

**MINUTES OF A MEETING OF COLBURN TOWN COUNCIL**  
**HELD ON MONDAY 18<sup>th</sup> DECEMBER 2023**  
**IN COLBURN VILLAGE HALL**

**PRESENT**

Mayor Colin Mincher (Chair)  
Councillors: **Colburn Town** – Miles Burnham, Angela Dale, Karen Dodd, Michelle Dunning, Wayne Garbutt, Rupert Hildyard, Jag Sharma & Paul Towers  
**Colburn Moor** – Andrea Crowe **Albermarle** - Akuila Tutora  
Clerk: Philippa Graves  
Deputy Clerk: Angela Pickersgill

No members of the public attended.

1. **APOLOGIES RECEIVED** – none
2. **DECLARATION OF INTERESTS** – Cllrs Crowe, Dale, Towers & Tutora were part of the new Community Sports Centre group, non-financial, all acting as volunteer trustees of the organising group.  
**Item 8 Section 137 grant request for Christmas Lunch and Hampers from Colburn Hub & Café.**  
**Pecuniary interests** – Cllr Dale (Director & Employee) and Cllr Paul Towers (Emily Towers director).

3. **MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** that the Minutes of the Town Council meeting held on Mon 20<sup>th</sup> Nov 2023 (circulated with agenda) and the Minutes of the Open Spaces meeting held on Monday 1<sup>st</sup> Dec (circulated by email) were approved as a true and correct record and were signed by the Chair.

Cllr Mincher reported that £8.65 had been given by the public attending the Lighting up the Christmas Tree event. This would be kept in the office and put towards a future social gathering.

**Matters arising** – none

4. **POLICE MATTERS** –

**Report for 12<sup>th</sup> Nov to 11<sup>th</sup> Dec 2023** (circulated by email). Report available on request to office.

**Crime reported** for the period **16 incidents**, crime report for the same period 2022 was 17.

**12 Violence** – 5 Assaults/threats in domestic setting, 2 Assault, 4 Harassment/threats, 1 Public Order

**1 Dishonesty** – 0 Domestic, 0 Burglary, 0 Business/Shop Theft, 1 Theft, 0 Fraud, 0 Blackmail, 0 Vehicle interference

**3 Other** – 2 Criminal Damage, 0 Arson, 0 Dangerous Dog, 1 Sexual Offences, 0 Breach of Bail, 0 Drugs

**ASB** – 2 incidents, same period 2022 was 15.

**1 Nuisance**

**1 Personal**

**Traffic x 10**

2 RTC Damage only


1 RTC Death/Injury

0 Highway Disruption

7 Other Road related offence

**Sgt Carl Lawson and PCSO Katie Whitehead attended.** Sgt Lawson had asked the IT team if crime stats could be put into a graph with year on comparisons so it was easy to follow the trend and compare with other parishes. Work in progress, not available at present. The dispersal orders appear to have been successful and officers are monitoring.

Cllr Dale spoke of the intimidation of school children from other children and through social media on the walk home from the secondary school. Sgt Lawson spoke of the work done by police officers speaking to classes in school and thanked councillors for bringing this to his attention. Generally, this was a low crime area although shop thefts tending to rise over the Christmas period.

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**5. TO RECEIVE A REPORT FROM COUNTY COUNCILLOR KEVIN FOSTER**

**Boundary change consultations** would be coming out in the New Year as the Boundary Commission were required to report by 2026 with the final plan. He asked all councillors to support the process. All communications should be made **by email** to [cllr.kevin.foster@northyorks.gov.uk](mailto:cllr.kevin.foster@northyorks.gov.uk)

Both Cllr Foster and the Police representatives left the meeting at this point.

