

**MINUTES OF A MEETING OF COLBURN TOWN COUNCIL**  
**HELD ON MONDAY 17th MARCH 2025**  
**IN COLBURN VILLAGE HALL**

**PRESENT**

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

5 members of the public attended.

**CO-OPTION TO FILL CASUAL VACANCY SEAT – COLBURN TOWN WARD**

Maria Willetts had applied for co-option having lived in the parish since 2000 and volunteered at the Colburn Food Share, Stay & Play group and Colburn Clean Up Crew. She was also a member of the Colburn School Friends of group as deputy clerk and later as vice chair.

**Maria Willetts was duly co-opted, signed the Declaration of Acceptance and took her seat on the Council.**

1. **APOLOGIES RECEIVED** – Cllrs Karen Dodd & Andrea Crowe
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 17th February 2025 and the Minutes of the Open Spaces meeting held on Monday 3<sup>rd</sup> March 25 (both circulated with the agenda) were approved as a true and correct record and were signed by the Chair.

**Matters arising – item 6 – to review the response from the police on the recorded incidents at the Hildyard Arms.** Does the Town Council wish to write a letter of support asking for a review of the premises licence to North Yorkshire Council?

PC Lisa Recchia was unable to attend but had sent PCSOs Jamie-Leigh Coburn and Paul Enbom with the recent information. They confirmed that over the past year, there had only been some 8 incidents recorded from the Hildyard Arms, most of which had been road related and harassment incidents.

Cllr Hildyard was the official holder of the licence as owner of the property but confirmed that John was the manager and it was his own business.

Representatives from the Village spoke of the long standing anti-social behaviour that had been allowed to take place through weak management which was undermining the safety and enjoyment of those living in the vicinity. Pages of signed witness statements had been forwarded to the Licensing department but no action had taken place.

Cllr Hildyard confirmed that a Premises Improvement Plan had been agreed with the manager undertaking further training and this was a positive step.

Everyone agreed that closure of the pub was not their aim but a formal review by the Licensing department was the only way forward to ensure all parties knew and respected the rules and were willing to abide by them with control of the clientele in a firm, positive and polite manner.

It was **RESOLVED** to write a letter of support for the residents from Colburn Village in their request for a review of the premises licence at the Hildyard Arms

4. **POLICE MATTERS** –

**Report for 12<sup>th</sup> Feb to 11<sup>th</sup> March 2025** had been circulated by email and at the meeting.

**Crime reported** for the period **23 incidents**, crime report the same period 2024 was 19.

**14 Violence** – Colburn 6, Woodside Chase 3, The Chase 0, Albermarle Drive & Cleveland Road 5

4 Assaults/Threats in Domestic settings

3 Harassment/Threats

3 Public Order

**3 Dishonesty** – Colburn 1, Woodside Chase 2, The Chase 0, Albermarle Drive & Cleveland Road 0

0 Burglary Residential, 0 Business/Shop Theft & Attempt, 1 Theft, 1 Fraud, 1 Vehicle interference/theft

**6 Other** – Colburn 5, Albermarle Drive, Cleveland Rd 1

3 Criminal Damage, 1 Arson, 1 Sexual offences, 1 Internet/sexual

**ASB – 16 incidents**, crime report the same period **2024** was **9**

**9 Nuisance, 7 personal**

Colburn 11, Woodside Chase 3, The Chase 0, Albermarle Drive 2

**Traffic - 6**

Colburn 2, Woodside Chase 1, The Chase 2, Albermarle Drive & Cleveland Road 1

0 RTC damage only, 1 Highway disruption, 5 road related offences, 0 RTC Death/Injury

The PCSOs confirmed that bikes users were being monitored closely to ensure compliance with the regulations and safety of pedestrians.

The firework incident was referred to as this could have resulted in personal and property damage.

There was a big issue of Security entry arrangements for the Piper Hill flats as doors were being left on the latch to enable deliveries to be made. The matter needed to be reviewed by Housing, PCSO Jamie-Leigh was following up.

Cllr Dale spoke of gangs of youngsters walking around kicking doors which had occurred several times at the Village Hall and was frightening residents.

The question was asked “Why were there no recent Estate Walkabouts” which were helpful and highly visible to residents and local councillors?

Reports available by email request to office.

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

Cllr Foster sent apologies but was pleased that his request for surface dressing on a number of roads in central Colburn Town ward will take place in the near future.

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 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 March 2025** had been circulated and filed on the computer.

New Trustee joined CCSC. Started review of Cardio Suite & Weights room.

Kick-off meeting for Playzone planned for 25<sup>th</sup> March. Boxing classes running at near capacity 3 nights per week. Equipment ordered for revamp of gym.

Irish dancing class starting in March. Two more treadmills installed. Redecoration to start in March.

£2 promotion ran throughout February which resulted in over 240 single gym sessions purchased during the month.

Kitchen completed with the exception of new cooker. Ground maintenance has now started for the year.

Continuation of staff training with 2 members 90% completed.

