has been created for the sole intention of putting fraud awareness in one place. Local police Facebook pages will still be used but everything fraud related will be updated by the Fraud Ambassadors in North Yorkshire.

**Planning Decisions of Hambleton District Councils**

None.

**Planning Applications**

None.

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

- a. Footpaths and Un-Classified Road (Bridle-path) –
  - o Complaint from one resident that too much was cut back from the bridle path.
  - o To contact Rosie from footpaths regarding gate and the other person for tools which were promised to PPC.
- b. Dog Fouling – Councillor Macpherson to chase dog warden regarding signs.
- c. YLCA meeting with Sheena Spence councillors to now planned for 23 August when councillors return from annual leave.
- d. Risk Management Strategy – To be circulated to councillors

**2016/17 Annual Return**

Investigation of the objection is ongoing by PKF Littlejohn.

**2017/18 Annual Return**

Investigation of the objection is ongoing PKF Littlejohn.

**FOI**

A member of the public has appealed the decision notice from the FOI Commissioner ref;

<https://ico.org.uk/media/action-weve-taken/decision-notice/2019/2614911/fs50802347-fs50800009-fs50787132.pdf>

**Parish Plan**

Councillor Agar circulated an excel spreadsheet of the Action Plan, which is to be added to the website once colour-coded for projects already completed or started.

Final steering group was held yesterday, looking at outstanding funds going to Pride in Potto project.

**Finance**

a. Bank Accounts	
I. Community Account	£ 8,832.76
II. Business Account	£ 2,114.41

The computer which was purchased for the clerk no longer works, budget for new one next year.

**Report from County and District Councillors**

Councillor Hugill reported on the large amount of fly tipping in the area, also the recycling single-use plastics. The on the spot fine for fly tipping has now risen to £400.

Road resurfacing locally, 'Potto top' had to be re-done due to inclement weather.

Discussed information received regarding replacing street lights to LED ones in Potto.

Potto & Swainby School had meeting with National Parks with plans for housing development on the site. Discussed electrical car hook-ups in Stokesley and site for a new crematorium has been identified and will be announced in September.

Councillor Macpherson enquired about legal hedge heights, Local councils have powers to deal with complaints about hedges over 2 metres high under Part 8 of the Anti-social Behaviour Act 2003 ('the Act) and the High Hedges (Appeals) (England) Regulations 2005. .

Discussed that 3 caravans are still on the Gypsy site near Prestons of Potto.

**Village Hall**

The Village Hall minutes have been circulated to Councillors.

Potto Annual Village BBQ was held last weekend and was very successful with over 100 people enjoying the day.

**Correspondence**

- o Email regarding replacement of six lamp posts in village –discussed earlier.

**Any other business**

None.

The Chairman declared the meeting closed at 8.30pm

**Next month's meeting date Wednesday 21 August 2019 at 7.00pm**

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON  
WEDNESDAY 21 AUGUST 2019 AT 7.00 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman), Councillor Mr I Macpherson, Councillor Mr J Greco, Councillor Mr S Agar and County Councillor Mr D Hugill

Apologies received from: Councillor Mrs E Griffin.

A member of the public was present.

**Parish Council Meeting**

The minutes of July's meeting were discussed proposed and seconded and unanimously agreed.

**Police Report and Neighbourhood Watch**

PCSO Lodge emailed the Police report, was circulated to Councillors.

**Suspicious Circumstances:**

16/08/19 - Report received of a male walking across farm land on Parson Back Lane with 2 lurcher dogs on leads. Officers attended and conducted an area search with no sightings of the male.

**Other Business:**

- Stokesley Farmers Market

Officers from Stokesley Neighbourhood Policing Team and Police Support Volunteers will be at Stokesley Farmers Market on the first Saturday of every month from 9am.

- Fraud Awareness Page

A North Yorkshire Police Fraud Awareness Facebook page has been created for the sole intention of putting fraud awareness in one place. Local police Facebook pages will still be used but everything fraud related will be updated by the Fraud Ambassadors in North Yorkshire.

