

MINUTES OF A MEETING OF COLBURN TOWN COUNCIL
HELD ON MONDAY 19th MAY 2025 FOLLOWING THE ANNUAL MEETING
IN COLBURN VILLAGE HALL

PRESENT

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

No members of the public attended.

1. **APOLOGIES RECEIVED** – Cllr Karen Dodd had sent a letter of resignation on 16th May. A vote of thanks was recorded for her time and work on the Town Council and the Colburn, Hipswell and Scotton Joint Burial Authority.
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.
Item 7b – Cllrs Angela Dale and Paul Towers declared an interest.

3. **MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** that the Minutes of the Town Council meeting held on Mon 14th April 2025 (circulated with the agenda) and the Minutes of the Open Spaces meeting held on Monday 12th May 25 (circulated by email) were approved as a true and correct record and were signed by the Chair.

Matters arising – Noticeboard outside Village Hall. Details of a 2 door Outdoor Lockable Notice Board cost £309.99 15 A4 sheets 120 cms x 90 cms had been circulated with the agenda together with a 1 door alternative at £188.99. The office commented that a 2 door was essential as during winter months if a large door was opened, all the existing notices blew away or got very wet.

It was **RESOLVED** to purchase a 2 door Outdoor Lockable Notice Board to replace the existing on the wall of the Village Hall. When ordered the cost was £263.49 and Cllrs Tutora and Towers would organise the fixing. Councillors were extremely disappointed with the notice board provided by a local charity support group who had not answered two emails or shown any interest in the poor performance of the product they had supplied.

Cllr Hildyard asked if the Maintenance Contractor could arrange the cutting in the village to fit into the Best Kept Village competition. He was asked to email the office with the relevant date required.

4. **POLICE MATTERS** –

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

Crime reported for the period 17 incidents, crime report the same period 2024 was 32.

11 Violence – Colburn 8, Woodside Chase 1, The Chase 0, Albermarle Drive & Cleveland Road 2

2 Assaults/Threats in Domestic settings, 4 Assaults

3 Harassment/Threats, 2 Public Order

4 Dishonesty – Colburn 4, Woodside Chase 0, The Chase 0, Albermarle Drive & Cleveland Road 0

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


2 Other – Colburn 1, Woodside Chase 1, Albermarle Drive, Cleveland Rd 0

0 Criminal Damage, 0 Arson, 1 Sexual offence, 0 Internet/sexual, 0 Drugs, 1 Breach of Bail/Order

ASB – 5 incidents, crime report the same period 2024 was 4

4 Nuisance, 1 personal

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


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Traffic - 9

Colburn 6, Woodside Chase 1, The Chase 0, Albermarle Drive & Cleveland Road 2
4 RTC damage only, 0 Highway disruption, 5 road related offences, 0 RTC Death/Injury

PCSO Jamie-Leigh had planned to attend but was unable to due to a call out.

Cllr Dale was concerned at the high number of Violence recorded, 8 for Colburn and ASB 4 Nuisance for Colburn & Woodside Chase. The overall figures were not higher but she asked whether this was a trend or if a new group was emerging.

5. TO RECEIVE AN UPDATE FROM COUNCILLOR KEVIN FOSTER ON COUNTY MATTERS

- On the question of Community Safety, Cllr Foster recommended the monthly MAPS (Multi agency Problem Solving) meeting covering the former Hambleton & Richmondshire localities. These are online Teams meetings held on the second Tues of each month usually starting 11 am.

Areas of concern covered:

ASB, Street drinking, youths congregating, Nuisance, boy racers, Road Safety, speeding hotspots, parking offences. Also Rogue Traders or cold callers, Environmental issues to include fly tipping, littering, animal welfare, dog fouling. Licensing issues – repeated calls to premises, complaints against public houses, Other Community tensions which have a detrimental effect on the quality of life.

At these meetings, No Individuals will be discussed.

- The Combined Authority had announced a large budget for supporting town centres to help bring in business ~~which will be a sum of £32,000 per centre~~. Colburn is on the list and improvements to the A6136 could be an example. He had repeatedly asked Cllr Keane Duncan about bus services but this has now transferred to the Mayoral Authority and there is nothing further he can do.
- Full Council meeting coming up with the major contentious decision on school transport support.
- DBS checks – these are not required at present at County level but may be considered.
- Boundary Review – the link had been sent to all councillors to look at the interactive map which showed the proposed loss of Colburn Moor (Cleveland Road, Harley Hill area) back to the boundary which follows Sour Beck from Horne Road to the Back Lane (currently closed) from Brough St Giles to Tunstall past Richmond Equestrian Centre entrance. This is for North Yorkshire electoral divisions to ensure that councillors ideally represent around 5819 electors each. It does not change the parliamentary parish of Colburn which runs to the entrance to Somme Barracks on Horne Road. Comments could be made to the Review.

