

**MINUTES OF THE MONTHLY MEETING OF
POTTO PARISH COUNCIL HELD ON MONDAY, 19 JANUARY 2009
AT 7.15 PM IN THE VILLAGE HALL**

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

District Councillor Mrs B Fortune

Meeting open to the Public. None present.

In the absence of the Chairman, Councillor Walters was nominated and seconded to take the Chair.

1. Apologies for absence were received from County Councillor Mr T Swales, District Councillor Mr S Dickins and Councillor Mr A Wilde (business commitments).
2. The minutes of last month's meeting had been circulated to Councillors and were agreed as a correct record and signed by the Chairman.
3. **Police Report and Neighbourhood Watch.** No statistics were received from NY Police. Nothing to report in relation to Neighbourhood Watch. Councillor Woodhouse asked what was happening with regard to the structure of Neighbourhood Watch. There was going to be an e mail circulation of Neighbourhood Watch and Ringmaster messages. Mr Hardy would be asked to contact Mr Whitlock to arrange how messages can be sent to people who have volunteered to receive them. Only messages relevant to the Parish will be circulated. At the Neighbourhood Watch meeting held at Osmotherley the Police said they would filter messages.
4. **Planning Decisions of Hambleton District Council**
 - a. Outline application for the construction of a replacement dwelling at 43 Cooper Lane for Mr S Crosbie. 08/04323/OUT. Withdrawn.
5. **Planning Applications**
 - a. Site visit held on 5 January by Development Committee of Hambleton District Council to Potto Fields Farm, Black Horse Lane. No Councillor had been available to attend.
 - b. Two storey extension to Brook House to form a garage/study for Mr E Dumphy. 08/04737/FUL. The Council recommended approval but would like to see a condition imposed so that the garage is not converted to habitable accommodation.
 - c. Revised application for a two storey extension to Goulton Cottage for Mr N Robinson. 08/04985/FUL. The Council recommended approval.
6. **Matters Arising from last month's meeting**
 - a. **Footpaths.** Draft survey form to be carried over to the next meeting. Councillor Hardy said the planings for the green lane are at Stokesley and when the weather improves they will be laid. There are about 40 tons but we can have more. A date will be set for volunteers to help. Councillor Hardy said Mrs Cartwright rents some land from Tarrans and she is agreeable to small sized rubble being put on the footpath.

- b. Traffic in Parsons Back Lane. Carry over to next month. There is an item in Fieldwork magazine about quiet lanes. Councillor Woodhouse volunteered to send a copy to Mr Longbotham.
- c. No Cold Calling Zone. Carry forward to next month's meeting.
- d. Pride in Potto. Councillor Walters will speak to Mrs Fanthorpe.
- e. Dog Fouling. Councillor Hardy will continue her efforts to speak to a resident about this. She said the Nursery using the Village Hall has mentioned that a dog with its owner, but not on a lead, is walking through the car park. Councillor Woodhouse suggested that the Nursery speak to the dog owner about their concerns.
- f. Telephone Kiosk. Nothing to report.
- g. Potto Stell. Councillors had received a copy of an e mail sent to District Councillor Mrs Fortune from Clive Thornton, Senior Engineer, Hambleton District Council. It was agreed to ask Mr Whitlock to contact the owners of the land and he should contact the Parish Council again if he still has concerns.
- h. Seat. Councillor Woodhouse said that Marmax Products Limited seem to have the best product. He will speak to them and ask if there is a seat in the area which can be viewed and also about their returns policy. The Council agreed unanimously that if Councillor Woodhouse was happy with the quality he was authorized to order the seat up to a maximum price of £300 for everything.

7. Finance.

The Clerk had circulated copies of the budget for the year 1 April 2009- 31 March 2010. This was unanimously agreed. The balances in the Council's accounts are as follows:

Community Account	£883.57 (9 January 2009)
Business Premium Account	£1,967.93 (9 December 2008)

8. Report from District Councillor Mrs Fortune

District Councillor Mrs Fortune asked if a message could be sent to Mr Proud of the District Council thanking him for his prompt attention to installing a dog litter bin.

9. Village Hall

When the land was gifted for the Village Hall to be built it was thought that the access was gifted too. Councillor Woodhouse suggested that we contact the Land Registry and register the land for the Parish Council. The County Council was looking into the ownership of the access lane and it was agreed to ask them for an update. Councillor Woodhouse proposed contacting the Land Registry and asking them what action we have to take, Councillor Hardy seconded and this was agreed. Councillor Walters will action.

10. Village Design Statement – Parish Plan Action 2 & 4

Councillor Woodhouse suggested that an item should go in the next newsletter asking for people who are interested to contact the Parish Council. A draft of the newsletter should be circulated to Councillors before publication.

11. Increase General Care & Upkeep of Parish Appearance – Parish Plan Action 14

There was a discussion on whether a "caretaker" was necessary for Potto, what the duties would be and how much to pay. It was agreed to ask County Councillor Swales for

information. It was noted that other villages have associations such as “Care for our Village Association” in Hutton Rudby.

12. Improve Mobile Phone Reception – Parish Plan Action 30

The Clerk will contact mobile phone network providers and ask them what they can do to boost the signal in Potto. Residents feel they have a problem and the Council would like advice from the providers.

13. Correspondence

- a. Circular from Hambleton District Council asking about the supply of sandbags. There used to be a store of them in the Village Hall car park under a blue tarpaulin. Councillor Walters will check.
- b. Information from NYCC on NY Minerals and Waste Development Framework Minerals and Waste Core Strategies. The Council agreed that they did not wish to receive further information.
- c. Information from NYCC on Community Waste Warriors. A series of training sessions will be held as part of a community capacity building programme run by the environmental charity Waste Watch on behalf of York & North Yorkshire Waste Partnership. Received.
- d. Branch meetings schedule from YLCA. E mailed to Councillors.
- e. Agenda for meeting of County Committee of Hambleton held at Northallerton at 2.00 pm today. This had been e mailed to Councillors and put on the notice board.
- f. Funding Newsletter from NYCC. E mailed to Councillors.
- g. Newsletter from NYCC on Putting People First. E mailed to Councillors.
- h. eBulletin from CPRE. E mailed to Councillors.
- i. Clerks & Councils Direct magazine. Circulate to Councillors.

The Chairman declared the meeting closed at 8.40 pm.

**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL HELD ON
MONDAY, 23 FEBRUARY 2009 AT 7.15 PM IN THE VILLAGE HALL**

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

District Councillor Mrs B Fortune

Meeting open to the Public

None present.

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

3. Police Report and Neighbourhood Watch

The crime statistics had been received from NY Police and circulated to Councillors. Councillor Walters commented that the figures show an increase from January last year.

4. Planning Decisions of Hambleton District Council

- a. Revised application for alterations and extensions to stables and former agricultural buildings to form an office, 3 holiday units and a club room at existing equestrian centre, as amended by e mail received by HDC on 6 January 2009, at Potto Fields Farm, Black Horse Lane for Mr K Mungham. 08/03395/FUL. Approved, subject to conditions.

5. Planning Applications

- a. Two storey extension to Brook House to form a garage/study for Mr E Dumphy. 08/04737/FUL. Amended plan or further information. The Council had previously recommended approval of this plan with a proposed condition preventing the garage from being changed to habitable accommodation. The Council did not comment on the amended plan.

6. Matters Arising from last month's meeting

- a. Footpaths. Councillor Walters said he is working on the draft survey. Councillor Hardy said it is planned that the planings will be laid during the weekend beginning 21 March. Mr Hardy will confirm the date with Mr Bainbridge who is storing the planings. The Chairman suggested a note be put on the notice board asking for volunteers to help with the work. Councillor Hardy will contact Mrs Cartwright about the footpath leaflets.
- b. Traffic in Parsons Back Lane. Councillor Woodhouse said he had reported a large pothole to the County Council last week. The Chairman said a sign has been erected warning of frost damage. Councillor Woodhouse thought the lane needed to be resurfaced. Councillors had received a copy of the letter from NYCC in reply to the Council's letter enclosing correspondence from Mr Longbotham. The Council agreed that a letter should

be sent to NYCC, copy to County Councillor Mr Swales, about the dangerous state of the lane and asking for it to be resurfaced. Councillor Woodhouse said the part of the lane west of the crossroads from Potto Hall is prone to flooding. District Councillor Mrs Fortune will bring this matter to the District Council's attention. It was also noted that on Butcher Lane part of the road had been water logged for many weeks. This may be the responsibility of Northumbrian Water but it will be drawn to the County Council's attention.

- c. No Cold Calling Zone. The Chairman will contact Mrs Fitzgerald, NYCC, about the signs.
- d. Pride in Potto. Councillor Walters will contact Mrs Fanthorpe.
- e. Dog Fouling. District Councillor Mrs Fortune said the District Council have a Dog Warden Service which is primarily for collecting stray dogs though they are contracted to do work in connection with dog fouling problems. Irresponsible owners have to be reported to the District Council. Evidence is needed such as a photograph or diary of events. Details are on the Hambleton District Council web site. Councillor Hardy reported that she had spoken to the owner of the dog which had been loose in the village.
- f. Telephone Kiosk. A letter had been received from Right Hon. William Hague MP in reply to the Council's concerning the removal of the telephone kiosk in Potto. He has written to the Chairman of BT and will write again when a reply is received.
- g. Seat. Councillor Woodhouse showed the meeting a sample of the recycled material which the seat would be made from. The cost will be slightly more than £300 including delivery. Councillor Walters proposed that the Council buy a seat at a cost of £312 plus VAT plus delivery, Councillor Hardy seconded and this was agreed unanimously. The seat will be delivered to Councillor Woodhouse who requested a Saturday delivery.
- h. Parish Caretaker. An e mail from County Councillor Swales had been circulated to Councillors. Councillor Woodhouse suggested that an item could go in the next newsletter telling residents that the Council are considering employing a Parish Caretaker and ask what they think his duties should be.
- i. Sandbags. The Chairman will bring the matter up at the next meeting of the Village Hall Committee.
- j. NY Minerals & Waste Development Framework. The Council cannot be taken off the mailing list. They have a statutory duty to consult all Parish Councils.

7. Finance

A payment of £25.00 for petty cash to the Clerk was agreed. The balances in the Council's accounts are as follows:

Community Account	£855.74 (10 February 2009)
Business Premium Account	£1,697.93 (9 December 2008)

8. Report from District Councillor Mrs Fortune

District Councillor Mrs Fortune said she will send an e mail to the Clerk regarding dog fouling.

9. Village Hall

A letter was received from Mrs Wilson regarding bookings at the Village Hall. The Council agreed to write to Mrs Wilson, copy to Mr Agar, inviting her to get in touch with our Chairman to arrange a meeting to discuss her concerns. Councillor Walters said he has had to step down as one of the Council's representative on the Village Hall Management Committee; Councillor Hardy volunteered to take his place. Councillor Walters said he will still continue his action concerning the access road to the Village Hall. Councillor Woodhouse offered to contact the

Land Registry. The Clerk had received a letter from Allied Westminster offering Village Hall insurance. This will be passed to the Committee.

10. Correspondence

- a. Information from Hambleton District Council LDF on Proposed Submission Allocations DPD. Received.
- b. Country Air magazine from Rural Action Yorkshire and details of the Calor Village of the Year competition. Circulate to Councillors.
- c. Newsletter from York & North Yorkshire Playing Fields Association. Circulate to Councillors. A subscription request was received and the Council decided not to subscribe.
- d. Update from Hambleton District Council. Circulate to Councillors.
- e. A newsletter and Rural News Digest from Rural Services Community had been circulated by e mail to Councillors.
- f. A note on NYCC Social Inclusion Strategy had been e mailed to Councillors.
- g. News from CPRE North Yorkshire had been e mailed to Councillors.
- h. A Funding Newsletter from NYCC had been sent by e mail to Councillors.
- i. A booklet from Stokesley and Villages Sure Start Children's Centre giving details of activities for families with children under 5 had been received. Circulate to Councillors.
- j. A guide to help people through the economic downturn had been received by e mail from NYCC and forwarded to Councillors.
- k. A letter was received from O2 in response to the Council's letter about poor mobile phone reception in Potto.
- l. A leaflet from CE Electric UK giving Community Update was received and will be circulated to Councillors.
- m. Agenda from YLCA for the meeting of the Hambleton Branch to be held on Wednesday, 25 March at Stone Cross, Northallerton. Bring forward to March meeting.
- n. Note from RAF Linton-on-Ouse giving details of night flying exercise to take place 16-19 March. This will be put on the notice board.

