

**MINUTES OF A MEETING OF COLBURN TOWN COUNCIL**  
**HELD ON MONDAY 15<sup>th</sup> JULY 2024**  
**IN COLBURN VILLAGE HALL**

**PRESENT**

Mayor Michelle Dunning (Chair)  
Councillors: **Colburn Town** – Miles Burnham, Angela Dale, Karen Dodd, Wayne Garbutt, Colin Mincher,  
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** – Cllr Rupert Hildyard
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.

3. **MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** that the Minutes of the Town Council meeting held on Mon 17<sup>th</sup> June 2024 (circulated with agenda) and the Minutes of the Open Spaces meeting held on Monday 8<sup>th</sup> July24 (circulated at the meeting) were approved as a true and correct record and were signed by the Chair.

**Matters arising** – none

4. **POLICE MATTERS** –

**Report for 12<sup>th</sup> June to 11<sup>th</sup> July 2024** (circulated by email). Report available on request to office.

**Crime reported** for the period **14 incidents**, crime report for the same period 2023 was **13**.

**9 Violence** - Colburn 5, Woodside Chase 1, The Chase 0, Albermarle Drive, Cleveland Roads etc 3  
– 5 Assaults/threats in domestic setting, 3 Assault, 0 Harassment/threats, 1 Public Order

**1 Dishonesty** – Colburn 1, Woodside Chase 0, The Chase 0, Albermarle Drive Cleveland Road etc 0  
0 Domestic, 0 Burglary, 0 Business/Shop Theft, 1 Theft, 0 Fraud, 0 Blackmail, 0 Vehicle interference

**4 Other** – Colburn 4, Woodside Chase 0, The Chase 0, Albermarle Drive Cleveland Road etc 0  
2 Criminal Damage, 0 Arson, 0 Dangerous Dog, 1 Sexual Offences, 0 Internet/Sexual, 0 Breach of Bail, 1 Drugs, 0 Malicious Communications

**ASB – 11 incidents**, same period 2023 was 11.

**8 Nuisance**

**3 Personal**

**Traffic x 11** – Colburn 10, Woodside Chase 0, The Chase 0, Albermarle Drive Cleveland Road etc 1

0 RTC Damage only

1 RTC Death/Injury

2 Highway Disruption

8 Other Road related offence

**No police attendance was possible.** Questions relating to the number of Assaults/threats in domestic setting plus 3 Assaults to be sent by the office to **PC Lisa Recchia**. Also clarification of the Road Traffic Death/Injury as no-one aware of any serious accidents plus what were the 8 related offences.

**Response** – the assaults were individual domestic incidents that regularly happen. The Road Traffic injury was a medical episode at the top of Colburn Lane so fell into that category. The other road incidents arose from a Traffic Operation a few weeks ago covering no insurance/MOT/Tax infringements.

**5. TO RECEIVE AN UPDATE FROM COUNTY COUNCILLOR KEVIN FOSTER**

Cllr Foster attended and covered the following points:

The **Boundary work was ongoing, not as previously stated.** A paper proposing 89 County Councillors was being put forward to make roughly 5800 voting residents on the Electoral Role in each area allowing for some future growth. The Executive Committee would take a vote on this paper.

**A6136 road** – recognition that this was of the key routes. It was included in item 6, pages 527-546, of the agenda for the Executive meeting to be held on Tues 16<sup>th</sup> July stating “that the Executive approves proposals for a key Route Network in North Yorkshire ahead of submission to the York & North Yorkshire Combined Authority”. Highways and transport (including buses) would fall under control of the new Combined Authority.

**Area Constituency meeting** – there was a discussion about the recent cancellation of the site visit for the ongoing planning application on land opposite the Broadway and between Woodland and Maple Avenue for a Hybrid development. Site visits can include a representative from the local parish but they are not allowed to speak to Planning officials, they may only observe. This was quite different to the previous consultative visits when the District Councils were operating and appeared to be a waste of time for the parishes blocking any suggestions or questions they might have.

