

**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL  
HELD ON MONDAY, 18 JANUARY 2010 AT 7.15 PM IN THE VILLAGE HALL**

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

10 members of the public

**Meeting open to the public**

Mr Moore said residents were attending the meeting to progress what was said last month. The Chairman said, unfortunately, District Councillor Mrs Fortune is not able to attend the meeting as she is attending the Stokesley Area Forum meeting tonight. Over the weekend there were problems with the back up of sewage. The Chairman had again spoken to Northumbrian Water and they have offered to send a representative to the Parish Council February meeting. He suggested that a meeting be held beforehand to decide what questions to put to the representative. We will invite a representative from the Environment Agency to the same meeting. We will approach Environmental Health through District Councillor Mrs Fortune. The Chairman said he understood a note has been sent around the village. The Parish Council can set up a committee and the Chairman suggested that it should be done in this case. Mr Moore said the emergency contact numbers have been distributed to householders at the bottom end of the village and they are trying to provide a structure to any input to meetings. The issues do not necessarily overlap. The sewage issue, which occurred again this weekend, is a continuing problem. There is an overlap drainage issue and surface water which involves the beck. They are happy to see these issues handled separately. The Environment Agency said they would like to come and do a walk around with residents. The state of the beck is appalling at present and it requires a lot of attention.

The Chairman queried to whom the note had been delivered. Mr Moore said from No 56 downwards. North Yorkshire Highways had been informed that the drains were not working. Mr Richardson said Highways did come out three weeks ago and cleaned out the drains. Mr Moore said they were looking for a technical point of contact.

It was thought that we needed to get the pump house problems resolved with Northumbrian Water. The Chairman said it is always easier to get people to come out during working hours. It will be useful to have e mail details of residents who wish to be involved. Councillor Hardy said she would like to be a member of the committee. The Chairman said he will contact Northumbrian Water and the Environment Agency and District Councillor Mrs Fortune about a technical contact. The Chairman said it would be useful to have a list of things that have happened. The Chairman and Councillor Hardy will be the Parish Council representatives on the Committee.

Councillor Woodhouse said Action 3 in the Parish Plan – Investigate capacity of sewerage system and drains – was due to be started this year. Mr Hopper said the sandbags requested had not been delivered. The Clerk will check what has happened. It was decided to ask Northumbrian Water if they can be stored at the pump house.

Mr MacPherson gave his observations about the proposed construction of a replacement dwelling at 43 Cooper Lane. He had concerns about the height, impact and proximity of the dwelling. Mr Hawkes was concerned about the surface water. Mr Crosbie said calculations had been done about the water run off and it is covered in the planning document.

The Chairman closed the meeting to the public.

1. Apologies for absence were received from County Councillor Mr Swales and District Councillor Mrs Fortune.
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 December crime statistics from NY Police had been circulated to Councillors. Councillor Woodhouse said the information for the Neighbourhood Watch page is with Mr Whitlock. An e mail from Mr Proctor, forwarded by Councillor Woodhouse, was received concerning the Cold Calling zone. Councillor Walters said the area had to be a cul-de-sac. The Clerk will write to Trading Standards about other areas in the village.
4. **Planning Decisions of Hambleton District Council.** None.
5. **Planning Application.** The Chairman opened the meeting to the public.
  - a. Construction of a replacement dwelling at 43 Cooper Lane for Mr S Crosbie. 09/04147/FUL. Councillor Woodhouse suggested a site visit. Mr Crosbie was unsure that more information could be obtained from a site visit then he was able to provide now, but was happy for the Council to have a site visit. The Chairman thought one of the major issues is the flooding. Mr Crosbie said the Environment Agency is now happy with the application and he was not sure what else could be done. The Chairman closed the meeting to the public.

It was agreed to have a site visit at 1.00 pm on Saturday, 23 January for Parish Councillors and a meeting in the Village Hall following the site visit to which members of the public were welcome to attend. The Clerk will put a note on the notice board and ask Mr Whitlock to put it on the Potto website.

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

- a. **Footpaths and Green Lane.** Councillor Woodhouse thanked Councillor Walters for his assistance with a layout for the footpath walks leaflets. The Chairman will look at the hedges on the green lane and provide the Clerk with names of owners.
- b. **No Cold Calling Zone.** The Clerk will contact Trading Standards about other areas.
- c. **Planning Applications.** Bring forward next month.
- d. **Salt Bins.** A letter was received from NYCC advising that salt supplied in accordance with the data sheets which the Parish Council provided would be acceptable. NYCC say that anyone undertaking the replenishment of the bins should be covered by the Parish Council's insurance. The Parish Council will need to order supplies for the salt bins. Councillor Woodhouse had sent an e mail regarding gritting in Potto. An e mail from Mr Hague of Thornton le Beans re problems with getting roads cleared was received. Letters were received from the Leader of the County Council and the District Council on disruptions due to the severe weather.
- e. **Actions from Parish Plan.** Councillor Woodhouse had provided a progress summary and went through the items listed. In order to produce a Village Design Statement for Potto a group of residents who are interested in the task would have to be formed. Councillor Woodhouse proposed, seconded by Councillor Walters that the Council request 24 hour monitoring of speeding near Black Horse Lane crossroads. This was agreed with 3 votes for and 1 abstention. It is hoped that when street lights become due for maintenance they

will be changed for environmentally friendly ones. Councillor Hardy will ask for use of Village Hall car park to be on the Management Committee agenda. With regard to the website and the work done without charge by Mr Whitlock it was agreed that he should be given a gift of appreciation. It was agreed that the names of Councillors should be put on the notice board. The Chairman thanked Councillor Woodhouse for the update.

- f. Flooding in Potto. Dealt with under Meeting open to the Public.

## **7. Finance**

The Chairman will e mail the Risk Assessment to Councillors. The balances in the Council's accounts are as follows:

Community Account	£1,424.39 (8 January 2010)
Business Saver Account	£1,698.97 (9 December 2009)

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

9. **Village Hall.** The minutes of the Management Committee meeting held on 4 January had been e mailed to Councillors. Information from Allied Westminster on Insurance for Village Halls was given to Councillor Hardy for the Management Committee.
10. **Unclassified Road leading to Village Hall.** Councillor Woodhouse said he had spoken to the Land Registry and received an e mail. He had replied and was awaiting their reply. He asked about legal advice and Chairman said if we have a specific item it would go through the Clerk to the YLCA. He mentioned an e mail from the Rural Services Network detailing a new free service for communities which may be the way to go. Councillor Woodhouse will speak again to the Land Registry.

## **11. Correspondence**

- a. Information from Hambleton District Council on the LDF Submission Allocations DPD and CD detailing Sustainability Appraisal Report, Statement of Community Involvement and Consultation Statement. Circulate to Councillors.
- b. E mail from S Shaw asking Councillors to send a letter to their MP about the Sustainable Communities Act Amendment Bill. A sample letter was enclosed.
- c. Allotment survey from the District Council. There are no allotments in Potto.
- d. E mail from YLCA concerning the Queen's Diamond Jubilee. Councillor Hardy will forward to the Management Committee. Rural Matters had been e mailed to Councillors. White Rose Update will be circulated to Councillors.
- e. E mail from YLCA on 20 mph limits and zones and speed limits on rural single carriageway roads. Forwarded to Councillors.
- f. Parish News e mailed from Rural Services Network. Forwarded to Councillors
- g. E mail from Rural Services Network detailing new free service for communities. Discussed under item 10.
- h. Notice for meeting of Hambleton Area Committee to be held at 2.00 pm on 18 January received by e mail from NYCC and forwarded to Councillors. A notice had been put on the notice board.
- i. Thank you letter had been emailed from Hambleton Citizens Advice Bureau for donation. Forwarded to Councillors.
- j. Winter newsletter from CPRE. Circulate to Councillors
- k. Clerks & Councils Direct magazine. Circulate to Councillors
- l. Leaflets and poster from CE Electric. Leaflets will be distributed to residents. Poster will be put on the notice board.

The Chairman declared the meeting closed at 8.45 pm

**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL  
HELD ON MONDAY, 15 FEBRUARY 2010 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman) Councillors Mesdames D Hardy and E Griffin, Mr G Woodhouse

County Councillor Mr T Swales  
District Councillor Mrs B Fortune

6 members of the public

Mr D Mitchell Area Manager, Northumbrian Water  
Mr S Cleminson, Technical Support Team Leader, Northumbrian Water

**Meeting open to the public**

Mr Hopper said an action group had been formed to represent residents who live at the bottom end of the village. Over the last 3 - 4 months they have been subject to 3 incidents concerning the capacity of the existing sewerage system, the surface water drains and the reliability of the pump house. There is an action in Potto Parish Plan to investigate the capacity of the sewerage system and drains. On the 28/29 November there was a pump failure and a back up of sewage. This was during a period of heavy rain and the surface water could not drain away through the combined drainage system. This caused some local flooding. As soon as an engineer arrived and got the pump working, the problem began to go away. On the 27 December 2009 and 16 January 2010 residents were again subject to the same situation. This time it was believed to be a blockage. A number of questions had been given to Northumbrian Water.

Mr Cleminson said a team has carried out a full CCTV survey of the drains through the main sewers since the last flooding. It was not a serious issue with fat and grease this time. Sometimes a blockage could move down the system if it is not removed. We have had the camera down and there are now no issues. Mr Mitchell said the pumping station starts and stops and it can lead to an obstruction in the pipe. If it does become a problem in the village Northumbrian Water can help. Mr Hopper asked if there was stress on the existing network which caused a blockage. Mr Mitchell replied there was not.

Mr Cleminson said there was a 6 inch gravity fed sewer through the village and had a plan available at the meeting which showed the sewerage network. From the pump house it was moved on to the treatment works at Swainby via a 4 inch pipe. In reply to a question as to how many pumps should be available, Mr Mitchell said one. There is a duty stand by arrangement at the pumping station which puts out an alarm to Thornaby if we get a high level and the person on stand by is called out.

Mr Hopper asked if Northumbrian Water thought that the design of the pump house capacity, etc. is capable of pumping away the sewage and all the water from the highways in severe weather conditions. Mr Cleminson said the combined system takes surface water and foul in one pipe. It is not designed to take any land drainage and it is not known if this is the issue here so we may have to look at what goes into the system.

Mr Hopper said the problems had been going on for a long time. Mr Mitchell said some things were done in 2001 after problems had occurred. There is no overflow on the system and that is to be considered as part of the study. There are issues with the surface water system, highway drainage system and the pumping station. Northumbrian Water has to work with other agencies. Issues concerning beck flooding can be very difficult. The Environment Agency is not responsible as it is not a main river. It comes down to riparian owners.

The pumping station and the sewers have been checked and from the information received it is working now and transferring more flow to Swainby, more than it was designed for. Work will be prioritized as internal flooding has occurred. Mr Hawkes spoke about an incident at the end of November concerning a street gully which is immediately above the beck. He could not see any water going down the road gully. Mr Mitchell said Northumbrian Water are responsible for the sewers not highway drainage and suggested that gullies should be cleaned out.

Mr Hopper asked what Northumbrian Water was going to do in the short term in respect of the pumping station and sewerage system. Mr Mitchell said he was going to make sure that the pumping station is running as it should be. The system will be looked at to see if more flow can be put through to Swainby. The Chairman asked for the Parish Council to be kept informed of developments.

Mr Hopper said if power is lost there is trouble. He asked what residents could do to try and improve the response times in an emergency. Mr Mitchell said there is a fixed response time. In response to a question from the Chairman, Mr MacPherson said one house had been flooded. Mr Cleminson said following the flooding residents have been filling in flooding assessment forms. A garage can also count as internal flooding. Mr Mitchell said we need a connected approach. District Councillor Mrs Fortune said she had taken the problem to Clive Thornton at the District Council who has also been in contact with the County Council who are aware of it. Mr Cleminson said he knew Clive Thornton and had links with the County Council at Thirsk. Mr Mitchell said it is a complicated problem and Northumbrian Water will work towards solving the issues. He agreed that a representative will attend the April meeting of the Parish Council

The Chairman thanked everyone for attending and closed the meeting to the public.

### **Co-option of Councillor**

Two applications had been received for the vacancy. Their letters were read out by the Chairman. The Councillors then voted to co-opt Mrs E Griffin onto the Council. She signed the Acceptance of Office form and will fill in the Registration of Interests. The Chairman welcomed her to the Council.

1. An apology for absence was received from Councillor Walters.
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 January crime statistics had been received from NY Police and e mailed to Councillors. Councillor Woodhouse said Mr Whitlock had updated the website and there is now a home page for Neighbourhood Watch. Anyone can opt to receive e mails from NY Police, pertinent to Potto Parish only. The Chairman will mention this in the newsletter. A letter of thanks will be sent to Mr Whitlock. Councillor Woodhouse said just before Christmas the Chairman proposed that the Council give a token of appreciation to Mr Whitlock and he understood that he would prefer wine. The Clerk will check with YLCA whether this is allowed. Councillor Hardy said ringmaster messages had been received concerning burglary at business premises in Seamer and a house in Stokesley where a car was stolen.
4. **Planning Decisions of Hambleton District Council**
  - a. Application for Listed Building Consent for internal and external alterations to Lane House, Butcher Lane for Mr A Thompson. 9/04088/LBC. Approved, subject to conditions.

