

MINUTES OF A MEETING OF COLBURN TOWN COUNCIL
HELD ON MONDAY 16th SEPTEMBER 2024
IN COLBURN VILLAGE HALL

PRESENT

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

No members of the public attended.

1. **APOLOGIES RECEIVED** – Cllrs Miles Burnham & Wayne Garbutt
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 15th July 2024 (circulated with agenda) and the Minutes of the Open Spaces meeting held on Monday 9th Sept 24 (circulated at the meeting) were approved as a true and correct record and were signed by the Chair.

Matters arising –

Item 6 - IT changes - Further meeting this Friday 20th September with James and colleagues and Cllr Garbutt to prepare the system with the new domain name and email. Cllr Garbutt will support councillors to set up their email accounts.

Item 8 – RoSPA inspection of Play Parks took place on Thurs 12th September and Cllr Garbutt had a meeting with the inspector on completion. Written report is due soon.

Open Spaces Item 8 Weeding Raised Beds, Broadway – a member of the public has been regularly weeding during the summer which is greatly appreciated and has made a noticeable difference.

4. **POLICE MATTERS** –

Report for 12th Aug to 11th Sept 2024 (circulated by email). Report available by email request to office.

Crime reported for the period **20 incidents**, crime report for the same period 2023 was 18.

8 Violence – Colburn 4, Woodside Chase 2, The Chase 1, Albermarle Drive, Cleveland Roads etc 1
– 3 Assaults/threats in domestic setting, 0 Assault, 5 Harassment/threats, 0 Public Order

5 Dishonesty – Colburn 4, Woodside Chase 0, The Chase 0, Albermarle Drive Cleveland Road etc 1
0 Domestic, 1 Burglary, 1 Business/Shop Theft, 1 Theft, 1 Fraud, 0 Blackmail, 1 Vehicle interference

7 Other – Colburn 4, Woodside Chase 10, The Chase 0, Albermarle Drive Cleveland Road etc 1
3 Criminal Damage, 1 Arson, 0 Dangerous Dog, 0 Sexual Offences, 1 Internet/Sexual, 0 Breach of Bail, 2 Drugs, 0 Malicious Communications

ASB – 7 incidents, same period 2023 was 18.

3 Nuisance

4 Personal

Traffic x 6 – Colburn 3, Woodside Chase 1, The Chase 1, Albermarle Drive Cleveland Road etc 1

0 RTC Damage only

0 RTC Death/Injury

0 Highway Disruption

6 Other Road related offence

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PC Lisa Recchia attended the meeting. The Chair asked for some police attendance to prevent illegal parking outside the Primary School which was agreed.

5. TO RECEIVE AN UPDATE FROM COUNTY COUNCILLOR KEVIN FOSTER

Cllr Foster provided a written report as he was unable to attend:

Proposed reforms to the National Planning Framework and other changes to the planning system – this is a consultation document and the main change suggested will be the mandatory targets. North Yorkshire could be given a target of over 4232 houses a year which over the next 20 years would amount to 89,000 new houses, an unimaginable amount of building.

Boundary Commission – there was an excellent Teams meeting set up for Town and Parish councils to log into. Submissions have been received and the Commission are considering the first action which is the number of county councillors. North Council supported a reduction of 1 to 89 councillors which Cllr Foster voted against and sent a reply supporting 108 councillors. The decision on this number is imminent and once published, the work will begin on setting the boundaries.

New Council houses – North Yorkshire have agreed to build 500 council houses over the next 5 years, not enough but this is a start and Cllr Foster will be making a strong case to have some built in this Division.

Press statement on Refugees to be rehoused here – Cllr Foster released the following information. Following rumour and speculation about the number of refugees to be rehoused in this area, Cllr Foster contacted North Yorkshire Council and the MP's office to clarify the situation.