**Planning Decisions of Hambleton District Councils**

19/00029/REFUSE Appeal - The Old Orchard Cooper Lane Potto

Application for variation of condition 2 (approved drawings) for previously approved application 18/01815/FUL - Amended drawings 218011 D (00)03 rev E. with drawing 18011-SPA-00-15 Proposed floor plans and 18011-SPA-00-16 Proposed elevations. Received by Hambleton District Council on 29 March 2019.

**Planning Applications**

None.

Discussed Hambleton's Local Plan, there is a draft available for comment until 17 September at: <https://www.hambleton.gov.uk/homepage/16/planning>

Discussed 3 pieces of land in Potto which have been highlighted for possible development. Councillor Agar will look into the plan and feedback to the other Councillors before the closing date.

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

- a. Footpaths and Un-Classified Road (Bridle-path) –
  - o To contact Rosie from footpaths regarding gate and Arrietty Heath for tools which were promised to PPC.
  - o Discussed state of footbridge at the end of the bridle path as the base is being eroded. Discussed the footpath on the old railway line that is being cut away by the stream Councillor Macpherson contacting Rosie and Environmental Agency.

- b. Dog Fouling – Councillor Macpherson to chase dog warden regarding signs.
  - o Examples shown to councillors of dog poo bag dispensers. Agreed to purchase two dispensers.
- c. YLCA meeting with Sheena Spence councillors was planned for 23 August however Councillors are away due to the bank holiday weekend. New date to be arranged.
- d. Risk Management Strategy – To be circulated to councillors

### **2016/17 Annual Return**

Investigation of the objection is ongoing by PKF Littlejohn.

### **2017/18 Annual Return**

Investigation of the objection is ongoing PKF Littlejohn.

### **2018/19 Annual Return**

228 page objection received by the PKF Littlejohn from a member of the public.

### **FOI**

A member of the public has appealed the decision notice from the FOI Commissioner ref: <https://ico.org.uk/media/action-weve-taken/decision-notice/2019/2614911/fs50802347-fs50800009-fs50787132.pdf>

### **Parish Plan**

Councillor Agar circulated an excel spreadsheet of the Action Plan, which is to be added to the website added a column for notes where projects already completed or in progress.

### **Finance**

- a. Bank Accounts
  - I. Community Account £ 8,512.76
  - II. Business Account £ 2,114.40
- b) Invoice received from Hambleton District Council for uncontested Election £100.
- c) Still having issues with Barclays Bank, unable to amend standing order for clerks pay from pay rises April 2018 an April 2019.

### **Report from County and District Councillors**

Discussed closed footbridge in Hutton Rudby locality and work that Potto Parish Council has done with Andy Brown's team.

A site has been identified for the new Crematorium and will probably be near Thirsk.

Discussed the Cycling World Championship commencing to the area, Northallerton will be hosting the time-trials.

### **Village Hall**

The Village Hall minutes need to be circulated to Councillors once received – not being sent to the generic PPC email account, being sent directly to the chairman. Requested they are sent to [pottopc@btinternet.com](mailto:pottopc@btinternet.com)

Potto Village Hall committee now has 7 members and a few events lined up including a play and the pocket Panto.

### **Correspondence**

- o Email from Auditors PKF Littlejohn acknowledging complaint from a member of the public.

### **Any other business**

Dates to be scheduled for another cutting of the bridleway and railway line. Also dates for steeple walk due in October and update of footpath survey.

The Chairman declared the meeting closed at 8.30pm

**Next month's meeting date Wednesday 18 September 2019 at 7.00pm**

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON  
WEDNESDAY 18 SEPTEMBER 2019 AT 7.00 PM IN THE VILLAGE HALL**

**1. Apologies for Absence**

Present: Councillor Mr I Macpherson (Chairman), Councillor Mrs E Griffin.

Apologies: received from: Councillor Mr A Wilde, Councillor Mr J Greco, Councillor Mr S Agar and County Councillor Mr D Hugill.

