

MINUTES OF A MEETING OF COLBURN TOWN COUNCIL
HELD ON MONDAY 15th SEPTEMBER 2025
IN COLBURN VILLAGE HALL

PRESENT

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

2 members of the public attended.

1. **APOLOGIES RECEIVED** – Cllr Miles Burnham (on holiday), Jag Sharma (working). Janet Emmerson (non-attendance)
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 21st July 2025 and the Minutes of the Open Spaces meeting held on Monday 1st Sept 2025 with notes of Site Meeting held on Mon 4th August (all circulated with the agenda) were approved as a true and correct record and were signed by the Chair.

Matters arising – Open Spaces – leaning tree on bank to watercourse. It was agreed to seek quotes to remove as it was too complex a job for Maintenance Contractor.

4. **POLICE MATTERS** –

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

Crime reported for the period **15 incidents**, crime report the same period 2024 was **12**.

8 Violence – Colburn 6, Woodside Chase 0, The Chase 1, Albermarle Drive & Cleveland Road 1, Colburn Village 0

4 Assaults/Threats in Domestic settings, **2 Assaults**

0 Harassment/Threats, 2 Public Order

1 Dishonesty – Colburn 5, Woodside Chase 0, The Chase 1, Albermarle Drive & Cleveland Road 0, Colburn Village 0

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

6 Other – Colburn 5, Woodside Chase 0, The Chase 1, Albermarle Drive, Cleveland Rd 0, Colburn Village 0

3 Criminal Damage, 0 Arson, 0 Dangerous Dog,

0 Sexual offence, 1 Internet/sexual, 1 Drugs, 1 Breach of Bail/Order, 0 Malicious Communications

ASB – 13 incidents, crime report the same period **2024** was **15**

6 Nuisance, 7 personal

Colburn 9, Woodside Chase 1, The Chase 2, Albermarle Drive 1, Colburn Village 0

Traffic - 10

Colburn 3, Woodside Chase 2, The Chase 1, Albermarle Drive & Cleveland Road 2, Colburn Village 2

1 RTC damage only, 2 Highway disruption, 7 road related offences, 0 RTC Death/Injury


20/10/25

PC Recchia responded to the question on 10 Violence & 5 Public Order reports from July's meeting. There was nothing out of the ordinary for the time of year with hot weather and long daylight hours with more drinking which always creates incidents.

Report for 12th Aug to 11th Sept 2025 had been circulated by email and at the meeting.
Crime reported for the period **15 incidents**, crime report the same period 2024 was **12**.

12 Violence – Colburn 5, Woodside Chase 2, The Chase 1, Albermarle Drive & Cleveland Road 4, Colburn Village 0

3 Assaults/Threats in Domestic settings, **6 Assaults**, **2 Harassment/Threats**, **1 Public Order**

4 Dishonesty – Colburn 3, Woodside Chase 0, The Chase 0, Albermarle Drive & Cleveland Road 0, Colburn Village 1

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

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

2 Criminal Damage, **0 Arson**, **0 Dangerous Dog**,

1 Sexual offence, **0 Internet/sexual**, **0 Drugs**, **0 Breach of Bail/Order**, **0 Malicious Communications**

ASB – 8 incidents, crime report the same period **2024** was **7**.

5 Nuisance, **3 personal**

Colburn 5, Woodside Chase 2, The Chase 0, Albermarle Drive 0, Colburn Village 1

Traffic - 6

Colburn 3, Woodside Chase 1, The Chase 1, Albermarle Drive & Cleveland Road 1, Colburn Village 0

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

This would be the last report from PC Lisa Recchia who was retiring shortly. PCSO Jamie Leigh would be taking over and usually attended the meetings.

Cllr Dale asked if there were any hotspots for ASB with 5 incidents recorded in Colburn. Was the old Calverts carpet building an issue? Jamie replied that it is a problem from time to time. Cllr Dale pointed out that the building and land were in Brough with St Giles parish as the parish border was the road off the A6136 to the Sports Centre. This was noted for future reports.

