

MINUTES OF A MEETING OF COLBURN TOWN COUNCIL
HELD ON MONDAY 20th JANUARY 2025
IN COLBURN VILLAGE HALL

PRESENT

Mayor: Michelle Dunning (Chair)
Councillors: **Colburn Town** – Miles Burnham, Angela Dale, Karen Dodd, Rupert Hildyard, Colin Mincher & 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 Jag Sharma. Cllr Garbutt had sent a letter of resignation due to conflicting work commitments which was received with regret by councillors. A vote of thanks for his time, IT knowledge and excellent chairing of the Open Spaces committee was recorded. The clerk to write a letter of thanks.
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 16th December 2024 (circulated with agenda) and the Minutes of the Open Spaces meeting held on Monday 6th Jan 25 (circulated at the meeting) were approved as a true and correct record and were signed by the Chair.

Matters arising –

Item 5 – It was agreed that the question of “What benefit has there been for the residents of Richmondshire from the amalgamation of districts into single unitary authority?” should still be sent for discussion at the Richmondshire Area committee. Axing of the rural grant £14.3m together with rises in National Insurance contributions were decisions for the future budget 2025-26.

4. **POLICE MATTERS** –

No Report for 12th Dec to 11th Jan 2025 had been received to date but would be circulated as soon as possible. Report available by email request to office.

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

Cllr Foster had noted the recent successful Operation Tornado where county wide vehicles were being stopped and checked and some 50 vehicles had been taken off road due to issues with MOT, insurance, drug offences etc. Excellent pro-active work from the police.

The emphasis of work was currently on setting the budget for 2025-26. The Executive Committee of 10 officials would be meeting to confirm the proposed budget. Due to the grant reduction from central Government, the Council would have to prioritise its statutory duties first and then see what money was available for maintaining optional areas like grants. The locality grant was likely to be reduced by 50% and if this was the case, Cllr Foster would vote against the budget as he felt this was an important area for supporting local community groups (ie cubs, scouts, youth clubs, sport teams) which had few options of alternative funding.

The savings on Local Government Re-organisation had been estimated as £60 million.

Recent snow event – he had been inundated with calls and emails about the gritting of the roads but mostly about the pavements across the whole area which were iced up for several days after the initial snowfall. Highways had cleared the roads according to their schedule of priority routes fairly quickly but side roads on local villages and housing estates were beyond their remit.

*M Dunning
17/2/25*

Additional grit bins could be supplied if they met the criteria of gradient, bend in road etc. but with the number of requests being made, this was unlikely.
Cllr Dale commented on the legality of parishes gritting the pavements as they did not own them, the cost would be excessive and some self help needed to be shown by residents clearing their own areas.
With regard to grants, Colburn Hub had already lost money from large reductions in grant funding.

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 REVIEW THE TOWN COUNCIL STANDING ORDERS AND MAKE ANY AGREED CHANGES (attached with agenda)

Cllr Mincher queried section 25 Restrictions on Councillor Activities. It was agreed that this paragraph emphasised the Town Council worked as a collective group through its official meetings and individuals should not work or express individual views.

It was **RESOLVED** to pass the current Standing Orders to cover the year 2025 until the next official review.

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 **8th Jan 2025** had been circulated and filed on the computer.

Boxing Club gained affiliation with Boxing England in December.

New front desk is being sourced from an office furniture supplier in the New Year.

S106 payment has progressed in December but NYC contact now on annual leave.

Christmas Grotto event was a massive success and will be done annually in future,

Despite December 2024 being a slower month than November, it was up approx 23% on December 2023.

Site meeting and full survey on the MUGA carried out in December.

New certified slings for classes installed in studio. Centre open throughout Christmas period on reduced hours.

New classes to be launched in January. Community engagement for Playzone planned for completion in January 2025.

“We are almost into our 3rd year of being a registered charity. We hope to attract more Trustees and push on with improving the centre and surrounding area”.

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

Present membership –

Open Spaces & Play Parks Committee – Chair to be voted on at next meeting. Cllrs Andrea Crowe, Miles Burnham, Angela Dale, Paul Towers & Akuila Tutora. **Next meeting Mon 3rd Feb 2025**, 5.30 pm in the Village Hall backroom.