**5. Planning Applications**

- a. Construction of a replacement dwelling at 43 Cooper Lane for Mr S Crosbie 09/04147/FUL. Site visit held on 23 January followed by meeting in Village Hall. The Council voted 3 to recommend approval of the application with 1 abstaining. It was agreed to express concern about the height of the new property in relation to the street scene and ask for a site visit by the Development Committee.
- b. Proposed removal of 586 m of hedgerow at Thornhill Farm, Black Horse Lane for Dawson Farms Ltd. 10/00222/HNA. It is quite a large hedge within which are a few yards of gaps. There are 5 trees in the hedge. It was agreed to have a separate meeting to discuss response to the application after Councillors had read the Hedgerow Regulations.
- c. Application for Listed Building Consent for construction of new two storey extension and replacement windows at Lane House, Butcher Lane for Mr A Thompson. 10/00215/LBC. Construction of new two storey extension and replacement windows at Lane House, Butcher Lane for Mr A Thompson 10/00252/FUL. The Council agreed to recommend approval.
- d. Proposed single storey extension to Brook House, Goulton Lane for Mr E Dumphy 10/00223/FUL. The Council decided to vote to recommend approval with 3 voting for and 1 No Observations.

**6. Matters Arising**

- a. Footpaths and Green Lane. It was agreed that the leaflet for the first footpath walk could be put on the website to be downloaded by anyone interested. Letters had been sent to land owners with hedges bordering the green lane. The Chairman said another load of planings is available. The work done last year has held up very well and proved to be worthwhile. Councillor Hardy said she had spoke to Mr Hutchinson about grass cutting as he was unsure about the locality of Potto Hill.
- b. No Cold Calling Zone. An e mail was received from Trading Standards and circulated to Councillors. The area suggested previously will be done later in the year. The new area suggested will be inspected.
- c. Planning Applications. Defer to next month.
- d. Planning Training. Mr Cann from the District Council will attend on Monday, 1 March at 7.30 pm in the Village Hall to talk about Planning. Councillors from Rudby Parish Council have been invited to attend.
- e. Supply of Salt. A price will be requested from a supplier.
- f. Appointment of Committee. It was agreed that the Committee to look at flooding in Potto should consist of the Chairman and Councillor Hardy plus a number of residents.
- g. Flooding in Potto. County Councillor Swales said the agencies do work very well together.
- h. Sandbags. A letter has been sent to Northumbrian Water asking about storing sandbags at the pumping station. A reply is awaited.

**7. Finance**

The Chairman had circulated the Risk Management Document. The Clerk said re page 2 section 1.2 the notice board is not insured by the Council and would find out what the extra premium would be. Page 7 Item 3.1 there are not regular quarterly reports by a Councillor to the Council. Page 8 Item 3.6 The responsibility lies with the Council. The Chairman will make the amendments and re-circulate the document. A review of the Financial Regulations will be done next month. The balances in the Council's accounts are as follow

Community Account  
Business Saver Account

£1,224.39 (10 February 2010)  
£1,698.97 (9 December 2009)

## **8. Reports from County and District Councillors.**

District Councillor Mrs Fortune said she has spent time since the last meeting with the Environmental Officer and Clive Thornton. The biggest stumbling block has been the County Council when she can never speak to the same person. Mr Thornton has been talking to Northumbrian Water and hopefully everything will now be pulled together. Mr Thornton is prepared to come out and see if he can help move things along. The Chairman said it is very encouraging to see that the beck has been cleaned out. District Councillor Mrs Fortune said she had been surprised to see on the agenda the number of Parish Plan actions. It is an aspirational document to be worked on. The District and County Councils have budgets to manage. Councillor Woodhouse said the agenda item was a summary of where we are up to.

County Councillor Mr Swales said he had received a copy of the Parish Council's letter to Highways concerning the experiences which Potto Parish residents had gone through. The Government cut the supply of salt to the County Council and in several areas salt was stolen for resale. A promise was that they would keep every village open but quite a lot were not. Parish Councils that have a Parish Caretaker could grit their own footpaths, etc. but at the present time this is not allowed. There would have to be an agreement with the County Council. Highways will supply salt at a price. Support for the elderly and children take money away from the highways budget. The County Council will be voting on the budget on Wednesday. Councillor Woodhouse said the roads are in a terrible state. County Councillor Swales said the Highways are filling in holes at the present time. If you see dangerous potholes please report them to Highways. The County Council is going to get £1 million but there are £10 million of repairs to do.

9. **Parish Plan Actions** Nos. 2,4,7,8,10,11,12,14,15,16,20,22,23,28,29,30. Action 2 and 4 focus on producing a Village Design Statement. Councillor Woodhouse asked if funding was available and District Councillor Mrs Fortune said she would ask Mr Cole of District Council who would come and give a talk to the Parish Council if required. County Councillor Mr Swales said Osmotherley have been working for two years on their VDS and it is going out for its third consultation. Action 7 is in hand. Action 8 concerns planting trees. It was noted that 3 or 4 planted last year had died. It was thought they may be under guarantee. Councillor Walters will have the details. Action 10 concerned street lighting. District Councillor Mrs Fortune said there are no plans to put in extra street lighting or change existing. The Chairman said an inspection was carried out in Potto and it was agreed that another light would be put in. Action 11 can be deleted as the target has been met. Item 12 is in hand. Action 14 – no specific action. Action 15 is up and running. Action 16 – there have been no recent complaints about dog fouling and target has been met. Actions 20, 22 and 23 are for the Village Hall Management Committee. Action 28 was to increase membership of Neighbourhood Watch scheme and excellent progress has been made. Action 29 – progress is being made on target. Action 30 – can be deleted as target has been met.

## **10. Village Hall**

A circular was received from Compact Voice enclosing a survey. This will be passed to the Management Committee. The minutes of the Management Committee meeting of 10 February had been received and circulated to Councillors.

**11. Unclassified Road leading to Village Hall**

Councillor Woodhouse said he had had a number of conversations and e mails with the Land Registry but now felt more expert help was required. The Clerk will speak to YLCA for advice.

County Councillor Mr Swales left the meeting.

**12. Correspondence**

- a. A letter had been received from the District Council informing that the complaint against Councillor Woodhouse will be investigated by Mr Richards, Monitoring Officer of the District Council.
- b. An e mail was received from YLCA and circulated to Councillors concerning new Standing Orders. The Council agreed to purchase one copy at a cost of £25.00.
- c. Information from District Council on getting over 50s into exercise. Taster sessions will be held. A poster was put in the Village Hall.
- d. Parish News from Rural Services Network received by e mail and forwarded to Councillors. A Local Food Study was included.
- e. E mail from Rural Services Community on new features. Forwarded to Councillors.
- f. Request for donation from Great North Air Ambulance. The Council's allocation in the budget for donations has already been given out.
- g. Circular from NSPCC asking for Helpline Support. Passed to Councillor Griffin.
- h. Country Air magazine from Rural Action Yorkshire. Circulate to Councillors.
- i. Agenda for meeting of YLCA Hambleton Area Committee to be held on 17 March. Circulated to Councillors.

The Chairman declared the meeting closed.



**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL  
HELD ON MONDAY, 15 MARCH 2010 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillor Mrs D Hardy (Chairwoman) Councillors Mrs E Griffin and Mr G Woodhouse.

1 member of the public

**Meeting open to the public**

Mr Moore said he was at the meeting to pick up on any developments arising from the previous meeting. Representatives from the Environment Agency are coming to the village on the 26 March and Northumbrian Water will attend the next meeting. District Councillor Mrs Fortune had taken the flooding problem to Clive Thornton at the District Council and Northumbrian Water was liaising with him.

The Chairwoman closed the meeting to the public.

1. Apologies for absence were received from County Councillor Mr Swales, District Councillor Mrs Fortune and Councillors Messrs A Wilde and N Walters.
2. The minutes of last month's meeting had been circulated. The Chairwoman said Councillor Walters had been shown as present at the meeting although his apologies were given. He will be removed from the list of those present. Councillor Woodhouse said under item 3 Police Report and Neighbourhood Watch; it had been the Chairman who proposed that a token of appreciation be given to Mr Whitlock. This alteration was made. After these two alterations, the minutes were agreed as a correct record and signed by the Chairwoman. The Clerk said the Annual Meeting for Parishioners is usually held just before the April meeting of the Council on the same night. It was agreed that the Annual Meeting will be held at 7.15 on Monday, 19 April in the Village Hall to be followed by the monthly meeting of the Parish Council. Northumbrian Water will be invited to attend the first meeting.
3. **Police Report and Neighbourhood Watch.** The February crime statistics had been received from NY Police and forwarded to Councillors. It was noted that the figures for total crimes and total incidents were up. Councillor Woodhouse said that a Police Officer had not been present at a Council meeting for some considerable time and proposed the Council ask for an officer to attend. This was agreed. The Chairwoman said there is a meeting next month in Stokesley Town Hall for Neighbourhood Watch. Councillor Woodhouse said thanks to our web master we now have a system whereby residents can sign up to receive ringmaster messages.
4. **Planning Decisions of Hambleton District Council.** None.
5. **Planning Applications**
  - a. Installation of two windows and porch extension to Glen Lyon, Swainby Ellers. Change of use of land from agricultural to domestic. Construction of domestic

garage, stable and store for Mr T Foley. 10/00523/FUL. Councillor Griffin proposed that a site visit be arranged, Councillor Woodhouse seconded and the Chairwoman said she would try to arrange one for Saturday.

- b. Proposed removal of 586m of hedgerow at Thornhill Farm, Black Horse Lane for Dawson Farms Ltd. 10/00222/HNA. A letter was received from Dawson Farms Ltd. concerning the hedgerow which they wished to remove. Councillors Wilde, Hardy and Woodhouse held an extra meeting on Friday 19 February in the Village Hall and it was unanimously agreed to recommend refusal of the application for the following reasons. 1. The hedge is more than 30 years old. 2. The hedge meets the criteria noted in the hedgerows regulations pamphlet item 7. 3. The gaps in the hedge amount to less than 10% not the 50% as noted in the application. 4. A footpath crosses one of the hedges and runs parallel with the other. 5. The hedgerows contribute to the rural scene of the Parish and this needs preserving as noted in the Parish Plan.

## **6. Matters Arising**

- a. Footpaths and Green Lane. Councillor Woodhouse said the first footpath walk is now on the website for people to download. He would aim to get the others done in the summer.
- b. Planning Applications. Defer to next meeting.
- c. Planning Training. Councillor Woodhouse suggested that the Council send an e mail of thanks to Mr Cann. Councillor Woodhouse had taken notes and he will circulate these. He mentioned that Mr Cann had said after the meeting that the District Council hoped to soon have a new system up and running so that anyone can log in to receive planning applications which occur within a radius of their house by e mail.
- d. Supply of Salt. Nothing to report.
- e. Flooding in Potto. Representatives from the Environment Agency were due to meet with residents on Friday, 26 March.
- f. Trees. About 4 of the trees which were planted have died. Councillor Walters will have information on whether Hills will replace them free of charge.
- g. Grass Cutting. A quote of £110 per cut was received from Mr Hutchinson. Councillor Woodhouse proposed that this quote be accepted, Councillor Hardy seconded and all agreed. The cuts will be done in April and August.
- h. YLCA – Making a Gift. An e mail had been received from YLCA concerning the proposed gift to Mr Whitlock. Councillor Woodhouse said there is nothing in the budget covering website maintenance. Councillor Woodhouse proposed that Mr Whitlock be asked to submit an invoice for £25 for annual service, Councillor Hardy seconded and all agreed.

## **7. Finance**

The Chairman was working on the amended version of the Risk Assessment but Councillors had not yet received a copy. It was agreed to carry over to the next meeting. A review of the Financial Regulations was deferred to the next meeting. An invoice was received from YLCA for renewal of membership at a cost of £116. This had risen by £17 from last year. Councillor Woodhouse proposed that the invoice be paid, Councillor Griffin seconded and this was agreed unanimously. The Clerk's ¼ salary + travel of £133.75 was also agreed for payment. The balances in the Council's accounts were as follows:

Community Account	£1,224.39 (10 February 2010)
Business Saver Account	£1,699.18 (9 March 2010)

8. **Reports from County and District Councillors.** None present. Councillor Woodhouse said District Councillor Mrs Fortune was going to find out if there was money in their budget to fund a VDS.
  
