

MINUTES OF A MEETING OF COLBURN TOWN COUNCIL
HELD ON MONDAY 14th APRIL 2025
IN COLBURN VILLAGE HALL

PRESENT

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

6 members of the public attended.

1. **APOLOGIES RECEIVED** – none
2. **DECLARATION OF INTERESTS** – Cllrs Crowe, Dale, Towers & Tutora were part of the new Community Sports Centre group, non-pecuniary, 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 March 2025 (circulated with the agenda) and the Minutes of the Open Spaces meeting held on Monday 7th April 25 (circulated by email) were approved as a true and correct record and were signed by the Chair.

Matters arising – the Deputy Clerk had written twice about the waterlogged Noticeboard but no response had been received. Cllr Burnham had seen one advertised on Amazon which takes 8 x A4 sheets, rustproof. Cost £188 with free delivery. To be an Agenda item in May.

Cllr Hildyard referred to the councillor email question about what further action the Town Council should take in response for a licence review at the Hildyard Arms. The clerk had pointed out that the Town Council had supported the proposal but not made the review application and should await the outcome of the 28-day review period for which a notice will be placed at the premises.

Public question. An email concerning the appalling state of the Arriva bus service within the area from Catterick Village, Colburn, the Garrison area to Richmond had been circulated to executives at NYC, Cllr Kevin Foster, Rishi Sunak MP.


6 residents attended the meeting asking for the Town Council's support in seeking to get a proper regular service re-instated. Buses were missing stops creating a wait of 3 hours, school children were late for exams and being penalised for missing classes, residents could not reach shops, Tesco, hospital or doctor's appointments. Residents were forced to use expensive taxis to reach destinations at a time when government was looking to reduce carbon emissions and public transport was a prime leader in this field.

County Cllr Foster spoke of his total support and the fact that on every occasion possible, he had made representation to the top executives. He had also requested the issue to be put on the work programme of the Richmond Area Committee to meet Arriva but they seem reluctant to engage.

On 1st April the Combined Authority lead by the Mayor of York and North Yorkshire David Skaith took control of the buses and a meeting took place with the operators.

Cllr Mincher stated that competition was needed to make Arriva fulfil its contract. The link with educational needs was very strong for an area in which hundreds of new houses with families have been built in the last 5 years.

Action – the clerk was instructed to write to the Mayor David Skaith, Cllrs Keane Duncan, Cllr Carl Les, Rishi Sunak MP and Cllr Peacock (chair of the Richmond Area Committee) to seek urgent action to ensure a regular bus service for this area which allows people to connect to Darlington, Northallerton and James Cook hospital as well as travelling locally. The issue was affecting residents financially and causing unnecessary stress. Cllr Foster gave information on how to speak at the next Area Committee meeting to be held on Monday 30th June. Member of the public would be speaking, agenda item in May for Colburn councillor to speak too.


19/05/2023

4. POLICE MATTERS –

Report for 12th March to 11th April 2025 had been circulated by email and at the meeting.
Crime reported for the period **16 incidents**, crime report the same period 2024 was **29**.

11 Violence – Colburn 7, Woodside Chase 4, The Chase 0, Albermarle Drive & Cleveland Road 0
2 Assaults/Threats in Domestic settings, 3 Assaults
4 Harassment/Threats
2 Public Order

1 Dishonesty – Colburn 0, Woodside Chase 0, The Chase 1, Albermarle Drive & Cleveland Road 0
0 Burglary Residential, 0 Business/Shop Theft & Attempt, 1 Theft, 0 Fraud, 0 Vehicle interference/theft

4 Other – Colburn 4, Woodside Chase 0, Albermarle Drive, Cleveland Rd 0
3 Criminal Damage, 0 Arson, 0 Sexual offences, 0 Internet/sexual, 1 Drugs

ASB – 13 incidents, crime report the same period **2024** was **22**

10 Nuisance, 3 personal

Colburn 9, Woodside Chase 3, The Chase 1, Albermarle Drive 0

Traffic - 9

Colburn 5, Woodside Chase 1, The Chase 0, Albermarle Drive & Cleveland Road 3
1 RTC damage only, 1 Highway disruption, 7 road related offences, 0 RTC Death/Injury

PCSO Jamie-Leigh attended the meeting and thanked members of the Village Hall group who opened up the hall to give support during the fire in a nearby property which needed evacuation and help from both the Police and Fire services.

She was thanked for providing a presence on Colburn Lane outside the Primary School to deter illegal parking. One child on a bicycle had been knocked over by a car door opening onto the pavement. A registered taxi has been parking poorly - Cllr Foster asked for the number and he would follow up.

She was asked for information on the recent Paedophile housing incident as it was close to some councillors' properties. There was no information as this was a government agency rehousing freed offenders. It was agreed that the sudden escalation when residents became aware of his presence should have been taken into consideration as a dangerous situation had to be quickly averted by the police. The clerk was asked to write to Rishi Sunak MP asking for the complaint from the Town Council to be passed to the relevant agency. Reports available by email request to office.