The Chairman declared the meeting closed at 8.15 pm.

MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL
HELD ON MONDAY, 16 MARCH 2009 AT 7.15 PM IN THE
VILLAGE HALL

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

District Councillor Mrs B Fortune

Meeting open to the public. None Present.

1. Apologies for absence were received from County Councillor Mr T Swales and Councillor Mr N Walters.
2. The minutes of last month's meeting had been circulated to Councillors and after being agreed as a correct record, were signed by the Chairman.
3. **Police Report and Neighbourhood Watch.** The February statistics received from NY Police had been e mailed to Councillors.
4. **Planning Decisions of Hambleton District Council**
 - a. Revised application for a two storey extension to Goulton Cottage for Mr N Robinson. Approved, subject to conditions. 08/04985/FUL
 - b. Two storey extension to Brook House to form a garage/study, as amended by plans received by HDC on 28 January 2009, for Mr E Dumphy. Approved, subject to conditions. 08/04737/FUL
5. **Planning Application**
 - a. Conservatory extension to The Old Orchard, Cooper Lane for Mr N Micklethwaite-Howe 09/00549/FUL. The Council recommended approval with two voting for and 1 abstaining. The Council agreed to comment that this application was outside village limits. Nearby residents will be advised of the application.
6. **Matters Arising from last month's meeting**
 - a. **Footpaths.** Councillor Hardy said the planings will now probably be laid later in the month than previously reported. Mr Hardy has suggested that planings be laid on the footpath down from Maineland as it is pretty bad and is walked a lot. This footpath would be made good and any planings left over could be used to fill in pot holes on the bridle way. When more planings are available the rest of the area could be done. Councillor Hardy had spoken to Mrs Cartwright about the footpath leaflets and she will contact Councillor Woodhouse. The footpath survey will be carried forward to next month.
 - b. **Traffic in Parsons Back Lane.** A letter had been received from NYCC and copied to Councillors. Highway maintenance works will be carried out commencing 30 March.
 - c. **No Cold Calling Zone.** The Chairman reported that he had contacted Elizabeth Fitzgerald from Trading Standards and been informed that this matter had been passed over to another Trading Standards Officer. Hopefully there will now be progress.
 - d. **Pride in Potto.** Councillor Hardy agreed to contact Mrs Fanthorpe. The leaflet on Calor Village of the Year was given to Councillor Hardy.

- e. Seat. An invoice for £439.30 was received from Marmax for the new seat. The Council agreed that it should be paid. A date for delivery will be requested.
- f. Sandbags. Carry forward to next month.
- g. Water Leak – Butcher Lane. Councillors have contacted the Water Board on numerous occasions. The Water Board has confirmed that it is a leak and have promised to attend today. The Chairman noted that water pressure is down in the village because of the leak in Butcher Lane.
- h. Mobile Phone Coverage. An e mail was received from 02 and letters from T Mobile, Virgin and Orange regarding the Council's letter asking what they could do to improve reception in our area. T Mobile has requested post codes for the areas of poor reception and it was suggested that this might be an item for the next newsletter.
- i. YLCA Branch meeting to be held on 25 March at Northallerton. The Chairman may be able to attend.

7. Finance

The following accounts were agreed for payment:

Marmax Products Ltd. – Seat for Village	£439.30
Clerk – ¼ salary + ¼ travel allowance	£127.50

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

Community Account	£830.74 (10 March 2009)
Business Premium Account	£1,698.32 (9 March 2009)

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

9. Grass Cutting

It was agreed that Councillor Woodhouse would contact Mr Kitching about the grass cutting. There will be two cuts this year consisting of one width cut along all the roads. Mr Kitching will be asked to provide an estimate of cost.

10. Village Hall

The Chairman said he had asked for the minutes of the Village Hall Management Committee to be e mailed to the Clerk who will forward them to Councillors and Mr Whitlock. He reported on a very successful wine & cheese party on Saturday. On 28 March starting at 10.30 am there is to be a session of Chocolate Bingo run by the Nursery. The Chairman had been to see Mrs Wilson about her letter and also spoken to the Chairman of the Village Hall Committee. The matter has been handed to the Committee to deal with. Councillor Hardy suggested that an article go in the newsletter from the Nursery explaining how it is run. Councillor Woodhouse suggested that details of how to contact the Village Hall Committee be put in the newsletter.

Councillor Woodhouse said he has been in touch with the Land Registry regarding the access lane.

11. Correspondence

- a. The weekly news digest from the Rural Services Community had been e mailed to Councillors.

- b. Poster from Hambleton District Council advertising the Stokesley Area Forum to take place on 23 March in Stokesley Town Hall. This had been put on the notice board.
- c. Leaflet from Hambleton Strategic Partnership on a meeting to be held in Appleton Wiske Village Hall on Developing Rural Youth Activities. Circulate to Councillors.
- d. An e mail from NYCC including a Flooding Questionnaire. This had been forwarded to Councillors. The Chairman will complete the questionnaire and return it.
- e. E mail on Rural Matters from Rural Affairs Forum. This has been forwarded to Councillors.
- f. An e mail from YLCA giving a web site address for the Policing Pledge from the Home Office. Forwarded to Councillors.
- g. Information from National Probation Service on Community Payback. Received.
- h. Town and Parish Standard from the Standards Board for England. Circulate to Councillors.
- i. Clerks & Councils Direct magazine. Circulate to Councillors.
- j. Letter from Hambleton District Council on Gifts and Hospitality. This will be circulated and brought forward for discussion next month. A poster from the World of James Herriot advertising a free week-end, 28-29 March, entrance for residents. This will be put on the notice board.
- k. E mail from Spinal Injuries Association asking if the Council will publicize their forthcoming event by including an article in a newsletter. They request that people hold a "Fish & Chip Supper" on Friday, 15 May to help spinal cord injured people. This will be circulated and discussed next month.
- l. Fieldwork magazine from CPRE. Circulate to Councillors.
- m. Agenda for a meeting of the County Committee for Hambleton to be held on 23 March. A poster advertising the meeting will be put on the notice board.

The Chairman declared the meeting closed at 8.20 pm.

**MINUTES OF THE MONTHLY MEETING OF
POTTO PARISH COUNCIL HELD ON 20 APRIL 2009 IN THE VILLAGE HALL
FOLLOWING THE ANNUAL MEETING OF ELECTORS**

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

County Councillor Mr T Swales
District Councillor Mrs B Fortune

4 members of the public

Meeting open to the public

Mr Howard said he farmed the land adjoining the footpath and the unclassified road. He has had grave concerns over a number of years and has expressed his view about how the lane should be used. For the first 200 metres over 100 metres is a blind bend and Mr Howard was concerned about the speed of motor bikes, the safety of children and horses and that one day there will be a serious accident. Yesterday morning 10 off road motor bikes came through the village at a speed of about 50-60 mph and the top of the lane has been ripped clean off. Motor bikes also come through at night. He was concerned that the lane could not have a barrier across it. He thought the work on the lane had created a faster and faster surface. He knew that the subject of the hedge had been raised. The hedge is entered into an environmental scheme and only cut once every 3 years but adjacent to a right of way they can be trimmed. Last year somebody unknown tried to cut the hedge. Hedges should not be cut after 1 March. Mr Howard said he will document his views. The Chairman asked Mr Howard what he would like to see happen. Mr Howard would like the lane to be left the way it was. It can now be used by any vehicle which wants to get through. The Chairman said the road is open for people to use. Councillor Walters said the major issue is the motor bikes. We need to think about how we inform people that children and horses are using the lane. We have been told that we are not allowed to put signs up. County Councillor Mr Swales asked if gates could be put up. They would get the speed down but not restrict access. The Chairman said we can take this up with the County Council. Councillor Hardy said the motor bike clubs have done work on the lane and when she had encountered them they do slow down.

Mr Whitfield asked had happened about the request for a pavement from Potto to Prestons depot. The County Council said the estimated cost would be £84,000 and details had been passed to County Hall for a full assessment to determine its priority for future funding. Councillor Woodhouse said comments were noted during the compiling of the Parish Plan but it did not make the final Plan as an action.

County Councillor Mr Swales suggested that the Parish Council ask Mr Lewis from the County Council to look at the green lane and the pavement.

The Chairman closed the meeting to the public.

1. There were no apologies for absence.
2. The minutes of last month's meeting had been circulated and were signed by the Chairman after being agreed as a correct record.
3. **Police Report and Neighbourhood Watch.** No statistics were received from NY Police this month. District Councillor Mrs Fortune reported on an incident in Potto on Sunday which had been brought to her attention by Councillor Hardy. She had reported it to the Police but

had not heard back from them. Councillor Hardy said the Police had contacted her for information. Councillor Woodhouse had a note from Mr Procter about an e mail he had received from NY Police about the Annual Safer Neighbourhoods Award Scheme which recognized the work of local officers. The Council felt unable to nominate anyone as an officer is very rarely present at meetings.

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

5. **Planning Applications**

- a. Single storey extension to The Bungalow, 12 Cooper Lane for Mr Wyatt 09/00788/FUL. The Council voted three for refusal and one for approval. The grounds for refusal are that it contravenes the Supplementary Planning Guidance for Extending Your Home in terms of design; the overdevelopment of the site and the visual impact. There were also concerns about it being extended into agricultural land.
- b. First floor extension and installation of a roof light and a window at 20 Cooper Lane for Mr L Bailey. 09/007978/FUL. The Chairman opened the meeting to the public. Mr Bailey explained his plan. Mr Whitfield commented that the proposal would alter the terrace and would affect the light considerably. The Chairman closed the meeting to the public. Councillor Hardy recommended approval, Councillor Woodhouse seconded and all agreed.
- c. Installation of 2 windows and porch extension. Change of use of land from agricultural to domestic. Construction of domestic garage, stable and store for Mr T Foley 09/00663/FUL. The Chairman opened the meeting to the public. Mr Foley explained his plan. Mr Foley said his neighbour had commented that he was concerned that his view would be compromised. The Chairman closed the meeting to the public. The Council unanimously recommended approval.

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

- a. **Footpaths.** It was agreed to carry forward the provision of footpath guides to next month's meeting. The Chairman said volunteers have been working at the weekend filling in holes with road planings provided by Highways. The huge amount of work was organized by Mr Hardy and our thanks go to him and some friends who provided heavy moving gear. The Council agreed to pay for the hire of the dumper. The Chairman said he sympathized with Mr Howard about the motor bikes but a number of people have commented on what a good job has been done. A second footpath by Mainland to the old railway line has also been improved.
- b. **Traffic in Parsons Back Lane.** Councillor Woodhouse said the Lane has been patched. It was closed to through traffic for 5 days. It is an improvement. Bring forward next month.
- c. **No Cold Calling Zone.** Information from the County Council was read out by the Chairman. A letter drop will be taking place soon.
- d. **Pride in Potto.** A note had been delivered to everyone in Potto about flower tubs for the parish. The Dog & Gun and the Swainbees Nursery will each be sponsoring one. The Chairman will bring it up at the Village Hall Committee meeting. Councillor Woodhouse said the Church had a green bin which seems to have disappeared. Another one will be requested.
- e. **Seat.** The Chairman congratulated Councillor Woodhouse for his work on installing the new seat which looks very good.