9. **Village Hall.** A letter was received from the National Council for Voluntary Organizations and this will be passed to the Management Committee. Councillor Woodhouse said he had e mailed the Management Committee Secretary to ask if they could include Mr Whitlock on the minutes circulation. It was discussed at their meeting but they do not want to do so. Councillor Woodhouse thought it was reasonable for people to access the minutes on the website. He proposed, seconded by Councillor Griffin, that the Management Committee be asked to reconsider their decision. This was agreed unanimously. The minutes had been circulated to Councillors.

**10. Unclassified Road leading to Village Hall**

The Clerk had sent all the Land Registry papers to the YLCA with a covering letter asking for their advice. Councillor Woodhouse said he had recently been made aware of a document which would suggest that other people do own a section of the road. The Chairwoman said the document should be brought to the Parish Council meeting. After further discussion it was agreed that the matter would be left until the next meeting when the other Councillors are present. Councillor Woodhouse said he would try to obtain a copy of the document.

**11. Parish Plan. Actions 1, 2/4, 7, 10, 20, 22, 29**

Action 1 Planning Training – the target had been met. Action 2/4 Production of a VDS – awaiting feedback from District Councillor Mrs Fortune. Action 7 Increase safety of all road users – the Clerk had sent an e mail regarding a speed monitor at Potto Hall cross roads. Action 10 – Change type of street lights. One new street light had been promised quite a while ago. It is hoped that the others can be changed to more environmentally friendly ones when the time comes to up date them. Action 20 – Village Hall Car Park surface. The Chairwoman said the Swainbees Nursery have asked for something to be done about the pot holes. The pot holes will be filled in when the concrete apron is done. Action 22 – Repairs to unsurfaced lane leading to Village Hall. This has been discussed under item 10. Action 29 – No Cold Calling Zones. Part of Cooper Lane is now a no cold calling zone and a notice has been put up at the beginning of the unsurfaced area. Councillor Woodhouse suggested that Potto Hall may be another area but the Chairwoman said they have electronic gates and have never mentioned having a problem with cold callers.

**12. Correspondence**

- a. Invitation from Rural Action Yorkshire to attend a session on Participatory Budgeting on Wednesday, 24 March at 7.00 pm at Hambleton Forum. Each Councillor had received their own copy and will reply individually.
- b. Information from Hambleton District Council on Payments and Purchase Orders. This may have been sent to the Council in error and the Clerk will check.

- c. Parish Council Survey from Hambleton and Richmondshire District Council. The Clerk will complete and return.
- d. Agenda for Hambleton Branch meeting of YLCA to be held on 17 March at Northallerton, minutes of meeting of Hambleton Branch held on 14 October 2009, minutes of Joint Executive Board held on 17 October 2009 and proposal to develop a Parish Charter between NYCC, Parish Councils and the District Councils all received by e mail from YLCA. The charter will be circulated to Councillors.
- e. Training and Development Programme from YLCA and White Rose Update received by e mail from YLCA and forwarded to Councillors.
- f. Note from Hambleton District Council saying the meeting of the Area Forum due to be held on 22 March at Stokesley has been cancelled.
- g. Information from Hambleton District Council on a Stokesley EngAGE day for the over 50s to be held in Stokesley Town Hall on Friday, 26 March. A poster will be displayed on the notice board.
- h. Parish News from Rural Services Network received by e mail and forwarded to Councillors.
- i. Clerks and Councils Direct magazine. Circulate to Councillors.
- j. Newsletter from A Hill & Sons Ltd. Circulate to Councillors.
- k. Letter from NYCC on Winter Conditions in reply to the Parish Council's letter. Circulate to Councillors.
- l. Questionnaire from York & North Yorkshire Playing Fields Association on the provision of play areas and playing fields. The Clerk will respond.
- m. Update from Hambleton District Council. Circulate to Councillors.

The Chairwoman declared the meeting closed at 8.47 pm

**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL HELD  
ON MONDAY, 19 APRIL 2010 IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman) Councillors Mesdames D Hardy and E Griffin, Messrs N Walters and G Woodhouse.

County Councillor Mr T Swales  
District Councillor Mrs B Fortune

**Meeting open to the Public.** None present.

1. There were no apologies for absence.
2. The minutes of last month's meeting had been circulated late and were signed provisionally by the Chairman. They will be issued as draft minutes. In the February minutes of the Council under Meeting Open to the Public it was said the Environment Agency is responsible for Potto Beck but not for the stoll. County Councillor Mr Swales said land owners are responsible for the banks and the stoll is the responsibility of the riparian owners.
3. **Police Report and Neighbourhood Watch.** PC Henderson had given a report at the Annual Assembly. The March statistics were received from NY Police and forwarded to Councillors. There is a Neighbourhood Watch meeting tomorrow of Hambleton North Neighbourhood Watch at Stokesley Town Hall. Councillor Woodhouse will report back next month.
4. **Planning Decisions of Hambleton District Council**
  - a. Construction of a replacement dwelling at 43 Cooper Lane for Mr S Crosbie. 09/04147/FUL. Refused.
  - b. Proposed removal of 586 m of hedgerow at Thornhill Farm, Black Horse Lane for Dawson Farms Ltd. 10/00222/HNA. Hedgerow Retention Notice issued. E mail from Mr S Dawson.
  - c. Single storey extension to Brook House, Potto for Mr E Dumphy. 10/00223/FUL. Withdrawn
  - d. Construction of new two storey extension and replacement windows at Lane House, Butcher Lane for Mr A Thompson. 10/00252/FUL. Approved, subject to conditions. Listed Building Consent 10/00251/LBC Approved, subject to conditions.
5. **Planning Applications**
  - a. Installation of 2 windows and porch extension to Glen Lyon, Swainby Ellers. Change of use of land from agricultural to domestic. Construction of domestic garage, stable and store for Mr T Foley. 10/00523/FUL. The Council recommended approval.
  - b. Installation of 2 windows and porch extension to Glen Lyon, Swainby Ellers. Change of use of land from agricultural to domestic. Construction of domestic garage, stable and store for Mr T Foley. As amended by plan received by HDC on 15 March 2010. 10/00523/FUL. The Council recommended approval as it believes previous concerns have been addressed; no adverse affect on neighbours was observed and it is a sympathetic development to the site and location.
  - c. Proposed extension to existing double garage at 45 Cooper Lane for Mr I K Macpherson. The Council recommended approval but asked that consideration should be given to the impact of taking away an area of soakaway and replacing it with hard standing in view of flooding episodes in this area.
  - d. Planning Appeal by Mr S Crosbie against the refusal for the construction of a replacement dwelling at 43 Cooper Lane. Councillor Hardy proposed refusal on the grounds of its bulk and massing. It is out of scale with neighbouring properties and would result in loss of amenity for neighbours. Councillor

Councillor Woodhouse seconded and all agreed

County Councillor Swales left the meeting.

## 6. Matters Arising

- a. Footpaths and Green Lane. Nothing to report.
- b. Planning Applications. Defer to next meeting.
- c. Flooding in Potto. The Chairman will contact Northumbrian Water to ask for explanation why they did not attend the meeting. District Councillor Mrs Fortune will contact Mr Thornton tomorrow and ask him to come along to a Parish Council meeting at the same time as Mr Cole.
- d. Supply of Salt. In view of what County Councillor Swales had said it was agreed to hold off on the purchase of salt until the meeting with Highways had been held.
- e. Trees. Councillor Walters will find out if Hills will replace, free of charge, the trees which have died.
- f. Grass Cutting. Mr Hutchinson will do two cuts, one in May and one in September.
- g. Speeding Traffic. A form from Hambleton Community Safety Partnership was filled in at the meeting to report a speeding concern along Black Horse Lane at the junction with Butcher Lane.
- h. Village Design Statement. Copies of Hutton Rudby Village Design Statement were given to Councillors. District Councillor Mrs Fortune said she had attended a ladies coffee morning in Potto and the VDS was mentioned and the ladies were very keen to do something about it. There is no budget and no grants. It is down to the willingness and co-operation of everyone in the village. Councillor Woodhouse asked if there was a point for guidance. District Councillor Mrs Fortune said there are officers who deal with communities. Councillor Hardy agreed to be the Parish Council representative and Councillor Woodhouse said he would help.
- i. No Cold Calling Zones. There are now two in place in Potto. Councillor Woodhouse had spoken to the residents at Potto Hall and they do not get cold callers. Goulton Loop Road would be interested in having a cold calling zone and the Clerk will contact Trading Standards.

## 7. Finance

The Chairman will e mail a copy of the Risk Assessment document and discussion was deferred until next month. Councillors will all review the Financial Regulations and bring comments to the next meeting. The Annual Return from Mazars was discussed at the meeting and the figures for Section 1 were filled in and signed by the Chairman and Clerk. The Council then went through Section 2 the Annual Governance Statement and answered all questions. Section 2 was then signed by the Chairman and Clerk. The papers will now be sent to the Internal Auditor, Mrs M Roberts. The balances in the Council's accounts are as follows:

Community Account	£974.64 (9 April 2010)
Business Saver Account	£1,699.18 (9 March 2010)

The following accounts were agreed for payment:

Village Hall Management Committee – Use of Village Hall April 2008-2009 - £168.00	
And April 2009 – March 2010 - £168.00	£336.00
Station Software – Provision of webmaster services	£25.00

## 8. Report from District Councillor Mrs Fortune

District Councillor Mrs Fortune urged Councillors to be vigilant. Councillor Mrs Hardy said she had spoken to the District Council Planners about trees that had been lopped in the hedgerow and was told that trees were not hedgerow and the Forestry Commission should be contacted. The Retention Notice is going

to be lifted because the number of species could not be confirmed as they are not in leaf. Each length of hedge is taken separately when looking at species. Three trees have gone leaving more gaps in the hedge.

## **9. Village Hall**

A questionnaire was received from Compact Voice and this will be passed to the Management Committee. The Minutes of the Management Committee meeting held on 31 March had been received and forwarded to Councillors by e mail. An e mail was received from Mr Harper re the car park.

## **10. Unclassified Road leading to Village Hall.**

A letter was received from YLCA suggesting that the Deeds of the Village Hall should be inspected to see whether they clarify the responsibility for maintaining the access road. Councillor Woodhouse said he was disappointed in the letter. District Councillor Mrs Fortune had spoken to Planning to see if she could find out who owned the land. Councillor Woodhouse said his enquiry to the Land Registry was to try and acquire ownership. A search has not been done. The Chairman said the first stage is to ask the Land Registry to do a search. We have to clearly identify the strip of land and a map would cost £25.00 The Clerk will check the files to see if there is any correspondence about ownership. Councillor Hardy will ask Mr Harper if the Management Committee has done a search. Councillor Walters will also look at the papers he has.

## **11. Parish Plan – Action 17 Tree Preservation Orders**

Councillor Griffin suggested the trees in the village should be looked at to see if they need a TPO. The Clerk had a Guide to Tree Preservation Procedures which she would e mail to Councillors.

## **12. Matters Arising from Annual Meeting for Electors**

The Chairman will contact Northumbrian Water about their attendance at a meeting. District Councillor Mrs Fortune will contact Mr Thornton and Mr Cole.

## **13. Correspondence**

- a. Letter from NYCC offering traffic management training for event organizers. This will be passed to the Village Hall Committee.
- b. Circular from Hambleton District Council on Affordable Warmth and Fuel Poverty. Received.
- c. Review of Passenger Transport Services and Home to School Transport Services in Hambleton and the surrounding area from NYCC. The Chairman will look at this.
- d. Draft Integrated Risk Management Plan Consultation Summary from North Yorkshire Fire & Rescue Authority. Councillor Walters will look at this.
- e. Community News from Stokesley and District Community Care Association. Circulate to Councillors.
- f. Website Update from CE Electric UK had been e mailed to Councillors.
- g. E mail from Steve Shaw on Saving the Sustainable Communities Act. Received.
- h. Weekly Rural Focus for 21 & 28 March and 6 & 12 April from Rural Services Community e mailed to Councillors.
- i. Parish News from Rural Services Network e mailed to Councillors.
- j. Poster from Hambleton District Council on Stokesley EngAGE into Sport. This will be displayed.
- k. Posters from Hambleton District Council – Dog Fouling. These will be displayed.
- l. Fieldwork magazine from CPRE. Circulate to Councillors.
- m. First Consultation from NYCC on Minerals and Core Strategy. Circulated to Councillors.

The Chairman declared the meeting closed at 9.45 pm.

**MINUTES OF THE ANNUAL ASSEMBLY FOR THE ELECTORS OF  
POTTO HELD ON MONDAY, 19 APRIL 2010 AT 7.15 PM IN THE  
VILLAGE HALL**

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

County Councillor Mr T Swales

District Councillor Mrs Fortune

PC Henderson

6 members of the public

1. There were no apologies for absence.
2. The minutes of last year's meeting had been agreed and signed on the 18 May 2009.
3. **Matters Arising from last year's minutes**

Items discussed had been road works on the A19, tree planting in the Parish and the Village Hall.