**6. TO ADOPT THE REQUIRED BIODIVERSITY POLICY BY 1<sup>ST</sup> JANUARY 2024**

Policy circulated with agenda. Councillors noted the work that had been or would be carried out on the Village Hall and Sports Centre buildings to reduce costs and improve green credentials for the future. Volunteers were regularly litter picking and the Maintenance contractor maintained the Play Parks to a high standard. The Colburn Sidings woods were cleared during the winter with piles of deadwood left for the protection of insects and small mammals. The colourful flower tubs were now to be planted with perennials as opposed to annual plants for sustainability. In the future, the biodiversity of any projects should be discussed and documented for evidence. The Open Spaces committee to take forward in 2024.

It was **RESOLVED** to adopt the Biodiversity Policy and add to the website.

**7. TO RECEIVE REPORTS FROM OTHER BODIES INCLUDING COLBURN COMMUNITY SPORTS CENTRE AND TO INCLUDE CURRENT PLANNING APPLICATIONS**

**Community Sports Centre (CCSC)**

Status report up to 7<sup>th</sup> Dec 2023 had been circulated and filed on the computer.

Fitmind sessions on a Friday evening have been launched with a positive uptake.

November has been the best month to date for new signups.

Aiming to have a Christmassy event in place of the cancelled Fayre.

Draught excluders on all main doors. All toilets and changing rooms renovated, new mirrors fitted, showers working, new taps and general cosmetic improvements.

New Arc trainer donated. Bookshelf proving popular with adults waiting for their children.

A letter of support from the Town Council as owners of the Sports Centre would be requested to support a grant application for the proposed new MUGA project to replace the old, unusable area. Cllr Tower to email a formal request with the details of who to write to. Good biodiversity opportunities for this project.

Full monthly reports available on email request to the office.

Visiting councillors are most welcome to see the regular improvements but it would be appreciated if an appointment is made or speak to a Trustee in advance.

Any confidential questions should be covered within a Closed Session and will not be included in the Minutes.

**Present membership –**

**Open Spaces & Play Parks Committee** – Chair Cllr Miles Burnham with Cllrs Angela Dale, Andrea Crowe, Michelle Dunning, Wayne Garbutt & Akuila Tutora. **Next meeting Mon 8<sup>th</sup> Jan 2024**, 5.30 pm in the Village Hall backroom.

**Joint Burial Board** – Cllrs Angela Dale, Karen Dodd & Michelle Dunning. **Next meeting Tues 23rd Jan 2024** at Hipswell Village Hall, 7 pm.

**Planning Committee** – Cllrs Colin Mincher, Rupert Hildyard, Jag Sharma & Paul Towers.

**Plans passed “no objections” by Colburn Town Council –**

**ZD23/00578/Full Planning Permission (retrospective)** for conservatory to rear of 5 Carlisle Walk, Colburn DL9 4BP (closed for comments 27<sup>th</sup> Nov 2023)

**ZD23/00584/Full Planning Permission** for removal of flat roof and conservatory with extension to side and rear at 13 Colville Crescent, Colburn DL9 4LX (closed for comments 1<sup>st</sup> December 2023)

**ZD23/00598/Full Planning Permission** for single storey extension and various alterations at Cherry Tree Cottage, Colburn Village, DL9 4PE + **Listed Building Consent** (closed for comments 7<sup>th</sup> December 2023)

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**8. TO DISCUSS FINANCIAL MATTERS**

- **Section 137 grant requests from Great North Air Ambulance & Colburn Hub & Café CIC towards Hampers or Christmas Lunch** (letters and info circulated with agenda). Previously 2021-22 the Yorkshire Air Ambulance was also included in a grant. **TOTAL FUNDING OF £500 left in budget.**

Cllr Dale proposed that the sum of £250 was granted to each of the Ambulance services which have been used in Colburn and that the Hub and Café re-apply at a future date.

Cllr Mincher proposed to divide the £500 between the three organisations.

It was **RESOLVED** to make a grant of £250 each to the Great North Air Ambulance and Yorkshire Air Ambulance.