Joint Burial Board – Cllrs Angela Dale, Karen Dodd & Michelle Dunning. **Next meeting Tues 28th Jan 2025** 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 confirmed as Passed by NYC – none

*M Dunning
17/2/25*

8. TO DISCUSS FINANCIAL MATTERS

- To discuss the **donation request from the Great North Air Ambulance** for a Section 137 payment (letter previously attached with agenda). They are currently raising essential funds over a 5-year period to purchase a third second-hand helicopter at a cost of some £14m.

They are entirely funded through the generosity of the public, they do not receive any NHS financial support.

Annual cost of service £9.3 million with a daily operating cost of £25,200. 2148 callouts in 2023.

They are overseen by the Charity Regulator and by the Care Quality Commission for the clinic practice.

They have 9 Trustees with committees specialising in various aspects of the operation.

Discussion – covered the practicality and need to see financial information from a large-scale national organisation which has a wide-ranging website which can be inspected.

Cllrs Dale and Mincher felt that as the Town Council was creating a Section 137 grant form, all organisations, regardless of size, should complete the form for fairness.

Cllr Hildyard proposed, seconded by Cllr Towers that national organisations did not need to complete the form. This was agreed with Cllrs Dale & Mincher voting against.

Cllr Dunning proposed to make a Section 137 grant of £250, seconded by Cllr Burnham and it was **RESOLVED to pay the sum of £250 to the Great North Air Ambulance.**

- To review questions on a **draft Town Council Section 137 grant form for small local enterprises** (form circulated with agenda)
Councillors were asked to email any requests for additional questions on the draft form.
- **To approve Payment/Receipt list from 16th Dec 24– 20th Dec 2025** (circulated at meeting and to be attached to the minutes for publication).
- **To receive Dec monthly figures with bank reconciliation** (circulated with agenda and to be attached to the minutes for publication).

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

9. DATE OF NEXT MEETING: Mon 17th February 2025 at 6.30 pm in the Village Hall

10. ITEMS FOR THE NEXT AGENDA (at the Chairman's discretion --

Cllr Dunning asked all councillors and friends to support the Mayor's Dinner to be held on Saturday 29th March with replies required by Fri 31st January as this was a charity event and she wished to raise as much money as possible for her local charities.

The meeting closed at 7.20 pm

*Dunning
17/2/25*

COLBURN TOWN COUNCIL 20th January 2025

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 16th December 2024:

19.12	171	DD – Sieman Fin Services – copier lease rental Dec-Mar	£187.85
24.12	172	BACS – GB Sports & Leisure – play park repair parts	£214.20
	173	BACS – Colburn Hub & Café – Sec 137 grant xmas lunch & hampers	£250.00
	174	BACS – Colburn Village Hall – office/room rental Oct-Dec	£806.25
31.12	175	DD – Bank of Ireland – bank charges	£4.17

2025

2.1	176	DD - BT full fibre	£63.54
	177	DD- NYC Garage rental	£47.75
3.1	178	BACS – Agilico Technologies	£67.37
8.1	179	BACS – Clerk re-imburement office mobile	£14.49
	180	BACS – HMRC – PAYE & NI 3 rd quarter Oct-Dec	£743.60
15.1	181	BACS – Clerk re-imburse copy paper	£9.00
	182	BACS - MANY Bookkeeping Jan payroll	£21.38
17.1	183	BACS – Clerk’s salary Jan	£1260.14
	184	BACS – Dep Clerk’s salary Jan	£717.90
	185	BACS – Robertsons Garden Services – 5 wks 9.12-10.1.25	£2238.50
	186	BACS - “ 2 tip runs 18 bags,	£75.60
	187	BACS - “ Parts for Play Park equipment repairs	£33.12
	188	BACS - “ Christmas Tree fixings Sec 137	£18.98
20.1	189	BACS Clerk re-imburse mileage Dec-Jan	£20.25

Receipts

3.1	27	CCLA interest	£242.13
13.1	28	Mayor guest ticket repayment Stockton Ball 14.2.25	£60.00
14.1	29	Land Trust Oct-Dec Invoice 007	£460.00