The Home Office is responsible for finding accommodation for refugees, not North Yorkshire Council. The suggested refugees are from Afghanistan and were directly supporting the Army soldiers and they would join some who are already here. There are no refugees or migrants accommodated in hotels in the Garrison.

Cllr Foster has asked for a joint press statement from the Government departments involved in the project to ascertain the full facts and prevent unsettling and incorrect rumours.

Cllr Mincher had noted the racism shown in many of the social media comments and all councillors concurred that as a Town Council we do not tolerate racism. It was agreed to ask Cllr Foster if the Town Council could publish his above statement on the website with a statement of the Town Council's position on racism.

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

6. 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 **4th Sept 2024** had been circulated and filed on the computer.

Fanzone for Euro Championship was a huge success, the Final sold out and was a hit with those that came along to share the occasion.

Boxing Club refurbishment has taken place throughout August.

Richmond Pro Player have made the most of the off season to improve the pitch facilities.

Section 106 payments from the housing development will be paid upon commencement of the work at Brough with St Giles.

Grant approval has allowed for developments for the Boxing Club, new flooring for the studio and CCTV in the centre.

Summer Football courses held, joint event with Brough St Giles planned for 8th September and Halloween event planned for October.

Howdens have donated new kitchen. New Reception desk due to arrive in September

NHS Diabetes course running from the studio twice a month.

In the last 18 months the Centre has become a real hub for the community and will continue to do so with the help of everyone involved. Best to date Direct Debit membership in July & August. Pushing for new heating system to be installed. Sadly the Family Fun Day had to be postponed due to appalling wet weather.

Full monthly report available on email request to the office.

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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 14th Oct 2024**, 5.30 pm in the Village Hall backroom.

Joint Burial Board – Cllrs Angela Dale, Karen Dodd & Michelle Dunning. **Next meeting Tues 24th Sept 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 –

ZD24/00364/Certificate of Lawfulness proposed for change of use of Integral Garage into Office Space at 83 Woodland Avenue, Colburn DL9 4WD (closed for comments 2nd August 2024)

22/00227/OUT Hybrid Application for Full Planning Permission for a Drive thru Coffee shop, 4 commercial units and Outline Permission for a Place of Worship and residential development.

A site meeting was re-convened for Mon 9th Sept which Cllr Dale attended as well as the Planning Committee meeting. The application was on the agenda for the Richmond Area Constituency Planning Committee meeting held on Thurs 12th Sept. S106 agreement arranged covers a payment of £7,500 contribution to the monitoring of the Travel Plan (both business and residential) by Highways plus a 2% off-site Biodiversity net gain mitigation. The application was **passed at committee**.

Cllr Dale instigated a discussion about the application as we had never before received a hybrid application with some elements passed (drive thru coffee shop + units) and outline permission given for the remainder of the plot with plans to be published). Councillors were reminded that the original application has been refused by RDC, taken to Appeal and upheld on highway grounds which included the impact on the A6136. Some highway issues had now been resolved but the constant tripping of the traffic lights on exiting the coffee shop would be highly detrimental to the flow on the A6136 particularly through the morning and evening rush periods. Since highway development and integrated transport has now been transferred to the Mayoral budget, the clerk was asked to write to ask what mitigating plans had been made for the A6136 in view of the current developments taking place in the area including the completion of the Integrated Care Campus which would attract a large amount of regular traffic. The A6136 has been recognised as a major route.

Plans confirmed as Passed by NYC –

ZD24/00137/CLP Certificate of Lawful Planning for change of use from C3 to C4 (house of multiple occupancy) at 4 Firefly Walk, Colburn DL9 4UN **subject to there being no more than 6 residents at any one time**. Granted 22 May 2024.

ZD24/00204/Full Planning permission for extension of Unit 7C by Yorkshire Dales Distillery to increase production at Easton Way, Colburn DL9 4GA. Granted 8 August 2024.

ZD24/00029/Full Planning permission for change of use from Domestic Garage to Small Commercial Building at 24 Colburn Lane, Colburn DL9 4LS. Granted 10th September 2024.