Cllr Mincher would match fund the sum of £250 towards the Christmas Hampers which was a personal choice from his Mayor's allowance. There were 150 people on the list for Christmas Hampers.

- Set the **Precept 2024-25** previously discussed in November (final budget version circulated with agenda. To be notified to NYC and published on the Town Council website.

Cllr Dale proposed to set the precept at discussed figure of £163,000 which was a reduction of £17,000 on last year. For a Band D property this was an 8.16% decrease or -£9.75.

Cllr Sharma proposed the sum of £150,000 removing the additional reserve provision and reducing the Section 137 provision. This was not seconded.

It was **RESOLVED** to set the **Precept for the sum of £163,000 for the year 2024-25, 10 votes in favour, 1 against.**

**To approve Payment/receipt list from 20th Nov – 18th Dec** (circulated at meeting).

**To receive monthly figures November with bank reconciliation** (circulated with agenda).

It was **RESOLVED** to approve the above as circulated.

**9. DATE OF NEXT MEETING: Mon 15th January 2024 at 6.30 pm in the Village Hall.**

**10. ANY OTHER BUSINESS (at the Chairman's discretion)**

**Cllr Dale** – gave apologies for the January meeting. The Christmas Lunch in the Village Hall was available to all so please contact to be added to the list. Present numbers approx. 60.

**Cllr Towers** – reminded everyone that Santa was visiting the Sports Centre for the next 3 days so bring your children to this free event.

**Cllr Dunning** – formally thanked the Colburn Café on behalf of the Litter picking group for their delicious food and drinks throughout the year, much appreciated after a stint filling bags. A box of chocolates was given to the staff.

The meeting closed at 7.30 pm

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**COLBURN TOWN COUNCIL 18<sup>th</sup> Dec 2023**

**Payments & Receipts for approval** – list circulated by email and attached to minutes

It was **RESOLVED** to approve the following payments and receipts made since the last Town Council meeting 20<sup>th</sup> Nov 2023:

**Online Payments (visa, DD, BACS)**

27.11	164	BACS – Veterans Woodcraft noticeboard deposit	£124.00
	165	BACS – Section 137 grant – Citizens Advice 2023-24	£1000.00
	166	BACS – Clerk re-imburement – mileage Octo-Nov	£18.50
29.11	167	BACS – Low Lane Christmas Trees	£140.00
30.11	168	DD – Bank of Ireland online charge	£0.00
	169	DD – Bank of Ireland monthly charges	£4.50
1.12	170	DD – NYC Garage rental	£45.04
4.12	171	DD – BT broadband	£41.94
	172	BACS – Agilico Technologies – copier charges	£60.54
	173	BACS – Colburn Village Hall – office/meeting rental Oct-Dec	£817.50
	174	BACS – Clerk re-imburse – copy paper	£8.40
6.12	175	BACS – Playsafety Inspection course York	£354.00
	176	BACS – Fresh Mango Technologies - monthly retainer, neovault	£72.00
13.12	177	BACS – MANY Bookkeeping – payroll December	£19.80
	178	BACS – Purple Creative – Website hosting, SSL Cert renewal	£237.60
	179	BACS – Fresh Mango Technologies – Microsoft business licences	£11.76
	180	BACS – Clerk re-imburement – office mobile	£14.49
15.12	181	BACS – Clerk’s salary Dec	£1030.25
	182	BACS – Dep Clerk’s salary Dec	£645.46
	183	BACS – Robertson’s Garden Services 4 weeks 13.11-7.12.23	£1826.00
	184	BACS – Robertson’s Garden Services – attendance/travel Playsafety course	£257.40
	185	BACS – Robertson’s Garden Service - Tip run, collect Xmas tree	£48.60

**Receipts**

5.12	18	CCLA monthly interest	£17.24
	19	CCLA monthly interest	£242.28
	20	Land Trust July-Sept Maintenance payment	£438.00
7.12	21	Bank of Ireland BOI payment	£275.40

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