Continuing with the issues with Planning, the clerk had not received any answers to emails on planning this year. A resident had sought help from the Council as his application had been made in January and by the end of June, he had heard nothing from Planning. The clerk could not get any phone or email answers. The recent HMO (house of multiple occupancy application to which the Council had strongly objected had obviously been passed as the nextdoor neighbour, who had no knowledge of the change of occupancy, found her drive blocked with vehicles starting the renovations. If the resident had known about the proposal, she would have strongly objected as others in the area may well have done.

The Planning department had not sent anything out to parishes except notification of the application for many months nor had they answered emails. Councillors were in complete agreement that the voice of local councils was being ignored or did not matter to the new North Yorkshire Council and they had no way of communicating this lack of democracy. Cllr Foster advised that a letter of complaint was sent to him and he would bring this up at the Area Constituency meeting. The clerk to action.

**Spraying of weeds and overgrown footpaths** – this was currently in progress not helped by the constant rain. Residents would be sent letters if they allowed vegetation from their gardens to overgrow the footpaths, particularly if it forced pedestrians to walk on the road.

All decisions, agendas and information can be viewed on NYC website.

All communications should be made by email to [cllr.kevin.foster@northyorks.gov.uk](mailto:cllr.kevin.foster@northyorks.gov.uk)

**6. TO UPDATE THE INFORMATION AND COSTINGS ON THE PROPOSAL TO ADOPT A GOV.UK DOMAIN NAME AND EMAIL ADDRESSES THROUGH THE PARISH COUNCIL DOMAIN HELPER SERVICE**

The requested meeting between office staff, James Proctor (WJPS) and Cllr Wayne Garbutt (former IT consultant) took place on Thurs 27<sup>th</sup> June. James and Cllr Garbutt examined the computer and laptop to see capacity, admin responsibility and understand the current system. It was established that the website was with one provider, hosting with another and all the control of the One Drive lay with our contracted IT provider. To have a government domain name and councillor emails, a change had to be made as only the registered government providers could make the change to have all IT areas including the website under one contract.

A detailed quote had been circulated with the agenda and some notes from the clerk on costs of cancellation of the existing IT contract and the need to purchase a laptop for the Deputy Clerk.

It was **RESOLVED** to accept the quote from WJPS. The clerk to confirm the cancellation costs from existing IT support firm. No decision taken on purchasing a further laptop for Deputy Clerk. Existing office computer would be used for the changes but in 2025-26 financial year a new office computer would be required and the cost should be included in the budget. Further update to be given at the 16<sup>th</sup> September meeting.

*Manning*  
*16/9/24*

**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 3<sup>rd</sup> July 2024 had been circulated and filed on the computer.

Fanzone is running at the centre for the duration of the Euros.

2 free entry open air movie nights are planned for July.

Received a comprehensive update from NYC regarding the S106 grant money which will be paid upon commencement of the new housing development at Brough with St Giles.

Football Foundation site assessment and plans to be submitted in the next few months so the MUGA re-instatement is starting to move with some pace.

Meeting with Howdens regarding a kitchen upgrade. Roof has been repaired. Emergency lighting has been serviced. Full CCTV system to be installed July/August to assist with safeguarding users and staff.

Area to the west of the MUGA has been tidied as grass/weeds etc were encroaching on neighbouring properties.

New Utility contracts agreed and based on the last 12 months, £6000 per year could be saved at the new rate.

All soft furnishings on the gym equipment were re-upholstered 5<sup>th</sup> July.

Full monthly report 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 Wayne Garbutt with Cllrs Andrea Crowe, Miles Burnham, Angela Dale & Akuila Tutora. **Next meeting Mon 9<sup>th</sup> Sept 2024**, 5.30 pm in the Village Hall backroom.

**Joint Burial Board** – Cllrs Angela Dale, Karen Dodd & Michelle Dunning. **Next meeting Tues 23<sup>rd</sup> July 2024** at Hipswell Village Hall, 6.30 pm.