- f. Sandbags. Carry forward to next month.
- g. YLCA Branch Meeting. No-one had been able to attend the meeting held on 25 March.
- h. Grass Cutting. Councillor Woodhouse has spoken to Mr Kitching who will cut the verges twice during the season. The cost will be about £150/60.
- i. Gifts and Hospitality. A note on gifts and hospitality from Hambleton District Council had been circulated to Councillors. Councillors decided against having their own code.
- j. Spinal Injuries Association. A letter and leaflet had been received asking people to hold a Fish & Chip Supper on 15 May and give proceeds to the Association. The poster will be put on the notice board.

County Councillor Swales left the meeting.

7. Finance

The accounts for the year ended 31 March 2009 had been circulated. Councillor Hardy proposed, seconded by Councillor Woodhouse that the accounts be accepted. This was agreed unanimously. Councillors were given a copy of the Annual Return. The figures for Section 1 were agreed and the Return signed by the Chairman and the Clerk. The questions on Section 2, the Annual Governance Statement, were then answered and the section signed by the Chairman and the Clerk. The Annual Return and all the accompanying papers will be given to Mrs Roberts for the internal audit. The Chairman will look at the NALC/SLCC Practitioners Guide for information on Risk Assessments. The Clerk gave the balances in the Council's accounts:

Community Account	£263.94 (9 April 2009)
Business Premium Account	£1,698.32 (March 2009)

An invoice had been received from YLCA for renewal of membership for £99.00. It was agreed for payment.

8. Report from District Councillor Mrs Fortune.

District Councillor Mrs Fortune said she will look into grants for gates with the Community Safety Partnership and Mr Cole from the District Council who deals with community projects. The project may not be eligible. Stokesley and Villages Regeneration Group may also be an avenue to try.

9. **Matters Arising from Annual Meeting.** The Council agreed to write to Mr Lewis of the County Council asking him to do a site visit at the green lane and pavement from Potto to Prestons.

10. **Village Hall.** The Chairman said the Committee will discuss at their meeting whether to complain to Northumbrian Water about the flooding of the Village Hall.

11. **Access Lane to Village Hall.** Councillor Woodhouse said he had spoken to the Land Registry about the unsurfaced part of Cooper Lane. Forms are available on their website but we may wish to have legal input. Councillor Woodhouse proposed that the forms be filled in, Councillor Walters seconded, and all agreed. They will be brought to the next meeting of the Council.

12. **Village Design Statement Parish Plan Action 2 and 4.** The Chairman will put a note in the next newsletter asking for volunteers who would be interested in working on a Village Design Statement.

13. **Encourage broader use of Village Hall Car Park. Parish Plan Action 19.** The Council thought that this was the responsibility of the Village Hall Management Committee.

14. Correspondence

- a. Weekly Information Bulletin from YLCA had been e mailed to Councillors
- b. News from North Yorkshire from CPRE had been e mailed to Councillors. Countryside Voice magazine will be circulated.
- c. Fieldwork magazine from CPRE had been e mailed to Councillors.
- d. Newsletter from NYCC on Putting People First in North Yorkshire had been e mailed to Councillors.
- e. A Training and Development programme and the White Rose Update had been e mailed to Councillors.
- f. Councillors had been notified by e mail of the County Committee for Hambleton meeting held on 8 April. A poster had also been displayed on the noticeboard.
- g. Rural Focus Digest from the Rural Services Community had been sent by e mail to Councillors.
- h. Councillors had been notified by e mail of the Stokesley and Villages Community Regeneration Group meeting held on 8 April.
- i. E mail from O2 about mobile phone coverage in the parish. The Chairman would put a note in the newsletter asking residents to let the Council know of black spots.
- j. Funding Newsletter e mailed from YLCA and forwarded to Councillors.
- k. Note and CD from Information Commissioner's Office on the Freedom of Information Act. Circulate to Councillors.
- l. Performance Matters magazine from York & N Yorkshire Waste Partnership. Circulate to Councillors.
- m. Letter from Rt. Hon. William Hague MP enclosing letter from BT about the removal of the public payphone from Potto. There are inaccuracies in the letter from BT which will be pointed out.
- n. Information from YLCA about a training event on finance for small/medium councils to be held on 1 June. No-one will be able to attend.
- o. Joint newsletter from County and District Councils. Circulate to Councillors.
- p. Letter from Equality and Human Rights Commission on Public Sector Duties. Circulate to Councillors.

The Chairman declared the meeting closed at 9.40 pm.

MINUTES OF THE ANNUAL MEETING FOR ELECTORS
OF POTTO PARISH COUNCIL HELD ON MONDAY, 20 APRIL 2009
AT 7.15 PM IN THE VILLAGE HALL

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

County Councillor Mr T Swales
District Councillor Mrs B Fortune

4 members of the public

1. There were no apologies for absence.
2. The minutes of last year's meeting had been agreed as a correct record and signed by the Chairman on 19 May 2008.
3. Matters Arising. None.
4. Police Report and Neighbourhood Watch. Nothing to report.
5. Finance. The Clerk had prepared a statement of the accounts for the year ended 31 March 2009. These were available at the meeting. Mr Bailey thought the Council had a large reserve. The Chairman said the Council is duty bound to put money aside in case they have to pay for an election. The financial statement was accepted by the meeting.
6. Chairman's Annual Report. The Chairman read out his report. A copy will be posted on the web site and notice board.
7. Reports from County and District Councillors

County Councillor Mr Swales said he had been notified that Autolink is to carry out essential works on the A19 northbound. There will be a contraflow system on the southbound carriageway. Phase 1 is planned to commence overnight on 29/30 May for one week. Side roads to West and East Harlsey will be closed and the northbound exit and entry slip roads at the A172 as well as Exelby Services northbound. Phase 2 is planned to commence overnight on 12/13 June for a duration of 1-2 weeks. The side road to East and West Rounton from the Black Swan junction will be closed and the northbound entry slip road at the Black Swan. Letter drops will be carried out closer to the start date.

District Councillor Mrs Fortune said this year continues in the same vein as last year, that is with team work. She was delighted that Potto took up the grants made available by the District Council for tree planting to reduce the carbon footprint. Lots of things have been carried out in Potto to try and ensure that dog owners pick up after their pets. Work has been done on the footpaths and the green lane. She thought the Parish Plan was a wonderful document. The newsletter is not only interesting it highlights community

cohesion and community spirit. She enjoyed her work last year and will continue to work and serve.

8. Village Hall.

The Village Hall Management Committee AGM will be held next month. The Chairman reported that the Water Board had eventually come to look at the leak in the village and isolated the water without telling anyone. During the nursery the taps were turned on but there was no water, when the water was turned on again the Hall was flooded.

9. Views and Comments from Parishioners

Mr Bailey congratulated the County and District Councils on the Black Swan bridge which he thought was a great asset and is well used. Hopefully there will be no more accidents in this area.

Councillor Walters expressed the thanks of the Council to the Chairman for his hard work and contribution over the last twelve months.

The Chairman declared the meeting closed at 7.34 pm.

**MINUTES OF THE ANNUAL MEETING OF POTTO PARISH COUNCIL
HELD ON MONDAY, 18 MAY 2009 AT 7.15 PM IN THE VILLAGE HALL**

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

District Councillor Mrs B Fortune

Election of Chairman. Councillor Hardy proposed Councillor Wilde, Councillor Woodhouse seconded. There being no other nomination Councillor Wilde was unanimously elected as Chairman. He signed the Acceptance of Office form.

Election of Vice-Chairman. It was agreed that the position would be rotated between Councillors.

Responsible Financial Officer. The Clerk agreed to continue in this post.

Representatives on Village Hall Management Committee. Chairman and Councillor Hardy

Representative to YLCA Hambleton Branch Meetings. Any Councillor who is available will attend.

Meeting open to the public

None present.

1. Apologies for absence were received from County Councillor Mr T Swales, District Councillor Mr S Dickins and Councillor Mr N Walters.
2. The minutes of last month's meeting were proposed as a correct record by Councillor Hardy, seconded by Councillor Woodhouse and unanimously agreed. They were signed by the Chairman.
3. **Police Report and Neighbourhood Watch.** The crime statistics had been received from NY Police and circulated to Councillors. An e mail was received from Inspector Richardson about two incidents in Potto. An e mail was received from PC G Jones about the retirement of Inspector Richardson. The Council does not often see a Police presence at their meeting and it was agreed to ask for an attendance every quarter. The Neighbourhood Watch Co-ordinator will meet with Mr Whitlock, who manages the Potto web site, to organise how Neighbourhood Watch messages can be distributed.
4. **Planning Decisions of Hambleton District Council**

- a. Conservatory extension to The Old Orchard, Cooper Lane for Mr N Micklethwaite – Howe 09/00549/FUL. Approved, subject to conditions.
- b. First floor extension to 20 Cooper Lane and installation of a roof light and a window for Mr L Bailey. 09/00798/FUL. Approved, subject to conditions.
- c. Single storey extension to The Bungalow, 12 Cooper Lane, as amended by plans received by HDC on 14 May, for Mr R Wyatt. 09/00788/FUL. Approved, subject to conditions.

5. Planning Applications

- a. Amended plan for the installation of 2 windows and porch extension to Glen Lyon, Goldgate Lane. Change of use of land from agricultural to domestic. Construction of domestic garage, stable and store, as amended by plans received by HDC on 1 May for Mr T Foley. 09/00663/FUL. The Council recommended approval.
- b. Conservatory extensions to The Old Orchard, Cooper Lane for Mr N Micklethwaite-Howe. Amended plans or further information. 09/00549/FUL. The Council recommended No Observations. The Council's comments had been sent to Hambleton District Council before this meeting due to the return date for comments.

6. Matters Arising from last month's meeting

- a. Footpaths and Green Lane. Councillor Hardy said the hedge bordering Mr Howard's land is not registered under a Conservation Stewardship Agreement as confirmed by Natural England. The Chairman will contact Mr Howard. Councillor Hardy said work is going on near the old railway line clearing out the ditches. Further supply of road planings will be requested from County Council Highways. The Chairman said a stile is loose on the bridle path and he will have a look at it. Councillor Hardy said her husband has strimmed some of the paths but he would like volunteers to help. Councillor Woodhouse reported that Mrs Cartwright has given him some draft wording for 8 walks. He thought some photographs were needed and Mr Whitlock will import them into the text. Mrs Cartwright was thanked for her input so far.
- b. Traffic in Parsons Back Lane. Nothing to report.
- c. No Cold Calling Zone. One person has complained to Trading Standards about the installing of a No Cold Calling Zone so it cannot be implemented. A letter has gone out to residents.
- d. Pride in Potto. They have raised £360 and 9 tubs have been installed around the village. There is a fund raising event at the Dog and Gun of a coffee morning on Friday, 5 June. Councillor Hardy said Mrs Cartwright has asked if the trough can be included in Pride in Potto. The Chairman said 4 people in Potto have the right to draw water from the trough. We need a water expert to say how it should work and get it fixed. Councillor Mrs Hardy said it is full of leaves, rubbish and stagnant water. The Chairman had given copies of the legal documents to Mr Thoms and Mr Richardson. An e mail was received from County Council Highways saying they had received a request to cover the trough and asking for the Council's comments. District Councillor Mrs Fortune said she would ask

the District Council to see if they can help and the Chairman suggested approaching Northumbrian Water. Councillor Woodhouse said it is not functioning as it is designed to because it is blocked. The Chairman said Highways have tried to jet it but could not reach the end. It was agreed to reply to Highways that we are investigating the matter and will keep in touch with them before any work is done.

e. Sandbags. Bring forward next month.

