

MINUTES OF A MEETING OF COLBURN TOWN COUNCIL
HELD ON MONDAY 17th JUNE 2024
IN COLBURN VILLAGE HALL

PRESENT

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

No 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-financial, all acting as volunteer trustees of the organising group.
Item 8a – Cllrs Dale and Dodd have a non-financial association with the Primary School.

3. **MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** that the Minutes of the Annual Meeting and the Town Council meeting, both held on Mon 20th May 2024 (circulated with agenda) and the Minutes of the Open Spaces meeting held on Monday 10th June 2024 (circulated at the meeting) were approved as a true and correct record and were signed by the Chair.

Matters arising – Open Spaces – Cllr Dale and Dep Clerk purchased bedding plants £400 for the tubs on Thurs 13th with monies from Cllr Dale's charity fund when she was Mayor (fund now spent). The sponsorship money raised for 2024-25 will be used for autumn bedding.

4. **POLICE MATTERS** –

Report for 12th May to 11th June 2024 (circulated by email). Report available on request to office.

Crime reported for the period **18 incidents**, crime report for the same period 2023 was **25**.

6 Violence – 3 Assaults/threats in domestic setting, 1 Assault, 0 Harassment/threats, 2 Public Order

9 Dishonesty – 0 Domestic, 1 Burglary, 0 Burglary Other (shed), 6 Business/Shop Theft, 2 Theft, 0 Fraud, 0 Blackmail, 0 Vehicle interference

3 Other – 1 Criminal Damage, 0 Arson, 0 Dangerous Dog, 1 Sexual Offences, 0 Internet/Sexual, 0 Breach of Bail, 1 Drugs, 0 Malicious Communications

ASB – 8 incidents, same period 2023 was 5.

3 Nuisance

5 Personal

Traffic x 2

0 RTC Damage only

0 RTC Death/Injury

0 Highway Disruption

2 Other Road related offence

PC Lisa Recchia attended and confirmed that the ASB numbers were much improved due to speaking to the youngsters involved and she hoped this would remain the case.

Cllr Sharma asked if she could record the crime stats by Estate location which was possible and councillors agreed this would be a useful future guide.

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

Cllr Foster attended and covered the following points:

Dunning
15/7/24

Local Plan work was ongoing but Richmondshire had not been covered yet. New Housing Committee. He had asked for more Buses. Weed spraying would be carried out soon. Residents are responsible for vegetation and branches growing out of their gardens.

Boundary Commission work was completed and a report was due imminently.

Planning applications – 2 large applications would be coming shortly, 160 houses beyond the Hanson Club and the land opposite The Broadway. Previous application for drive through coffee shop, retail, housing and religious building would be updated.

New **support officers for parishes** are being organised to help clerks contact NYC.

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 UPDATE THE INFORMATION AND COSTINGS ON THE PROPOSAL TO ADOPT A GOV.UK DOMAIN NAME AND EMAIL ADDRESSES THROUGH THE PARISH COUNCIL DOMAIN HELPER SERVICE

It was agreed at the May meeting to adopt a gov.uk domain name and email address which attracts a £100 grant against the cost of £130 for a gov domain name with an annual renewal of £65.

For emails, the Council currently holds 2 Microsoft business licences for the Clerk and Deputy Clerk for One Drive access. These cost £9.80 per month or £58.80 each per year. If 11 more councillor emails were required it would cost 11 x £58.80= £646.80 per year. The laptop has had a health check and is suitable for the changes but will need an increase in power to run the various applications (needs an 8 GB memory stick). The Deputy Clerk's chromebook is now too small for home use with the size of the Colburn files.

It was **RESOLVED** to seek a further meeting with James Proctor to see whether it was a better option to work with an inclusive new website based on the government domain name and provisional of the necessary additional councillor email accounts. Office to arrange a meeting with Cllr Garbutt present as he was previously an IT consultant and had extensive knowledge which would be helpful in the understanding of the changes required. Outcome to be reported at July's meeting.

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 8th June 2024 had been circulated and filed on the computer.

Number of big events planned for the Summer to coincide with the Euros Football tournament.

Richmondshire Pro Player U7s won the Hambleton League Cup Final.

Tesco Stronger Starts "Blue Coin" voting has 1 month left to go. The money raised will be used to improve the facilities for the Boxing Club.