**2. Parish Council Meeting**

The Parish Council was not quorate.

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

**3. Police Report and Neighbourhood Watch**

PCSO Dunn emailed the Police report and was circulated to Councillors.

Nothing to report.

- Beat Surgeries - Local Beat Surgeries which are currently being held at The Discovery Centre, Great Ayton and The Rusty Bike Café, Swainby have been put on hold. Officers are currently looking into organising pop-in surgeries across all local areas. We will keep you updated as to when they are planned for your area.
- Stokesley Farmers Market - Officers from Stokesley Neighbourhood Policing Team and Police Support Volunteers will be at Stokesley Farmers Market on the first Saturday of every month from 9am.
- Happy Day Event, Stokesley - On Saturday 5th October, Stokesley Neighbourhood Policing Team will be attending the Happy Day Event which will take place at the Children's Play Park field on North Road at 10am. The event is a fun day to help promote our services to local residents in conjunction with many other agencies such as; NSPCC, Hambleton Hub, Police, Fire, Army, Stockton Riverside College plus many more.

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

None

**5. Planning Applications**

None

Discussed that planning applications are soon to be received via email, one designated person to download applications so that all councillors can view due to poor IT access.

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

- a. Footpaths and Un-Classified Road (Bridle path) – Councillor Macpherson will contact Rosie from footpaths regarding gate and Arrietty Heath for tools which were promised to PPC.
- b. Dog Fouling – stencils have been applied in the village to discourage dog fouling.
- c. YLCA meeting with Sheena Spence and councillors is scheduled for Friday 27 September 2019 at the Village Hall.
- d. Risk Management Strategy – Not quorate so will be discussed at next month's meeting.
- e. Dates to be scheduled for another cutting of the bridleway and railway line. Also dates for stell walk due in October and update of footpath survey.

**7. Parish Plan**

Councillor Agar was not present for an update.

**8. External Audit**

- a. 2016/17 Annual Return  
Investigation of the objection is ongoing by PKF Littlejohn.
- b. 2017/18 Annual Return  
Investigation of the objection is ongoing PKF Littlejohn.
- c. 2018/19 Annual Return  
228 page objection received by the PKF Littlejohn from a member of the public.

**9. YLCA Meeting**

The meeting with Sheena Spence has been arranged for 27 September 2019.

**10. FOI Request FS 50840633**

Read out response by Potto parish Council to the FOI regarding complaint from a member of the public.

**11. Finance**

- a. Bank Accounts
  - I. Community Account : £ 8,349.76
  - II. Business Account: £ 2,115.46
- b. Request from Whorlton PCC, for the upkeep of Whorlton Church – Council not quorate so will be discussed at next month's meeting.
- c. Still having issues with Barclays Bank, unable to amend standing order for clerks pay from pay rises April 2018 an April 2019.

**12. Report from County and District Councillors**

Not present.

**13. Village Hall**

The Village Hall minutes have been circulated to Councillors. The Great Potto Bake off will be held on Saturday 12 October 2019.

**Any other business**

- a. Councillor Macpherson will review plan of Potto street light update with Paul Gilmore, Electrical Engineering Manager from NYCC. Add to next month's Agenda.
- b. Discussed the trees which were planted around the villages, only around 50% are still growing. Add to next month's Agenda.
- c. The PPC October meeting will be moved back one week due to prior commitments from its members.

**Actions from this meeting/Next Month's Agenda**

- Online planning applications.
- Tools for maintaining footpath gates.
- Stell Walk and Footpath update.
- Risk Management Strategy.
- Whorlton PCC donation.
- Street Light update.
- Tree Planting.

The Chairman declared the meeting closed at 8.00pm

**Next month's meeting date Wednesday 23 October 2019 at 7.00pm**

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON  
WEDNESDAY 23 OCTOBER 2019 AT 7.00 PM IN THE VILLAGE HALL**

**1. Apologies for Absence**

Present: Councillor Mr A Wilde (Chairman), Councillor Mr I Macpherson, Councillor Mrs E Griffin, Councillor Mr J Greco, Councillor Mr S Agar.