5. TO RECEIVE AN UPDATE FROM COUNTY COUNCILLOR KEVIN FOSTER

Cllr Foster spoke of the Boundary Commission's report where St Martins had been moved to the Richmond Division and Colburn was included in the Hipswell & Colburn Division. All maps and information could be seen online.

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

New Step Hiit Class to launch in April. Mini Knockouts has rebranded as Tiny Titans, running at near capacity and equipment has been purchased.

Danville Irish Dancing School started classes in March. Second Boot Camp to start in April.

March has been the best ever month for Direct Debit memberships. March 2023, there were 105 DD accounts, March 2025, there are 246 DD members and 40+ on monthly OTC payment.

More promotions and new events planned. Carpets in gym area professionally cleaned. Working hand in hand with Army boxing team to allow a different sparring session for the carded members.

All external maintenance now ongoing for the season. April further increases in National Living Wage & NI.


19/08/25

Large amount of new gym equipment 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.

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, Maria Willetts & Akuila Tutora. **Next meeting Mon 12th May 2025 (BH on 5th May), 5.30 pm** in the Village Hall backroom.

Joint Burial Board – Cllrs Angela Dale, Karen Dodd & Michelle Dunning. **Next meeting Tues 20th May 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 –

ZD24/00645/FULL Planning Permission for formation of two storey side extension at 17 Albermarle Drive, Colburn DL9 4DU (closed for comments 11 April 2025). No objections.

Plans confirmed as Passed by NYC –

ZD24/00737/Full Planning permission for single storey extension to the rear at 10 Catterick Road, Colburn DL9 4QZ (passed 20.3.25)

Plans Refused by NYC –

ZD25/00070/S106 Application for removal of Section 106 requirements at 17 Walkerville Road, Colburn DL9 4WG (notified 2.4.25)

ZD25/00063/FULL Planning permission for proposed garage & hobby room at 37 St Cuthberts Avenue, Colburn DL9 4NT

This application has now been refused and the applicant should address the issues in the officer report if wishing to re-submit (notified 3.4.25)

7. TO REVIEW UPDATE FINANCIAL REGULATIONS (attached)

It was **RESOLVED** to adopt the updated Financial Regulations.

8. TO DISCUSS FINANCIAL MATTERS

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

In answer to the questions asked: was the minibus service free or paid for by users? There is a charge for transport and this contributes to the running costs, fuel, maintenance, insurance and the driver. Any shortfall is covered from other income and fundraising.

Last year there were 6 clients from Colburn attending 12 sessions per week. Councillors asked what the transport charge was per journey – Clerk to action.

- The ability for the **Town Council to reclaim VAT for the MUGA and Playzone projects** on behalf of the Colburn Community Sports Centre. YLCA legal advice has been obtained (attached to agenda). Additional costs would be higher External & Internal Audit fees, annual bank charges and RFO's additional time.

It was **RESOLVED** to carry the project account for the Community Sports Centre and the clerk should email a written confirmation confirming that all receipts and invoices must be written to Colburn Town Council to enable the VAT to be reclaimed. Cllr Sharma abstained from the vote.


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- **Approval of selected quote for Wetspour Play Park repairs** required from RoSPA September 2024 inspection.

The quote of £17,995 + VAT had been selected. This would be met by £10,000 already in the budget for £2025-26, an underspend of £2500 in the Play Park accounts 2024-25 and £5000 would be taken from the Play equipment reserve figure of £10,000 for 2025-26.

Because Wetspour repairs were an ongoing expenditure, the sum of £3000 annually would be added to the reserves to build a fund for the future.

- To receive **Financial Accounts off Scribe for 2024-25** (attached with agenda)
- To approve **Payment/Receipt list from 17th March – 14th April 2025** (circulated at meeting and to be attached to the minutes for publication).
- To receive **March 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 19th May 2025 at 6 pm in the Village Hall for the Annual Meeting with the regular monthly meeting following after.

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

Cllr Dale gave financial information on the Foodshare and Colburn Hub which would suffer this financial year from a reduction in grants.