5. TO RECEIVE A WRITTEN REPORT FROM COUNCILLOR KEVIN FOSTER ON COUNTY MATTERS (sent apologies due to holiday)

- **Ground Maintenance** - I will be joining a walk-round with officers later this month to show issues. This was done previously under RDC and I would like it to become a regular feature again. I am also on a 3-member working group which will make recommendations to the Executive soon.
- **Parking on Pavements** – I have had reports of pavement parking, and these have been passed to the police who have spoken to some offenders. This is a police matter.
- **Boundary Commission Update** – after consultation there have been significant changes in the Nidderdale, Washburn & Wharfedale areas and significant revisions in the central part of North Yorkshire. Colburn Moor is now in the division and St Martins does into Richmond. Consultation runs until 13th October.

All councillors agreed that the recent road top dressing work had been of poor quality, and they were extremely disappointed. Drains had been left marked with cones and these had been moved by children and left all over the road. It was started 2 weeks ago and was it finished? The clerk to write to Highways with copy to Cllr Foster.

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


20/10/25

6. TO REVIEW THE WORKING GROUP'S PROGRESS ON THE FORMATION OF A TOWN PLAN FOR COLBURN IN POSSIBLE PREPARATION FOR A NEIGHBOURHOOD PLAN

First meeting of working group Cllrs Dale, Tutora, Towers and Willetts met on Monday 28th July in the Village Hall, all councillors were invited. There had been a useful discussion and some of the work carried out for an uncompleted 2010 Neighbourhood Plan had been reviewed. There would be another meeting soon.

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 **5th Sept 2025** had been circulated and filed on the computer.

MUGA upgrade (Playzone) planning application has been approved. Summer Football camp held in August. Boxing Club and gymnastics had summer break. Darville Dancing School to return in September. Trustee has gained level 2 gym instructor qualification and is planning 3 new weekly classes. Colburn Youth Project to return in September. Centre fully open during August bank holiday. Pilates class to launch in September, a class we have been asked to run for a long time.

New drinks fountain installed in the gym to replace the bottle filling station plus a new pulldown bar installed. Maintenance on boxing gym completed during summer break. New Reception desk installed. Painting in small CV room ongoing, TV installed. Most Trustees have been on holiday over the summer period and are fully recharged ready for the Autumn and Winter projects. Kick off meeting for the MUGA/Playzone to take place w/c 29th September.

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 6th October 2025, 5.30 pm in the Village Hall backroom. Cllr Emmerson to be invited to attend and join the committee.

Joint Burial Board – Cllrs Angela Dale, Michelle Dunning & Maria Willetts. Next meeting **Tues 23rd Sept 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 – agreed

ZD25/00407 Full Planning Permission for change of use of 2 Battalion Court into a martial arts school at Colburn Business Park, DL9 4QL (closed for comments 19th Aug 2025)

Plans confirmed as Passed by NYC –

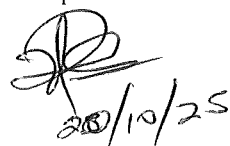
ZD25/00358/Full Planning Permission for construction of new Playzone MUGA with perimeter fencing and floodlights at Colburn Sports Centre DL9 4QH (passed 5th August 2025)

ZD25/00290/Full Planning Permission for construction of new single storey side and rear extension to 12 Maple Close, Colburn DL9 4HD (passed 14th July 2025)

Plans Refused by NYC – none

8. TO DISCUSS FINANCIAL MATTERS

- **To approve the grant request from Colburn Community Sports Centre for the sum of £50,000 per annum** to cover 2026-2029 financial years (application circulated with agenda).
Cllr Towers had produced some additional information in answer to written questions from Cllr Mincher. The main area of proposed expenditure was a new roof in the range of £80-100,000. The solar panels are



already funded through the 106 arrangements. If the roof can be paid for by match funding, this will free monies to fund the cost of new doors and windows which are rotten and leaking. The combination of a watertight building and solar panels will reduce the winter energy bills substantially.