Carpet in gym to be cleaned after painting and prior to new equipment being installed.

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.

*MDunning*  
*14/4/25*

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 Cllr Andrea Crowe. Cllrs Miles Burnham, Angela Dale, Paul Towers & Akuila Tutora. **Next meeting Mon 7<sup>th</sup> April 2025**, 5.30 pm in the Village Hall backroom.

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

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

**Plans received by Colburn Town Council –**

**ZD25/00063/FULL Planning permission for proposed garage & hobby room at 37 St Cuthberts Avenue, Colburn DL9 4NT** (closing for comments 19<sup>th</sup> March 2025)

Due to the objections a neighbour had made because of the size and scale of the proposed garage and hobby room, councillors had been asked to visit the site.

It was a large, well-kept property and councillors felt there was sufficient room for an additional building. The applicant is a keen mechanic and bike repairs are already taking place in the sheds running down the stream side of the garden. For this reason, the Council asked for a caveat to be included that prevents the proposed building being used for business purposes as they wished to protect the privacy and enjoyment of neighbours using their gardens.

The Council also questioned whether permission had been applied for by the applicant to install a hardcore back drive off Forest Drive as this is NYC ground and if used regularly could cause safety issues on the corner of Forest Drive. If there is additional parking at the back gate, it will create a muddy mess and ruin the grass.

**The Town Council neither objected to nor supported the application but asked for the business restriction for the proposed building to be imposed and the back drive issues investigated and clearly set out if planning application is given.**

**ZD23/00562 Outline Planning Permission for 25 plots for self and custom build properties at land off James Lane, Tunstall.** Amended proposal based on upgraded Highway requirements for entrance/exit and safety of pedestrians/cyclists to access Horne Road (closing for comments 19<sup>th</sup> March 2025)

**No objections or comments.**

**ZD25/00700 Application for removal of Sec 106 requirements with planning permission 12/00820/OUT at 17 Walkerville Road, Colburn DL9 4WG** (closing for comments 28<sup>th</sup> March 2025)

**The Council unanimously objected to this application.**

The Walkerville properties were built around 2013 to assist people into affordable properties and this status should remain to protect future generations.

**Plans confirmed as Passed by NYC – none received**

**7. TO DISCUSS VE DAY 80<sup>TH</sup> ANNIVERSARY CELEBRATIONS**

Cllrs Dunning and Dale would organise an Afternoon Tea event. Open Spaces were discussing planting a small fruit tree in the top raised bed on The Broadway and creating a memorial bed with a small plaque.

**8. TO DISCUSS FINANCIAL MATTERS**

- Section 137 grant application for the sum of £500 for **The Bridge Minibus Appeal** (papers attached with agenda)

Two further questions were asked: was the minibus service free or paid for by users? How many residents from Colburn regularly used the minibus service?

*M Dunning*  
*14/4/25*

- Section 137 grant application for the sum of £1500 to establish the 1<sup>st</sup> Colburn Town Scout group (papers attached with agenda)

A representative spoke of the future plans for the Scout group to offer membership from 5 to 14 and then up to 21 years. They had enough equipment for a basic start and were asking for storage on the Business Park.

Cllr Dale supported the well-presented application as it was offering opportunities for local Colburn children to be run by enthusiastic volunteers. She had seen the impact at the Sports Centre Boxing Club by engaging with younger children and how positively this had affected them.

It was **RESOLVED** to make a Section 137 grant of £1500 to establish the 1st Colburn Town Scout group.

- **To approve Payment/Receipt list from 17<sup>th</sup> Feb – 17<sup>th</sup> March 2025** (circulated at meeting and to be attached to the minutes for publication).
- **To receive February 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 14<sup>th</sup> April 2025 at 6.30 pm in the Village Hall (2<sup>nd</sup> Monday in month due to Easter)

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

**Notice Board** recently installed on Village Hall wall was not waterproof, the wood had swollen and the doors could not now be opened. Deputy Clerk to write and request refund of payment