7. Finance

The Annual Return for the year ended 31 March 2009 was received back from Mrs Roberts, the Internal Auditor, with a covering letter. This had been copied for Councillors. The comments in her letter were noted by the Council. Her invoice for £35.00 was agreed for payment. Councillor Woodhouse proposed, seconded by Councillor Hardy, that Mrs Roberts be re-appointed as Internal Auditor. This was agreed unanimously. It was agreed to renew our insurance with Allianz Insurance plc and the premium of £289.48 was agreed for payment. The first half of the precept of £1,250.00 was received from Hambleton District Council. The balances in the Council's accounts are as follows:

Community Account	£1,513.94 (8 May 2009)
Business Premium Account	£1,698.32 (9 March 2009)

8. Report from District Councillor Mrs Fortune

District Councillor Mrs Fortune advised that security on all outbuildings should be checked and be aware of anything/anyone strange in the neighbourhood. A very valuable motorbike has been stolen very close to this village and also burglars had been disturbed during the day time. The Chairman will put an item in the next newsletter.

9. Village Hall

Councillor Hardy had attended the Village Hall Management Committee meeting held on 27 April and gave a report. The village barbecue will be held on 19 July. A beer festival in conjunction with the Dog & Gun will be held on Sunday, 2 August to celebrate Yorkshire Day. A letter has been sent to the residents responsible for allowing their dog to foul in the car park. The nursery has asked if we can arrange for a warning sign about children from the County Council. The nursery has received a grant of £10,000 for improvements and they wish to know if there is anything in the deeds which prevents alterations. Councillor Hardy will check the disc which has all the legal documents on it.

10. Unclassified Road leading to the Village Hall

Councillor Woodhouse reported that he has begun filling in forms for the Land Registry. It costs about £40 for them to be looked at by the Land Registry and another £40 for a surveyor

to come and take photographs. The Council did not budget for this expense. The Chairman asked if the land would be registered in the Council's name and Councillor Woodhouse replied in the affirmative. The issue which came up in the Parish Plan is improving the lane. The Chairman said if we take ownership we are accepting liability and suggested we ask the YLCA for their input. This was agreed and Councillor Woodhouse will send an e mail to Clerk with the details.

11. Correspondence

- a. Posters from Hambleton District Council as to persons nominated in NYCC and European elections. These had been displayed on the notice board.
- b. An e mail from O2 regarding network coverage had been forwarded to Councillors. The Chairman will put an item in the newsletter asking residents if there had been an improvement in the signal level.
- c. Annual Report and invitation from CPRE to AGM held on 15 May at 7.00 pm at Golden Fleece, Thirsk. Received.
- d. Clerks & Councils Direct magazine. Circulate to Councillors.
- e. Country Air magazine. Circulate to Councillors. Invitation to membership of Rural Action Yorkshire. This will be passed to Village Hall Management Committee.
- f. E mail from Steve Hague regarding internet connection. Councillor Woodhouse said that Mr Whitlock was of the opinion that we should have a fibre optic cable instead of a copper one. The Chairman suggested asking Mr Whitlock what questions we should be asking.
- g. E mail from CPRE on Stop the Drop. It was noted that there had been fly tipping on Parsons Back Lane.
- h. E mail from YLCA giving details of Funding Sources for NYCC. This had been forwarded to Councillors.
- i. E mail from YLCA concerning the management of temporary road closures. Received.

The Chairman declared the meeting closed at 8.45 pm.

MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL
HELD ON MONDAY, 15 JUNE 2009 AT 7.15 PM IN THE
VILLAGE HALL

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

County Councillor Mr T Swales
District Councillor Mrs B Fortune

Meeting open to the public. None present.

The Chairman congratulated County Councillor Mr Swales on his re-election.

1. There were no apologies for absence
2. The minutes of last month's meeting had been circulated and after being agreed as a correct record, were signed by the Chairman.
3. **Police Report and Neighbourhood Watch.** The crime statistics for May had been received from North Yorkshire Police and e mailed to Councillors. Two ringmaster messages had also been forwarded. A reply had been received to the Council's query about attendance of Police at their meetings. Any queries should be forwarded and they will be answered by e mail or phone. The Neighbourhood Watch Co-ordinator, Mr Hardy has met with Mr Whitlock and there is a way forward as to the circulation of Neighbourhood Watch messages. Between 60 and 70 e mail addresses were received from residents as a result of the Parish Plan and people will now be asked if they want to receive the Neighbourhood Watch messages by e mail. The Chairman will put an item in the next newsletter.
4. **Planning Decisions of Hambleton District Council**
 - a. Single storey extension to The Bungalow, 12 Cooper Lane for Mr R Wyatt, as amended by plans received by HDC on 14 May 2009. Approved, subject to conditions. 09/00788/FUL. It was noted that the Parish Council's comments were not included in the Decision Notice and the Clerk had e mailed the Planning Officer to find out why. She said the comments did not reach them. The Clerk had re-sent the comments and will ask that they be put on the file.
5. **Planning Applications**
 - a. Alterations and extensions to part of roof at 5 Cooper Close for Mr Cartwright. 09/01258/FUL. Councillor Hardy proposed that the Council recommend approval, Councillor Woodhouse seconded and this was agreed unanimously.

- b. Invitation to attend site visit by Hambleton Development Committee on 22 June at Glen Lyon, Goldgate Lane. The Chairman will attend.

6. Matters Arising from last month's meeting

- a. Footpaths and Green Lane. County Councillor Mr Swales said he will meet with Mr Lewis of the County Council at the end of the month to talk about gates on the green lane. Mr Lewis has said there will not be money available but County Councillor Swales said if it fits the criteria there are funds available. It must be wide enough for a tractor or range rover to go through. District Councillor Mrs Fortune said if the Council is looking for funds they should go through the Stokesley and Villages Regeneration Group, contact Mr P Cole. In response to a question from Councillor Woodhouse, County Councillor Swales thought the cost of gates would be about £300.
Referring to the proposed footpath leaflets, Councillor Woodhouse said he needed to walk the walks and take some photographs and e mail them to Mr Whitlock who will do a draft. The Chairman said he had been to inspect the stile and it is loose at the bottom. It was agreed to write to Public Rights of Way section asking for a gate as the stile is rotten.
- b. Traffic in Parsons Back Lane. Councillor Woodhouse reported that Mr Longbotham has said there is to be a site meeting in July to discuss safety. County Councillor Mr Swales said there is not a great record of accidents there. He asked how it was different now than it had been over the last ten years. According to Mr Longbotham the traffic has increased. The Chairman asked if the member of the Parish Council would be invited to attend the meeting. Twice a year the Council funds grass cutting in this area. Mr Longbotham's letter will be circulated.
- c. No Cold Calling Zone. The Chairman said he will follow the matter up with Trading Standards and try to clarify why the zone cannot be implemented.
- d. Pride in Potto. There are 8 tubs located around the village. Over £500 has been raised so far. Another function has been organized for July.
- e. Water Trough. Councillor Woodhouse had been approached by a resident who would like to organize a rota to regularly clean out the trough. The Chairman said the trough was registered with the Commons Commissioners. County Councillor Mr Swales requested a copy of the document. The Chairman thought a water engineer was necessary as he would know how it should work. We would like it back to working condition. Councillor Woodhouse proposed we agree to the plan for a rota to clean out the trough as part of the Pride in Potto, Councillor Hardy seconded and this was agreed. County Councillor Mr Swales will follow up the matter and report back to the next meeting.
- f. Sandbags. Bring forward to next meeting.
- g. Internet Connection. An e mail was received from Mr Whitlock. Councillor Walters thought it would be useful to have this information on the website.
- h. Green Wheelie Bins. Councillor Woodhouse asked whether it was possible to have a larger green bin. County Councillor Mr Swales said the larger ones are commercial ones. District Councillor Mrs Fortune said residents need to write individually to the District Council if they wish to change their bins. Councillor Woodhouse said he had mentioned earlier about getting

a green bin for the Church but he gathers there is one but it is kept at a resident's house. The Chairman said we do not want to stop the goodwill of someone who does this work.

7. Finance

Councillor Walters agreed to do a risk assessment for the Council. The payment of the Clerk's ¼ salary and ¼ travel allowance of £133.75 was agreed. The balances in the Council's accounts are as follows:

Community Account	£1,125.46 (10 June 2009)
Business Premium Account	£1,698.55 (9 June 2009)

8. **Reports from County and District Councillors.** Nothing to report.

9. Village Hall

The minutes of the meeting held on 1 June 2009 were received and will be circulated. Councillor Hardy reported that there is a covenant on the land which prevents any building on the car park.

10. Unclassified Road leading to Village Hall

Councillor Walters said the Village Hall Committee will fund the £80 fee for the Land Registry. The Committee does have a couple of things to discuss about ownership and liability. It must be made sure that the rest of the residents on the road have the right to use it if it is registered in somebody else's name. What obligation should they have to maintain it in the future? Councillor Hardy says access is mentioned in the deeds. Councillor Woodhouse said the proposed owner would put a proper surface down. He already owns ¾ of the road. The Chairman suggested waiting until we have received advice from YLCA and this was agreed.

County Councillor Mr Swales left the meeting.

11. Correspondence

- a. Letter from Mr A E Thoms, Churchwarden, Whorlton PCC asking for the Council's help in maintaining the Burial Ground. The Chairman said we have allocated £200 in our budget and it was agreed to make this payment. The Council will look at increasing the amount in their next budget.
- b. No-one had been able to attend the Stokesley and Villages Community Regeneration Group meeting on 10 June.
- c. Update received from Hambleton District Council which will be circulated to Councillors. Posters for the Flavours of Hambleton Awards 2009 and the Stokesley Area Forum to be held in the Town Hall on 20 July will be put on the notice board.
- d. Circular from CE Electric UK about priority treatment during power cuts. An item will be put in the newsletter and the leaflets will be put in the notice board.

- e. Information from Amanda Madden, Rural Housing Enabler on Village SOS had been e mailed to Councillors.
- f. Fieldwork magazine from CPRE will be circulated to Councillors. News from CPRE North Yorkshire has been e mailed to Councillors.
- g. Weekly Rural News Focus from Rural Services Community had been e mailed to Councillors.
- h. YLCA had e mailed the Bulletin from NALC and this had been forwarded to Councillors.
- i. Newsletter from Rural Services Network had been e mailed to Councillors.
- j. Poster from Northallerton and District Voluntary Service Association on their Wheels to Work. Posted on notice board.

The Chairman declared the meeting closed at 8.30 pm.

**MINUTES OF THE MEETING OF POTTO PARISH COUNCIL HELD
ON MONDAY, 3 AUGUST 2009 AT 7.15 PM IN THE VILLAGE HALL**

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

District Councillor Mrs B Fortune

1 member of the public

Meeting open to the public

Mr Howe said he would like to speak about item 5a, a planning application for a single storey extension to The Old Orchard, Cooper Lane for Mr D Moore. The District Council put up a site notice, the planning application is mentioned on the Parish Council's agenda and the Parish Council also circulate to near neighbours a planning application notice. Given these items, when did the Parish Council agree to Councillor Woodhouse circulating a petition for refusal of Mr Moore's application? Councillor Woodhouse stated that this assumption was incorrect and asked Mr Howe from where he had obtained his information. Mr Howe repeated his question and Councillor Woodhouse again said he had not. The Chairman said the Parish Council has not asked for a petition. Mr Howe then said he deduced it was a personal interest that made Councillor Woodhouse take a petition round. Councillor Woodhouse asked on what grounds Mr Howe had made the assumption that he took a petition round. The Chairman said it is not the Parish Council that is the owner of the petition and to the best of the Council's knowledge it is not Councillor Woodhouse. Councillor Woodhouse has received a number of comments regarding the application from parishioners. Mr Howe explained how neighbours had informed him of the facts and are prepared to commit it to paper concerning Councillor Woodhouse and the petition. The Chairman asked if there was a copy of the petition which the Council could see. Councillor Woodhouse replied that it had been sent in to the District Council. Mr Howe said the immediate neighbours support the application and objected very strongly to the methods employed to try and prevent the proposal.

