

**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL HELD ON
TUESDAY 16 JANUARY 2024 AT 7.00 PM AT POTTO VILLAGE HALL**

1. Reminder by the Chairman of the Councils expectations for the audio or visual recording of this meeting

No requests received.

2. Apologies for absence and approve reasons for absence

Present: Councillor Mr A Wilde (Chairman), Councillor Mr S Agar, Councillor S March and Councillor Mrs E Griffin.

Apologies: Councillor Mr I Macpherson and County Councillor D Hugill

3. Minutes of December's meeting

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

4. Matters Arising from last month's meeting

- 4.1 Police Report - received from PCSO Maguire. Nothing to report.
- 4.2 Footpaths, Bridges and Stiles – Councillor Macpherson has been liaising with the NYC footpaths manager and we are awaiting new gates.
- 4.3 Annual Returns - The objections from a single member of the public have been reviewed by the external auditor and are considering 4 of the objections from the member of the public, which may result in additional charges being levied on the parish council. The parish council have raised concerns with the auditor regarding the validity of these objections.
- 4.4 PIR Action Plan - The action plan was reviewed; it was noted that all points have been completed.
- 4.5 Potto Parish Plan - Nothing to update. Mid-term review due 2024.
- 4.6 Traffic Calming - Speed sign has been in place over the festive period. The sign is to go to Seamer next week.
Applied for '20's Plenty' scheme, had to register speed findings. We are now on their list following sending speed data.
Discussed pedestrian and cycle crossing signs on A172 following recent fatality.
- 4.7 Potto Village Hall - The minutes of Potto Village Hall monthly meeting has been received and circulated to councillors. Discussed abusive correspondence received from a single member of the public towards members of Potto Village Hall committee. Next event 70's Night 27 January.
- 4.8 ICO - Freedom of information requests and reviews
- Discussed the meeting with the ICO. Discussed policies from 'What do they know' and 'FOI' about pseudonyms.
 - Discussed requests for internal reviews, it was noted that the requests have been received from persons outside the parish.
 - A review of the responses to these requests was undertaken, it was agreed that the original responses were correct.
 - Discussed complaints from a single member of the public, it was agreed that this was a continuation of the individuals vexatious behaviour.
 - It was agreed to appeal the decision of the ICO not to support their decision against the vexatious behaviour of a single individual in the parish.

5. Report from Unitary Councillor

None present.

6. Planning Applications to consider and decide upon

No new applications

7. Planning Decisions of Hambleton District Councils

- 7.1 Ref: ZB23/02226/MRC. Brook House, Potto, Application for variation of conditions for previously approved application 21/00962/FUL. Comments on new access door to flat roof. **Granted.**
- 7.2 Ref: ZB23/02168/FUL. Thornhill Farm, Swainby. Chalet for agricultural worker. Discussed large amount of 'chalets' around the village and recent planning permission for same farm to convert buildings. Comments about only used for temporary usage. **Awaiting Decision.**
- 7.3 Ref: ZB23/01873/CLP - Proposed use of houses, curtilages, land and grounds at Numbers 3 and 6 Potto Hall as two properties with private residential garden and curtilage. Potto Hall, Parson Back Lane, Potto. **Awaiting Decision.**
- 7.4 20/02290/OUT / ZB23/01765/REM – The construction of one dwelling on Land to the rear of 44 Cooper Lane, Potto. **Awaiting Decision.**
- 7.5 Ref. 22/00984/FUL - Change of use of land for the siting of 3 holiday chalets. Land to the south of Butcher Lane, Potto. **Awaiting Decision.** Held up to Nutrient Neutrality.

8. Matters requested by Councillors.

- 8.1 Christmas tree - Councillors thanks given to Prestons of Potto for donating this year's tree.
- 8.2 Village Project – Discussed the memorial bench project, a number of estimates have been received. A suitable design and potential location need to be agreed.

9. Finance

- 9.1 To receive bank reconciliation and budget comparison to 16 January 2024.

Community Account	£ 4,342.46
Business Premium Account	£ 5,064.36

- 9.2 Invoices:
- | | | |
|----------------|-----------------------|---------------------------------------|
| PKF LittleJohn | Unpaid invoiced 2022 | £2.796 - Awaiting email back from PKF |
| I Macpherson | Christmas Tree Lights | £58.78 - Approved |
| S&J Kidson | Hedge Cutting | £378.00 - Approved |

- 9.3 2024/25 Precept. Report has been completed and circulated to Councillors; this was submitted and awaiting confirmation.
- 9.4 Barclays Bank has closed its premises in Stokesley and is now closing their premises in Northallerton. Looking into seeking alternative banks, NatWest Bank looks best, apply online.
- 9.5 Budget - The current budget and expected expenditure were discussed.
- 9.6 Email received from NYCC has stated they have not received cheque from us for overpayment of VAT. Cheque was handed into council offices earlier this year by hand.

- 9.7 Clerks Salary - Councillor currently looking into information from YLCA / NALC.
- 9.8 Payments -
9.8.1 Clerks Salary – Agreed.
- 9.9 It was agreed to approach Mr Brisley to undertake the internal audit for the financial year ending 2024 – agreed.

10. Correspondence

To note correspondence received not specifically dealt with on this agenda.

- 10.1 A number of emails were received, discussed and will be actioned accordingly.
- 10.2 Email from a member of the public, offering donation towards war memorial bench.

11. Any Other business

Councillor Agar informed the council that he intends to step down from the Parish Council in 2024. It was noted that Councillor's Agar's contribution to many areas of the Parish Council over the past few years has been invaluable.

12. To confirm date & time of next meeting

Next meeting date Tuesday 20 February 2024 at 7.00pm.

The Chairman declared the meeting closed at 8.35 pm.