Apologies: received from: County Councillor Mr D Hugill.

**2. Parish Council Meeting**

The minutes of Augusts' meeting were discussed proposed, seconded and agreed.

The minutes of September's meeting were discussed proposed and seconded and agreed.

**3. Police Report and Neighbourhood Watch**

PCSO Dunn emailed the Police report and was circulated to Councillors.

**Suspicious Circumstances:**

04/10/19 - Report received of vehicles in a field with dogs in the area of Butcher Lane. Officers attended the area, no one seen.

**Other Business: Chimney Safety**

Advice from North Yorkshire Fire and Rescue Service to help enjoy the fire you want and avoid the fire you don't. Before the cold weather begins take steps to keep your home safe by having your chimney swept by a professional to clear it of soot and other obstructions like bird nests and leaves. When it is time to light your fire use good quality dry fuel, don't burn paper or rubbish. Avoid storing your logs next to your fire and use a fireguard to protect against flying sparks. Before going out or going to bed make sure embers are extinguished. Test your smoke alarms are working and that you have a Carbon Monoxide alarm correctly positioned.

For further information on home fire safety please visit:

[www.northyorksfire.gov.uk/communitysafety](http://www.northyorksfire.gov.uk/communitysafety) where you can also book a FREE home fire safety visit. Alternatively you can call us on 01609 788545.

Mrs Young has now taken over from Mr Hardy as lead of Potto Neighbourhood Watch.

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

None

**5. Planning Applications**

a. 19/01900/FUL - 52 Cooper Lane Potto - Construction of car port.

The council looked at the plans and had no objections to the application, recommended for approval.

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

a. Footpaths and Un-Classified Road (Bridle path) – Councillor Macpherson has been trying to contact Rosie from footpaths regarding gate and Arrietty Heath for tools which were promised to PPC, he has not received a response at this time.

The hedges along the bridleway need to be trimmed back as they are starting to overgrow. Letters to be sent to land owners requesting this.

The footpath and stoll survey will commence on 8<sup>th</sup> November by the councillors.

- b. Dog Fouling – stencils have been applied in the village to discourage dog fouling.
- c. YLCA meeting with Sheena Spence was held on Friday 27 September 2019 at the Village Hall. Sheena has also received emails from a member of the public. She will send some points across to assist the council with how we operate.
- d. Policies and procedures – Risk Management Strategy – November meeting.
- e. Street Lighting – discussed lights along cooper lane leading to the village hall, lack of lights in some areas making walking dangerous due to portions of the road being incomplete.

## **7. Parish Plan**

Proposed invitation to inaugural meeting and agenda for Village Character Assessment meeting circulated to councillors. Clerk will circulate the villagers who said they would definitely/maybe like to be involved with village projects.

Invite villagers to come to next PPC meeting to discuss further (20 November).

Councillor Griffin discussed planting more trees in the village, Councillor Wilde has some endangered Black Poplar trees which he is happy to be planted around the village.

## **8. External Audit**

Letter from external auditors PKF Littlejohn read out regarding the 2016/17 Annual Return, 2017/18 Annual Return and 2018/19 Annual Return £240.00 invoice received from PKF Littlejohn.

FOI Request FS 50840633 - Complaint and appeal against vexatious behaviour by a member of the public, pending a decision by the ICO.

## **9. 2020/21 Precept**

A draft copy of the 2020/21 precept was circulated to councillors. Following discussions A few minor amendments were made and it was agreed that the precept will remain at £7,000, which is the same as last year.

Discussed Potto website, which is kindly maintained by Mr Whitlock it was agreed to, invite him to next meeting to discuss website and discuss payment for the service we receive.

