

MINUTES OF A MEETING OF COLBURN TOWN COUNCIL
HELD ON MONDAY 17th FEBRUARY 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

6 members of the public attended.

1. APOLOGIES RECEIVED – Cllr Jag Sharma

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 6 – Cllr Hildyard had a Pecuniary Interest being the owner of the property The Hildyard Arms and holder of the licence therefore would have to leave the room during discussion.
He left the meeting as he had a previous engagement.

3. MINUTES OF THE PREVIOUS MEETING

It was **RESOLVED** that the Minutes of the Town Council meeting held on Mon 20th January 2025 and the Minutes of the Open Spaces meeting held on Monday 3rd Feb 25 (both circulated with the agenda) were approved as a true and correct record and were signed by the Chair.

Matters arising – Open Spaces 3rd Feb – **Litter & Dog Bins.**

Julie Toombes at NYC Richmond commented that litter bins could not be secured to the ground as before as they do not have permission to bolt onto public footpaths but the bins now have concrete weights making it easier to re-site.

They are no longer permitted to site Dog bins due to the need to dig into the ground and the risk of hitting a pipe or cable. Dog bins will be replaced with a litter bin which has the sign to say litter and dog waste. The cost has gone up considerably and the new litter bins now cost £428 plus £107 VAT. Old dog bins cost £225 plus VAT.

Action – office to ask for the policy on replacing worn out dog bins and who would be responsible for the cost.

4. POLICE MATTERS –

Report for 12th Dec to 11th Jan 2025 had been received late and circulated.

Crime reported for the period **18 incidents**, crime report the same period 2023/24 was **20**.

9 Violence – Colburn 3, Woodside Chase 2, The Chase 1, Hildyard Row 3

2 Criminal Damage – Colburn 1, Horne Road (area of) 1

1 Burglary residential – Hildyard Row (area of) 1

4 Sexual, 1 Fraud, 1 Other

ASB – 7 incidents

5 Nuisance, 1 Environment, 1 personal

Colburn 5, Business Park 1, Hildyard Row (area of) 1

Traffic - 7, Colburn 4, The Chase 1, Hildyard Row 1, Horne Road (area of) 1

2 Highway disruption, 2 RTC damage only, 3 road related offences

Report for 12th Jan to 11th Feb 2025 had been circulated by email and at the meeting.

Crime reported for the period **17 incidents**, crime report the same period 2024 was 14.

11 Violence – Colburn 6, Woodside Chase 3, The Chase 0, Albermarle Drive & Cleveland Road 2

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3 Assaults/Threats in Domestic settings
6 Harassment/Threats
2 Public Order

4 **Dishonesty** – Colburn 3, Woodside Chase 0, The Chase 0, Albermarle Drive & Cleveland Road 1
1 Burglary Residential, 1 Business/Shop Theft & Attempt, 1 Theft, 1 Robbery
2 **Other** – Colburn 2, rest 0
1 Criminal Damage, 1 Malicious Communication

ASB – 9 incidents, crime report the same period **2024** was **6**
6 Nuisance, 3 personal
Colburn 7, Woodside Chase 1, The Chase 0, Albermarle Drive 1

Traffic - 13

Colburn 9, Woodside Chase 1, The Chase 2, Albermarle Drive & Cleveland Road 1
4 RTC damage only, 5 Highway disruption, 4 road related offences, 0 RTC Death/Injury

Reports available by email request to office.

5. TO RECEIVE AN UPDATE FROM COUNTY COUNCILLOR KEVIN FOSTER

Cllr Foster reported on the meeting setting the County budget for 2025-26. Unfortunately, locality budgets available for the individual councillors had been cut by 50% to £5,000 from the previous £10,000 which was an unpopular decision. This would remove access to small grant funding for local voluntary groups and the parishes would be unable to make up this deficit through the pressure on their own Precepts.