The meeting closed at 7.50 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	1171	1171
25,700	Clerks' salaries & PAYE/NI	14,189	16,666	18,726	21,448	23,488	25,704
3300	Office & meeting room rental	1616	1616	2422	2422	2422	3240
700	Telephone & Broadband	377	441	530	597	665	785
220	Stationery Office equip Postage	150	164	164	173	177	192
1100	IT support Fresh Mango	771	771	771	771	771	771
1320	Copier rental and charges	700	756	969	1025	1081	1294
1420	Audit fees, Payroll & Scribe	1226	1244	1262	1280	1298	1315
150	Bank charges	38	41	45	49	53	58
1500	Mayor's allowance	1500	1500	1500	1500	1500	1500
300	Deputy Mayor's allowance	300	300	300	300	300	300
400	Mayor's Tickets & expenses	318	318	438	438	438	561
0	Mayor's Charity Curry				refund	30	30
1200	Annual subscriptions	962	962	962	962	962	962
130	Mileage	50	74	74	94	94	110
150	Sundries & training						
4765	Unbudgeted items (Domain)	2303	2303	2303	2303	2303	2303
450	Dog Bins (Section 137)	225	225	225	225	225	225
485	Broadway Car Park	469	469	469	469	469	1122
		2024-25				+£653	2025-26
27500	Play Park Sub-contractor	15,379	17,173	18,968	21,206	23,000	25,239
	Tree felling						3000
5000	Play Park repairs, equip, inspect	1811	1872	2178	2211	2419	2719
2950	Open Spaces – misc	1243	1356	1648	2378	2504	2612
1050	Watering (Tubs Sec 137)	1055	1055	1055	1055	1055	1055
600	Garage rental	334	382	430	478	525	573
	Allotment Rent	87	175	262	262	350	350
350	Garden Competition (S137)	425	425	425	425	425	438
300	Christmas Lights & Tree (S137)		150	172	191	283	283
4187	Precept Joint Burial Authority	4187	4187	4187	4187	4187	4187
8026+	Section 137 General Payments)	1797	1810	2060	2310	2310	2310
1500	CRACCL Colburn Library)	1500	1500	1500	1500	1500	1500
8147 +	Youth Project) =	8147	8147	8147	8147	8147	8147
1000 +	Richmondshire Citizens Advice)	1000	1000	1000	1000	1000	1000
(18,673)	(Total Section 137 allowance)						
50,000	Colburn Comm Sports Centre	50,000	50,000	50,000	50,000	50,000	50,000
	VAT	1508	1533	1674	1831	1901	2032
155,000	TOTALS	114,838	119,785	126,037	132,408	137,053	147,088
	<u>RECEIPTS</u>						
163,000	Precept	163,000	163,000	163,000	163,000	163,000	163,000
	VAT refund	1485	1485	1485	1485	1485	1485
	Allotment Rent	350	350	350	350	350	350
	Mayor's Charity Curry		50	50	50	140	165
	Mayor's guest tickets	171	171	171	291	291	291
	Miscellaneous						64
	Planter Sponsorship	640	640	640	640	640	640
	Land Trust maintenance	1120	1120	1120	1580	1580	1580
	Wayleave	49	49	49	49	49	49
	Investment Interest	1813	2065	2302	2544	2785	2994
	TOTALS	168,628	168,930	169,167	169,989	170,320	170,618

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

March 2025 Reconciliation

As at 31 March 2025 Current Account **£98,424.48**

Opening Balance 1.4.24	74,894.60
Plus Receipts to 31.3.25	170,618.66
Less Payments to 31.3.25	147,088.78
TOTAL	£98,424.48

Account consists of:-

Current Account

General Reserves	£50,000
Reserves - Play Equipment (repair/replacement)	£10,000
Current Cash balance	£38,424.48 = £98,424.48

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	£438.24	
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	11,867.74


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 **£13,902.61**

BUDGET

£18,673


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COLBURN TOWN COUNCIL 14th April 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 17th March 2025:

19.3	217	DD – Siemens Fin Services – copier lease Jan-Mar	£187.85
	218	BACS – Clerk's salary Mar	£1476.41
	219	BACS – Dep Clerk's salary Mar	£732.80
	220	BACS – Robertsons Garden Services – 5 wks 10.2-14.3.25	£2238.50
	221	BACS – “ 2 tip runs 18 bags,	£88.20
	222	BACS – “ Winter tree surgery Sidings Woods	£3000.00
	223	BACS – MANY Bookkeeping March payroll	£21.38
	224	BACS – Clerk re-imburse stationery £11.75, mileage £16.20	£27.95
	225	BACS – Cllr Dunning, Mayor's mileage	£123.30
	226	BACS – Colburn Village Hall – office rental/meetings Jan-Mar	£817.50
24.3	227	BACS – Simon Jaques – garden comp trophy engraving re-imbursement	£13.00
28.3	228	BACS -RJA Restorations Ltd – goal posts Albermarle Play Park	£360.00
31.3	229	DD – Bank of Ireland – bank charges	£4.46
	230	DD – BT	£63.54
2.4.	1	BACS – Agilico Technologies	£67.37
	2	BACS – YLCA subscription 2025-26	£953.00
	3	BACS – Cllr Dunning – Curry Night ticket monies	£135.00
7.4	4	DD- NYC Garage rental	£49.29
	5	visa – Post office postage	£3.60
	6	BACS – Clerk re-imburse office mobile	£14.49
	7	BACS – HMRC PAYE & NI Jan to March 2025	£910.40

Receipts

26.3	39	Simon Jacques reversal incorrect details	£13.00
28.3	40	Cllr Jabbour – curry night donation	£25.00
2.4	1	CCLA interest	£229.31
	2	VAT Refund -Jan to March	£757.53
9.4	3	Land Trust – Jan to March	£460.00


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