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

MUGA upgrade has been approved for funding by Football Foundation.

New Step Hiit Class launched in April, uptake has been slow. Tiny Titans boxing is running at near capacity every Thursday evening. Air Yoga looking to add another night during the week.

Danville Irish Dancing School started classes in March and has been very busy on a Saturday morning. Second Boot Camp started in April and looking to bring a further one to the centre on a Saturday morning.

New longer weekend opening hours are planned to start in May.

April has been the best month for Direct Debit memberships to date. The Centre had their busiest month since the new ownership took over the running of the facility.

Updated card system to monitor any missed customer payments. New quotes received for PV/Solar panels.

All external maintenance now ongoing for the season. Walking football to start in May.

NLW and NI contributions have had a significant impact on operating costs.

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 Angela Dale, Jag Sharma, Paul Towers, Akuila Tutora & Maria Willetts. **Next meeting Mon 2nd June 2025, 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 Miles Burnham, Michelle Dunning, Rupert Hildyard, Colin Mincher & Paul Towers.

Plans received by Colburn Town Council – none

Plans confirmed as Passed by NYC – none

Plans Refused by NYC – none

7. TO DISCUSS FINANCIAL MATTERS

- To review the response to the latest question on the charge for bus use with regard to the Section 137 grant application for the sum of £500 for **The Bridge Minibus Appeal** (papers attached with agenda). In answer to the questions asked, the charge was a flat rate of £6.60 for 2 journeys, pick up and return. 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.

It was **RESOLVED** that no grant would be paid on this occasion. The finances were tight for the current financial year and councillors felt they would prioritise charitable organisations based in Colburn.

- To discuss the Section 137 grant application from **Colburn Primary School towards their Annual London 2-day visit** (application form circulated with agenda)

Councillors spoke of the life long benefits children gained through this annual visit, which for many, was the first time they had travelled to London, used the Underground, seen well known sights and experienced the thrill of a capital city. Many parents could not afford to pay for this opportunity without the School receiving outside grant aid.

It was **RESOLVED** to make a **Section 137 grant of £1000 to Colburn Primary School** to support the Annual London visit.

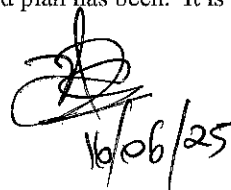
- **To approve Payment/Receipt list from 14th April – 19th May 2025** (circulated at meeting and to be attached to the minutes for publication).
- **To receive April monthly figures with bank reconciliation** (circulated with agenda and to be attached to the minutes for publication).

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

8. DATE OF NEXT MEETING: Mon 16th June 2025 at 6.30 pm in the Village Hall

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


Cllr Dale requested that a **Neighbourhood Plan** be put on the June agenda. It was now easier to create a Neighbourhood Plan which could form part of the Local Plan currently being consulted on. With a neighbourhood plan in place, monies from future developments would benefit the Council with a 15% share. Without a Plan, the Council would only receive 10%. The Richmondshire Local Plan has not been protected since the change over to a unitary council whereas Hambleton's confirmed plan has been. It is important to



establish all the small areas of open land and green division belts to maintain the integrity of Colburn and not allow housing being allocated which joined Colburn up with Hipswell, Scotton into one large Catterick Garrison.

There was agreement with the proposed Boundary Change for County divisions losing St Martins and Scotton Cleveland Road/Harley Hill areas due to population increases in Colburn.

The meeting closed at 7.45 pm


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COLBURN TOWN COUNCIL
FINANCIAL SUMMARY 2025/26 & YEAR TO DATE FIGURES

BUDGET 2025/26	<u>EXPENDITURE</u>	Apr	May	3 MTHS June	July	Aug	6 MTHS Sept
£1259	Insurance						
26,500	Clerks' salaries & PAYE/NI	2875					
3300	Office & meeting room rental						
950	Telephone & Broadband	71					
250	Stationery Office equip Postage	13					
1100	IT support WJP Software	58					
1380	Copier rental and charges	56					
1450	Audit fees, Payroll & Scribe	18					
100	Bank charges	5					
1500	Mayor's allowance						
300	Deputy Mayor's allowance						
400	Mayor's Tickets & expenses						
0	Mayor's Charity Evening	135					
1000	Annual subscriptions	953					
120	Mileage						
100	YLCA Training & Conference						
50	Sundries						
5012	Unbudgeted items						
520	Broadway Car Park						
26500	Play Park Sub-contractor	1868					
5000	Play Park repairs & equipment						
10,000	Wetpour repairs Play Parks						
2500	Open Spaces – misc	128					
3000	Tree surgery						
600	Garage rental	49					
	Allotment Rent						
4187	Precept Joint Burial Authority						
4900 +	Section 137 General Grants						
8147	Youth Project agreed grant						
450 +	Dog Bins						
425 +	Garden Competition						
1200 +	Watering Tubs						
300 +	Christmas Tree & Lights						
500 +	Plants						
(15,922)	(Total Section 137 allowance)						
50,000	Colburn Comm Sports Centre						
	VAT						
	<i>Colburn Sports Centre Project</i>						
163,000	TOTALS	6229					

