

**MINUTES OF THE ANNUAL MEETING OF POTTO PARISH COUNCIL HELD ON
WEDNESDAY 22 MAY 2024 AT 7.00 PM AT POTTO VILLAGE HALL**

1. Election of Officers

- 1.1 Chairman: Mr A Wilde
- 1.2 Vice Chair: Rotation basis
- 1.3 Financial Officer: Mrs J Storey
- 1.4 To receive the declaration of acceptance of office forms.

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

No requests received.

3. Apologies for absence and approve reasons for absence

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

Apologies: none

4. Minutes of April's meeting

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

5. Matters Arising from last month's meeting

- 5.1 Police Report - received from PCSO Jackson. 1 report of 'Violence against the person' no further information given.
- 5.2 Footpaths, Bridges and Stiles - Councillor Macpherson has received a final gate for us to complete most of the footpaths.
 - Agreed to repair or replace footpath signs on Butcher Lane
 - Discussed spraying footpath off Butcher Lane.
 - Discussed planting around the memorial bench.
- 5.3 Annual Returns 2022-23 - Objections to AGAR by a member of the public - The objections from a single member of the public have been reviewed by the external auditor and they are considering four 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. PKF have said no PIR report will be required.

Annual return 2023-24 – All of the AGAR documentation has been completed, the Annual Governance Statement, Accounting Statement and Internal Auditors report were approved for submission.

The Documents for the provision of public rights were approved.
- 5.4 Internal Auditor - Internal audit has been carried out by Chipchase & Manners and one item was highlighted regarding PAYE, we are following up with PAYE. Unanimously accepted findings of internal audit.
- 5.5 PIR Action Plan - The action plan was reviewed; it was noted that all points have been completed.

- 5.6 Urban grass cutting – Discussed grass cutting around footpaths.
- 5.7 Potto Parish Plan – Mid-term review due this year, discussed with Yorkshire Community First and have received a template from them. It was agreed to set up a midterm review meeting.
- 5.8 Traffic Calming - Speed sign has been in Potto for 5 weeks.
- Applied for '20's Plenty' scheme, had to register speed findings. We are now on their list following sending speed data.
- 5.9 Potto Village Hall - The minutes of Potto Village Hall monthly meeting and AGM has been received and circulated to councillors.
- Discussed trustees to Village Hall, to be confirmed with the Village Hall committee.
 - Discussed D-Day celebrations and the celebration of peace on 6 June.
- 5.10 ICO - Freedom of information requests and reviews, the following cases were discussed.
- 5.10.1 Appeal EA/2024/0028 by a member of the public.
It was agreed that due to lack of resources due to ill health the appeal would be dropped.
- A review of an FOI request was held and it was agreed that the response had been correct.
- 5.11 Village Project – Discussed bench and costings already received. New resident of former Porrit's Farm is a Blacksmith, Council will approach for quote on a similar bench as a local supplier.

6. Report from Unitary Councillor

- Discussed change in planning laws for agricultural buildings built before 2013 being converted into residential.
- A minimum of 8000 affordable homes to be built across the County.
- 'Paddock's End' development of 50 houses at Hutton Rudby will go to committee next month.
- Councillor Hugill will circulate full annual report to the Parish Council.

7. Planning Applications to consider and decide upon

None.

8. Planning Decisions of Hambleton District Councils

- 8.1 Ref: ZB24/00528/OUT - Dwelling to the rear of 50 & 52 Cooper Lane. *Application Withdrawn.*
- 8.2 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.*
- 8.3 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.*
- 8.4 Ref: ZB23/01765/REM - Application for approval of reserved matters following outline approval 20/02290/OUT for the construction of one detached dwelling; Land Rear Of 42 Cooper Lane, Potto. *Awaiting Decision.*

9. Matters requested by Councillors.

- 9.1 Resignation of Councillor – Councillor Agar has decided to step down. The Parish will contact Elec Reg at the Council for forms to complete. Thanks given from all Councillors for Steve's work.

9.2 PAYE – This has been raised with HMRC and we are awaiting the new registration number.

10. Finance

10.1 Barclays Bank has closed its premises in Stokesley and is now closing their premises in Northallerton. NatWest Bank looks best, will apply online.

10.2 To receive bank reconciliation and budget comparison to 22 May 2024.

Community Account	£ 6,686.47
Business Premium Account	£ 5,083.30

10.3 Invoices:	Dawson Farms Ltd	£382.68 - Agreed
	Chipchase Manners	£540.00 - Agreed

10.4 Budget - The current budget and expected expenditure were discussed.

10.5 Clerks Salary - agreed.

It was noted that the clerk had performed her duties exceptionally well while working under difficult conditions, suffering an ongoing campaign of vexatious abuse from a member of the public.

Councillors noted that they had a duty of care for its employees to protect them from such abuse.

11. Correspondence

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

Correspondence actioned.

12. Any Other business

None

13. To confirm date & time of next meeting

Next meeting date Wednesday 3 July 2024 at 7.00pm.

The Chairman declared the meeting closed at 8.35 pm.