*Adunning
17/2/25*

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

BUDGET 2024/25	<u>EXPENDITURE</u>	Oct	Nov	9 MTHS Dec	Jan	Feb	12 MTHS Mar
£1100	Insurance	1171	1171	1171			
25,700	Clerks' salaries & PAYE/NI	14,189	16,666	18,726			
3300	Office & meeting room rental	1616	1616	2422			
700	Telephone & Broadband	377	441	530			
220	Stationery Office equip Postage	150	164	164			
1100	IT support Fresh Mango	771	771	771			
1320	Copier rental and charges	700	756	969			
1420	Audit fees, Payroll & Scribe	1226	1244	1262			
150	Bank charges	38	41	45			
1500	Mayor's allowance	1500	1500	1500			
300	Deputy Mayor's allowance	300	300	300			
400	Mayor's Tickets & expenses	318	318	438			
0	Mayor's Charity Dinner						
1200	Annual subscriptions	962	962	962			
130	Mileage	50	74	74			
100	YLCA Training & Conference						
50	Sundries						
4765	Unbudgeted items (Domain)	2303	2303	2303			
450	Dog Bins (Section 137)	225	225	225			
485	Broadway Car Park	469	469	469			
27500	Play Park Sub-contractor	15,379	17,173	18,968			
5000	Play Park repairs & equipment	1811	1872	2178			
2950	Open Spaces – misc	1243	1356	1648			
1050	Watering (Tubs Sec 137)	1055	1055	1055			
600	Garage rental	334	382	430			
	Allotment Rent	87	175	262			
350	Garden Competition (S137)	425	425	425			
300	Christmas Lights & Tree (S137)		150	172			
4187	Precept Joint Burial Authority	4187	4187	4187			
8026+	Section 137 General Payments)	1797	1810	2060			
1500	CRACCL Colburn Library)	1500	1500	1500			
8147 +	Youth Project) =	8147	8147	8147			
1000 +	Richmondshire Citizens Advice)	1000	1000	1000			
(18,673)	(Total Section 137 allowance)						
50,000	Colburn Comm Sports Centre	50,000	50,000	50,000			
	VAT	1508	1533	1674			
155,000	TOTALS	114,838	119,785	126,037			
	<u>RECEIPTS</u>						
163,000	Precept	163,000	163,000	163,000			
	VAT refund	1485	1485	1485			
	Allotment Rent	350	350	350			
	Grants						
	Mayor's Charity Dinner		50	50			
	Mayor's guest tickets	171	171	171			
	Miscellaneous						
	Planter Sponsorship	640	640	640			
	Land Trust maintenance	1120	1120	1120			
	Wayleave	49	49	49			
	Investment Interest	1813	2065	2302			
	TOTALS	168,628	168,930	169,167			

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

W Dunne
17/2/25

December Reconciliation

As at 31 Dec 2024 Current Account **£118,024.68**

Opening Balance 1.4.24	74,894.60	
Plus Receipts to 31.12.24	169,167.64	
Less Payments to 31.12.24	126,037.56	
TOTAL	£118,024.68	

Account consists of:-

Current Account

General Reserves	£50,000	
Reserves - Play Equipment (repair/replacement)	£10,000	
Current Cash balance	£58,024.68 =	£118,024.68

Plus Capital investment -

Broadway Capital Car Park Fund	£60,000	
(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

31.10.24	Colburn Youth Project – Continuation of support	£8147.00	
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	
13.12.24	Christmas Tree cost	£171.60	
24.12.24	Colburn Hub&Café – Christmas Hampers/Lunch	£250.00	11,493.84

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	
24.6.24	Primary School grant London annual visit	£1000.00	
2.8.24	Simon Winstanley – water bowser repair	£234.49	
18.9.24	Re-imburse Cllr Crowe – bulbs for planters	£39.95	
8.10.24	Remembrance Wreath	£24.49	
6.11.24	Re-imburse Cllr Towers – ties Remembrance poppies	£13.36	£2034.87

Running total **£13,528.71**

BUDGET

£18,673

*Manning
17/2/25*