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	<u>RECEIPTS</u>	April	May	June	July	August	Sept
163,000	Precept	81,500					
	VAT refund	758					
	<i>Colburn Sports Centre Project</i>	50,000					
	Allotment Rent						
	Grants						
	Mayor's Charity Evening						
	Mayor's guest tickets						
	Miscellaneous						
	Planter Sponsorship	400					
	Land Trust maintenance	460					
	Wayleave						
	Investment Interest	229					
	TOTALS	133,347					

April Reconciliation

As at 30 April 2025 Current Account **£225,542.32**

Opening Balance 1.4.25	98,424.48
Plus Receipts to 30.4.25	133,346.84
Less Payments to 30.4.25	6,229.00
TOTAL	£225,542.32

Account consists of:-

Current Account

General Reserves	£50,000
Reserves - Play Equipment (repair/replacement)	£10,000
Reserve for Wepour fund	£3,000
Current Cash balance without Sports Centre	£112,542.32 = £225,542.32

Plus Capital investment -

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

Colburn Community Sports Centre Project account –

Payments	none	Receipts	£50,000
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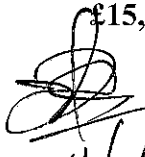
SECTION 137 PAYMENTS TO DATENOT INCLUDED ON FIRST PAGE:-

Allowance 2025-26 4000 residents registered 1.1.24 @ £11.10 per registered elector = £44,400 total spend allowed

Payments

Running total £

BUDGET

£15,922.00

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COLBURN TOWN COUNCIL 19th May 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 held on 14th April 2025:

23.4	8	BACS - MANY Bookkeeping March payroll	£21.38
	9	BACS – Clerk's salary April	£1197.27
	10	BACS – Dep Clerk's salary April	£767.62
	11	BACS – Robertsons Garden Services – 4 wks 17.3-11.4.25	£1868.50
	12	BACS - “ 2 tip runs 18 bags, Colburn Lane cut	£128.20
	13	BACS - “ mileage goal boards, soil raised beds	£30.15
	14	BACS – Clerk re-imburse stationery	£9.00
30.4	15	DD – BT	£68.46
	16	DD – Bank of Ireland – bank charges	£5.27
1.5	17	DD- NYC Garage rental	£49.29
2.5.	18	BACS – Agilico Technologies	£75.23
	19	BACS – Eyecatching Signs – 4 No dog waste play park signs	£235.20
	20	BACS – WJP Software – Cloud back-up, Antivirus	£69.30
	21	BACS – Starboard Systems – Scribe sub 2025-26	£673.92
	22	BACS – Mrs Janet Doyle – Internal Audit	£175.00
	23	BACS – Clerk re-imburse office mobile	£14.49
6.5	24	BACS – Sec 137 grant 1 st Colburn Town Scout Group	£1500.00
7.5	25	BACS – Colburn, Hipswell & Scotton Joint Burial Board Precept	£4187.00
	26	BACS – Colburn Community Sports Centre – grant 1 st instalment	£30,000.00
13.5	27	visa – Post office postage	£3.60
14.5	28	BACS – Clerk re-imburse copy paper	£13.30
16.5	29	BACS – Colburn Community Sports Centre Account project	£30,000.00
	30	BACS - “ “ “ “	£19,999.99
19.5	31	BACS - “ “ “ “	£10,000.00

Receipts

17.4	4	Planter Sponsorship – Inv 2 Barry Robertson	£80.00
22.4	5	Inv 1 Stuart Cooper	£80.00
	6	Inv 7 JT's Bar	£80.00
	7	Inv 6 Kelly	£80.00
23.4	8	Inv 4 Rutter	£80.00
24.4	9	Sports Centre – Playzone 1 st receipt	£15,000.00
25.4	10	Sports Centre – Playzone 2 nd receipt	£15,000.00
28.4	11	Sports Centre – Playzone 3 rd receipt	£15,000.00
29.4	12	Sports Centre – Playzone 4 th receipt	£5,000.00
30.4	13	NYC Precept 1 st instalment	£81,500.00
2.5	14	Planter Sponsorship – Inv 3 Victoria Prints	£80.00
	15	CCLA interest	£220.06
6.5	16	Planter Sponsorship – Inv 5 Lazer Cheer	£80.00



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