

MINUTES OF A MEETING OF COLBURN TOWN COUNCIL
HELD ON MONDAY 17th NOVEMBER 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 – (Akuila Tutora))
Clerk: Philippa Graves
Deputy Clerk: Angela Pickersgill

No members of the public attended, ~~Cllr Foster sent apologies.~~

Following the resignation of Cllr Miles Burnham on 30th September, no election had been requested, and the Casual Vacancy notices have now been published to close on Wed 3rd December.

1. **APOLOGIES RECEIVED** – Cllrs Janet Emmerson & Jag Sharma
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 9 - Cllr Dale was a volunteer trustee for the Youth Project so would not vote although no pecuniary interest.

Cllr Tower was related to the Treasurer for the Youth Project, again no pecuniary interest but would not vote.

3. **MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** that the Minutes of the Town Council meeting held on Mon 20th Oct 2025 (circulated with the agenda) were approved as a true and correct record and were signed by the Chair. There was no Open Spaces Meeting held on Mon 3rd November as it was inquorate.

Matters arising – none

4. **POLICE MATTERS** –

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

Crime reported for the period **14 incidents**, crime report the same period 2024 was **20**.

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

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

2 Dishonesty – Colburn 2, Woodside Chase 0, The Chase 0, Albermarle Drive & Cleveland Road 0, Colburn Village 0

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

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

1 Criminal Damage, 0 Arson, 0 Dangerous Dog,

1 Sexual offence, 0 Internet/sexual, 2 Drugs, 0 Breach of Bail/Order, 0 Malicious Communications

ASB – 8 incidents, crime report the same period **2024** was **4**.

7 Nuisance, 1 personal

Colburn 2, Woodside Chase 1, The Chase 0, Albermarle Drive 4, Colburn Village 1


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Traffic - 13

Colburn 5, Woodside Chase 0, The Chase 2, Albermarle Drive & Cleveland Road 6, Colburn Village 0
3 RTC damage only, 2 Highway disruption, 8 road related offences, 0 RTC Death/Injury

There was no police representation. PCSO Whitehead was on holiday.

5. TO RECEIVE A WRITTEN REPORT FROM COUNCILLOR KEVIN FOSTER ON COUNTY MATTERS

- My petition for the provision of a A6136 Relief Road has been handed in to the Combined Authority under which transport, and highways now sits. It will go to the Area Committee, and I will press for action as it moves through the council process.
- Arriva buses – at the recent Area Committee meeting, I challenged Arriva on the ongoing issues with unreliable service and poor communications. Arriva confirmed they are looking at the possibility of introducing a 30-minute service which would be a major improvement. I will continue to push for firm commitments.
- Armed Forces Covenant Guide – the North Yorkshire Guide has ^{now} not been launched. The project took over 2 years, and I personally drove the project from the outset to completion in my role as Armed Forces Champion. Contact me directly for a copy.
- Police, Fire & Crime Panel – I am now a member of the North Yorkshire Police, Fire and Crime Panel (Y&NY). However, any member of Colburn Town Council can submit a question to the Panel.

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 A PROPOSAL FOR AN ECOLOGICAL SURVEY OF THE COMMON LAND IN COLBURN VILLAGE (paper circulated with Agenda)

Cllr Hildyard had made the proposal, and Cllr Mincher supported the suggestion which he felt could become a worthwhile community project and expand our biodiversity aims. Cost of commissioning would need to be explored. Cllr Dale reminded councillors of the Foxglove Convert project and Just the Job, both organisations who have knowledge of restoring natural habitats and advised the Council on The Sidings Woods.

Cllr Hildyard to made enquiries and report back.

7. TO NOTE THE REPORT FROM THE DEPUTY CLERK ON THE LIFE SPAN OF THE 5 DEFIBRILLATORS AND THE NEED TO MAKE PROVISION IN THE FUTURE PRECEPT BUDGETS FOR THEIR REPLACEMENT (circulated with agenda)

The success of the defibrillators was agreed by all councillors, but it was noted that the housing areas had extended over the last 10 years and it was felt that a review by a professional from the Yorkshire Ambulance Service should be undertaken to establish how many units were required to cover the area adequately. Funding would have to be done applying for an Awards for All grant together with asking local businesses for support.

Deputy Clerk to contact Yorkshire Ambulance Service as a first step.

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 Nov 2025 had been circulated and filed on the computer.

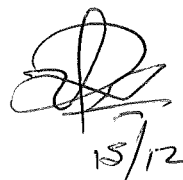
MUGA upgrade (Playzone) K.O.M meeting delayed again, will be November.

Best month to date for Direct Debit membership payments. Looking to increase opening hours.

Sunday & Saturday Circuits classes running. 2 Roof quotes received and attached, more expected.

Heating on for winter. Christmas appeal to be launched in November.

Consulting with insurance company over longer opening hours. Looking at viability of having unmanned opening times. Santa's grotto event planned for December. Fitness classes running 7 days per week.



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Repairs to football pitch, ground has been made up from waste in the past with small amount of topsoil covering. As the ground is used more, it can expose the areas below. Ongoing issue.
2 extra CCTV cameras have been installed.
Quotes for the new roof had been circulated to councillors showing a range of prices.

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, Janet Emmerson, Paul Towers, Akuila Tutora & Maria Willetts.

Next meeting Mon 8th December 2025, 5.30 pm in the Village Hall backroom.

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

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

Plans confirmed as Passed by NYC – none

Plans Refused by NYC – none

9. TO DISCUSS FINANCIAL MATTERS

- **To review the Youth Project Annual Report** and approve payment of the agreed grant 2025-26 of £8147 (report circulated with agenda). Section 137 payment.