Mr Howe had a copy of an e mail which Mr Woodhouse had sent to the District Council Planning Officer dealing with Mr Moore's application. The e mail was written by Mr Woodhouse as a very concerned near neighbour which, Mr Howe said, shows he has a strong personal interest in this matter. He appreciated that Mr Woodhouse had the right to comment on any planning application but it was not acceptable, democratic or due planning process to use his position as a Parish Councillor to attempt to prevent another individual's planning permission. Mr Howe then asked that in view of the petition and e mail as well as other breaches of the Code of Conduct, Councillor Woodhouse declare an interest and remove himself from the decision process. Mr Howe said a formal complaint will be sent to the Standards Board about the actions of Councillor Woodhouse and, regrettably, that would also include any other Parish Councillor who condones his actions and could subsequently breach the Code of Conduct.

The Chairman said we will wait for a copy of Mr Howe's comments and will need to investigate the comments and refer to the Standards Board Code of Conduct to see if there is any legitimacy in the claims that have been made.

The Chairman closed the meeting to the public.

1. Apologies for absence were received from County Councillor Mr T Swales and Councillor Mr A Wilde.

2. The minutes of the meeting held on 15 June 2009 had been circulated; they were agreed as a correct record and signed by the Chairman.

3. **Police Report and Neighbourhood Watch.** The crime statistics for May had been received from NY Police and circulated. Councillor Hardy said a Ringmaster message had been received about the theft of an adult tricycle from Stokesley. Messages were put on the notice board. The Police are holding a crime surgery next week at Tesco in Northallerton from 12 noon – 2.00 pm. Surgeries are also planned for 2 September and 7 October. People had been cold calling in Potto today about home improvements. Their details were taken. Councillor Woodhouse reported on break-ins in Swainby. Councillor Hardy said the Ringmaster system does not seem to be working the same as in the past. The Clerk said Mrs Milburn, the Neighbourhood Watch Co-ordinator for Hutton Rudby, had been invited to a meeting in September to discuss Ringmaster. She will ask Mrs Milburn for details.

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

a. Alterations and extensions to part of roof of 5 Cooper Close for Mr D Cartwright. 09/01258/FUL. Approved, subject to conditions.

5. **Planning Applications**

a. Single storey extension to The Old Orchard, Cooper Lane for Mr D Moore 09/01906/FUL. A copy of the e mail referred to in the Meeting Open to the Public session was given by Mr Howe to the Chairman. The Chairman said a parishioner feels that Councillor Woodhouse has not behaved properly and therefore we find ourselves in an abnormal situation. Councillor Woodhouse said he had a letter from a resident concerning the application. The letter was not addressed to the Parish Council so was not read at the meeting. The Chairman asked District Councillor Mrs Fortune for her opinion. She said we have to be open and transparent in all dealings. The Chairman said the Council cannot comment on this application tonight and the closing date for comments is tomorrow. It was agreed that due to having insufficient Councillors at the meeting tonight we cannot vote on the application. The Chairman said given the comments made by Mr Howe we need to review our planning policy to make sure we do not get ourselves into this situation again. It was agreed to send the application back saying that due to an insufficient quorum the Council could not make any comment.

Mr Howe left the meeting.

b. Site visit on 22 June by District Council Development Committee to Glen Lyon, Goldgate Lane. District Councillor Mrs Fortune said the application was deferred.

6. **Matters Arising**

a. **Footpaths and Green Lane.** County Councillor Mr Swales was due to meet with Mr Lewis of NYCC Highways to discuss gates for the green lane. A report from him is awaited. Councillor Hardy asked that the Council request a further supply of road planings. This was agreed. Councillor Woodhouse reported that Mrs Cartwright had given him 6 draft footpath walks. He will walk them and take photographs. Bring forward next month. The stile in field No. NZ 47033823 will be reported to the Public Rights of Way Section for replacement or repair.

- b. Traffic in Parsons Back Lane. Councillor Woodhouse reported that Mr Longbotham had a meeting with Highways in July. No update has been received. Bring forward next month.
- c. No Cold Calling Zone. Councillor Woodhouse showed an item from the ny times warning householders about cold callers during the summer. The Council agreed to pursue a cold calling zone further.
- d. Water Trough. District Councillor Mrs Fortune urged against allowing anyone to clear out the trough. It is a health risk. Councillor Hardy said the drainage is not working as it should. It was agreed to ask County Councillor Swales if he had made any progress on this matter. Highways will also be contacted to inform them that the trough belongs to the Parish Council and nothing should be done without the Council's agreement. District Councillor Mrs Fortune suggested it would be best if it was jetted quarterly.
- e. Sandbags. There are no sandbags stored at the Village Hall. It was agreed to make a list of properties which are liable to flooding. Residents will be asked if they want a supply. The Clerk will contact Mr Brown of the District Council about this. Councillor Hardy suggested it was something to go in the newsletter.

7. Finance

The Council agreed to renew their subscription to Clerks & Councils Direct magazine at a cost of £10. An invoice was received from Mr Kitching for grass cutting for £150. It is not clear whether this invoice is for a full year or whether another cut will be undertaken and this will be queried. The budget for grass cutting was set at £250 for the year. The risk assessment for the Council will be carried over to next month. The balances in the Council's accounts are as follows:

Community Account	£956.71 (10 July 2009)
Business Premium Account	£1,698.55 (9 June 2009)

8. Report from District Councillor Mrs Fortune

District Councillor Mrs Fortune said the Fire Service in Northallerton are in urgent need of scrap cars which they use for training purposes. Anyone who has one available please contact the Fire Service.

9. Village Hall

The barbecue was a success and the Chairman said thanks should go to the Village Hall Committee and Friends of the Village Hall for their sterling work in organizing it. Refurbishment work is to start soon. A window is to be changed to doors on to the car park for the nursery. Grants have been obtained for the work. The Secretary will be asked to e mail a copy of the minutes to the Council.

10. Unclassified road leading to Village Hall

Councillor Woodhouse reported on conversations with Councillor Wilde and Mr Davison. Bearing in mind the advice from YLCA Mr Davison is still wishing to get the refurbishment organized and bearing part of the cost. Councillor Woodhouse thought if the remaining section could be registered in Mr Davison's name, something could be done in 2010. He volunteered to fill in the papers for the Land Registry and bring them to the next meeting. The Village Hall Committee has agreed to pay the £80 fee. The Chairman said if Mr Davison takes ownership several funding areas will not be available. In response to the query from Councillor Woodhouse about whether she was in contact with other Parish Councils in this situation, District Councillor Mrs Fortune said you must keep residents informed and

involved. She asked why the Parish Council was not prepared to register it in their name. The Chairman said the biggest issue is finding someone to take on the project. Councillor Woodhouse suggested that our insurance company be asked by how much the premium would increase. Councillor Hardy proposed that the Council do the forms to apply for ownership and inform the residents. This was agreed unanimously.

11. Correspondence

- a. Letter from A E Thoms, Churchwarden, Whorlton PCC giving details of the maintenance of the graveyard at Whorlton. Received.
- b. Letter from Rt Hon William Hague enclosing copy of the letter from the Chairman of BT in connection with the removal of the public payphone in Potto. Received.
- c. Details from Yorkshire and the Humber Regional Training Partnership of the Annual Joint Regional Training Conference to be held in Scarborough on 30 October – 1 November 2009. Circulate to Councillors.
- d. Letter from NYCC about the election of Parish Representatives to the Hambleton Area Committee. Circulate to Councillors.
- e. Overview and Scrutiny Annual Report April 2008 – March 2009 from NYCC. Circulate to Councillors.
- f. E bulletin from NALC. Forwarded to Councillors by e mail.
- g. Information from Northern Gas Networks on grants for environmental projects e mailed from YLCA and forwarded to Councillors.
- h. E mail from YLCA on Flooding in England and Rights of Way Advice Notes. Forwarded to Councillors.
- i. Invitation from YLCA to attend a training seminar on Councillor Skills at Hutton Rudby on 4 August. No-one was available to attend.
- j. North Yorkshire newsletter from CPRE. Circulated to Councillors.
- k. E mail from CPRE giving news from North Yorkshire. Forwarded to Councillors.
- l. News e mail from Charity Commission. Forwarded to Councillors.
- m. E mail from Rural Community Network asking if Councillors wished to receive e mails to their personal e mail address. Councillors decided that e mails should continue to be sent to the Parish Council e mail address.
- n. News by e mail from Rural Services Community. Forwarded to Councillors.
- o. Newsletter from Rural Services Network by e mail. Forwarded to Councillors.
- p. E mail from Ms Amanda Madden Rural Housing Enabler on the threat to village pubs and shops. Forwarded to Councillors.
- q. Clerks & Councils Direct magazine. Circulated to Councillors.
- r. Bulbs catalogue from R J Parker. Given to Councillor Hardy for “Pride in Potto”.
- s. E mail from YLCA concerning Villages SOS Initiative by the BBC. Forwarded to Councillors.
- t. E mail from Defra regarding biodiversity via YLCA. Forwarded to Councillors.
- u. Copy of letter from Hambleton District Council to Mr & Mrs Kitching agreeing to the name for a new property. Circulate to Councillors.
- v. Circular letter from County Councillor G Dadds on In-patient Care in the South Tees NHS Foundation Trust. Circulate to Councillors.

The Chairman declared the meeting closed at 9.15 pm.

**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL
HELD ON MONDAY, 17 AUGUST 2009 AT 7.15 PM IN THE
VILLAGE HALL**

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

County Councillor Mr T Swales
District Councillor Mrs B Fortune

1 member of the public

Meeting Open to the Public

Mr Howe said he wished to clarify one point raised at the last Parish Council meeting. It concerns the petition against the planning application of Mr Moore which was circulated around the village. Mr Howe asked if Councillor Woodhouse was involved in any way in that petition. The Chairman said at the last meeting it was said that we were going to wait for your comments to be received and then have a meeting. Mr Howe queried who would actually ask Councillor Woodhouse if he was involved in the petition. The Chairman said he would. There will be a meeting when Councillor Walters returns from holiday as a full Council is required.

The Chairman closed the meeting to the public.

1. An apology for absence was received from Councillor Walters.
2. The minutes of the last meeting held on 3 August 2009 had been circulated. Councillor Hardy proposed them as a correct record, Councillor Woodhouse seconded and they were then signed by the Chairman.
3. **Police Report and Neighbourhood Watch**

The crime statistics for June and July had been received and forwarded to Councillors. County Councillor Swales requested a copy be sent to him also. District Councillor Mrs Fortune reported that a meeting had been held to introduce the new Inspector for Stokesley. The difficulties the Police have in attending Parish Council meetings were discussed. If the Council has any issues she will e mail them direct to Sergeant Nick Walther and he will deal with them. He will also try to attend meetings as often as he can. The Clerk reported that she had spoken to Mrs Milburn about the Neighbourhood Watch meeting and given her Mr Hardy's telephone number. Councillor Hardy asked District Councillor Mrs Fortune if they had spoken about the Ringmaster System. County Councillor Mr Swales said PC Bird is dealing with that. Councillor Woodhouse reported that he had attended a meeting with Mr I Roy, Ingleby Arncliffe Neighbourhood Watch and Mr Hardy to discuss the best way forward for Neighbourhood Watch. The Chairman said we need a mechanism so that the salient points of meetings like this are reported back to the Council.

4. Planning Decisions of Hambleton District Council

- a. Installation of 2 windows and porch extension to Glen Lyon, Goldgate Lane. Change of use of land from agricultural to domestic. Construction of domestic garage, stable and store, as amended by plans received by HDC on 1 May 2009, for Mr T Foley. 09/00663/FUL. Refused. District Councillor Mrs Fortune apologized that she had reported last month that the application was deferred as she was not sure.

5. Planning Applications

The Chairman reported that he visited Stone Cross last week and asked about planning applications. The duty Planning Officer said they used the Town and Country Planning Act and he gave the Chairman a copy. Hopefully this will help when we receive planning applications.