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

**Plans passed “no objections” by Colburn Town Council** – none

**Plans passed by North Yorkshire Council** – no correspondence received

**8. TO DISCUSS FINANCIAL MATTERS**

**To consider the cancellation of the Zurich Play Park inspection contract for 2024-25** (one day of inspection) since the Maintenance Contractor has taken the RoSPA 2-day Operational Playground Inspection course in April 2024 which is the professional level required.

It was agreed that an Annual Inspection was still a requirement with a full report of all the play equipment. It was proposed that Cllrs Garbutt & Burnham could do this with the Maintenance Contractor. Subsequent to the meeting, the Maintenance Contractor confirmed that his qualification was for regular weekly inspections and maintenance of the equipment. He was not qualified to do an Annual Report, that was the next level of RoSPA training. The Clerk had contacted RoSPA who offered an Annual Inspection service and was awaiting a quote. There were 66 pieces of play equipment to inspect over the 7 Play areas.

**To approve Payment/receipt list from 18th June – 15th July 2024** (circulated at meeting and to be attached to the minutes for publication).

**To receive June monthly figures with bank reconciliation** (circulated with agenda and to be attached to the minutes for publication).

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

**9. DATE OF NEXT MEETING: Mon 16th September 2024 at 6.30 pm in the Village Hall.**

**10. ITEMS FOR THE NEXT AGENDA (at the Chairman’s discretion – none**

**The meeting closed at 7.40 pm**

*M Dunning  
16/9/24*

**COLBURN TOWN COUNCIL 15<sup>th</sup> July 2024**

**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 17<sup>th</sup> June 2024:

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

19.6	60	DD – Siemens Fin Services – copier lease rental June-Sept	£187.85
24.6	61	BACS – Dep Clerk re-imburse Garden Comp certificate card	£12.99
	62	BACS – Colburn Village Hall – office/room rental Apr-June	£810.00
	63	BACS – Colburn School London visit – Sec 137 grant	£1000.00
25.6	64	visa – Garden Competition – cash prizes	£335.00
26.6	65	visa – Children’s prizes Garden Competition	£17.75
	66	BACS – CRACCL Libraries – Section 137 grant	£1500.00
	67	BACS – Citizens Advice – Section 137 grant	£1000.00
	68	BACS – Clerk re-imburse mileage Mar-June	£18.00
28.6	69	DD – Bank of Ireland – bank charges	£8.18
1.7	70	DD- NYC Garage rental	£47.75
	71	BACS – Agilico Technologies	£67.37
3.7	72	DD – BT	£47.16
8.7	73	BACS – HMRC – 1 <sup>st</sup> quarter PAYE & NI	£676.40
	74	BACS – Clerk re-imburse office mobile	£18.76
	75	BACS – MANY Bookkeeping July payroll	£21.38
12.7	76	BACS – Clerk’s salary July	£1036.05
	77	BACS – Dep Clerk’s salary July	£665.90
	78	BACS – Robertson’s Garden Services 4 weeks 10.6-5.7.24	£2016.00
	79	BACS – Robertson’s Garden Services – 2 Tip runs, 2 Colburn Lane cuts	£147.80
	80	BACS - Play Park repair items	£22.13
	81	BACS – “ 8 fills for 4 watering tubs run Sec 137	£234.40
15.7	82	BACS – Fresh Mango Technologies – retainer + Neovault	£72.00

**Receipts**

2.7	13	CCLA interest	£256.59
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*Manning*  
*16/9/24*