Hedgerow maintenance to start asap. New ceiling tiles to be installed.

Looking to sign up for new utility contract from March 2025

Cllr Towers reported the issue of nearby residents using the **car park for long stay parking** and asked whether the Community group could erect a warning sign. It was agreed that as they are the leaseholders of the property, they could erect a sign which would need enforcing through clamping and fines to stop the practice.

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 questions should be covered within a Closed Session and will not be included in the Minutes.

YLCA Richmondshire meeting held in the Village Hall on Thurs 13th June, Cllrs Dale and Mincher attended as Colburn representatives. A presentation on Healthwatch. Discussion also covered formation of cluster groups of parishes which makes sense in rural areas where there are insufficient councillors and clerks. However, in this area, Colburn, Brough with St Giles, Hipswell & Scotton all have councillors and clerks knowing the individual areas well and with differing precept needs. Clustering these parishes would create a

Handwritten:
K. Mincher
15/7/24

larger body which would have improved access to government grants but less direct resident influence and less councillors and clerks required.

Present membership –

Open Spaces & Play Parks Committee – Chair Cllr Wayne Garbutt with Cllrs Andrea Crowe, Miles Burnham, Angela Dale & Akuila Tutora. **Next meeting Mon 8th July 2024**, 5.30 pm in the Village Hall backroom.

Joint Burial Board – Cllrs Angela Dale, Karen Dodd & Michelle Dunning. Next meeting **Tues 23rd July 2024** at Hipswell Village Hall, 6.30 pm.

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

Plans passed “no objections” by Colburn Town Council – none

Plans passed by North Yorkshire Council

ZD24/00121/FULL Planning Permission for erection of new Domestic garage and store at Thistle Cottage, Colburn Village DL9 4PD (passed 21st May 2024)

ZD24/00196/Certificate of Lawfulness proposed for Rear Conservatory at 29A Horseshoe Close, Colburn DL9 4GB (passed 22nd May 2024)

8. TO DISCUSS FINANCIAL MATTERS

- **To discuss and agree a Section 137 grant to Colburn Primary School for the annual residential trip to London for Year 6 pupils (letter attached)**

It was **RESOLVED** to pay a grant of £1000 for the Primary School annual visit. Cllr Mincher objected. Cllrs Dale & Dodd abstained. If an application was forthcoming for 2025, the school would be expected to provide a proper breakdown of the full cost, number of pupils attending, other sources of funding etc

- **To authorise the agreed Section 137 grants in the budget for 2024-25 of £1500 to Colburn Community Library and £1000 to Citizens Advice Richmondshire**

It was **RESOLVED** that the clerk was authorised to pay the agreed grants.

To approve Payment/receipt list from 20th May – 17th June 2024 (circulated at meeting and to be attached to the minutes for publication).

To receive May monthly figures with bank reconciliation (circulated with agenda and to be attached to the minutes for publication).

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

9. DATE OF NEXT MEETING: Mon 15th July 2024 at 6.30 pm in the Village Hall.

10. ITEMS FOR THE NEXT AGENDA (at the Chairman’s discretion)

Diary reminder - Garden Competition and Afternoon Tea in the Village Hall on Sat 29th June, 2 – 4 pm.

Mayor’s Charities for 2024-25 – Colburn Foodshare and Richmondshire Together. More may be added.

The meeting closed at 7.35 pm

M Dunning
15/7/24

3COLBURN TOWN COUNCIL 17th June 2024

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 20th May 2024:

Online Payments (visa, DD, BACS)

29.5	42	BACS – Cllr M Dunning – Mayor’s allowance	£1500.00
	43	BACS - Cllr A Tutora – Dep Mayor’s allowance	£300.00
	44	BACS – Clerk re-imburement, copy paper	£12.60
31.5	45	DD – Bank of Ireland – bank charges	£5.81
3.6	46	DD – BT	£47.16
	47	DD- NYC Garage rental	£47.75
	48	BACS – Agilico Technologies – copier charges	£67.37
	49	BACS – Hostworld Internet – website hosting	£35.31
5.6	50	BACS – Fresh Mango Technologies – retainer + Neovault	£72.00
7.6	51	visa – Rymans Stationery – office items	£31.97
	52	BACS – Trophy Engraving Garden Competition	£12.00
	53	BACS – Clerk re-imburse – office mobile monthly charge	£14.49
14.6	54	BACS – MANY Bookkeeping June payroll	£21.38
	55	BACS – Clerk’s salary June	£1036.25
	56	BACS – Dep Clerk’s salary June	£665.90
	57	BACS – Robertson’s Garden Services 4 weeks 13.5-7.6.24	£2034.00
	58	BACS – Robertson’s Garden Services – 2 Tip runs, 2 Colburn Lane cuts	£155.60
	59	BACS – “ “ “ – 4 watering tubs run Sec 137	£234.40