## **10. Finance**

### **a. Bank Accounts**

- I. Community Account :       £ 11,924.76
- II. Business Account:       £ 2,115.46

- b. Request from Whorlton PCC, for the upkeep of Whorlton Church – £250.00 approved.
- c. We have been contacted by NYCC as they have not received a cheque for the uncontested election. We have checked our records and the check was written and posted. Re-confirm with NYCC that they have not received check and cancel old one.
- d. Still having issues with Barclays Bank, unable to amend standing order for clerks pay from pay rises April 2018 an April 2019. They are looking at why we do not have permission to edit our standing orders on the online banking website.

## **11. Report from County and District Councillors**

Not present.

## **12. Village Hall**

The Village Hall minutes have been circulated to Councillors. The Great Potto Bake Off was a very successful event. Discussed funding they have sought for the disabled access and toilets. Discussed funding and claiming back VAT, Councillor Wilde to speak to our internal Auditor Mr Brisley.

**13. Correspondence**

An email was received by a member of the public who has recently moved into Potto regarding parking and yellow lines near the notice board.

Discussed the posts on Facebook Potto patter regarding a resident speeding in the village, PPC had contacted Highways in previous years about the possibility of lowering the speed limit in the village to 20mph and we were told it was not possible. Reference was made to the Parish Plan which proposed approaching the relevant Highways Authorities (NYCC & HDC) to discuss a viable strategy for road safety in the Parish.

**14. Any other business**

None

The Chairman declared the meeting closed at 8.30pm

**Next month's meeting date Wednesday 20 November 2019 at 7.00pm**

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON  
WEDNESDAY 20 NOVEMBER 2019 AT 7.00 PM IN THE VILLAGE HALL**

**Meeting Open to the Public**

Village Character Assessment (VCA) meeting

Parishioners have been contacted via email (those who indicated they would like to be involved in projects from the Parish Plan) and also via the Facebook page 'Potto Patter. A number of parishioners have said they are interested, however; were unable to attend tonight's meeting. One member of the public was present to discuss the VCA.

As part of the recent Parish Plan exercise you expressed an interest in helping to develop the Village Character Assessment. It has taken slightly longer than anticipated to get to this stage (partly due to changes in staff at the District Council) but we now hope to get this process started very soon.

The first part of the process will be to hold a brief meeting of those interested with the aims of;

- Formation of a sub-committee, reporting to the Parish Council
- Outline the aims of the Village Character Assessment (VCA) – see summary below
- Look at examples of previous VCA's
- Discuss how the process is to be tackled
- Outline a programme

Cllr Macpherson recalled a history of Potto book, it was also noted that there is lots of information about the village and Station on the Potto website. Many of the people who have been in the village 20+ years will have old photos or houses which have interesting historical features. Councillor Wilde has copies of other VCA's which can be looked at to help create our own. County Councillor Hugill is to be contacted to see if he can offer any help. Next meeting to be arranged for January and other parishioners to be invited to attend.

**1. Apologies for Absence**

Present: Councillor Mr A Wilde (Chairman), Councillor Mr I Macpherson, Councillor Mrs E Griffin, Councillor Mr J Greco, Councillor Mr S Agar.

Apologies: received from: County Councillor Mr D Hugill.

**2. Parish Council Meeting**

The minutes of October's meeting were discussed proposed, seconded and resolved.

**3. Police Report and Neighbourhood Watch**

PCSO Dunn emailed the Police report and was circulated to Councillors.

The Police report has been sent in a new format.

Qualifier:	No of Incidents:	
Anti-Social Behaviour:	0	
Auto crime:	0	
Burglary:	Commercial: 0	Residential: 1
Criminal Damage:	0	
Theft (including from shops):	0	
Violence Against the Person:	0	
Other crimes including Drugs:	3	
<b>TOTAL THIS PERIOD:</b>	<b>4</b>	

Discussed aggravated burglary on 31 October in the village and stolen quad bikes. The councillors asked if someone from Stokesley Police can attend the next Parish Council meeting.