**COLBURN TOWN COUNCIL**  
**FINANCIAL SUMMARY 2024/25 & YEAR TO DATE FIGURES**

<b>BUDGET 2024/25</b>	<b><u>EXPENDITURE</u></b>	<b>Apr</b>	<b>May</b>	<b>3 MTHS June</b>	<b>July</b>	<b>Aug</b>	<b>6 MTHS Sept</b>
£1100	Insurance		1171	1171			
25,700	Clerks' salaries & PAYE/NI	2541	4243	5945			
3300	Office & meeting room rental			810			
700	Telephone & AOL Broadband	49	103	157			
220	Stationery Office equip Postage	18	44	71			
1100	IT support	60	120	180			
1320	Copier rental and charges	50	106	319			
1420	Audit fees, Payroll & Scribe	18	717	735			
150	Bank charges	5	11	19			
1500	Mayor's allowance		1500	1500			
300	Deputy Mayor's allowance		300	300			
400	Mayor's Tickets & expenses	refund	48	48			
0	Mayor's Charity Dinner						
1200	Annual subscriptions	892	892	922			
130	Mileage			18			
100	YLCA Training & Conference						
50	Sundries						
4765	Unbudgeted items						
450	Dog Bins (Section 137)	225	225	225			
485	Broadway Car Park	469	469	469			
27500	Play Park Sub-contractor	1800	4356	6390			
5000	Play Park repairs & equipment	1003	1003	1003			
2950	Open Spaces – misc	163	440	595			
1050	Watering (Tubs Sec 137)			234			
600	Garage rental	48	95	143			
	Allotment Rent	87	87	87			
350	Garden Competition (S137)			378			
300	Christmas Lights & Tree (S137)						
4187	Precept Joint Burial Authority		4187	4187			
8026+	Section 137 General Payments)	409	498	1497			
1500 +	CRACCL Colburn Library)			1500			
8147 +	Youth Project) =						
1000 +	Richmondshire Citizens Advice)			1000			
(18,673)	(Total Section 137 allowance)						
50,000	Colburn Comm Sports Centre		30,000	30,000			
	VAT	270	432	510			
155,000	<b>TOTALS</b>	<b>8,107</b>	<b>51,047</b>	<b>60,413</b>			
	<b><u>RECEIPTS</u></b>						
163,000	Precept	81,500	81,500	81,500			
	VAT refund	211	211	211			
	Allotment Rent			350			
	Grants						
	Mayor's Charity Dinner						
	Mayor's guest tickets + allowance refund		96 refund	96			
	Miscellaneous						
	Planter Sponsorship	80	560*	560*			
	Land Trust maintenance			460			
	Wayleave						
	Investment Interest	266	523	790			
	<b>TOTALS</b>	<b>82,057</b>	<b>82,890</b>	<b>83,967</b>			

*Manning*  
16/9/24

\*total planter sponsorship 2024-25 £1280. £720 recorded in previous financial year

### June Reconciliation

As at 30 June 2024                      Current Account                      **£98,447.86**

Opening Balance 1.4.24	74,894.60
Plus Receipts to 30.6.24	83,967.25
Less Payments to 30.6.24	60,413.99
<b>TOTAL</b>	<b>£98,447.86</b>

#### Account consists of:-

##### **Current Account**

General Reserves	£50,000
Reserves - Play Equipment (repair/replacement)	£10,000
Current Cash balance	£30,447.86 = <b>£98,447.86</b>

##### **Plus Capital investment -**

Broadway Capital Car Park Fund (invested with CCLA with monthly interest paid)	£60,000
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### SECTION 137 PAYMENTS TO DATE:-

Allowance 2024-25 3788 residents registered 1.1.24 @ £10.81 per registered elector = £40,948 total spend allowed

#### Grants & Payments

Agreed, not yet paid	Colburn Youth Project – Continuation of support	£8147.00	
24.6.24	Primary School grant London annual visit	£1000.00	
26.6.24	CRACCL Colburn Library – admin support	£1500.00	
26.6.24	Richmondshire Citizens Advice – annual grant	£1000.00	
26.6.24	Gardening Competition – annual event	£377.74	
	Christmas Tree budget	£300.00	£12,324.74

#### General payments

8.4.24	Dog bin replacement Albermarle Drive	£225.00	
17.4.24	Wel Medical Replacement Defib cabinet Sports Centre	£408.95	
15.5.24	Re-imburse Cllr Tutora – screws new noticeboard	£13.88	
17.5.24	SC Electrics – connecting defib cabinet Sports Centre	£74.75	£722.58

Running total                                      **£13,047.32**

**BUDGET**

**£18,673**

*Manning*  
*16/9/24*