Receipts

4.6	10	CCLA interest	£265.58
	11	Colburn Allotments Association – lease rental Apr 2024-Mar 2025	£350.00
11.6	12	Land Trust – 1 st quarter April-June Landscape Maintenance	£460.00

M Dunning
15/7/24

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

BUDGET 2024/25	<u>EXPENDITURE</u>	Apr	May	3 MTHS June	July	Aug	6 MTHS Sept
£1100	Insurance		1171	1171			
25,700	Clerks' salaries & PAYE/NI	2541	4243	5945			
3300	Office & meeting room rental			810			
700	Telephone & AOL Broadband	49	103	157			
220	Stationery Office equip Postage	18	44	71			
1100	IT support	60	120	180			
1320	Copier rental and charges	50	106	319			
1420	Audit fees, Payroll & Scribe	18	717	735			
150	Bank charges	5	11	19			
1500	Mayor's allowance		1500	1500			
300	Deputy Mayor's allowance		300	300			
400	Mayor's Tickets & expenses	refund	48	48			
0	Mayor's Charity Dinner						
1200	Annual subscriptions	892	892	992			
130	Mileage			18			
100	YLCA Training & Conference						
50	Sundries						
4765	Unbudgeted items						
450	Dog Bins (Section 137)	225	225	225			
485	Broadway Car Park	469	469	469			
27500	Play Park Sub-contractor	1800	4356	6390			
5000	Play Park repairs & equipment	1003	1003	1003			
2950	Open Spaces – misc	163	440	525			
1050	Watering (Tubs Sec 137)			235			
600	Garage rental	48	95	143			
	Allotment Rent	87	87	87			
350	Garden Competition (S137)			378			
300	Christmas Lights & Tree (S137)						
4187	Precept Joint Burial Authority		4187	4187			
8026+	Section 137 General Payments)	409	498	1497			
1500 +	CRACCL Colburn Library)			1500			
8147 +	Youth Project) =						
1000 +	Richmondshire Citizens Advice)			1000			
(18,673)	(Total Section 137 allowance)						
50,000	Colburn Comm Sports Centre		30,000	30,000			
	VAT	270	432	510			
155,000	TOTALS	8,107	51,047	60,413			
	<u>RECEIPTS</u>						
163,000	Precept	81,500	81,500	81,500			
	VAT refund	211	211	211			
	Allotment Rent			350			
	Grants						
	Mayor's Charity Dinner						
	Mayor's guest tickets + allowance refund		96 refund	96			
	Miscellaneous						
	Planter Sponsorship	80	560*	560*			
	Land Trust maintenance			460			
	Wayleave						
	Investment Interest	266	523	790			
	TOTALS	82,057	82,890	83,967			

Advising

15/7/24

*total planter sponsorship 2024-25 £1280. £720 recorded in previous financial year

June Reconciliation

As at 30 June 2024 Current Account **£98,447.86**

Opening Balance 1.4.24 74,894.60
Plus Receipts to 30.6.24 83,967.25
Less Payments to 30.6.24 60,413.99
TOTAL **£98,447.86**

Account consists of:-

Current Account

General Reserves £50,000
Reserves - Play Equipment (repair/replacement) £10,000
Current Cash balance £30,447.86 = **£98,447.86**

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

Agreed, not yet paid	Colburn Youth Project – Continuation of support	£8147.00	
24.6.24	Primary School grant London annual visit	£1000.00	
26.6.24	CRACCL Colburn Library – admin support	£1500.00	
26.6.24	Richmondshire Citizens Advice – annual grant	£1000.00	
26.6.24	Gardening Competition – annual event	£377.74	
	Christmas Tree budget	£300.00	£12,324.74

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	£722.58

Running total **£13,047.32**

BUDGET

£18,673