Future self-sufficiency – the Centre currently runs at a break-even mark with utility bills and staff costs as the largest outgoings. The new roof and solar panels will reduce outgoings but without investment, the centre would fall back into the dilapidated building the Community Group took over. The Playzone is predicted to produce an extra £10,000 per year after deducting the maintenance costs.

Staff costs are the most difficult to address as staff are paid in line with the NLW and the rates have increased regularly since 2022. Together with the increased Employers NI contributions, this has resulted in a 30% cost increase. To cover this in future would result in increased membership fees which has been avoided previously but the first increase was made in August this year.

Cllr Towers was thanked for his responses, and all the volunteer Trustees were thanked for their hard work in the first 3 years of establishing the much-improved Sports Centre.

It was **RESOLVED** to accept the grant request of £50,000 per annum to cover the period for two financial years from 1st April 2026-31st March 2028 and review the situation in September 2027 for Precept budgeting purposes. Granted paid under Sec 19 of the Local Government (Miscellaneous Provisions) Act 1976

- To discuss the request for a **donation from North Yorkshire Citizens Advice & Law Centre** towards the work carried out in Colburn with 157 clients and 393 issues covered over the last 12 months. Section 137 payment.
It was agreed that the **standard Section 137 form should be completed and returned with a financial statement of the current bank balances.**
- **To approve Payment/Receipt list from 22nd July – 15th Sept 2025** (circulated at meeting and to be attached to the minutes for publication).
- **To receive July and August 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 20th October 2025 at **6.30 pm** in the Village Hall

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

The meeting closed at 7.30 pm


20/10/25

COLBURN TOWN COUNCIL 15th September 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 21st July 2025:

23.7	71	BACS – RJA Restorations – Albermarle 2 goal panels blast & coat	£720.00
	72	BACS - MANY Bookkeeping July payroll	£27.00
	73	BACS – Clerk re-imburse mileage May-July	£22.50
	74	BACS – Robertsons Garden Services –4 wks 16.6-18.7.25	£2590.00)
		Mileage	£30.60)
	75	BACS - “ 2 tip runs 18 bags, 2 Colburn Lane cuts	£2639.10
	76	BACS - “ 2 watering planters 3 wks 6x500L	£168.20
	77	BACS – Clerk’s salary July	£175.80
	78	BACS – Dep Clerk’s salary July	£1060.90
24.7	79	visa – Garden Competition cash prizes	£708.93
	80	visa – Garden Competition cash prizes	£70.00
30.7	81	DD – BT	£235.00
	82	BACS – Streetscape Products – Wetpour repairs 5 Play Parks	£362.15
31	83	DD – Bank of Ireland – bank charges	£21,594.00
			£8.06
1.8	84	DD- NYC Garage rental	£49.29
	85	BACS – Dep Clerk re-imburse Monitor desk Screen Arm	£26.77
	86	BACS – YLCA Fire Safety Webinar Cllr Tutora	£10.00
4.8	87	BACS – Agilico Technologies	£75.23
	88	BACS – Clerk re-imburse office mobile	£14.49
6.8	89	BACS – Akuila Tutora – Yorkshire Day mileage	£44.82
	90	BACS – Clerk re-imburse – copy paper	£9.00
11.8	91	BACS -Richmond Town Council – Mayor’s Dinner tickets x 2	£80.00
	92	BACS – PKF Littlejohn LLP – External Audit	£504.00
20.8	93	BACS – Clerk re-imburse Data Protection fee IOC	£52.00
21.8.	94	BACS – Clerk’s salary August (pay increase + backdate to April)	£1243.34
	95	BACS – Dep Clerk’s salary August (“ “)	£936.84
	96	BACS – Robertsons Garden Services 4 wks 21.7-15.8.25	£2090.50)
		Mileage	£15.30)
	97	BACS - “ “ 2 Colburn Lane cuts, 2 tipruns 19 bags	£2105.80
	98	BACS “ “ Watering planters 4 wks, 8x500L	£173.10
22.8	99	BACS – MANY Bookkeeping August payroll	£238.80
29.8	100	DD – Bank of Ireland – bank charges	£21.38
			£5.87
1.9	101	DD – NYC Garage rental	£49.49
	102	DD – BT	£68.15
	103	BACS – WJPS Software Ltd – new computer and 2 screens	£1894.80
3.9	104	BACS – Agilico Workplace	£34.89
	105	BACS – Clerk re-imbursement – office mobile £14.49, stationery £35.38	£49.87
5.9	106	BACS – Siemens Fin Services – copier lease rental Sept-Dec	£407.57
10.9	107	BACS – WJP Software Ltd – Annual IT charges Sept 25-Aug 26	£2035.20