6. Matters Arising from last month's meeting

- a. Footpaths and Green Lane. 150 tonnes of planings have been ordered from North Yorkshire Highways. County Councillor Mr Swales reported on his meeting on the green lane with Mr Lewis from Highways and said they have agreed to disagree about the gates. Mr Lewis says that the gates will be an obstruction but there are already gates on another green lane. It will not be in the Highways budget. County Councillor Swales suggested that if the Council wishes to proceed they should put one in to start with and see what the reaction is. The gate needs to be placed so that it turns stock into the field and to be able to be opened by a rider on a horse. The Chairman said he would get some costs.
- b. Traffic in Parsons Back Lane. Carry forward to next month.
- c. No Cold Calling Zone. The Council's application was not successful because one resident objected. Councillor Woodhouse had spoken to the resident and perhaps he had misunderstood the reasons for a cold calling zone. If we can clarify the information and forward it to the resident we can then see if he still objects. The Clerk will contact Trading Standards.
- d. Water Trough. The trough is not the responsibility of Highways though it is in the highway. The Chairman could not see the point in putting a grill across it. Is the Parish Council going to take responsibility for it? Would we have to insure it? The Clerk reported that she had sent an e mail to Highways, copy to County Councillor Swales, saying that the water trough is the responsibility of the Parish Council and asking if they can arrange for it to be jetted through on a quarterly basis. It was agreed that the YLCA be asked for advice.
- e. Sandbags. The Chairman had received a note from Councillor Walters for inclusion in the newsletter. The Clerk had received an e mail from Mr Brown, HDC to say that the supply of sandbags is on hold for the moment.
- f. Grass Cutting. Councillor Woodhouse said Mr Kitching has a map marked up showing which areas to cut. Last year we paid £150. The Chairman asked Councillor Woodhouse to clarify with Mr Kitching where we are at the moment. The Council agreed to pay Mr Kitching's invoice for £150.00. The Chairman said since the first cut the farmers have been

better at cutting the sides of the road and the hedges and we need to review our cutting in the light of what other people are doing.

g. Planning Applications. The Chairman said when Councillor Walters returns we will have a meeting.

Mr Howe left the meeting.

h. Yorkshire and the Humber Regional Training Partnership Training Conference. Scarborough 30 October – 1 November. No-one was available to attend.

7. Finance

A leaflet was received from Barclays Bank giving information on changes to Community Accounts. Circulate to Councillors. The balances in the Council's accounts were as follows:

Community Account	£756.71 (10 August 2009)
Business Premium Account	£1,698.55 (9 June 2009)

8. Reports from County and District Councillors

District Councillor Mrs Fortune said the Police are putting a heavy presence into Great Ayton and Stokesley with the result that we do not see them here. Talks are going on to bridge the gap. County Councillor Mr Swales said he had received a letter from Highways about warning signs for the nursery. He did not want to promise things which there were no feasibility of the Council getting such as a speed limit on Parsons Back Lane. County Councillor Swales is our representative on the Crime and Disorder Partnership. Councillor Woodhouse said there is a concept of rural or quiet lanes and wondered if this would apply to Parsons Back Lane. County Councillor Swales thought not. Traffic off the A19 can use it. Councillor Hardy said there was an item in CPRE's Fieldwork magazine about quiet lanes. The Clerk will look it up.

9. Village Hall

The minutes of the meeting held on 27 July were received and will be circulated to Councillors. The Chairman said the village barbecue was an outstanding success. Yorkshire Day celebrations on 1 August were well organized by Mr Irvine of the Dog & Gun and profits were given to the Village Hall. The toilets are being refurbished and a new fence is being erected around the play area. Discussions are going on with Mr Griffin about the covenant on the land concerning new building and the sale of more land.

10. Unclassified Road leaving to Village Hall

A letter has been sent to residents informing them of the Council's proposal. The Clerk has written to the insurance company. Bring forward next month.

11. Correspondence

- a. Letter from Highways on the Council's request for a Children warning sign for the nursery. They cannot provide the sign requested as the playgroup and children waiting for school transport do not satisfy the criteria in the Traffic Signs Manual. The Chairman asked if there was anything the Council could do. Councillor Woodhouse said that signs are not allowed on existing street furniture because of insurance. Councillor Hardy said the nursery is a learning environment. District Councillor Mrs Fortune said she will ask the person who makes the signs for their advice.
- b. A consultation on Strengthening Local Democracy. E mail from YLCA forwarded to Councillors. The Chairman will look at the questionnaire.
- c. E bulletin from YLCA. Forwarded to Councillors.
- d. Update by e mail from Amanda Madden, Rural Housing Enabler. Forwarded to Councillors.
- e. Putting People First newsletter received by e mail from NYCC. Forwarded to Councillors.
- f. Country Air magazine received from Rural Action Yorkshire. Circulate to Councillors.
- g. Weekly Rural News Focus for 12 and 17 August received by e mail from Rural Services Community and forwarded to Councillors.
- h. Domestic Extensions Supplementary Planning Draft document received by e mail from Hambleton District Council and forwarded to Councillors. Bring forward next month.
- i. What's new on the YLCA website e mail forwarded to Councillors.

The Chairman declared the meeting closed at 8.25 pm.

**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL
HELD ON MONDAY, 21 SEPTEMBER 2009 AT 7.15 PM IN THE
VILLAGE HALL**

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

District Councillor Mrs B Fortune

1 member of the public

Meeting open to the Public

The Chairman said to Mr Howe that at the last meeting it was said that the Council would have a meeting to discuss the petition that was circulated around the Village. The Chairman had taken advice from the District Council Monitoring Officer, Mr M Richards, and was informed that the Parish Council should not get involved with it. Mr Howe said he wished to ask the same question he asked last month i.e. did Councillor Woodhouse have anything to do with the petition against Mr Moore's planning application? Councillor Woodhouse replied that at the last meeting it was said that that we would await comments from Mr Howe and he had not seen them. The Clerk said Councillor Walters had said that the Council would await a copy of Mr Howe's comments. These comments were detailed in the minutes of the meeting held on 3 August. The Chairman said it was for the Standards Board to deal with. Mr Howe said his question was straightforward and required a yes or no answer. Councillor Woodhouse said he was not prepared to comment on tittle tattle or innuendo. Mr Howe quoted from the Relevant Authorities (General Principles) Order 2001 stating the principles he thought Councillor Woodhouse had contravened. He said by refusing to answer Councillor Woodhouse was avoiding principle 2 which concerned honesty and integrity. The Chairman said he was of the opinion that anyone is innocent unless proved otherwise. The Chairman closed the meeting to the public.

1. Apologies for absence were received from County Councillor Mr T Swales and Councillor Mr N Walters.
2. The minutes of last month's meeting had been circulated. Councillor Hardy proposed, seconded by Councillor Woodhouse, that they be accepted as a correct record. This was agreed unanimously and they were signed by the Chairman.
3. **Police Report and Neighbourhood Watch.** There was nothing to report from Neighbourhood Watch. The crime statistics were received from NY Police and had been circulated. District Councillor Mrs Fortune said she had met the new Inspector in Stokesley at the Stokesley and Villages Regeneration Group meeting.
4. **Planning Decisions of Hambleton District Council**
 - a. Single storey extension to The Old Orchard, Cooper Lane for Mr D Moore 09/01906/FUL. Granted, subject to conditions.
5. **Planning Applications.**

Councillor Woodhouse had circulated an e mail saying that Mr Cann of the District Council was willing to come to talk about planning to Councillors. It was agreed that a Thursday evening would be most convenient. Rudby and Whorlton Parish Council would be asked if they wished to attend. Mr Cann would be asked to cover new changes in planning.

6. Matters Arising

- a. Footpaths and Green Lane. An e mail was received from NYCC Public Rights of Way reporting the repair of a stile. A letter was received from NYCC Highways saying they would be able to provide 50 tonnes of planings. The Council agreed to accept the offer. Letter from NYCC giving the date for footway sealing programme at Cooper Close was received.
- b. Traffic in Parsons Back Lane. The Council agreed to obtain a copy of CPRE's Guide to Quiet Lanes. A copy of a letter from NYCC to Mr Longbotham giving details of the speed survey in Parsons Back Lane had been received.
- c. No Cold Calling Zone. The Clerk had e mailed Trading Standards asking for more details of why a zone could not be established.
- d. Water Trough. Councillor Woodhouse had e mailed Councillors saying that a resident had documents showing that he was the legal owner of the water trough. The Council would be interested to see the documents.
- e. Grass Cutting. Councillor Woodhouse said Mr Kitching will cut as much of the grass verges as possible for £100 so we will keep within the budget of £250.
- f. Sandbags. Mr Brown of Hambleton District Council had e mailed to say he was unable to confirm if sandbags will be delivered this year. There is a supply at the depot in Stokesley and residents can collect them by appointment, Tel. 01609-788101. The Chairman will put this in the next newsletter.
- g. Planning Applications. It was agreed to bring forward next month.

Mr Howe left the meeting.

- h. Domestic Extensions Supplementary Planning draft document. The Council filled in the questionnaire.

7. Finance

A letter was received from Hambleton District Council concerning revenue estimates. The Council agreed to consider this in November when setting the budget. A letter was received from Barclays Bank detailing the relocation of a branch from Linthorpe Road to Albert Road, Middlesbrough. The Annual Report was received from Mazars with their recommendation that the Council should undertake a risk assessment which should consider both financial and operational risks. The risk assessment should be reviewed on an annual basis. The Council noted the comments and a risk assessment is being undertaken. The audit fee of £57.50 was agreed for payment as was the Clerk's ¼ salary + travel allowance of £133.75. The balances in the Council's accounts were as follows:

Community Account	£596.71 (10 September 2009)
Business Premium Account	£1,698.76 (9 September 2009)

8. Report from District Councillor Mrs Fortune

District Councillor Mrs Fortune said she was attending the opening of Picton Playground and would speak to the organizers about signage. She believed they had been given some signs and would like to see them before making any comment as to whether they would be suitable for the nursery in Potto. A copy of the Picton Newsletter which is issued twice a year will be circulated to Councillors. County Councillor Mr Swales has asked District Councillor Fortune to say with regard to the salt bins that if the Council wished to retain them there has to be a case made for their necessity.

9. Village Hall

Councillor Hardy had attended the last meeting and gave a report. The wasps' nest has been removed from the front door at a cost of £65. New door has been fitted leading onto the car park. The Management Committee had contributed £1,000 towards the cost. Valuations for lifting the covenant and the land have been carried out. The minutes for the meeting held on 7 September will be circulated to Councillors. The Chairman reported that he had forwarded on the e mail from the Library Theatre to the Management Committee.

10. Unclassified Road leading to Village Hall

An e mail was received from Allianz Cornhill Insurance requesting more details before they could comment on the Council's letter. Councillor Woodhouse reported that he had filled in the Land Registry forms and taken photographs of the area in question and made a map. He had printed out the Land Registry Act 2002, section 6 which is required to understand some of the questions. He suggested that the forms be circulated to Councillors for their comments. The forms can then be considered at the Council's next meeting. This was agreed.

Councillor Hardy said the Management Committee would like a meeting with the Parish Council to agree the best way forward for the extensions to the hall. Councillors were asked to attend the next meeting of the Management Committee at 7.30 pm on 5 October in the Village Hall.

11. Correspondence

- a. A letter was received from a resident. The Chairman said the letter covers three points. Item 1 is not a issue for the Parish Council it is a civil matter. A leaflet concerning mediation will be sent. Item 2 concerned the cold calling zone which the Council is continuing to a follow up. Item 3 asked for all residents to be e mailed concerning residents' planning applications. The Council thought that there was already a great deal done to inform residents. The District Council put up a green planning application sign outside the dwelling and details are available on their website. The Parish Council issues a notice to the applicant and neighbours, details are on the agenda and in the minutes. Councillor Woodhouse said several residents have spoken about the short amount of time given for response to the District Council. The resident will be thanked for her letter.
- b. Councillor Woodhouse had sent an e mail concerning the willow tree on Potto Road which appears to contain quite a lot of dead wood. The Council agreed to write to the owner pointing this out.
- c. E mail from A Sutcliffe, Hambleton District Council giving details of shared services with Richmondshire District Council. Forwarded to Councillors.
- d. E mail from S Shaw about more powers for Parish and Town Councils. Forwarded to Councillors.
- e. CPRE News and Coast to Coast Walk e mailed to Councillors.
- f. E mail from Rural Services Network on helping to shape our own Rural Manifesto. Forwarded to Councillors.
- g. E mail from Rural Services Network on the State of Rural Services in England. Forwarded to Councillors.
- h. Parish News e mail from Rural Services Network. Forwarded to Councillors.
- i. E mail from Rural Services Network giving Hinterland newsletter for 28 August, 4 & 11 September. All forwarded to Councillors.
- j. Rural News Focus for 3 & 10 September e mailed from Rural Services Network. Forwarded to Councillors.