Cllr Dale commented on the impact the combined loss of the former RDC small grants and the reduction in locality grants would have on green and social projects as well as the local sport, cub, scouts and guide groups. This would erode opportunities for activities for all age groups and be detrimental in the long term. The green bin cost was now £49 a year which many residents could not afford and this was likely to increase fly tipping of garden refuse.

Oak Tree Court had experienced issues with the heating and Cllr Foster had supported quick assistance and the residents were now warm again.

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 DISCUSS THE REQUEST FOR SUPPORT FROM COLBURN VILLAGE RESIDENTS WHO ARE ASKING FOR A REVIEW OF THE HILDYARD ARMS PREMISES LICENCE FROM NORTH YORKSHIRE COUNCIL (email circulated with agenda)

Lonny McKenna and 5 residents attended the meeting to speak about their frustration at the many meetings, many managers but no improvements to the management of the pub which was now causing considerable anti-social behaviour on an unacceptable scale and they were seeking the Council's support in a request to review the premise licence. They had recorded the incidences of serving outside of licencing hours, serving customers who were becoming drunk, fighting, being noisy, abusive in the street and car park areas, foul language and children in the pub after 9 pm. This information has been sent to the Licencing Office. Residents were fearful of walking in the vicinity of the pub at night.

Councillors were surprised that they had no prior knowledge of the situation despite receiving monthly police reports which included crime and anti-social behaviour figures for the whole parish. The Council make anti-social behaviour a priority and the clerk was instructed to write to PC Lisa Recchia and ask why the police visits had not been mentioned at Council meetings which they have regularly attended nor did they appear to be included in the figures. The Town Council could not act without evidence but the residents were thanked for their attendance.

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7. TO REVIEW THE RISK MANAGEMENT POLICY (as required on an annual basis prior to Year End Audit attached with agenda)

The clerk noted amendments for box 2 Vandalism, theft etc should include the items: 6 ornamental benches, VAS sign, water bowser and garage storage content as these items were insured for repair/replacement cost. It was **RESOLVED** to pass the Risk Management Policy until the next official review 2026.

8. 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 **6th Feb 2025** had been circulated and filed on the computer.

New Air Yoga class launched 6th January with 2 sessions per Monday evening.

Charity Commission return submitted. S106 payment has now been received.

Quotes received for gym refurbishment, some equipment has already been updated. Overhaul of Cardio room planned for February.

January 2025 is up by 20% on January 2024 with the second-best month for DD since the change of ownership.

Boxing classes running 3 nights per week. Best ever month for Boxing numbers.

As the third year of ownership is approached, larger projects are being considered to ensure the longevity of the Centre.

Change of Trustees – one left and new trustee joined. Office to be given the details.

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 – New Chair Cllr Andrea Crowe. Cllrs Miles Burnham, Angela Dale, Paul Towers & Akuila Tutora. **Next meeting Mon 3rd March 2025**, 5.30 pm in the Village Hall backroom.

Joint Burial Board – Cllrs Angela Dale, Karen Dodd & Michelle Dunning. **Next meeting Tues 25th March 2025** at Hipswell Village Hall, 6.30 pm.

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

Plans discussed by Colburn Town Council –

21/00713/OUT Application for up to 100 houses at Land north west of Brewery House, Byng Road, Colburn/Hipswell parishes DL9 4DR. Amended proposal – additional Ecology information submitted in 2024. Closed for comments 19th February 2025.

Discussion - it was pointed out that it was extremely time consuming to find the relevant information quickly from such a large volume of documents covering a 3-year period. Could the new information be highlighted in a report so it is easily spotted or a new summary written of the amendments in future?

It was noted that a 30 year plan to re-instate the damaged ecology through a Section 106 payment was appreciated and the Council understands the pressure for additional housing and therefore, the likelihood that the application will be accepted. However, an improved ecology plan is not sufficient compensation to the community on its own.