**4. Police and Neighbourhood Watch Report**

PC Henderson said the crime statistics cover the Rudby Ward which is a large area. There has only been 1 crime in Potto this year, two tractors stolen in March. Councillor Woodhouse asked how often there is a foot patrol through the village. PC Henderson said mobile patrols are the usual because of the area to cover. There is a team of four PCSOs who rotate around the villages on foot. There are two problem solvers PC M Macfarlane and PC G Jones and PC Henderson will send an e mail to ask about foot patrols. The Chairman said we have a very good and effective Neighbourhood Watch. We have had issues with speeding although there are 30 mph signs in the village. We have had the speed matrix and that was quite useful. PC Henderson said officers will in the future be trained in the use of speed guns. The Chairman thanked PC Henderson who then left the meeting.

**5. Financial Statement**

The Clerk had prepared the year-end accounts and copies were available at the meeting. The Chairman went through the figures. There were no questions from the meeting.

**6. Chairman's Annual Report**

The Chairman read his report a copy of which will be posted on the Potto website. Councillor Walters, on behalf of the Parish Council and the Parish, thanked the Chairman for his Chairmanship over the last twelve months.

**7. Annual Reports of County and District Councillors**

District Councillor Mrs Fortune said she took her responsibility as our District Councillor very seriously indeed and whatever she has been asked to provide she has done so this year or found someone who was able to do so. A big step forward has been made on the flooding. The District Council did their best during the spell of



severe weather. She was pleased to see the new trees growing in the hedgerows. She was glad that the Parish Council took advisory training on planning.

County Councillor Mr Swales said there were problems with the winter gritting and the Parish Council had received a reply to their letter to the County Council. It is hoped to arrange a meeting with Chairman and Clerks of Parish Councils with Highways to arrange how to work together in putting a ton of salt at a time in Parishes for volunteers to use as needed. If there are any bad patches in the roads, potholes, etc. please notify Highways. Running repairs have been done. You have been awaiting a new street light for two years but Government have cut funding by 50% and it is unlikely at the present time that one will be installed. A consultation is being launched on bus services. Swainby School has been confederated with Osmotherley. 95Alive have now taken over responsibility for the matrix cameras.

Mr Moore said that a number of new street lights have appeared in Potto near the old ones. County Councillor Mr Swales said they are replacing the concrete ones because of safety reasons. Mr Moore said he is a Governor of Swainby School and both Swainby and Osmotherley have recently had an Ofsted inspection which rated them as good. Small schools have problems due to the small number of pupils but we have a thriving school system which appears to be working well. On Goulton Lane on the last bend there is a drain right on the corner which floods. Councillor Hardy said she had seen Highways there recently cleaning it out.

## **8. Village Hall**

The AGM of the Management Committee will be held at the end of the month. There is £5,235 in the Reserve Account and £7,335 in the Current Account. The outside works cost £3,000. There is a full programme of events for the year. The Committee put a lot of effort into what they do and they deserve our thanks. The Hall is our largest asset and it is good to see it being used.

## **9. Views and Comments from Parishioners**

Mr Hooper said he was disappointed that Northumbrian Water representatives have not turned up to the meeting as promised and not informed us why. A meeting had been held with the Environment Agency and discussions took place on the beck which are on-going. Mr Hooper had sent a copy of the minutes to the Parish Council. The group would like an introduction as to who is responsible at Hambleton District Council for surface water drains and stells to get discussions going. The Environment Agency hopes to provide feedback by the end of May. Problems with the drains are running at one a month. It seems to be a capacity issue. The Chairman said he was encouraged when reading the minutes. District Councillor Mrs Fortune said Clive Thornton is the contact at the District Council. He was going to come out to Potto but when Northumbrian Water and the Environment Agency became involved he decided to wait and see what they did. She will contact him tomorrow. He will be willing to come along and see what he can do to help. Mr Hooper said in 2003/4 Hambleton District Council did a study in the village on flooding. District Councillor Mrs Fortune said she would check this out. The Chairman said mention had been made of funding for a community project and District Councillor Mrs Fortune said she would contact Mr Cole from the District Council. He will want to come and talk to you on how to make it a community project. Mr Moore said the group would appreciate the opportunity to explain how the situation has been addressed so far.

The Chairman declared the meeting closed at 8.00 pm.

**MINUTES OF THE ANNUAL MEETING OF POTTO PARISH COUNCIL  
HELD ON MONDAY, 17 MAY 2010 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman) Councillors Mesdames D Hardy and E Griffin and Mr G Woodhouse

1 member of the public

**Election of Officers**

Councillor Hardy proposed Councillor Wilde as Chairman, Councillor Woodhouse seconded and this was agreed unanimously.

It was agreed unanimously that the post of Vice-Chairman would be filled on a rota basis.

The Clerk will be the Responsible Financial Officer.

**Representation on outside Bodies**

Village Hall Management Committee – Chairman, Councillors Griffin and Woodhouse on a rota system.

Yorkshire Local Councils Association – Representation would be by a Councillor who was available to attend.

**Meeting open to the Public**

The Chairman said he had tried to contact Northumbrian Water and Mr Macpherson. The Chairman had received an e mail from Mr Macpherson saying that Mr Mitchell of Northumbrian Water would attend the meeting tonight. Mr Hopper was concerned at the failure of Northumbrian Water to attend. The Chairman said an e mail had been received from Seymour Civil Engineering giving notification of road closure to carry out sewer repairs near 11, 7 and 5 Cooper Lane starting on Monday 21 June. Mr Hopper said there are blockages occurring every month and this is unacceptable. He asked that a letter be sent to NW asking them to provide the up to date information they promised.

The Chairman closed the meeting to the public.

1. Apologies for absence were received from District Councillor Mrs Fortune and Councillor Mr Walters.
2. **Minutes of last month's meeting.** Councillor Woodhouse said the minutes of the March meeting said grass cutting will be carried out in April and August but it should be May and September. This was noted. The minutes of the April meeting and the minutes of the Annual Assembly held on 19 April had both been circulated and were agreed as correct records and signed by the Chairman.
3. **Police Report and Neighbourhood Watch.** The crime statistics for April had been received from NY Police and forwarded to Councillors. It was noted that there were 6 drug offences in the Rudby Ward. Councillor Woodhouse had circulated his comments on a Hambleton North Neighbourhood Watch meeting he had attended with Mr Hardy in

Stokesley Town Hall. There had only been 1 crime in Potto for the year. The Chairman reported on a cold calling incident at his home. Contact telephone numbers for NY Police had been received and will be put on the notice board and in the next newsletter.

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

- a. Installation of 2 windows and porch extension to Glen Lyon, Swainby Ellers. Change of use of land from agricultural to domestic. Construction of domestic garage, stable and store, as amended by plans received by HDC on 15 March 2010, for Mr T Foley. 10/00523/FUL. Approved, subject to conditions.

5. **Planning Applications** – None.

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

- a. Footpaths and Green Lane. Councillor Woodhouse reported that by the end of the year he hoped to have all the footpath walks on the website. Councillor Hardy said it is hoped to put more planings down on the Green Lane on Sunday. The Chairman said a stile which had been fenced across will be rectified.
- b. Planning Applications – Defer to next meeting.
- c. Flooding in Potto. The Chairman said we were hoping to have a representative from Northumbrian Water at the meeting but they have not arrived. Mr Hopper said it is hoped to receive a response from the Environment Agency by the end of the month which will indicate whether there is funding available to have Potto as a project. He said a study was carried out by independent consultants on behalf of Hambleton District Council in 2002/3.
- d. Replacement Trees. The Chairman said he has trees which could be used.
- e. Village Design Statement. Councillor Woodhouse had circulated a note on the VDS status. Councillor Woodhouse said he had spoken to the ladies mentioned by District Councillor Mrs Fortune about the VDS. He hoped that Councillors will each be responsible for a section. Mr Whitlock has agreed to assemble the sections into a completed draft statement for circulation and thanks are due to him for this. Councillor Woodhouse suggested that we ask the Village Hall Committee if meetings on the VDS can be held in the Hall without charge as it is for the benefit of the village. The Chairman said it will be useful to ask for their involvement also.

7. **Finance**

The insurance premium was due for renewal. The Council agreed not to include the notice board on their policy. The premium due is £309.61 and this was agreed for payment. The Risk Management document has been circulated to Councillors and will be discussed next month. 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	£1,888.64 (10 May 2010)
Business Saver Account	£1,699.18 (9 March 2010)

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

9. **Village Hall**

The Management Committee Meeting minutes of 21 April 2010, Minutes of the AGM held on 5 May, Accounts for year ended 31 March 2010 and the Treasurer's Report had all been circulated to Councillors.

### **10. Unclassified Road leading to Village Hall**

Councillor Woodhouse said we are dealing with "adverse possession". He will send an e mail to the Clerk detailing what has happened for forward transmission to the YLCA asking for their help in getting over the hurdle. Councillor Hardy said there had been no response from the Village Hall Committee to her query. It was agreed that the Council would pay for a plan to be sent to the Land Registry for a search of the index map.

### **11. Parish Plan – Tree Preservation Orders**

The Clerk had e mailed Councillors a copy of a document on Tree Preservation Orders. It was agreed to put an item in the newsletter asking for residents' opinions on whether they wish to see any trees in the Parish protected by TPOs.

### **12. Correspondence**

- a. Letter from Hambleton District Council enclosing a copy of the District Council Standards Consideration and Hearing Sub-Committee. The Committee concluded that Councillor Woodhouse's conduct did not breach the local Code of Member Conduct. Councillor Woodhouse has been exonerated. Councillor Woodhouse said he would circulate to Councillors the documentation concerning this.
- b. First consultation document from NYCC on the Minerals Core Strategy. This does not involve Potto.
- c. Letter from NYCC on the proposal to develop a Parish Charter. A copy will be circulated for comments from Councillors for next month's meeting.
- d. Local Transport Plan 3 Consultation. The Chairman will look at the document.
- e. E mail from Seymour Civil Engineering detailing work to begin in Cooper Lane.
- f. Notification from District Council of meeting of Area Forum to take place on 19 July at 7.00 pm in Stokesley Town Hall. A poster is on the notice board.
- g. Housing Need Surveys from Amanda Madden, Rural Housing Enabler e mailed to Councillors.
- h. List of training courses from YLCA. No-one was available to attend.
- i. Agenda and papers for meeting of YLCA Hambleton Branch on 9 June. The Chairman may be able to attend. White Rose Update. Circulated to Councillors by e mail.
- j. Countryside Voice magazine from CPRE and Annual Report and Agenda for Annual Meeting to be held on 21 May. Circulate to Councillors.
- k. Community Update from CE Electric. Circulate to Councillors
- l. Parish News from Rural Services Network. E mailed to Councillors.
- m. Rural Focus from Rural Services Community. E mailed to Councillors
- n. Clerks & Councils Direct magazine. Circulate to Councillors.
- o. Agenda for NYCC County Committee for Hambleton to be held on 24 May. Circulate to Councillors.
- p. A thank you note from Mr Richardson for the Council's help with the water trough.

The Chairman declared the meeting closed at 8.20 pm.

**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL  
HELD ON MONDAY, 21 JUNE 2010 AT 7.15 PM IN THE VILLAGE HALL**

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

County Councillor Mr T Swales  
District Councillor Mrs B Fortune

Mr D Mitchell, Northumbrian Water

3 members of the public

The Chairman explained to the meeting that Mr Mitchell had sent an e mail saying he would not be able to attend the May meeting of the Council but he had not seen it before the meeting.

**Meeting open to the public**

Mr Hopper on behalf of Potto Residents Action Group (PRAG) gave Mr Mitchell a copy of an agenda setting out the issues regarding the sewage system. Mr Mitchell said a variety of things can cause a blockage in the system. A CCTV survey had been carried out of the main sewer and it is clear and in good condition. Mr Hopper said there was an average of one blockage a month until April but during the better weather there have been no problems. It is a combined system with both sewerage and surface water and the performance was affected by the amount of rainfall. The surface highway drains are not connected to the sewer system. Northumbrian Water and the County Council are in talks about the highways drains and the stell system. If the road gullies are blocked the road will flood and the water will go down into the sewer system. Mr Hopper asked for an up date on the pump house. Mr Mitchell said there were two working pumps in the pump house. They hoped to provide a flow meter but authorization had not yet been received. An update was requested on the suggestion of a storm overflow for the pump house. Mr Mitchell said that this was complicated as it would require permission from the Environment Agency and from land owners.

Mr Hopper said when the sewer system was originally installed there were about 40 houses and there are now about 70 and a very vibrant public house. There is now a lot more surface water and effluent and asked if the system had capacity to take it all. Mr Mitchell said there is a planning calculation based on houses and per head of population that would determine the size of the main sewer pipe. In times of emergency please telephone the control room and staff will be sent out depending on what the emergency is. Mr Macpherson said last winter it was not just the beck that over flowed, the pump was not working which contributed to the problems. When the winter comes we want to make sure that everything is as it should be and that we have done everything we can. Mr Mitchell said if we get a 1 in 200 years rainfall no sewage system will cope. We have had no problems with the pumps failing, the problem was that the pump was running but not pumping. If the pumps are running and there is not sufficient water going up the pipe there will be an emergency call out. The Chairman asked how long it would take to get authorization for the flow meter. Mr Mitchell said as it is a non-standard request there has to be a review meeting.