**The meeting closed at 8.05 pm**

*NDunning  
14/4/25*



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

<b>BUDGET 2024/25</b>	<b><u>EXPENDITURE</u></b>	<b>Oct</b>	<b>Nov</b>	<b>9 MTHS Dec</b>	<b>2025 Jan</b>	<b>Feb</b>	<b>12 MTHS Mar</b>
<b>£1100</b>	Insurance	1171	1171	1171	1171	1171	
<b>25,700</b>	Clerks' salaries & PAYE/NI	14,189	16,666	18,726	21,448	23,488	
<b>3300</b>	Office & meeting room rental	1616	1616	2422	2422	2422	
<b>700</b>	Telephone & Broadband	377	441	530	597	665	
<b>220</b>	Stationery Office equip Postage	150	164	164	173	177	
<b>1100</b>	IT support Fresh Mango	771	771	771	771	771	
<b>1320</b>	Copier rental and charges	700	756	969	1025	1081	
<b>1420</b>	Audit fees, Payroll & Scribe	1226	1244	1262	1280	1298	
<b>150</b>	Bank charges	38	41	45	49	53	
<b>1500</b>	Mayor's allowance	1500	1500	1500	1500	1500	
<b>300</b>	Deputy Mayor's allowance	300	300	300	300	300	
<b>400</b>	Mayor's Tickets & expenses	318	318	438	438	438	
<b>0</b>	Mayor's Charity Curry				refund	30	
<b>1200</b>	Annual subscriptions	962	962	962	962	962	
<b>130</b>	Mileage	50	74	74	94	94	
<b>100</b>	YLCA Training & Conference						
<b>50</b>	Sundries						
<b>4765</b>	Unbudgeted items (Domain)	2303	2303	2303	2303	2303	
<b>450</b>	Dog Bins (Section 137)	225	225	225	225	225	
<b>485</b>	Broadway Car Park	469	469	469	469	469	
<b>27500</b>	Play Park Sub-contractor	15,379	17,173	18,968	21,206	23,000	
<b>5000</b>	Play Park repairs & equipment	1811	1872	2178	2211	2419	
<b>2950</b>	Open Spaces – misc	1243	1356	1648	2378	2504	
<b>1050</b>	Watering (Tubs Sec 137)	1055	1055	1055	1055	1055	
<b>600</b>	Garage rental	334	382	430	478	525	
	Allotment Rent	87	175	262	262	350	
<b>350</b>	Garden Competition (S137)	425	425	425	425	425	
<b>300</b>	Christmas Lights & Tree (S137)		150	172	191	283	
<b>4187</b>	Precept Joint Burial Authority	4187	4187	4187	4187	4187	
<b>8026+</b>	Section 137 General Payments)	1797	1810	2060	2310	2310	
<b>1500</b>	CRACCL Colburn Library)	1500	1500	1500	1500	1500	
<b>8147 +</b>	Youth Project) =	8147	8147	8147	8147	8147	
<b>1000 +</b>	Richmondshire Citizens Advice)	1000	1000	1000	1000	1000	
<b>(18,673)</b>	(Total Section 137 allowance)						
<b>50,000</b>	Colburn Comm Sports Centre	50,000	50,000	50,000	50,000	50,000	
	VAT	1508	1533	1674	1831	1901	
<b>155,000</b>	<b>TOTALS</b>	<b>114,838</b>	<b>119,785</b>	<b>126,037</b>	<b>132,408</b>	<b>137,053</b>	
	<b><u>RECEIPTS</u></b>						
<b>163,000</b>	Precept	163,000	163,000	163,000	163,000	163,000	
	VAT refund	1485	1485	1485	1485	1485	
	Allotment Rent	350	350	350	350	350	
	Grants						
	Mayor's Charity Curry		50	50	50	140	
	Mayor's guest tickets	171	171	171	291	291	
	Miscellaneous						
	Planter Sponsorship	640	640	640	640	640	
	Land Trust maintenance	1120	1120	1120	1580	1580	
	Wayleave	49	49	49	49	49	
	Investment Interest	1813	2065	2302	2544	2785	
	<b>TOTALS</b>	<b>168,628</b>	<b>168,930</b>	<b>169,167</b>	<b>169,989</b>	<b>170,320</b>	

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

*Adunning 14/4/25*

## February 2025 Reconciliation

As at 28 Feb 2025                      Current Account                      **£108,161.49**

Opening Balance 1.4.24	74,894.60
Plus Receipts to 28.2.25	170,320.12
Less Payments to 28.2.25	137,053.23
<b>TOTAL</b>	<b>£108,161.49</b>

### **Account consists of:-**

#### **Current Account**

General Reserves	£50,000
Reserves - Play Equipment (repair/replacement)	£10,000
Current Cash balance	£48,161.49 = <b>£108,161.49</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**

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	
10.2.25	Christmas Tree cost	£282.50	
24.12.24	Colburn Hub&Café – Christmas Hampers/Lunch	£250.00	
27.1.25	Great North Air Ambulance grant	£250.00	11,854.74

#### **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	
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                      **£13,889.61**

**BUDGET**

**£18,673**

*NDunning  
14/4/25*

**COLBURN TOWN COUNCIL 17<sup>th</sup> March 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 17<sup>th</sup> February 2025:**

28.2	209	DD – Bank of Ireland – bank charges	£4.45
3.3	210	DD- NYC Garage rental	£47.75
	211	BACS – Business Stream – drainage rates Broadway car park 1.4.25-31.3.26	£653.67
	212	BACS – Clerk re-imburse office mobile	£14.49
5.3	213	DD – BT	£63.54
	214	BACS – Agilico Technologies	£67.37
10.3	215	BACS – Viking Office UK – bin bags	£23.34
11.3	216	visa – Postage stamps	£3.50

**Receipts**

18.2	35	J Mercer Mayor's curry ticket	£10.00
	36	J Brunsdon Mayor's curry tickets	£20.00
4.3	37	CCLA interest	£210.18
	38	Refunded cancelled bin bag order, no longer available	£50.36

*MDunning*  
*14/4/25*