100 Eco houses will bring a higher usage of the roads and village facilities which are poor. The village hall, the main community building, is in need of modernisation in line with reduction in carbon measures and Colburn Town Council would not support the application unless a figure in the region of £40,000 was included under the Section 106 agreement. This would allow the building to have solar panels installed to reduce future energy costs or new windows or any other insulation improvements.

The footpath from Kingfisher Road into the dip and over the bridge is narrow and all the school children have to take this route with yet more increased road traffic. There is a huge lack of parking within the village of

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Hipswell which has a church and busy cemetery. Footfall with increase with the proposed housing so road safety is a major concern.

The Council requests that the application is considered by a local planning committee in Richmond with a site visit before the decision meeting to look at the site access and traffic on Byng Road into Hipswell itself.

Plans confirmed as Passed by NYC -

ZD24/00641 Full Planning Permission for works at Avalon, Colburn Village DL9 4PD, passed 28.1.25

ZD24/00638 Full Planning Permission for 2 storey side extension at 64 Albermarle Drive DL9 4H, passed 31.1.25

9. CORRESPONDENCE

a) Request to support the Safety of Lithium-ion Batteries Campaign from the Parliamentary Advisory to the charity Electrical Safety First (email attached)

This was supported with the clerk to action a reply.

b) 2025-35 Public Conveniences Service Plan from North Yorkshire Council. Feedback welcome. Conveniences at Hildyard Row, White Shops and Portaloo Colburn Lorry Park. Low footfall recorded at both locations (email with draft plan attached)

What is low footfall? Both sites are essential as without the facilities there would be environmental health issues. The next public facilities are in Richmond. How much money is generated and what is the income used for?

10. TO DISCUSS FINANCIAL MATTERS

- **To approve Payment/Receipt list from 20th Jan – 17th Feb 2025** (circulated at meeting and to be attached to the minutes for publication).

- **To receive Jan 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.

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

12. ITEMS FOR THE NEXT AGENDA (at the Chairman's discretion –

Karen Dodd – apologies for the next meeting.

Cllr Towers raised the question on whether it was possible to reclaim VAT on a Football Foundation grant at the Sports Centre – large figures involved. Clerk would need clarification.

Mayor's Curry Night 29th March – tombola prizes would be appreciated.

The meeting closed at 7.55 pm

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

BUDGET 2024/25	<u>EXPENDITURE</u>	Oct	Nov	9 MTHS Dec	2025 Jan	Feb	12 MTHS Mar
£1100	Insurance	1171	1171	1171	1171		
25,700	Clerks' salaries & PAYE/NI	14,189	16,666	18,726	21,448		
3300	Office & meeting room rental	1616	1616	2422	2422		
700	Telephone & Broadband	377	441	530	597		
220	Stationery Office equip Postage	150	164	164	173		
1100	IT support Fresh Mango	771	771	771	771		
1320	Copier rental and charges	700	756	969	1025		
1420	Audit fees, Payroll & Scribe	1226	1244	1262	1280		
150	Bank charges	38	41	45	49		
1500	Mayor's allowance	1500	1500	1500	1500		
300	Deputy Mayor's allowance	300	300	300	300		
400	Mayor's Tickets & expenses	318	318	438	438		
0	Mayor's Charity Dinner						
1200	Annual subscriptions	962	962	962	962		
130	Mileage	50	74	74	94		
100	YLCA Training & Conference						
50	Sundries						
4765	Unbudgeted items (Domain)	2303	2303	2303	2303		
450	Dog Bins (Section 137)	225	225	225	225		
485	Broadway Car Park	469	469	469	469		
27500	Play Park Sub-contractor	15,379	17,173	18,968	21,206		
5000	Play Park repairs & equipment	1811	1872	2178	2211		
2950	Open Spaces – misc	1243	1356	1648	2378		
1050	Watering (Tubs Sec 137)	1055	1055	1055	1055		
600	Garage rental	334	382	430	478		
	Allotment Rent	87	175	262	262		
350	Garden Competition (S137)	425	425	425	425		
300	Christmas Lights & Tree (S137)		150	172	191		
4187	Precept Joint Burial Authority	4187	4187	4187	4187		
8026+	Section 137 General Payments)	1797	1810	2060	2310		
1500	CRACCL Colburn Library)	1500	1500	1500	1500		
8147 +	Youth Project) =	8147	8147	8147	8147		
1000 +	Richmondshire Citizens Advice)	1000	1000	1000	1000		
(18,673)	(Total Section 137 allowance)						
50,000	Colburn Comm Sports Centre	50,000	50,000	50,000	50,000		
	VAT	1508	1533	1674	1831		
155,000	TOTALS	114,838	119,785	126,037	132,408		
	<u>RECEIPTS</u>						
163,000	Precept	163,000	163,000	163,000	163,000		
	VAT refund	1485	1485	1485	1485		
	Allotment Rent	350	350	350	350		
	Grants						
	Mayor's Charity Dinner		50	50	50		
	Mayor's guest tickets	171	171	171	291		
	Miscellaneous						
	Planter Sponsorship	640	640	640	640		
	Land Trust maintenance	1120	1120	1120	1580		
	Wayleave	49	49	49	49		
	Investment Interest	1813	2065	2302	2544		
	TOTALS	168,628	168,930	169,167	169,989		