7. TO DISCUSS FINANCIAL MATTERS

- **To approve the % increase for the Colburn Community Sports Centre in the Asset Register for 2024-25 accounts.** Required in response to the External Audit comment (info circulated).
A **2% annual increase in valuation was agreed** and the sum of £12,100 would be added to the Sports Centre value on the Asset register for 2024-25 accounts.
- **To approve Payment/receipt list from 15th July – 16th Sept 2024** (circulated at meeting and to be attached to the minutes for publication).

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- **To receive July/Aug 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.

8. **DATE OF NEXT MEETING:** Mon 21st October 2024 at 6.30 pm in the Village Hall.

9. **ITEMS FOR THE NEXT AGENDA (at the Chairman's discretion – none**

Social event - Macmillan Coffee morning running on Sat 21st September from 10 am in the Village Hall.

Confidential Closed Session to discuss item from Open Spaces meeting

The meeting closed at 7.30 pm

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COLBURN TOWN COUNCIL 16th Sept 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 15th July 2024:

Online Payments (visa, DD, BACS)

24.7	83	visa – Post office recorded delivery signed CCLA Mandate form	£4.60
	84	BACS – Clerk re-imburse stationery – copy paper	£10.90
28.7	85	DD – Bank of Ireland – bank charges	£5.01
1.8	86	DD- NYC Garage rental	£47.75
2.8	87	DD – BT	£47.92
	88	BACS – Agilico Technologies	£67.37
	89	BACS – Simon Winstanley – Water bowser repair Sec 137	£281.39
5.8	90	BACS – Clerk re-imburement Data Protection Fee 2024-25	£40.00
7.8	91	BACS – Clerk re-imburement Office Mobile	£14.49
16.8	92	visa – Garden Competition trophy engraving	£57.00
	93	BACS – Dep Clerk re-imburse – heavy duty litter bags	£41.47
19.8	94	BACS – Fresh Mango - cancellation of contract to 28.2.25	£637.20
	95	BACS – Robertsons Garden Services – 5 wks 8.7-9.8.24	£2520.00
	96	BACS - 2 tip runs 16 bags	£67.80
	97	BACS - Sec 137 4 x watering planters	£234.40
	98	BACS - 2 Colburn Lane cuts	£80.00
21.8	99	BACS – WJP Software Ltd – new IT contract, domain name etc	£2763.60
	100	BACS – Richmond Town Council – Afternoon Tea 2 x Mayor’s tickets	£30.00
23.8	101	BACS – Clerk’s salary Aug	£1036.25
	102	BACS – Dep Clerk’s salary Aug	£665.90
	103	BACS – MANY Bookkeeping Aug payroll	£21.38
27.8	104	BACS – PKF Littlejohn LLP, External Audit	£504.00
30.8	105	DD – Bank of Ireland – bank charges	£4.09
2.9	106	NYC garage rental	£47.75
	107	BT broadband	£47.16
4.9	108	Agilico Technologies – copier charges	£67.37
	109	BACS – Clerk re-imburse office mobile £14.49, copy paper £8.40	£22.89
5.9	110	BACS – Mayor’s Ticket NYC Dinner, Whitby	£120.00
13.9	111	BACS – Clerk’s salary September	£1206.96
	112	BACS – Deputy Clerk’s salary September	£665.90
	113	BACS – Robertson’s Garden Services 4 weeks 12.8-6.9.24	£2034.00
	114	BACS – Robertson’s Garden Services – 2 Tip runs, 2 Colburn Lane cuts	£155.60
	115	BACS – “ 8 fills for 4 watering tubs run Sec 137	£234.40

Receipts

2.8	15	CCLA interest	£263.93
29.8	16	Northern Powergrid – wayleave payments	£48.88
3.9	17	CCLA interest	£248.42
4.9	18	CCLA interest additional sum	£8.28
5.9	19	HMRC VAT refund	£1274.26