- k. E mail from YLCA on Rural Matters from the Yorkshire & Humber Rural Affairs Forum. Forwarded to Councillors.
- l. Fieldwork magazine from CPRE. Circulated to Councillors.
- m. Clerks & Councils Direct magazine. Circulated to Councillors.
- n. Newsletter from A Hill & Sons. It was noted that three of the trees which were planted have not grown. The Chairman is part of the black poplar scheme and has been growing them as part of the scheme and three of these could be put in.
- o. Brochure from Timberline Play Products. Given to Councillor Hardy for the nursery.
- p. Agenda for the County Committee for Hambleton to be held at County Hall, Northallerton on 28 September at 2.00 pm. The Chairman may be able to attend.
- q. Letter from NYCC giving details of the salt bins which will not be refilled for the coming winter. The letter will be circulated to Councillors for discussion next month.
- r. Agenda for Hambleton Branch meeting of YLCA to be held on 14 October at Stone Cross, Northallerton. Circulate to Councillors.

The Chairman declared the meeting closed at 8.40 pm

**MINUTES OF THE MEETING OF POTTO PARISH COUNCIL HELD ON
MONDAY, 19 OCTOBER 2009 AT 7.15 PM IN THE VILLAGE HALL**

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

Meeting open to the public None present.

1. Apologies for absence were received from County Councillor Mr T Swales and District Councillor Mrs B Fortune.
2. The minutes of last month's meeting had been circulated. Councillor Woodhouse proposed, seconded by Councillor Hardy that they be accepted as a correct record. The minutes were then signed by the Chairman.
3. **Police Report and Neighbourhood Watch**

The crime statistics had been received from NY Police and an introductory letter from Inspector A Criddle which had been circulated to Councillors.

Councillor Woodhouse reported on the Neighbourhood Watch meeting he had attended on the 13 October in Swainby Village Hall. Inspector Criddle and Sgt. Walther were in attendance. It is now called Hambleton North Neighbourhood Watch Scheme. Each Parish Council was invited to contribute a small sum, e.g. £10 annually. Councillor Woodhouse asked that the Council consider this request during budget discussions. The Policing team is focusing on Safer Neighbourhood Policy. Councillor Woodhouse had a supply of two different postcards. One card gave a summary of North Yorkshire Police's Policing Pledge and the other had on it a questionnaire to be filled in and returned. Sgt Walther said he would like to visit Parish Councils and hoped someone would be available to attend once a quarter. The Police were asked if the statistics they provided monthly could be broken down much further and they agreed to look at this. It was agreed that e mail was the way forward for communications. The Police said they would like to bring a mobile unit to villages when events are being held. The Chairman of the Village Hall Committee will be informed. Some of the Police now have hand held lap tops which enable them to e mail details from the scene of a crime to the ringmaster system. It is a new system undergoing a trial. The telephone number for the Safer Neighbourhood Watch is 01609 789521. Messages can be left which are non-urgent. Inspector Criddle said they were looking for 2 volunteers from each area to patrol problem areas for 2-3 hours once a month. They will be given a Police radio. It will be just to observe as extra eyes and ears. It was thought that the ringmaster system should also be used to spread news of successes. Councillor Woodhouse said there were a couple of questions about cold calling zones and Inspector Criddle and Sgt Walther said the Police are keen to get these established. Councillor Woodhouse had asked for their advice on establishing smaller zones.

The Chairman suggested that the postcards could be given out with the next newsletter. Councillor Hardy gave details of a ringmaster message about the theft of heating oil in Great Broughton. Councillor Woodhouse said it has been agreed that there will be an extra tab on the Potto website for Neighbourhood Watch and ringmaster messages will be put on. The e mails addresses which came out of the Parish Plan questionnaire will be used for the circulation of messages.

4. **Planning Decisions of Hambleton District Council.** None
5. **Planning Applications.** None.
6. **Matters Arising**

- a. Footpaths and Green Lane. Councillor Woodhouse had a draft copy of the proposed footpath guide leaflets and it will be circulated to Councillors for their comments. Thanks were expressed to Mrs Cartwright for doing the text for the walks. Councillor Hardy said the hedges on the green lane need to be cut back. Highways will be asked who is responsible for this.
- b. No Cold Calling Zone. An e mail had been received from David Titchener, Trading Standards, saying that the objector was very clear about the reasons for the objection to the proposed No Cold Calling zone. He suggested that the Council carry out a survey of residents setting out the reasons for having such a zone created. Councillor Woodhouse said Sgt Walther had recommended that the Council ask if a zone could be created for a smaller area, say Cooper Close.
- c. Water Trough. The Clerk said County Councillor Swales had suggested a site meeting. The Chairman will contact Mr Richardson.
- d. Planning Applications. Councillor Walters said he had begun to draft a note and will e mail it to the Clerk for circulation.
- e. Planning Training. Dates were awaited from Mr Cann of the District Council.
- f. YLCA Hambleton Branch meeting held on 14 October 2009. No-one had been available to attend.
- g. NYCC Salt bins. Councillors agreed to write to NYCC Highways saying that the Council wished to retain all the salt bins detailed in Appendix B and will arrange for them to be filled.

7. Finance

The 2nd half of the precept of £1,250.00 was received from Hambleton District Council. The Chairman had obtained risk assessments from similar sized Councils to Potto and also a document on how to put one together. This information will be circulated to Councillors for their comments. The Council agreed to renew their membership of CPRE at a cost of £29 by direct debit. Councillor Woodhouse had spoken to Mr Kitching about grass cutting charges. He had also spoken to another contractor who had quoted £18 per hour. Grass cutting will be considered in the budget and written quotations will be required for any work. The balances in the Council's accounts are as follows:

Community Account	£1,655.46 (9 October 2009)
Business Premium Account	£1,698.76 (9 September 2009)

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

9. Village Hall

Minutes of the meeting of the Management Committee held on 5 October were received and will be circulated to Councillors. The toilets have been refurbished. Various events are planned.

10. Unclassified Road leading to Village Hall

In response to an e mail from Allianz Cornhill Insurance it was agreed to reply that the road was an access road to 9 properties and the Village Hall and the Parish Council would wish to adopt and resurface it. Councillor Woodhouse had the papers for the Land Registry and these will be circulated to Councillors.

11. Correspondence

- a. Letter and CD from Hambleton District Council on the LDF Proposed Submission Allocations DPD. Given to Councillor Walters.
- b. E mail from Mr P Cole, Hambleton District Council giving details of a meeting on 28 October in Civic Centre, Northallerton entitled "From Ideas to Implementation". Circulated to Councillors.

- c. Letter from Hambleton District Council giving details of a meeting of the Area Forum being held tonight in Stokesley Town Hall. A poster had been displayed in the notice board.
- d. Update newsletter from Hambleton District Council and Partnership News from Hambleton Strategic Partnership. These will be circulated to Councillors. The District Council has begun a new campaign on physical activity and various posters were enclosed. These will be displayed.
- e. E mail from NYCC giving a questionnaire on the Local Transport Plan survey. This had been circulated to Councillors.
- f. News from North Yorkshire e mail from CPRE. Circulated to Councillors.
- g. E mail from YLCA on behalf of Sherburn in Elmet Parish Council asking if Parish Councils had websites and if they would recommend their provider. It was agreed to ask Mr Whitlock if he wished his details to be forwarded.
- h. Weekly Rural Focus for 5, 12 and 19 October from Rural Services Community. E mailed to Councillors.
- i. Parish News from Rural Services Network. E mailed to Councillors.
- j. E mail from T Braun asking for support to help get funding for the Stokesley Play Area at North Road. Forwarded to Councillors.

The Chairman declared the meeting closed at 8.40 pm.

**MINUTES OF THE MEETING OF POTTO PARISH COUNCIL HELD
ON MONDAY, 23 NOVEMBER 2009 AT 7.15 PM IN THE VILLAGE HALL**

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

2 members of the public

Meeting open to the Public

Mr Richardson referred to the September minutes of the Council meeting which said that he had documents proving he was the owner of the water trough. This is not correct, he has documentation to show that the Parish Council is not the owner of the water trough. Mr Richardson would like the trough to be a nice feature of the village. At the moment it smells and is in a disgusting state. He thought it was a good idea for the County Council to fill it in as long as there was a means for the rain water to drain away. At the moment the water does not go anywhere. The Chairman said it would be nice to see it working but it would cost a lot of money and work to do this. Mr Richardson volunteered to maintain the trough. The Chairman thought it was probably the best solution for the County Council to fill it in.

The Chairman closed the meeting to the public.

1. An apology for absence was received from District Councillor Mrs Fortune.
2. The minutes of last month's meeting had been circulated. Councillor Woodhouse asked that "e.g." be inserted on line six in item 3. Police Report and Neighbourhood Watch "e.g. £10 annually". This alteration was agreed and the minutes were then signed by the Chairman as a correct record.

3. **Police Report and Neighbourhood Watch**

The crime statistics from NY Police had been circulated to Councillors. The Chairman noted that the figures were slightly down on last year. A letter was received from Assistant Chief Constable Sue Cross enclosing a letter from Roger Brook, Head of Volunteering (Community Profiles) asking for a volunteer to help compile Neighbourhood Profile Guides. Councillor Woodhouse volunteered to e mail Mr Brook and ask for details. Councillor Woodhouse said Mr Roy, Area Chief Co-ordinator of Neighbourhood Watch has been looking for a Treasurer and he had volunteered to be the Hambleton North Treasurer. Councillor Hardy said there is a page for Neighbourhood Watch notices on the website. Ringmaster messages have been received about cold calling.

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

5. **Planning Application**

- a. Single storey extension to the front of 2 Ashfield House, Black Horse Lane for Mr T Leaf. 09/03685/FUL. The Council recommended approval.

6. **Matters Arising**

- a. **Footpaths and Green Lane.** An e mail had been received from the County Council confirming that the responsibility to maintain hedges lies with the land owner. The Council agreed to write to the land owners whose hedges bordered the green lane saying that the Council has been reminded by the County Council that land owners have responsibility for maintaining their hedges. A footpath leaflet

had been circulated to Councillors which included text and photographs. Councillor Walters had given his comments and suggested a footpath map could be displayed in the Village. Councillor Woodhouse said 7 or 8 walks had been finished and they will be available on the website to be printed off.

Councillors agreed that the leaflet should be printed but with an increase in the font size.

- b. No Cold Calling Zone. An e mail had been received from Mr Titchener of Trading Standards in response to the Council's about a smaller area being designated as a No Cold Calling Zone. The Clerk had replied but nothing further had been heard. The Clerk will contact Mr Titchener again.
- c. Water Trough. The Council agreed that it was the best solution for the County Council to fill in the water trough.
- d. Planning Applications. Councillor Walters had provided a draft policy document for circulation and comments.
- e. Planning Training. Mr Cann from the District Council has said he would like a specific agenda when he comes to talk to the Parish Council. The Chairman said changes to the planning policy was one item he would like to see on the agenda. Councillors will e mail the Clerk with items they would like to see discussed.
- f. Salt Bins. An e mail had been received from NYCC and forwarded to Councillors. The Chairman had obtained quotations from suppliers of salt which met British Standard 3247 and the Council agreed that these should be forwarded to the County Council for their comments.