Receipts

4.8	24	CCLA interest	£215.43
7.8	25	Mayor’s guest ticket, Richmond dinner – reimbursement by Akuila Tutora	£40.00
	26	VAT refund 1.6-31.7.25	£3930.11
2.9	27	CCLA interest	£209.04
	28	Northern Powergrid wayleave	£48.88


 20/10/25

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

[illegible]

	<u>RECEIPTS</u>	April	May	June	July	August	Sept
163,000	Precept	81,500	81,500	81,500	81,500		
	VAT refund	758	758	10,974	10,974		
	<i>Colburn Sports Centre Project</i>	50,000	50,000	50,000	50,000		
	Allotment Rent			350	350		
	Grants						
	Mayor's Charity Evening						
	Mayor's guest tickets			55	55		
	Miscellaneous						
	Planter Sponsorship	400	560	880	1200		
	Land Trust maintenance	460	460	460	930		
	Wayleave						
	Investment Interest	229	449	670	881		
163,000	TOTALS	133,347	133,727	144,889	145,890		

Colburn Community Sports Centre Project account –

Payments £50,000.00 Receipts £50,000

July Reconciliation

As at 31 July 2025 Current Account **£96,341.83**

Opening Balance 1.4.25	98,424.48
Plus Receipts to 31.7.25	145,890.23
Less Payments to 31.7.25	147,972.88
TOTAL	£96,341.83

Account consists of:-

Current Account

General Reserves	£50,000
Reserves - Play Equipment (repair/replacement)	£5,000 (reduced by £5,000 used for Wetpour repairs bill)
Reserve for Wetpour fund	£3,000
Total Reserves	£58,000 +
Current Cash balance	£38,341.83 = £96,341.83

Plus Capital investment -

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

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

General Payments

7.5	1 st Colburn Town Scout Group	£1500.00
23.5	Village Hall noticeboard	£263.49
27.5	Colburn Primary School London visit	£1000.00

Running total **£2763.59**

BUDGET

£4,900.00


20/10/25

	<u>RECEIPTS</u>	April	May	June	July	August	Sept
163,000	Precept	81,500	81,500	81,500	81,500	81,500	
	VAT refund	758	758	10,974	10,974	14,904	
	<i>Colburn Sports Centre Project</i>	50,000	50,000	50,000	50,000	50,000	
	Allotment Rent			350	350	350	
	Grants						
	Mayor's Charity Evening						
	Mayor's guest tickets			55	55	95	
	Miscellaneous						
	Planter Sponsorship	400	560	880	1200	1200	
	Land Trust maintenance	460	460	460	930	930	
	Wayleave						
	Investment Interest	229	449	670	881	1096	
163,000	TOTALS	133,347	133,727	144,889	145,890	150,076	

Colburn Community Sports Centre Project account –

Payments £50,000.00 Receipts £50,000

July Reconciliation

As at 31 August 2025 Current Account **£94,936.64**

Opening Balance 1.4.25	98,424.48
Plus Receipts to 31.8.25	150,075.77
Less Payments to 31.8.25	153,563.61
TOTAL	£94,936.64

Account consists of:-

Current Account

General Reserves	£50,000
Reserves - Play Equipment (repair/replacement)	£5,000 (reduced by £5,000 used for Wetpour repairs bill)
Reserve for Wetpour fund	£3,000
Total Reserves	£58,000 +
Current Cash balance	£36,936.64 = £94,936.64

Plus Capital investment -

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

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

General Payments

7.5	1 st Colburn Town Scout Group	£1500.00
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Running total **£2763.59**

BUDGET

£4,900.00


20/10/25