Mr Hopper asked that if the pump house is working with two pumps and an average rainfall should we be free of problems. Mr Mitchell said he believed so though there is more analysis to

be done. We are looking at retroflow which senses from the power usage that the pump is starting to block and reverses the pump to unblock itself. The pumping station may be too small to get it in. The flow meter alarm will go to the control room and a response must be made within two and a half hours.

Mr Hopper said we are trying to get the Council involved so we can make sure the surface water is kept out of the sewage system so that there is no additional surface water other than from roofs and gutters. There are various things going on relating to the beck. PRAG have had meetings with the Environment Agency. District Councillor Mrs Fortune queried whether it was wise to have Mr Thornton from the District Council at the same meeting. It was agreed that Mr Thornton will attend the July meeting and Mr Mitchell will return at the August meeting.

The Chairman thanked Mr Mitchell for attending the meeting. Mr Mitchell left the meeting and the Chairman closed the meeting to the public.

1. An apology for absence was received from Councillor Mrs D Hardy.
2. The minutes of last month's meeting had been circulated. District Councillor Mrs Fortune said under item 6e Village Design Statement, the two ladies she had spoken to are willing to help. It also states that there is no money in the budget for a VDS and District Councillor Mrs Fortune said she cannot say what is in the budget. She said it is important that the Parish Council should not lead this exercise but act as facilitators for the village.  
Councillor Woodhouse said he had made a statement concerning the complaint made about him and of which he had been cleared. This statement had not been included in the minutes and he queried this. District Councillor Mrs Fortune said District Councillors are given the outcome of investigations and no further elaboration. The Chairman said bearing in mind what has been said perhaps the statement should not have been read out. County Councillor Mr Swales asked if it had been an agenda item. It had not. The minutes were then agreed as a correct record with two Councillors voting for and one abstaining. The Chairman signed the minutes.

### **3. Police Report and Neighbourhood Watch**

The crime statistics for May had been received from NY Police and circulated to Councillors. Councillor Griffin said the Neighbourhood Watch alerts are very useful. Councillor Woodhouse said over half of the village now get them.

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

- a. Hedgerow Retention Notice at Thornhill Farm, Black Horse Lane for Dawson Farms. Withdrawn. 10/00222/HNA. Hambleton District Planning now says that the various 30 metre sections of the hedge do not meet the Regulations for the number of woody species.
- b. Proposed extension to existing double garage at 45 Cooper Lane for Mr I K Macpherson. 10/00779/FUL. Approved, subject to conditions.

### **5. Planning Application**

- a. Construction of a poultry shed at Goulton Grange Farm for Mr R Cornforth 10/00760/FUL. The Council recommended approval.

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

- a. Footpaths and Green Lane. A letter was received from Mr Hill concerning hedge trimming. It was agreed to thank him for his letter and note the comments. The Council's interests are in keeping the green lane open for people to use. Thanks were expressed to Mark Hardy and Simon Bainbridge for organizing the re-surfacing of the rest of the green lane. 50-60 tonnes were laid. It was agreed to ask the County Council for more planings to be delivered to Simon Bainbridge. Councillor Woodhouse had a map showing all the public footpaths throughout the parish. There were two footpath guides on the website and two more almost ready. District Councillor Mrs Fortune suggested they could come under tourism. Stokesley and Villages Regeneration Group do a lot for other small villages. Mrs Cartwright does a fair bit of the work in walking the paths.
- b. Planning Applications. Councillors will meet to look at this document. It was agreed to remove it from the agenda.
- c. Flooding in Potto. The Chairman said we have had a good update from Mr Mitchell. An EA representative is coming to the village on Wednesday.
- d. Replacement Trees. The Chairman has some black poplar trees which can be used as replacements for the five which have died. They will be planted in the autumn.
- e. Village Design Statement. District Councillor Mrs Fortune had brought copies of some completed Village Design Statements. Every household has had an input in these villages. Councillor Woodhouse asked if they could be downloaded from a website. This will be checked. District Councillor Mrs Fortune said you can look for the interesting views and things in the village which you would like to protect. People should be given every opportunity to help. The Chairman suggested a letter be sent out explaining what a Design Statement is and asking whether people would like to volunteer to help. He will put an item in the next newsletter.
- f. YLCA – Hambleton Branch Meeting held on 9 June. No-one had been able to attend.

## 7. Finance

The internal auditor's report had been received and copied to Councillors. Her comments included the note that the Risk Assessment needs to be reviewed annually. All her comments were noted. The Annual Return will now be sent to the external auditor, Mazars. Comments had been made by Councillors on the Risk Management document. The Chairman will incorporate them and circulate the new copy to Councillors. The insurance policy was received and had been circulated to Councillors. The following accounts were agreed for payment:

Mrs M Roberts – Internal Audit	£35.00
Clerk – ¼ salary + ¼ travel	£151.25
Councillor Woodhouse – Map for Land Registry	£26.00
Councillor Woodhouse – Land Registry search fee	£5.00
Mr A Hutchinson – Grass cutting	£129.25

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

Community Account	£1,554.03 (10 June 2010)
Business Saver Account	£1,699.39 (9 June 2010)

## 8. Reports from County and District Councillors

County Councillor Swales spoke about the three road closures in Hutton Rudby, at the Tontine and Potto. He will know better about winter maintenance and gritting after the budget so the meeting with Parish Councils will be held in August. He suggested 3 representatives from each Council. The County Council may issue salt bags rather than salt bins as a lot disappeared due to theft last year. The pot holes have been filled in.

District Councillor Mrs Fortune said the equestrian centre had expressed concerns about the speed of traffic along Black Horse Lane and are asking for signs from Highways warning of horses. County Councillor Swales said as this is a business they will be asked to contribute towards the cost of the signs. The speed along a road that does not have a speed limit cannot be monitored. District Councillor Mrs Fortune said the District has one part time and one full time Enforcement Officer. She read out a copy of an e mail from the Enforcement Officer saying that the Dog & Gun are not breaking any law with their tepee or other structure and the file is closed.

### **9. Village Hall**

A letter from the Management Committee concerning publication of the minutes had been e mailed to Councillors as had the minutes of the meeting of the Management Committee held on 7 June.

**10. Unclassified Road leading to Village Hall.** The result of the Land Registry search had been received and e mailed to Councillors. They hold no records in respect of this area of land. It was agreed to send this to the YLCA to ask for further legal advice.

**11. Parish Plan.** District Councillor Mrs Fortune suggested that if you are considering taking on a Parish Caretaker, look for another parish to share with. Councillor Woodhouse said at the moment jobs are split between a number of people. District Councillor Mrs Fortune suggested people are asked to adopt a barrel and be responsible for watering it. Councillor Woodhouse proposed that the Council do not take this any further. This was agreed.

County Councillor Swales left the meeting.

**12. June/July Newsletter.** Councillor Woodhouse suggested that a newsletter be issued as there are several items of information for it.

### **13. Correspondence**

- a. E mail from Seymour Civil Engineering Contractors advising of sewer repair works which will be done in Cooper Lane. The road will be closed from 21 June for approximately 2 weeks. Forwarded to Councillors.
- b. Information from Community Safety Manager on Speed Monitoring Procedures. Received.
- c. E mail from Mike Whitlock concerning broadband speeds. Received.
- d. E mail from YLCA about a big lottery fund. Circulated to Councillors.
- e. E mail from YLCA giving an extract of the executive summary of the Coalition Programme for Government. Forwarded to Councillors.
- f. E mail from YLCA giving details of a new website targeting voluntary and community groups in rural areas. Forwarded to Councillors.
- g. Newline and Update from District and County Councils. Circulated to Councillors.



- h. Performance Matters and District Spotlight magazines from York & North Yorkshire Waste Partnership. Circulate to Councillors.
- i. E mail from Rural Services Network detailing their letter to David Cameron. Forwarded to Councillors.
- j. Community News from Stokesley and District Community Care Association. Circulate to Councillors.
- k. Request for donation from Butterwick House Children's Hospice. It was agreed to keep a file for donation requests and the Council will make a decision at the end of the year.
- l. Rural Focus News for 1<sup>st</sup> and 14<sup>th</sup> June from Rural Services Network. E mailed to Councillors.
- m. Parish News from Rural Services Network. E mailed to Councillors.
- n. Country Air magazine from Rural Action Yorkshire. Circulate to Councillors.
- o. Notification of Joint Annual Meeting of YLCA to be held on 17 July. Circulate to Councillors.

The Chairman declared the meeting closed.

**MINUTES OF THE MEETING OF POTTO PARISH COUNCIL HELD  
ON MONDAY, 19 JULY 2010 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillors Mr N Walters (Chairman) Councillors Mesdames D Hardy, E Griffin and Mr G Woodhouse

2 members of the public

**Meeting open to the public**

The Chairman welcomed Mr Clive Thornton, Senior Engineer from the District Council, to the meeting. Mr Macpherson asked for an update on the drainage situation as far as the District Council was concerned. Mr Moore gave a summary of the background details. There are three main items that need attention.

1. The adequacy of the sewage system. Northumbrian Water has done a significant amount of work and will attend the Parish Council meeting in August to give an up date.
2. The beck. There have been a number of conversations with the Environment Agency and several visits by them with local residents to the beck. They are working on a general maintenance programme; looking at flood prevention and a cost and benefits analysis is to be carried out.
3. The District Council's responsibility for the local drainage stells. PRAG (Potto Residents Action Group) are concerned that the adequacy of the system was being impaired by poor maintenance and their ability to cope with the rainfall.

PRAG would like some community based plan to ensure that the existing system is working to its capacity and an investigation on what could be done better. Is a flood bypass scheme viable? PRAG realise that this is an agenda item which could take over the Parish Council meeting and think these type of discussions should take place at a separate meeting with Parish Council representation.

Mr Thornton said it was good to have a community action group and these matters can feed into local Area Forums. He was aware of a study that had taken place in 2006 on the beck and gave a copy to PRAG. The Environment Agency has an action for more information gathering. Mr Moore said Potto Beck is classified as a main river. Mr Macpherson queried whether the District Council could approach the owners of the beck sides. Mr Thornton said he was the Senior Engineer for Drainage with the District Council and can write to them. Mr Moore asked if residents can be confident that the District Council is discharging its responsibilities. Mr Thornton said the powers are under the 1991 Land Drainage Act. It is piecemeal on availability of resources. Mr Moore said PRAG are a local volunteer resource. How can they be integrated into the overall procedures when we have to make sure everybody gets the maximum benefit out of this situation? Mr Thornton said we get everyone with an interest together and have a local Area Forum meeting as that is the way forward in a lot of areas. Mr Moore said up to now we have tried to compartmentalize issues but they are definitely related and there will have to be a coming

together. PRAG would like to make sure each organisation has done what it can before joining together. Mr Thornton said under the new Flood and Water Act, NYCC will become the local Flood Authority and have a co-ordination role in all matters which have a local flood risk. Mark Young is the County Council Flood Officer. There are new regulations in the Act but no fixed dates. Mr Thornton asked if the group had spoken to any of the land owners and was told not officially. Mr Thornton said they have a power not a duty and would like to work on seeing what information we have now but would not commit to do anything. The District Council does want to work with local community groups. It was agreed that a meeting will be arranged. Mr Macpherson said we want to see if everything is in good order and working.

The Chairman thanked Mr Thornton who then left the meeting.

Councillor Woodhouse reported on a telephone call he had received about noise from the Dog & Gun.

The Chairman closed the meeting to the public.

1. Apologies for absence were received from County Councillor Mr T Swales, District Councillor Mrs Fortune and Councillor Mr A Wilde.
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 June crime statistics had been received from NY Police and forwarded to Councillors. It was noted that there were fewer thefts but more criminal damage. Councillor Woodhouse said the Police hope to be able to break the figures down into villages. Councillor Woodhouse thought the Neighbourhood Watch Area signs are looking old and dated. Councillor Hardy will inspect them.
4. **Planning Decisions of Hambleton District Council.** None.
5. **Planning Application**
  - a. Proposed alterations and extensions to Woodhaven, Goulton Lane for Mr M Hall 10/01707/FUL. The Chairman thought that this property had an agricultural restriction although section 12 of the application says it does not. Councillor Woodhouse asked whether a need for a balanced inventory of housing stock was a valid planning point. The Clerk will e mail these two queries to the Planning Officer. The Council agreed by 3 votes for and 1 No Observations to recommend approval.
6. **Matters Arising from last month's meeting**
  - a. **Footpaths and Green Lane.** Councillor Woodhouse is continuing with the footpath guides for the Potto website. These are several left to do. Councillor Woodhouse said he had had a query

about creating a new footpath. The Clerk said this would be the responsibility of the County Council with agreement of the landowner. While walking the footpaths, Councillor Woodhouse had taken photographs of the footbridge over Potto Slack which was in urgent need of repair. This bridge has been on the list for work for a number of years. New waymarkers for paths in the parish were also needed. The Public Rights of Way Section of the County Council will be contacted about both items.