Mrs Young has now taken over from Mr Hardy as lead of Potto Neighbourhood Watch. Mrs Watson informed us that she is unable to circulate the minutes of the Neighbourhood Watch meetings due to GDPR.

#### **4. Planning Decisions of Hambleton District Councils**

- a. Ref. No: 19/01900/FUL. 52 Cooper Lane, Potto - Construction of car port – **Granted**.
- b. Ref. No: 19/01210/MRC. Oak Tree View, Goulton Lane, Potto – Appeal - Application for variation of condition No1 (approved plans - drawings submitted: 004(0), 003(0) and 001(0)) and condition No2 (visibility at the access, parking and turning, improvements to access) to previously approved application reference: 18/02658/MBN for Notification for prior approval for a proposed change of use of agricultural building to a dwelling house and associated operational development to include the insertion of a mezzanine to form the provision of a first floor (in part) – **Granted**.

#### **5. Planning Applications**

None

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

- a. - Footpaths and Un-Classified Road (Bridle path) – Councillor Macpherson has been trying to contact Rosie from footpaths regarding gate and Arrietty Heath for tools which were promised to PPC, he has not received a response at this time.
  - The hedges along the bridleway need to be trimmed back as they are starting to overgrow. Letters to be sent to land owners requesting this.
  - The footpath survey will commence on 29<sup>th</sup> November by the councillors.
- b. Dog Fouling – Councillor Greco has been contacted by Danny Wood to see if the Dog Warden has followed up on the previous fouling issues reported on the Bridlepath.
- c. The Stell inspection has been completed. Generally in good order although many leaves are still on the trees. One area which needs attention is near the river where most of the stell system enters the river. Councillor Agar has taken photos of major erosion along the river/footpath along the old railway line. This will be added to the footpath survey when it is completed later this month.
- d. Policies and procedures – Risk Management Strategy – January 2020 meeting.

#### **7. Parish Plan**

Councillor Griffin discussed planting more trees in the village, Councillor Wilde has some endangered Black Poplar trees which he is happy to be planted around the village. This should be done between now and February, as trees are dormant during this time.

#15 – Complete

#17 – Complete

#4 - Started

#### **8. External Audit**

A response was sent to the request for information from the Auditor

#### **9. FOI Responses**

None

#### **10. Finance**

- a. Bank Accounts
  - I. Community Account : £ 11,824.76
  - II. Business Account: £ 2,115.46
- b. Request from Whorlton PCC, for the upkeep of Whorlton Church – £250.00 approved.

- c. We have been contacted by NYCC as they have not received a cheque for the uncontested election. We have checked our records and the check was written and posted. Re-confirm with NYCC that they have not received check and cancel old one.
- d. Still having issues with Barclays Bank, unable to amend standing order for clerks pay from pay rises April 2018 an April 2019. They are looking at why we do not have permission to edit our standing orders on the online banking website.

**11. Report from County and District Councillors**

Not present.

**12. YLCA Meeting**

YLCA meeting with Sheena Spence was held on Friday 27 September 2019 at the Village Hall. Sheena has also received emails from a member of the public. She has sent some documents across to assist the council with how we operate.

**13. Village Hall**

The Village Hall minutes have been circulated to Councillors. Discussed funding and work to be carried out for the disabled access and toilets at the Village Hall, currently awaiting funding from more grants before work can hopefully commence in Feb/Mar 2020. Discussed possibility of claiming back VAT, Councillor Wilde to speak to our internal Auditor Mr Brisley.

**14. Correspondence**

Email received from RAF Leeming:

There will be increased aircraft movement for an exercise taking place from RAF Leeming from 6 November to 6 December 2019. The Station will be hosting various multi-national aircraft throughout that period. Low flying for short periods may be necessary, along with some exercising at night. We understand our responsibility as good neighbours to inform the local community of such events that are additional to our normal flying activities and every effort will be made to keep the disturbance to a minimum.

**15. Any other business**

None

The Chairman declared the meeting closed at 8.30pm

**Next month's meeting date Wednesday 18 December 2019 at 7.00pm**