7. Finance

A letter was received from Barclays Bank re Deposit Accounts. The Clerk reported she had reclaimed VAT of £86.68. A paper on Risk Assessment had been circulated to Councillors for their comments. The Chairman will look at the comments and bring a paper to the next meeting. The Clerk had prepared figures showing income and expenditure actual for 2008-9, budget for 2009-2010 and actual up to November 2009 so that the Council could do the budget for April 2010 – March 2011. Councillors went through the figures. On grass cutting it was agreed that there should be a one cut width at the side of all roads in April and September and quotations will be sought for this work. The Council is holding a balance and decided that it should be maintained as a contingency. Councillor Woodhouse proposed, seconded by Councillor Hardy that the Council's precept for the coming financial year should be £2,500. This will be sent to the District Council. The balances in the Council's accounts are as follows:

Community Account	£1,655.46 (9 October 2009)
Business Premium Account	£1,698.76 (9 September 2009)

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

9. Village Hall

A copy of Charity Commission News had been received by e mail and forwarded to Councillors. The minutes of the Village Hall Management Committee meeting held on 16 November 2009 will be circulated. After a meeting held with Mr Griffin it had been agreed that no further action will be taken. A village bonfire and fireworks had been held at Village Farm.

10. Unclassified Road leading to Village Hall

The Land Registry forms had been circulated to Councillors who had given their comments. Councillor Woodhouse proposed, seconded by Councillor Walters that the forms should be sent to the Land Registry. The Village Hall Management Committee has agreed to pay the £80 fee.

11. Correspondence

- a. Letter from Mr Preston about the willow tree. He asked if a road closure can be put in place in order for the tree to be pruned. The Clerk will contact the District Council.
- b. Information from NYCC on the budget and council plan consultation. The Chairman will look at the papers.
- c. E mail from YLCA forwarding a survey by the Plunkett Foundation. Forwarded to Councillors.
- d. An e mail from Rural Services Network containing a survey on the State of Rural Services in England. Forwarded to Councillors.
- e. Poster from York & North Yorkshire Road Safety Partnership. It will be displayed on the notice board.
- f. Request from Hambleton Citizens Advice Bureau for a donation. Councillor Woodhouse proposed the Council give £25, Councillor Hardy seconded and this was agreed unanimously.
- g. Weekly Rural Focus for 27 October and 6 November e mailed from Rural Services Community. Forwarded to Councillors.
- h. E mail from YLCA giving a report on flooding in North Yorkshire.
- i. Performance Matters magazine from North Yorkshire Waste Partnership. Circulated to Councillors.
- j. Clerks & Councils Direct magazine. Circulated to Councillors.
- k. Poster for meeting of County Committee for Hambleton held on 23 November. The poster had been put on the notice board.
- l. Country Air magazine from Rural Action Yorkshire. Circulate to Councillors.
- m. Countryside Voice magazine from CPRE. Circulate to Councillors.
- n. Poster from Hambleton District Council giving date of next meeting of Stokesley Area Forum on 18 January 2010 at 7 pm in Stokesley Town Hall. This will be displayed on the notice board.

The Chairman declared the meeting closed.

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON
MONDAY, 21 DECEMBER 2009 AT 7.15 PM IN THE VILLAGE HALL**

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

4 members of the public

Meeting open to the public

Mr Moore said he wished to express a concern, on behalf of the residents of the lower end of the village, about flooding which had occurred recently and not for the first time. They were unhappy that the situation was just continuing without any changes being made. They were determined as a group to ensure that some action is taken. It is not known what is causing the problem and the first thing to do is to investigate.

They presume there are a number of organizations involved and are looking for guidance and advice on how to proceed. The group would like the Parish Council to be involved and to have meaningful conversations with the Environment Agency, Northumbrian Water and the County and District Councils. The Chairman said on receipt of the group's letter he had done a little bit of investigation. He had spoken to Mr C Bond at Northumbrian Water. It was not clear from the letter if it was surface water or sewage or from the river. Mr Bond said there was hydraulic incapacity in the system that they were aware of but it is not a priority. It is important, however, that every incident is logged with them as it moves the problem higher up the chain. Mr Moore said sewage was back charging out of the foul mains which it has done many times before. Mr Hopper said it was a combination of things. How effective are the pumps? The other issue is the beck, when it reaches a certain level, problems occur. There are obstructions in the beck. We are looking for expertise to pull all these threads together. The Chairman said that Mr Bond was very helpful but he had also spoken to Mrs Taylor at the Environment Agency. Recently the Environment Agency had changed its boundaries and Potto is now in the Newcastle area. They did have people in Potto looking at the river early in November. Mrs Taylor directed the Chairman to their website which highlights areas in Potto which are prone to flooding. They plan to come out to Potto with a team and would like to walk around the area with residents. She asked that everyone reports every flooding incident. Mr Hopper asked to whom incidents should be reported. Mr MacPherson said it was important that everyone knows the correct telephone numbers to call and the group will circulate them to every household. Mr Hopper queried which agency was responsible for what.

District Councillor Mrs Fortune said she used to attend the Flood Forum meetings but the only thing she learned was that incidents were put on a list. She urged everyone to separately telephone in when an incident occurred and not to leave it to one person. She was extremely concerned if sewage was coming up through the system. She will talk with Environmental Health at the District Council to see what they can do. Mr Moore said this time there was less than half of the amount of rainfall but there was still a problem. District Councillor Mrs Fortune said as Potto has a Parish Plan this can help to attract funding as flooding is a community issue. Mr MacPherson said this time the pumps had failed and tankers came in overnight to take away the sewage. It is important we clarify whether or not the two systems are combined. It is appreciated that funding to get the work done will be difficult to find.

In the Parish Plan many people had commented that they felt that the infrastructure including the roads, drains and sewage facilities, etc. were already operating a peak capacity. The Chairman said the Parish Plan was adopted by the Parish Council and should help to obtain funding. Mr MacPherson was reassured by what he had heard and the group wished to assist the Parish Council. Booklets from the Environment Agency about flooding were given to residents present. Mr Moore asked how matters will be co-ordinated. The Chairman said hopefully we will have some news for the next Parish Council meeting.

District Councillor Mrs Fortune asked if residents had sandbags and was told that the District Council had delivered them. The Chairman thought it was a good idea for residents to get together and put their thoughts on paper. If an historical list of events is made the Parish Council can submit them to the various authorities. District Councillor Mrs Fortune thought it should be flagged up what is going on and she will have a word with the District Press Officer. Mr Moore said in 2000 he was left with the understanding that the District Council were going to co-ordinate the actions of the various organizations.

The Chairman closed the meeting to the public.

The Chairman said he would like to mention the sudden death of John Fanthorpe who has been involved in many activities in Potto. The whole Council expressed their condolences to Pam Fanthorpe.

1. An apology for absence was received from County Councillor Mr T Swales.
2. The minutes of last month's meeting had been circulated and were signed by the Chairman after being agreed as a correct record.
3. **Police Report and Neighbourhood Watch.** The statistics for November had been received from NY Police and circulated to Councillors. The Chairman reported an incident in Potto when a car had crashed through a fence. Councillor Woodhouse had been in touch with Roger Brook, Head of Volunteering (Community Profiles) about the proposed Neighbourhood Profile Guides and thought it would be best to ask for a volunteer from the Village. The Chairman will put a note in the Christmas newsletter. Mr Whitlock now has information from the Neighbourhood Watch Co-ordinator to put on the website.
4. **Planning Decision of Hambleton District Council**
 - a. Single storey extension to the front of 2 Ashfield House, Black Horse Lane for Mr T Mason. 09/03685/FUL. Approved, subject to conditions.
5. **Planning Application**
 - a. Application for Listed Building Consent for internal and external alterations to Lane House, Butcher Lane for Mr A Thompson. 09/4088/LBC. The Council recommended approval.

6. Matters Arising

- a. Footpaths and Green Lane. Councillor Walters agreed to help Councillor Woodhouse with a template for the footpath walks leaflets.
- b. No Cold Calling Zone. The signs have been erected in Cooper Close. Councillor Woodhouse reported on an e mail he had received with a suggestion to expand the zone to other areas of Potto. He will forward the e mail to the other Councillors and Clerk.
- c. Water Trough. It was noted that the trough had been filled in.
- d. Planning Applications. Councillor Walters said he had received comments on his note from Councillor Woodhouse. It was agreed to hold over until next month.
- e. Planning Training. Arrangements are being made for Mr Cann's visit.
- f. Salt Bins. A post card acknowledgement was received from the County Council of the Council's letter. The Chairman had put some salt and a small shovel in bins as cars could not get out of the village. A gritter had been seen going through the village but did not grit the road. The Chairman had looked at the website and said Potto is on the gritting route but not priority 1. The Chairman said problems were caused at a funeral because of the lack of grit on the road.
- g. NYCC Budget and Council Plan Consultation. Nothing to report.

7. Finance

The Chairman said he had compiled a risk assessment incorporating Councillors' comments and will forward a copy to everyone. The Council reviewed the effectiveness of the internal audit and expressed that they were satisfied in all areas. Councillors had all received a copy of the budget. The balances in the Council's accounts are as follows:

Community Account	£1,713.14 (10 December 2009)
Business Saver Account	£1,698.97 (9 December 2009)

The following accounts were agreed for payment:

Mr D Kitching – Grass cutting	£100.00
Clerk – ¼ salary + ¼ travel allowance	£133.75
Petty Cash	£30.00
C Bainbridge & Sons – Repairs to Green Lane	£200.00

8. Report from District Councillor Mrs Fortune

She wished everyone a Merry Christmas and was looking forward to next year. She will speak to Mr Cole of the District Council about a community project on flooding, to County Councillor Mr T Swales and Environmental Health. She will also find out who our representatives are on the Flood Forum and feed back information in due course.

9. Village Hall

The minutes of the meeting held on 9 December were received and will be circulated to Councillors.

10. Unclassified Road leading to Village Hall.

An e mail had been received from Allianz Cornhill and forwarded to Councillors. A letter was received from the Land Registry rejecting the Council's proposal. The letter will be circulated to Councillors.

11. Parish Plan Action 31

Councillor Woodhouse had prepared a progress summary for 2009. The actions which had been noted as behind target will be put on the agenda.

12. Correspondence

- a. A letter was received from the District Council Standards Committee concerning a complaint received about Councillor Woodhouse. The Council will await the outcome.
- b. E mail from Hambleton District Council on Sandbags. Delivery of a pallet to Mr Hopper will be requested.
- c. Letter from residents about flooding. Dealt with under Meeting Open to the Public.
- d. E mail from Mr P Cole, Hambleton District Council on a Stokesley and Villages Cycleways Consultation. The Council is interested in but not currently aware of any requirements. If anything arises it will be reported.
- e. Circular from CE Electric UK offering leaflets and posters on Preparing for Mother Nature. It was agreed to order 150 leaflets and 2 posters. The Chairman said at a previous meeting the Council had talked about having a vulnerable persons register.
- f. Summary of Accounts 2008/09 and Corporate Plan 2009-2012 received from North Yorkshire Fire and Rescue Authority. Circulate to Councillors.
- g. E mail from Steve Shaw on Empowering Parish and Town Councils. Forwarded to Councillors.
- h. Communities Survey e mail from Rural Services Network. Forwarded to Councillors.
- i. Parish News e mailed from Rural Services Network. Forwarded to Councillors.
- j. E mail from NYCC. Putting People First newsletter. Forwarded to Councillors.
- k. Fieldwork magazine from CPRE. Circulate to Councillors.
- l. Notification from Hambleton District Council of the dates for the meetings of the Area Forums. Received.
- m. Update newsletter from Hambleton District Council. Circulate to Councillors. Posters on Christmas tree recycling and Bus Concessionary Fares will be displayed on the notice board.
- n. White Rose Update from YLCA and letter about membership subscriptions 2010 – 2011. Circulate to Councillors.

The Chairman declared the meeting closed at 8.40 pm.