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

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January 2025 Reconciliation

As at 31 Jan 2025 Current Account **£112,476.09**

Opening Balance 1.4.24	74,894.60
Plus Receipts to 31.1.25	169,989.77
Less Payments to 31.1.25	132,408.28
TOTAL	£112,476.09

Account consists of:-

Current Account

General Reserves	£50,000
Reserves - Play Equipment (repair/replacement)	£10,000
Current Cash balance	£52,476.09 = £112,476.09

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	
17.1.25	Christmas Tree cost	£190.58	
24.12.24	Colburn Hub&Café – Christmas Hampers/Lunch	£250.00	
27.1.25	Great North Air Ambulance grant	£250.00	11,762.82

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 **£13,797.69**

BUDGET

£18,673

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COLBURN TOWN COUNCIL 17th February 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 20th January 2025:

24.1	190	BACS – YIBS bulk topsoil raised beds The Broadways	£467.06
27.1	191	BACS – Great North Air Ambulance Section 137 grant	£250.00
	192	BACS – JT Atkinson -small bagged topsoil raised beds The Broadway	£318.00
31.1	193	DD – Bank of Ireland – bank charges	£4.04
2025			
3.2	194	DD- NYC Garage rental	£47.75
	195	DD - BT	£63.54
5.2	196	BACS – Agilico Technologies	£67.37
10.2	197	BACS – Key Signs UK Ltd – MUGA dog signs	£157.17
	198	BACS – Clerk re-imburse mobile £14.49, postage £3.60	£18.09
	199	BACS – SC Electrics – Broadway lamp post plug repair	£110.30
12.2	200	BACS – Dep Clerk re-imburse large bin bags	£50.36
14.2	201	BACS – NYC Allotment rental Jan-Mar	£87.50
	202	BACS – Clerk’s salary Feb	£1308.00
	203	BACS – Dep Clerk’s salary Feb	£732.50
	204	BACS – Robertsons Garden Services – 54wks 13.1-7.2.25	£1794.50
	205	BACS - “ 2 tip runs 18 bags,	£75.60
	206	BACS - “ Parts for Play Park equipment repairs	£76.44
17.2	207	BACS - MANY Bookkeeping Feb payroll	£21.38
	208	BACS – NYC refund difference Mayor’s dinner/curry night tickets	£30.00

Receipts

29.1	30	Mayor guest ticket repayment Sunderland Ball 28.2.25	£60.00
4.2	31	Cllr Foster Mayor’s curry night tickets	£20.00
	32	CCLA interest	£240.35
12.2	33	N&J Bewell Mayor’s curry tickets	£20.00
13.2	34	M&P Bevan Mayor’s curry tickets	£20.00

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