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

BUDGET 2024/25	<u>EXPENDITURE</u>	Apr	May	3 MTHS June	July	Aug	6 MTHS Sept
£1100	Insurance		1171	1171	1171	1171	
25,700	Clerks' salaries & PAYE/NI	2541	4243	5945	8323	10,025	
3300	Office & meeting room rental			810	810	810	
700	Telephone & AOL Broadband	49	103	157	215	270	
220	Stationery Office equip Postage	18	44	71	86	86	
1100	IT support	60	120	180	240	771	
1320	Copier rental and charges	50	106	319	376	432	
1420	Audit fees, Payroll & Scribe	18	717	735	753	1191	
150	Bank charges	5	11	19	24	28	
1500	Mayor's allowance		1500	1500	1500	1500	
300	Deputy Mayor's allowance		300	300	300	300	
400	Mayor's Tickets & expenses	refund	48	48	48	78	
0	Mayor's Charity Dinner						
1200	Annual subscriptions	892	892	922	922	962	
130	Mileage			18	18	18	
100	YLCA Training & Conference						
50	Sundries						
4765	Unbudgeted items					2303	
450	Dog Bins (Section 137)	225	225	225	225	225	
485	Broadway Car Park	469	469	469	469	469	
27500	Play Park Sub-contractor	1800	4356	6390	8406	10,926	
5000	Play Park repairs & equipment	1003	1003	1003	1025	1025	
2950	Open Spaces – misc	163	440	595	743	932	
1050	Watering (Tubs Sec 137)			234	469	703	
600	Garage rental	48	95	143	191	239	
	Allotment Rent	87	87	87	87	87	
350	Garden Competition (S137)			378	378	425	
300	Christmas Lights & Tree (S137)						
4187	Precept Joint Burial Authority		4187	4187	4187	4187	
8026+	Section 137 General Payments)	409	498	1497	1497	1732	
1500 +	CRACCL Colburn Library)			1500	1500	1500	
8147 +	Youth Project) =						
1000 +	Richmondshire Citizens Advice)			1000	1000	1000	
(18,673)	(Total Section 137 allowance)						
50,000	Colburn Comm Sports Centre		30,000	30,000	30,000	30,000	
	VAT	270	432	510	544	1274	
155,000	TOTALS	8,107	51,047	60,413	65,507	74,669	
	<u>RECEIPTS</u>						
163,000	Precept	81,500	81,500	81,500	81,500	81,500	
	VAT refund	211	211	211	211	211	
	Allotment Rent			350	350	350	
	Grants						
	Mayor's Charity Dinner						
	Mayor's guest tickets	refund	96	96	96	96	
	Miscellaneous						
	Planter Sponsorship	80	560*	560*	640*	640*	
	Land Trust maintenance			460	460	460	
	Wayleave					49	
	Investment Interest	266	523	790	1046	1310	
	TOTALS	82,057	82,890	83,967	84,303	84,616	

*total planter sponsorship 2024-25 £1360. £720 recorded in previous financial year

21/10/24
K. Downing

August Reconciliation

As at 30 Aug 2024 Current Account **£84,841.64**

Opening Balance 1.4.24	74,894.60
Plus Receipts to 30.8.24	84,616.65
Less Payments to 30.8.24	74,669.61
TOTAL	£84,841.64

Account consists of:-

Current Account

General Reserves	£50,000
Reserves - Play Equipment (repair/replacement)	£10,000
Current Cash balance	£24,841.64 = £84,841.64

Plus Capital investment -

Broadway Capital Car Park Fund	£60,000
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(invested with CCLA with monthly interest paid)

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	
16.8.24	Gardening Competition – annual event	£425.24	
	Christmas Tree budget	£300.00	£12,372.24

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	
2.8.24	Simon Winstanley – water bowser repair	£234.49	£957.07

Running total **£13,329.31**

BUDGET

£18,673

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