

**MINUTES OF THE MONTHLY MEETING OF POTTO PARISH COUNCIL HELD ON
TUESDAY 18 NOVEMBER 2025 AT 7.15 PM AT POTTO VILLAGE HALL**

1. Meeting Open to the public

One member of the public was present.

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

No requests received.

3. Apologies for absence and approve reasons for absence

Present: Councillor Mr A Wilde (Chairman), Councillor Mr I Macpherson and Councillor Mrs E Griffin and Councillor R Walker.

Apologies: Councillor Mr S March and Unitary Councillor D Hugill.

4. Minutes of the October meeting

The minutes of October's meeting were discussed and agreed as a true record and resolved.

5. Matters Arising from last month's meeting

5.1 Police Report – 1 report of Arson/Criminal Damage. No further information.
Discussed recent Police activity in village relating to people from out of the area, asking residents for CCTV footage.

5.2 Footpaths, Bridges and Stiles – No updates. Discussed new footpath gates to be installed when weather gets better. Chippings need to be added to muddy areas on footpath to Swainby before it gets too bad, arrange a working party.

Discussed tree opposite the Owl bench, which was taken down, may be a nice area to have the stump carved in a similar style.

Email received from Hutton Rudby Parish Council regarding bridleway towards Sexhow. Councillors will walk the path and look into what needs to be done.

5.3 Annual Returns – the Interim Report for 2023/24 has been received from the external auditor, also the final report and certificate for 2023/24 from the internal auditor has been received together with an Invoice for £7,025.40 for the additional work resulting from objections by a member of the public. It was agreed to dispute this invoice along with previous years. The appropriate notices have been placed on the website and notice board.

5.4 Traffic Calming - Speed sign is currently in Seamer.

5.5 ICO - Freedom of information requests and reviews, the following cases were discussed:

- EA-2024-0028
- FT/EA/2025/0154
- FT/EA-2025-0228

Appropriate responses will be provided as required.

5.6 Parish Plan - To be reviewed at next meeting.

- 5.7 Community Governance Review - Discussed email from CGR Team. Encourage villagers to complete at: www.northyorks.gov.uk/CGR closing date 22 December.
- 5.8 Website - Layout of website was discussed at last month's meeting. Clerk contacted Mr Whitlock who is our webmaster and he is able to amend the layout to be similar to Hutton Rudby's at no cost to the Parish Council. Discussions on layout were held. Agreed.

6. Report from Unitary Councillor

No report received.

7. Planning Applications to consider and decide upon

REF: ZB25/01883/FUL - Application for a New Detached Building to incorporate a car port on the ground floor and an annex above as ancillary accommodation to the main house. Moor House Farm, Goulton Lane, Potto. Recommended for approval.

8. Planning Decisions of Hambleton District Councils

- 8.1 REF: ZB25/01281/OUT - Proposed agricultural workers' dwelling. Goulton Grange Farm, Potto. Comments regarding concerns of '4+ bedrooms' recommended no more than 3 bedrooms. *Awaiting Decision*
- 8.2 Ref: ZB25/00332/MRC - Application for the removal of Condition 6 (occupancy) on two holiday lets. Potto Fields Farm, Black Horse Lane, Potto. *Awaiting Decision*
- 8.3 Ref: ZB25/00332/MRC - Application for removal of Condition 4 (Occupancy) and 8 (access) for previously approved application 08/03395/FUL. Potto Fields Farm, Black Horse Lane, Potto. *Awaiting Decision*
- 8.4 Ref: 22/00984/FUL - Change of use of land for the siting of 3 holiday chalets. Land to the south of Butcher Lane, Potto. *Awaiting Decision*

9. Matters requested by Councillors.

- 9.1 Pam Fanthorpe Bench - Discussed email received from Pam Fanthorpe's daughter and offer of a new bench in memorial to her. Agreed Pam's daughter can choose and purchase a bench and PPC would arrange instalment, Councillor Macpherson is corresponding with Pam's daughter.
- 9.2 Stell Inspection - Date to be arranged.
- 9.3 Construction Site - Lingmell, Parson Back Lane, Potto. Concerns had been raised about extensive works being carried out on the house and caravan on site – After investigation by North Yorkshire Planning, they confirmed no planning breach
- 9.4 Traveller Site - Continue to monitor, discussed a large amount of traffic coming and going from site and potentially running business from the site.
- 9.5 Community Governance Review. Received email from NYC regarding the Community Governance Review. Awaiting further information on the consultation process.

10. Finance

- 10.1 To receive bank reconciliation and budget comparison to 18 November 2025.

Community Account	£ 15,112.63
Business Premium Account	£ 5,193.04

Invoices received:

Defib Warehouse	Defibrillator Pads	£ 91.14	Agreed
Clear Insurance	Insurance	£ 474.95.00	Agreed

Invoice from Jet Brains that was previously agreed has been received £164.40.

Discussed BHB insurance being taken over by Clear insurance. However, cost has doubled compared to previous insurer, it was agreed to look for alternative insurers.

- 10.2 Budget - The current budget and expected expenditure were discussed.
- 10.3 2026-27 Precept – Discussed the proposed budget report for 2026-27, it was noted that by adopting the proposed report there would be an overall reduction in council tax for residents. The budget report was proposed, seconded and resolved.
- 10.4 Clerks Salary - Agreed.
- 10.5 Review of Clerk's Salary - Thank Sheena Spence from YLCA for keeping us on track with latest information and salary scales. Organise the yearly review with the Clerk. Keep in mind that the Clerk is our employee and her wellbeing is paramount - especially in light of the vexatious communications from a member of the public.
- 10.6 Barclays Bank - Issues with bank ongoing.

11. Correspondence

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

- 11.1 Emails from members of the public.
- 11.2 Review of correspondence.

12. Any Other business

None

13. To confirm date & time of next meeting

Next meeting date Tuesday 16 December 2025 at 7.00pm.

The Chairman declared the meeting closed at 8.20 pm.