*b.* Flooding in Potto. This had been covered in Meeting open to the Public.

*c.* Village Design Statement. The next newsletter will carry a request asking for people who are interested to get in touch. Councillor Woodhouse was doubtful whether any new volunteers would come forward and thought the Council should work with the people who have already volunteered. The Chairman said District Councillor Mrs Fortune said it was a better idea for the project to be community led.

*d.* Cold Calling Zone. The Clerk will ask Trading Standards for the reason why Goldgate Lane was not eligible to be a zone.

## **7. Finance**

The new Risk Management document will be discussed when Councillor Wilde is present at a meeting. The Annual Return has been sent to Mazars, the external auditors. The balances in the Council's accounts are as follows:

Community Account	£1,371.78 (9 July 2010)
Business Saver Account	£1,699.39 (9 June 2010)

It was agreed to renew the Council's subscription to Clerks and Councils Direct at a cost of £11.

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

## **9. Village Hall**

The minutes of the meeting held on 12 July had been received and circulated to Councillors. Potto Open Gardens will be held on 25 July and the Village barbecue on 30 August. The County Council had complained to the Management Committee about the siting of advertising boards for the Open Gardens. They are not allowed to be sited on the County Council verges.

## **10. Unclassified Road leading to Village Hall**

Councillor Woodhouse had asked the Land Registry for clarification of the SIM result. The result shows that there is no registered title to the area of the search. If anyone holds the title deeds they have not been presented for registration. The Chairman said it may still belong to Mr Richardson. The adverse possession clause is the stumbling block.

The Clerk said a resident had requested a copy of the SIM result. The Clerk will contact the YLCA about giving out a copy of this document.

**11. Parish Plan Action 5**

Action 5 was to investigate access to facilities not available in Potto. It was agreed that the newsletter was the best way to gauge the level of interest in use of community buses.

**12. Correspondence**

- a. Leaflet from NYCC giving Minerals Core Strategy progress update and further consultation. Circulate to Councillors.
- b. E mail from YLCA forwarding letters from Marton cum Grafton Parish Council to all North Yorkshire Parishes asking for support to protest against the County Council's waste management strategy. Councillors thought this was only one side of the argument and decided not to take it any further.
- c. Notification from Yorkshire & The Humber Regional Training Partnership of a Training Conference to be held in Scarborough from 24-26 September. Circulate to Councillors.
- d. Rural Focus e mailed from Rural Services Community and forwarded to Councillors.
- e. Wholesale Bulbs catalogue received from J Parker. Given to Councillor Hardy for Pride in Potto.
- f. Thank you letter from North Yorkshire Fire & Rescue Service for the Council's response to their Integrated Risk Management Plan consultation.
- g. Notification from YLCA of the new date for the Joint Annual Meeting of 24 July. Circulate to Councillors.

The Chairman declared the meeting closed at 8.50 pm.

**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL  
HELD ON MONDAY, 16 AUGUST 2010 AT 7.15 PM IN THE VILLAGE HALL**

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

District Councillor Mrs B Fortune

PC G Jones

12 members of the public

**Meeting open to the public**

Mr Moore asked how Action 3 in the Parish Plan, to investigate the capacity of the sewerage system and drains, was being progressed. He said there have been some initial calculations done by an independent person which indicate that the sewerage system is perfectly capable of handling the sewage but the remaining capacity would be very quickly overwhelmed when surface water is added in. He said if the Parish Council has an action plan PRAG would be happy to feed into it. Someone of an independent nature is required to explain the calculations and he queried whether the District Council would be able to help in this way. The Chairman said when these issues were raised the Parish Council said it would work with PRAG to try to resolve them. He thought steady progress was being made and being part of the process is the Council's action plan. An e mail had been received from Northumbrian Water saying that Mr Mitchell was on holiday and unable to attend this meeting. He will come to the September meeting. District Councillor Mrs Fortune said she could not add any more than Mr Thornton had said at last month's meeting. At a meeting in Hutton Rudby with Northumbrian Water she had mentioned the problems at Potto and was told Northumbrian Water recognize there is a problem and are working to rectify it. The Chairman said he was not aware that the pumps had failed two weeks ago and he presumed that NW had been contacted. Mr Hopper said the telephone system worked and the engineers arrived before residents knew there was a problem. Mr Moore said the Environment Agency would like a meeting with Mr Thornton and PRAG.

Mr & Mrs Irvine from the Dog & Gun spoke about the harassment they had been receiving for two and a half years from some people in the village. Planning Officers, Environmental Health and the Police have been involved and he has been told that he is doing nothing wrong. Mr Irvine gave examples of various things which were happening. He said it was affecting his health and right to trade. He employs 60 people, all from within a 10 mile radius. He read out an e mail from the Police and at no time was it said he would lose his licence or had been accused of threatening behaviour. Mr Irvine said Councillor Woodhouse had attended a gathering at a complainant's residence and he was going to make an official complaint about him. Mr Irvine was concerned about his name appearing in an e mail to a resident from Councillor Woodhouse.

The Chairman said from time to time we have heard of issues raised about the Dog & Gun with the District Council. We have received information from the District Council that the matter is closed. There is a letter on the agenda from the Enforcement Officer of the District Council regarding the complaints about the Dog & Gun fence. She had been to the Dog & Gun and met with Mr Irvine and a colleague from Licensing. She confirms that there are no breaches of planning control. The fence does not require planning permission.

The Chairman said to Mr Irvine that businesses in Potto need to be supported. A number of letters of support for Mr Irvine from residents were handed into the Council. There is also a letter addressed to the Council in support of the Dog & Gun. The Chairman said there is

a Standards Committee to whom anyone can bring a complaint. As a Parish Council we try to remain transparent and independent.

Mr Stephany said he supported Mr Irvine and asked what the role was of the Parish Council in dealing with matters like this. The Chairman said being a Councillor you forego your personal views. There are a set of guidelines by which Councillors must abide. It is a code of conduct for Parish Councillors. When elected or co-opted Councillors must sign to say they will abide by these regulations. In a small village like Potto Councillors have to be able to talk to all people on both sides of any dispute. The Parish Council has limited powers of action and complaints against Councillors are referred to the District Council Standards Officer. District Councillor Mrs Fortune said the District Council has a responsibility to respond to any complaint. If a complaint is valid it is dealt with. Other residents present at the meeting expressed their support for Mr Irvine and the business he is running in Potto.

Mr Hopper had received an e mail from the Environment Agency which suggests there is a viable scheme for flood prevention but is subject to future funding considerations. District Councillor Mrs Fortune said Mr Cole of the District Council has a responsibility to find funding for schemes. The Environment Agency is being very positive and Mr Hopper thought Northumbrian Water would come on board.

The Chairman closed the meeting to the public.

1. An apology for absence was received from Councillor Mrs E Griffin.
2. The minutes of last month's meeting had been circulated. Councillor Woodhouse requested that the word "seven" under item 6a be changed to "several". With this alteration, the Chairman signed the minutes as a correct record.
3. **Police Report and Neighbourhood Watch**

The crime statistics for July had been received from NY Police and circulated to Councillors. PC Jones said Potto is a very low crime area but he hoped that residents see some of the PCSOs walking in the village. He said there may be an increase in poaching over the next few weeks. He encouraged people to ring in if they see poachers in the fields. A message will be coming out on the ringmaster system. There is a good proportion of the village who subscribe to Neighbourhood Watch and PC Jones said the Police can be followed on twitter mike oscar 999. He said he was prepared to mediate in the Dog & Gun dispute if required. Councillor Hardy said a theft of the trailer in the parish was not on a ringmaster message. PC Jones said he would look into this.

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

- a. Construction of extension to existing poultry shed at Goulton Grange Farm for Mr R Cornforth. 10/00760/FUL. Approved, subject to conditions.

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

- a. Planning Appeal by Mr S Crosbie at 43 Cooper Lane. The appeal had been allowed and the letter had been forwarded to Councillors by e mail.
- b. Subterranean extension to Potto Hall, Parsons Back Lane for Dr Richard Cree 10/01921/FUL. The Council recommended approval.

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

- a. Footpaths. Councillor Woodhouse reported on a conversation with Mr Mullin, NYCC about the Potto Slack bridge. The cost of the works will be very expensive. Councillor Woodhouse was arranging a meeting with Mr Mullin, Mrs Cartwright and Mrs Young. The Clerk gave a Paths for People leaflet to Councillor Woodhouse.
- b. Flooding in Potto. Already discussed.
- c. Village Design Statement. An item asking for volunteers will be put in the newsletter.
- d. No Cold Calling Zone. Trading Standards had not yet responded.
- e. Newsletter. The latest newsletter has been distributed and the Chairman has begun the next one which will hopefully be issued before Christmas.

**7. Finance**

The Clerk will send out a copy of the Risk Management document to Councillors. Comments should be sent to the Chairman. The Clerk said she had received a telephone call from Mazars asking about progress of the Risk Management document. They also state that Section 4 of the Annual Return should be completed before Section 2. The balances in the Council's accounts are as follows:

Community Account	£1,207.53 (10 August 2010)
Business Savers Account	£1,699.39 (9 June 2010)

**8. Report from District Councillor Mrs Fortune**

Crathorne has completed its Parish Plan and she will obtain a copy for Councillors to look at. Mr Cole has not yet attended this meeting and he will be able to help with funding for your Village Design Statement. The Dog & Gun are not in breach of licensing, planning or environmental health. She said the Chairman is absolutely right when he talks about the role of the Councillor. Your role as an individual does not apply when you are a Councillor. All our training tells us if you have any doubt whether or not you should be in any place you should ring up and check or do not go because you probably should not.

**9. Village Hall**

The Chairman said the Open Gardens Day was very successful and over £1,800 was raised. A letter was received from Norris & Fisher on insurance and passed to the Chairman for the Village Hall Committee.

**10. Unclassified Road lead to Village Hall**

An e mail had been received from YLCA and forwarded to Councillors. Councillor Woodhouse said the other two thirds of the lane are on the deeds of Village Farm. If one person can have legal ownership surely the Parish Council can.

**11. Correspondence**

- a. Letter from Mrs Robinson, Planning Officer, Hambleton District Council answering the Council's queries with regard to the planning application at Woodhaven, Goulton Lane. E mailed to Councillors.



- b. Letter from Hazell Robson, Enforcement Officer, Hambleton District Council on complaints regarding the Dog & Gun. A letter was also received from Mr D Stephany expressing his support for the Dog & Gun.
- c. Circular letter from NYCC on York and North Yorkshire Waste PFI. Circulate to Councillors.
- d. E mail from Allerton Waste Recovery on Waste Management. Forwarded to Councillors.
- e. Circular letter from NYCC on proposed changes to the concessionary fares scheme. Circulate to Councillors.
- f. Invitation from Hambleton and Richmondshire Rural Transport and Access Partnership to attend a meeting on 24 August at Northallerton to discuss accessing services in a large rural area. Councillors thought an item could go in the next newsletter about accessing services.
- g. Corporate Report from North Yorkshire Fire & Rescue Authority. Circulate to Councillors.
- h. Community News from Hambleton Local Development Agencies. Circulate to Councillors.
- i. Countryside Voice and Fieldwork magazine from CPRE. Circulate to Councillors.
- j. Rural Focus of 26 July, 2 & 9 August from Rural Services Community by e mail. Forwarded to Councillors.
- k. Parish News from Rural Services Network by e mail. Forwarded to Councillors.
- l. Country Air magazine from Rural Action Yorkshire. Circulated to Councillors.
- m. LDF draft Open Spaces, Sport and Recreation supplementary planning document received from Hambleton District Council. Circulate to Councillors.

The Chairman declared the meeting closed at 8.45 pm.