It was RESOLVED to pay the agreed grant of £8147 for the financial year 2025-26.

- **To discuss the breakdown of costs for funding grant request from Colburn Youth Project for the sum of £8703 to cover 2026-27 financial year** (info circulated with agenda). Section 137 payment for Precept budget.

Further discussion took place acknowledging the success of the project with 5 groups now running covering the ages from 5-18 yrs with an average of 62 young people engaged each week. The educational and social experiences the youngsters gained were invaluable, but the Town Council had to balance the needs of other groups such as the Library and CAB both of whom had not received grants this year.

It was RESOLVED that a grant of £8103 was agreed to be paid for financial year 2026-27 and would therefore be put in the Precept Budget. This covered the core staffing which was the origin of the grant funding. The additional £600 requested for rent towards the use of the Library and Village Hall would have to be found by the Project themselves.

- **To receive a draft Precept Budget for 2026-27** (circulated with agenda)
Various options were discussed. It was agreed to hold the Mayor's Allowance at £1500 as although there were fewer charity dinners being held, it was felt important that anyone taking on the role should not be deterred by lack of funds to attend functions appropriately dressed and buy raffle tickets etc.
The £600 saved from the Youth Project would be added to the general Section 137 grant fund.
The xfer of £3000 previously agreed annual allowance for future Wetpour repairs fund would not be made and future repairs paid out of general reserves. The £5000 xfer for Play Park repair fund would be added to the Section 137 general grant fund.
An updated Budget to be presented at the December meeting and a final decision confirmed and published.

- **To approve Payment/Receipt list from 21st Oct – 17th Nov 2025** (circulated at meeting and to be attached to the minutes for publication).



- To receive October 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.

It was agreed to set up a Working group consisting of Cllrs Angela Dale, Colin Mincher & Maria Willetts to look at the structure of the office looking ahead to the future with some forward planning.

10. DATE OF NEXT MEETING: Mon 15th December 2025 PRECEPT AGREEMENT at 6.30 pm in the Village Hall

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

A request had been received to operate a mobile sweet van in a similar way to an ice cream van parking on The Broadway and Village Hall car parks. Permission sought to park on The Broadway on Fridays 5-7 pm and Saturdays 2-7 pm and the Village Hall car park Fridays 5-6 pm and Saturdays 2-5 pm (times dependent on any functions or events taking place at the hall).

The Village Hall car park was ruled out as being too small with many groups needing its use and regular events taking place. The Broadway had been specifically taken over from the former District Council to ensure free car parking to support the shops and library users, and it was felt inappropriate for any mobile seller to be able to use the valuable space.

The meeting closed at 8.15 pm.


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COLBURN TOWN COUNCIL 17th November 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 20th October 2025:

24.10	129	BACS – MANY Bookkeeping October payroll	£21.38
	130	BACS – Clerk's salary October	£1126.34
	131	BACS – Dep Clerk's salary October	£775.71
	132	BACS – Robertsons Garden Services 4 wks 15.9-1.10.25	£1990.50
	133	BACS - “ “ 2 Colburn Lane cuts, 2 tipruns 19 bags	£173.10
	134	BACS “ “ mileage Leyburn selecting Xmas tree	£10.35
	135	BACS “ “ Watering planters 3 wks, 6x500L	£179.10
29.10	136	BACS – Dep Clerk re-imburse Mayor's Wreath Sec 137	£24.49
30.10	137	DD – BT	£68.15
31.10	138	DD – Bank of Ireland – bank charges	£3.84
3.11	139	DD – NYC Garage rental	£49.29
	140	BACS - Eyecatching Signs Mayor's Board Update Sec 137	£48.00
	141	BACS – Clerk re-imbursement – office mobile	£10.50
	142	BACS – Cllr Towers re-imburse Poppy cable ties Sec 137	£9.72
	143	BACS – Agilico Technologies – copier charges	£36.00
11.11	144	card – PO stamps	£3.15
12.11	145	BACS – Re-imburse Dep Clerk Xmas Tree Star	£192.58
	146	BACS – Siemens Fin Services – copier lease Dec-Mar	£204.77

Receipts

4.11	32	CCLA interest	£204.18
11.11	33	VAT refund 1.8-31.10.25	£1557.09


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FINANCIAL SUMMARY 2025/26 & YEAR TO DATE FIGURES

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	<u>RECEIPTS</u>	Oct	Nov	Dec	Jan 2026	Feb	Mar
163,000	Precept	163,000					
	VAT refund	14,904					
	<i>Colburn Sports Centre Project</i>	<i>50,000</i>					<i>50,000</i>
	Allotment Rent	350					
	Grants						
	Mayor's Charity Evening						
	Mayor's guest tickets	95					
	Miscellaneous						
	Planter Sponsorship	1200					
	Land Trust maintenance	1600					
	Wayleave	49					
	Investment Interest	1504					
163,000	TOTALS	232,702					

Colburn Community Sports Centre Project account –

Payments £50,000.00 Receipts £50,000.00

Reconciliation

As at 31st October 2025 Current Account **£138,202.16**

Opening Balance 1.4.25	98,424.48
Plus Receipts to 31.10.25	232,702.18
Less Payments to 31.10.25	192,924.50
TOTAL	£138,202.16

Account consists of:-

Current Account

General Reserves	£50,000	
Reserves - Play Equipment (repair/replacement)	£5,000 (reduced by £5,000 used for Wetspour repairs bill)	
Reserve for Wetspour fund	£3,000	
Total Reserves	£58,000 +	
Current Cash balance	£80,202.16 =	£138,202.16

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
10.10	3 x Defib Pads	£198.00
29.10	Mayor's Remembrance Sunday wreath	£24.49

Running total **£2985.98**

BUDGET

£4,900.00


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