**MINUTES OF THE MEETING OF POTTO PARISH COUNCIL HELD ON  
MONDAY, 20 SEPTEMBER, 2010 AT 7.15 PM IN THE VILLAGE HALL**

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

3 Members of the public

Mr I Wilson, Works Manager for Teesside and Darlington, Northumbrian Water

**Meeting open to the public**

Mr Wilson said the pumping station has a trial pump installed at the moment because the two existing pumps will be moved. Dry well submersible pumps will be put in. Mr Hopper asked that if surface water got into the pump house would it shut the pumps down and Mr Wilson replied potentially. Mr Hopper said he was under the impression that the pumps would work when submersed. Mr Wilson said the trial pump has an automated stand by on pump failure. One primary pump is the duty pump. Mr Hopper said when one pump failed the pump house just stopped. Mr Wilson explained that the duty pump was away for repair and there was a subsequent issue with the stand by pump. The pumps which will be installed are bigger. Northumbrian Water is looking to alleviate issues which have arisen within the system and the trial is on going at the moment. The target is the equivalent of the two pumps running side by side. Mr Moore queried whether there was some restriction down stream and Mr Wilson said Swainby is capable of coping with the flow. When all the data has been received he would look at doing trials for a couple of months in a range of different weather conditions. The pumps would then need to be procured. Mr Hopper said this meant about three months before anything was done. Mr Wilson said from his point of view he would like it done as soon as possible. They are going to be single line only, one running pump and one stand by fully automated. The ideal outcome is a robust station. Northumbrian Water has been looking at the site layout and carried out a site survey for the installation of a flow meter. Funding has been made available. Mr Moore said there are still areas of concern, one of which is the main sewer through the village and he asked if Northumbrian Water were confident that the sewage line was capable of handling anything particularly during storm conditions. Mr Wilson said currently it is adequate. Mr Moore said we have been exploring the capacity of the system and it would not take a lot for it to be overwhelmed by storm water. He asked if Mr Wilson could demonstrate the calculations on which information is based. Mr Wilson did not have the information at the meeting. Mr Hopper said one the objectives of the Parish Plan is to clarify the capacity of the sewerage system and drains. Some of the surface water drains into the stell system. We need to know what the threshold is that overcomes the pipe capacity. Mr Wilson said at one time there was a concrete blockage and an infiltration of grease will also undermine the capacity. He thought a lot of the issues had been with the pumping station and he wanted to get those resolved.

The Chairman thanked Mr Wilson for attending the meeting who said he was more than happy to keep in touch and would prefer to liaise with Mr Richardson. Mr Hopper said they will be having a meeting with Hambleton District Council and will ask them to liaise with Northumbrian Water. Mr Wilson left the meeting.

Mr Hopper said there is a further meeting with the Environment Agency on Friday. They are now into the design phase of a water management project. They have written to land owners and most of the residents in Cooper Close and some in Cooper Lane where their property backs on to the fields and where they might be involved in the project. The letters from the Environment Agency are going to raise a lot of interest from residents. At the request of the Chairman, Mr Hopper agreed to write an item for the newsletter.

The Chairman closed the meeting to the public.

1. Apologies for absence were received from County Councillor Mr T Swales, District Councillor Mrs B Fortune and Councillors Mrs D Hardy and Mr N Walters.
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 crime statistics for August had been received from NY Police and circulated to Councillors. Councillor Woodhouse said Neighbourhood Watch is going to ask again if the statistics can be split into parishes. The AGM is to be held in Stokesley shortly. New Neighbourhood Watch signs will be erected properly located.
4. **Planning Decisions of Hambleton District Council**
  - a. Proposed alterations and extensions to Woodhaven and change of use of land from agricultural to domestic use for Mr M Hall. 10/01707/FUL. Approved, subject to conditions.
5. **Planning Applications**
  - a. Single storey extension to existing office building at Richard Preston & Son Ltd. 10/02075/FUL. The Council recommended approval.
  - b. Revised application for alterations to 2 Potto Hall to form ancillary accommodation, sunken patio and railings for Mr S Crosbie. 10/02235/FUL. The Council recommended approval.
  - c. The Clerk had contacted the District Council concerning the delay in receiving planning applications. The reply had been by e mail which had been circulated to Councillors.
6. **Matters Arising from last month's meeting**
  - a. Footpaths and Green Lane. Councillor Woodhouse had e mailed Councillors with notes on a meeting on Footpaths which had taken place on 2 September. He reported on an e mail received from Mr Mullins, PROW, NYCC who is working on queries raised during the meeting.
  - b. Environmental Projects in Potto. An e mail had been received from Mr Hopper on the sewer/system capacity and forwarded to Councillors.
  - c. Village Design Statement. An appeal had been printed in the last newsletter but no response had been received. It can be repeated. Councillor Woodhouse said people are not coming forward to volunteer. He thought the Parish Council should co-ordinate it and ask people to help. Councillor Griffin was concerned that some people thought there was exclusivity and felt they were being left out. Councillor Woodhouse proposed that in the absence of volunteers the Parish Council do what was agreed in April 2010 and make a start. Mr Whitlock has agreed to put the sections into one document. Mrs Fanthorpe has offered to do some paintings. Nobody wants to lead it. The Chairman suggested an open evening to be publicized in the next newsletter. A speaker would be sought to explain Village Design Statements.
  - d. No Cold Calling Zone. Nothing to report.
  - e. Draft LDF Open Spaces, Sport and Recreation SPD. Councillors had made comments which will be sent to the District Council.
  - f. Cutting of Grass Verges. Mr Hutchinson will be contacted about the second cut.

## **7. Finance**

The Chairman had revised the Risk Assessment and Councillors made further comments. The Chairman will incorporate the changes and re-issue the document. A letter was received from the District Council asking for notification of the Council's revenue estimates for the financial year 2011-2012 by 31 December 2010. The Clerk will circulate figures for the November meeting. The Clerk's ¼ salary + ¼ travel of £151.25 was agreed for payment. The balances in the Council's accounts are as follows:

Community Account	£1,196.53 (10 September 2010)
Business Saver Account	£1,699.60 (9 September 2010)

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

**9. Village Hall**

The minutes of the Management Committee meeting held on 6 September had been received and circulated to Councillors. The Cabinet Office had issued a national survey of charities and social enterprises. This will be passed to the Management Committee as will an e bulletin from NCVO. The Chairman said the barbecue was extremely successful and raised over £900.

**10. Unclassified Road leading to Village Hall**

Councillor Woodhouse had put together a draft response to the NALC solicitor's letter. He said two thirds of the lane is in private ownership and one third has no registered title. He proposed that we write back to YLCA and this was agreed. The Chairman will speak to Mrs Cousans about the Land Registry document which the Clerk had found in the file.

**11. Correspondence**

- a.** Mr K Suffield, Licensing Enforcement Officer of the District Council had sent a copy of his letter to Mr S Irvine, Dog & Gun, to the Council. It will be circulated.
- b.** Information from Hambleton District Council on the Parish Council elections due to take place in May 2011. Circulate to Councillors.
- c.** Let's Talk Less Rubbish leaflet from NYCC. Circulate to Councillors.
- d.** Letter from NYCC on York & North Yorkshire Waste PFI. Received.
- e.** Information from Allerton Waste Recovery Park on a new way to deal with your waste. Received.
- f.** E mail on No to Incinerator. Forwarded to Councillors.
- g.** Notification from Hambleton District Council of a meeting of the Area Forum to be held in Stokesley Town Hall at 7.00 pm on 18 October. The poster will be displayed.
- h.** Letter from North Yorkshire and York NHS on Minor Injury Services. Received.
- i.** E mail from YLCA announcing retirement of Chief Officer, Ian Strong and appointment of Sheena Spence as his replacement. Forwarded to Councillors
- j.** August bulletin of North Yorkshire Strategic Partnership received by e mail and forwarded to Councillors.
- k.** E mail from YLCA on a consultation on precept capping. Forwarded to Councillors.
- l.** E mail from YLCA on the 2011 census. Forwarded to Councillors.
- m.** Putting People First newsletter from Self Direct Support received by e mail and forwarded to Councillors.
- n.** Rural Matters e mail from YLCA. Forwarded to Councillors.
- o.** Rural Focus for 6 and 13 September from the Rural Services Community. Forwarded to Councillors.
- p.** Request by e mail from No Need for Nuclear to contact MP about House of Commons Early Day Motion No. 557. Forwarded to Councillors.
- q.** Clerks & Councils Direct magazine. Circulate to Councillors.
- r.** Information from Hambleton District Council. Update and Standards Committee Annual Report will be circulated to Councillors. Posters on James Herriot Centre Halloween activities and Leisure Centres free weekend 9 – 10 October will be put on the notice board.
- s.** Agenda from YLCA for the meeting of the Area Committee to be held on 13 October in Northallerton. Circulate to Councillors.

The Chairman declared the meeting closed at 8.50 pm.

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON  
MONDAY, 18 OCTOBER 2010 AT 7.15 PM IN THE VILLAGE HALL**

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

1 member of the public

**Meeting open to the public**

The Chairman said Mr Hopper had forwarded to him an article from the Environment Agency which will appear in the next newsletter which will hopefully be distributed next weekend.

Mr Moore said he wished to raise two points. On 2/3 October there was very heavy rain and the sewage system became very close to overflowing in various areas. This heightens concern. The Environment Agency has started work on the beck and they saw the effect of the change in river conditions after the rain. A meeting was held with Clive Thornton of Hambleton District Council which was not wholly successful but he is going to co-operate with the Environment Agency on their proposed plans and is attempting to find resources to add to the proposed project where there is sufficient overlap. PRAG were concerned that Mr Thornton was struggling to take on more responsibility for approaching the riparian owners and would have like a more whole hearted enthusiasm. Mr Thornton did say he had very limited resources but the District Council wanted to be involved. The Chairman suggested that District Councillor Mrs Fortune be asked if it is their responsibility because if so they should be doing it. Mr Moore said a number of things were agreed. Mr Moore asked if there had been any response from residents. The Chairman said not to the Parish Council.

The Chairman closed the meeting to the public.

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 and were signed by the Chairman after being agreed as a correct record.
3. **Police Report and Neighbourhood Watch.** The crime statistics for September had been received from NY Police and forwarded to Councillors. It was noted that total crimes are down. Councillor Woodhouse reported that he and Mr Hardy had attended the Hambleton North Neighbourhood Watch meeting held in Stokesley. Councillor Woodhouse had again raised the issue of getting the statistics broken down into parishes. Inspector Criddle said that this was not possible for the foreseeable future. The ringmaster messages received by e mail

need to be improved and Councillor Woodhouse will mention this to Inspector Criddle.

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

- a. Subterranean extension to 1 Potto Hall for Dr Richard Cree. Approved, subject to conditions.

5. **Planning Applications.** None.

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

- a. Footpaths and Green Lane. Councillor Woodhouse said that Mr Mullins, NYCC took away actions from the recent footpaths meeting. He had tried to contact him without result. Walk No. 2 is not yet on the website. He had walked No. 7 but not yet written it up. He was hopeful that this year's targets will be fully met.
- b. Environmental Projects in Potto. The Chairman said we have been updated by Mr Moore and the note from the Environment Agency will go into the next newsletter.
- c. Village Design Statement. The Chairman said he will put in an item in the next newsletter about an open evening. It is hoped that someone from the District Council will be able to attend.
- d. YLCA Hambleton Area Committee Meeting. No-one was able to attend the meeting held on 13 October.
- e. Highway Maintenance. The Clerk will e mail County Councillor Swales about delivery of salt for the winter.

7. **Finance**

The Chairman had circulated the Risk Assessment and comments were given. The Chairman will incorporate the amendments and circulate the final document. The Annual Return was received from Mazars and they state that the Council should undertake a risk assessment which should consider both financial and operational risks which should be reviewed on an annual basis. They also note that Section 4, the Internal Audit Report, was not completed until after the Council's approval of the Annual Return and say that Councillors should ensure they have sufficient evidence to support the assertion in Section 2, Box 6, that the Council has maintained throughout the year an adequate and effective system of internal audit. The Council accepted the findings of the audit. The balances in the Council's accounts are as follows:

Community Account	£2,295.28 (8 October 2010)
Business Saver Account	£1,699.39 (9 June 2010)

The 2<sup>nd</sup> half of the precept - £1,250 – had been received from Hambleton District Council. The following accounts were agreed for payment:

Annual Subscription to CPRE	£29.00 (DD)
Mr A Hutchinson – Grass Cutting	£129.25
Mazars – Audit Fee Year Ended 31 March 2010	£58.75

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

9. **Village Hall**

The minutes of the Management Committee meeting held on 27 September had been received and circulated to Councillors.

10. **Unclassified Road leading to Village Hall**

Councillor Woodhouse had sent an e mail to Councillors concerning ownership of the road. Further queries have been sent to YLCA for them to pass on to the NALC solicitor. Councillor Walters asked about the list of signatures that Mr Davison had provided. Owners of the houses and the Village Hall Committee had signed agreeing with the suggestion that ownership of the unclassified part of the road should pass to the owner of Village Farm who owns the rest of the lane. It was suggested the road could be a community project and not be for private financial benefit. Councillor Griffin said there would be liability if there was an accident and there was also the issue of upkeep. Councillor Walters said there are rules around a community project. The Chairman said a community project had been tried before and one or two people objected. It was agreed to await further information from NALC.

11. **Correspondence**

- a. Public Consultation by NYCC on proposed revisions to the home to school and college transport policy. The consultation is from 4 October 2010 to 17 January 2011. Circulate to Councillors.
- b. Information from North Yorkshire and York NHS on Trauma and Orthopaedic Surgery/Acute Stroke services pathways. Circulate to Councillors.
- c. An e mail from NYCC on the future of the Standards Framework for members of Local Authorities in England. Forwarded to Councillors.
- d. YLCA has a new publication by the National Training Strategy on “Being a Good Employer” as a guide to Parish and Town Councils. The Council agreed to purchase one.
- e. Request from Marie Curie Nursing Service for a donation. It was agreed that this will be considered when the budget is discussed.

- f. Parish News from Rural Services Network received by e mail and forwarded to Councillors.
- g. Rural News Digest for 27 September received by e mail from Rural Services Community and forwarded to Councillors.
- h. Summary of accounts for 2009/10 from North Yorkshire Fire and Rescue Services. Circulated to Councillors.
- i. Big Society Questionnaire from Rural Services Network. Answered in the meeting.

The Chairman declared the meeting closed.



**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL  
HELD ON MONDAY, 15 NOVEMBER 2010 AT 7.15 PM IN THE  
VILLAGE HALL**

Present: Councillor Mr N Walters (Chairman) Councillors Mesdames D Hardy and E Griffin

County Councillor Mr T Swales  
District Councillor Mrs B Fortune

**Meeting open to the public**

None present.

1. Apologies for absence were received from Councillors Messrs A Wilde and G Woodhouse.
2. The minutes of last month's meeting had been circulated to Councillors and were signed by the Chairman after being agreed as a correct record.
3. **Police Report and Neighbourhood Watch.** The October crime statistics had been received from NY Police and circulated to Councillors. It was noted that the number of incidents had increased. The Chairman said there has been an increased Police presence.
4. **Planning Decisions of Hambleton District Council**
  - a. Single storey extension to existing office building for Richard Preston & Son Ltd. 10/02075/FUL. Approved, subject to conditions.
  - b. Revised application for alterations to 2 Potto Hall to form ancillary accommodation, sunken patio and railings for Mr S Crosbie. 10/02235/FUL. Approved, subject to conditions.
5. **Planning Applications.** None.
6. **Matters Arising from last month's meeting**
  - a. **Footpaths and Green Lane.** Councillor Hardy said most of the hedges on the Green Lane had not been cut back although the Council had written a letter to all landowners in February. She thought another letter should be sent. County Councillor Mr Swales asked what actions Mr Mullins, PROW had taken away from the Footpaths meeting and whether hedges had been discussed. This was not included in the Footpaths meeting. County Councillor Mr Swales asked if the hedges were impeding people walking along. Councillor Hardy thought that they were for horse riders. The Council agreed to send a letter to the landowners with a copy to Highways.
  - b. **Environmental Projects in Potto.** Nothing to report.

- c. **Village Design Statement.** District Councillor Mrs Fortune said she was asked to contact Mr Cole of the District Council to see if he would help the Council get started. He in turn had contacted the planners and District Councillor Mrs Fortune had received an e mail from Graham Banks, Planning Policy Manager, who did not think there would be any benefit in him coming to Potto. Only 5 design statements have been prepared in Hambleton and there are no statements in non-conservation areas. She could let the Council have copies of the Design Statements that have been done. The Chairman said we could discuss the matter at the next meeting. Councillor Hardy said it is very difficult to get people to help. The Chairman said as a Council we have to challenge the relevance of the issues. He will send out an e mail before the next meeting.
- d. **Highway Maintenance.** County Councillor Mr Swales said the County Council proposes to sell salt to Parish Councils. He was attending a meeting tomorrow at which he will bring this forward and let the Parish Council know what the price will be. It was agreed to decide where to buy salt when the Council have the County Council prices.

**7. Finance**

It was agreed to discuss the budget next month when, hopefully, all Councillors will be present. It was also agreed to hold over the Risk Management until next month. The balances in the Council's accounts are as follows:

Community Account	£1,196.53 (10 September 2010)
Business Saver Account	£1,699.60 (9 September 2010)

**8. Reports from County and District Councils**

District Councillor Mrs Fortune said budgets are going to be reduced and people are concerned about front line services. Services not affected by financial cuts are Car Parking Charges, Refuse Collection, Street Cleaning, Recycling, Housing Services and Benefits, Planning, Environmental Health, including food safety, and markets. Services under review are Central Overheads, e.g. Business Organisation and Administration, ICT, Communications, e.g. Hambleton News, Tourism, Democracy, e.g. Councillor costs including number of Councillors, Fees and Charges, Public Toilets, i.e. future management, CCTV i.e. future sustainability, Pest Control, i.e. future sustainability, Footway Lighting.

County Councillor Mr Swales said the County Council's largest budget is for elderly care and then children's services. The County Council is carrying out budget consultations and there is a survey on the website and it would be very helpful if people would fill it in.

**9. Village Hall**

The minutes of meetings held on 25 October and 8 November had been received and circulated to Councillors.

10. **Unclassified Road leading to Village Hall**

Nothing to report.

11. **Correspondence**

- a. A letter was received from the District Council informing that a complaint had been lodged against Councillor Woodhouse re Code of Member conduct. The Assessment Sub-Committee will meet to consider the complaint.
- b. A letter was received from Mr G Stapleton registering his disappointment on the lack of information and debate about the Dog & Gun that was recorded in the minutes of the August meeting. He was surprised and disappointed that his request was not minuted. Councillor Griffin said Mr Stapleton felt he was being treated unreasonably by the Parish Council. The Parish Council does not get involved in disputes but welcomes residents giving their views. A reply will be sent to Mr Stapleton.
- c. An e mail had been received from Mr Stephany concerning the absence of grit in the bin near No. 44 Cooper Lane. The bin will be filled as soon as the Council finds out the cost of the salt from the County Council.
- d. Letter from NYCC on the winter maintenance service enclosing a guide designed to help people act in a neighbourly way by safely clearing snow and ice from pavements and public spaces. This will be sent to Mr Whitlock for publication on the website.
- e. E mail from Mr P Cole, Hambleton District Council inviting attendance at the meeting on 30 November in Stokesley Town Hall to discuss high speed broadband. Councillor Walters will attend. Hambleton residents are urged to vote for their area to receive faster broadband in the Race to Infinity at [www.bt.com/racetoinfinity](http://www.bt.com/racetoinfinity) by 31 December 2010.
- f. Letter from NYCC on York and North Yorkshire Waste PFI. Circulate to Councillors.
- g. Letter from North Yorkshire and York NHS detailing changes to minor injury services in Hambleton and Richmondshire. Circulate to Councillors.
- h. E mail from Mr S Shaw on the Sustainable Communities Act received and forwarded to Councillors.
- i. E mail from YLCA on the re-organisation of DEFRA and its arms length bodies received and forwarded to Councillors.
- j. E Bulletin received from YLCA and forwarded to Councillors.
- k. Request for donation from Citizens Advice Bureau. Bring forward next month.
- l. E mail from Mr S Hague giving the Information Commissioner's Office's reply to his enquiry. Forwarded to Councillors.
- m. E mail from Civic Pride on "Be Prepared This Winter". Forwarded to Councillors.
- n. Details of property name changes for Ashfield Bungalow and 2 Potto Hall were received from Hambleton District Council.
- o. Countryside Voice magazine received from CPRE and circulated to Councillors.
- p. Country Air magazine received from Rural Action Yorkshire and circulated to Councillors.
- q. Clerks & Councils Direct magazine received and circulated to Councillors.
- r. Newsletter and stock lists received from A Hill & Sons Ltd. and circulated to Councillors.

- s. “Being a Good Employer” booklet – a guide for Parish Councils. Circulated to Councillors.
- t. Notification from NYCC of an Emergency Planning Event to be held on 9 December at County Hall starting at 17.45. It is hoped a Councillor will be able to attend.

The Chairman declared the meeting closed at 8.25 pm.

**MINUTES OF MONTHLY MEETING OF POTTO PARISH COUNCIL  
ON MONDAY, 20 DECEMBER 2010 AT 7.15 PM IN THE VILLAGE HALL**

Present: Councillor Mr A Wilde (Chairman) Councillors Mesdames D Hardy and E Griffin, Messrs. N Walters and G Woodhouse

District Councillor Mrs B Fortune

**Meeting open to the public** – None present.

1. There were no apologies for absence. Councillor Hardy tendered her resignation. The Chairman said it was with regret that her resignation was accepted. She has been a very valued member of the team.
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 crime statistics for November had been received from NY Police and circulated to Councillors. It was noted that the figures were higher and extra vigilance was required for suspicious people and vehicles. The registration number of suspicious vehicles should be reported to the Police.

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

None.

5. **Planning Application**

- a. Construction of orangery to existing dwelling at Thornhill Farm, Black Horse Lane 10/02710/FUL. The Council recommended approval.

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

- a. **Footpaths and Green Lane.** District Councillor Mrs Fortune said that one of the hedges was not cut in Green Lane because it was nesting season. She asked if people had thought of getting a contractor in to do all hedges at the same time. It was agreed to send a letter to two land owners with a copy to the County Council asking them to trim back their hedges bordering the green lane.
- b. **Environmental Projects in Potto.** There was an item from the Environment Agency in the last Potto newsletter.
- c. **Village Design Statement.** Councillor Walters said in view of District Councillor Mrs Fortune's report last month he thought it wise to discuss whether it was worth everybody's efforts to produce a design statement. Councillor Woodhouse thought it would be useful. District Councillor Mrs Fortune said you do not have anything written

down about the essence of Potto. Parts are very quaint and other parts are new. Potto is not due for any development but it does not mean it would never happen. The Chairman said it is not an urgent item but we could make a start. District Councillor Mrs Fortune suggested the Council should be looking at the characteristics of what is around and setting it down as it is now so that you will have something to measure things by. She would bring copies of two Design Statements by villages. Councillor Woodhouse said there is a driver from the Parish Plan. The Chairman said the Council is going to lose two Councillors who, hopefully, will be replaced at the election in May so we can put this on hold until next year. Councillor Woodhouse said we have also considered holding an open day.

- d. **Grit Bins.** The Chairman said we have had severe weather over the past month. We have had no information from the County Council about the price of salt so the Chairman had bought 25 bags of salt with free delivery. He has filled the salt bins up twice. The Council agreed to pay the cost of the salt.

7. **Finance**

The Risk Management document had been agreed by all Councillors and was signed by the Chairman. The Council agreed the budget for the financial year 2011 – 2012. The Chairman proposed, seconded by Councillor Woodhouse that the Council precept for the next financial year should be £2,500 and this was agreed unanimously. A request was received from Whorlton PCC for a donation towards the maintenance of the churchyard. Councillor Griffin proposed the Council give £250, Councillor Woodhouse seconded, and all agreed. The balances in the Council's accounts are as follows:

Community Account	£1,196.53 (10 September 2010)
Business Saver Account	£1,699.81 (9 December 2010)

8. **Report from District Councillor Mrs Fortune.**

District Councillor Mrs Fortune said she would like to stress the need for people to remain vigilant and report anything suspicious to the Police.

9. **Village Hall**

A letter signed by 11 residents with a complaint about the Swainbees use of the Village Hall had been received. It was understood that a few people have now withdrawn their objections. The Village Hall Committee has replied to the residents requesting a meeting in January. Leaflet from Allied Westminster on Village Hall insurance will be passed to the Committee. The minutes of the Committee meeting held on 29 November had been received and forwarded to Councillors.

10. **Unclassified Road leading to Village Hall**

An e mail was received from YLCA. It was agreed to defer this matter until next month.

11. **Parish Plan - End of Year Report**

Councillor Woodhouse had produced a progress summary for 2010. This will be discussed next month.

12. **Correspondence**

- a. Letter from Hambleton District Council regarding the complaint about Councillor Woodhouse re the Code of Member Conduct. The Assessment Sub-Committee of the Standards Committee decided that no action should be taken on the allegation.
- b. Information from NYCC on pre-surface dressing civil and patching works. None of the works were in our area.
- c. Note from Hambleton District Council giving dates for meetings of the Area Forums. The Stokesley Area Forum will meet on Monday, 17 January 2011.
- d. Circular from Hambleton District Council giving information on the appointment of a Parish Council representative to the Standards Committee. This will be circulated to Councillors. A poster on Christmas tree recycling will be displayed on the notice board.
- e. Letter from Allerton Waste Recovery Park on the new waste treatment facility. Circulate to Councillors.
- f. Schedule of Branch meetings and White Rose Update from YLCA. Circulate to Councillors.
- g. E mail from Hambleton Citizens Advice Bureau on the potential for extra funds. Forwarded to Councillors.
- h. Rural Matters November Newsletter received by e mail from Yorkshire & Humber Rural Affairs Forum and forwarded to Councillors.
- i. Rural News Digest for 16 November and 6 December received by e mail from Rural Services Network and Parish News. Forwarded to Councillors.
- j. E mail from Rural Services Network giving analysis of Rural Services Network. Call for evidence on building the big society. Forwarded to Councillors.
- k. E mail from North Housing giving a guide on rural affordable housing for parishes. Forwarded to Councillors.
- l. Newsletter from Came & Company on Parish Council Insurance. Received.
- m. Fieldwork magazine from CPRE. Circulate to Councillors.
- n. Request for donation from Vitalise. The Council decided against donating.

The Chairman declared the meeting closed.