

**MINUTES OF A REMOTE ZOOM MEETING OF COLBURN TOWN COUNCIL  
HELD ON MONDAY 17<sup>TH</sup> MAY 2021 TO INCLUDE THE APPROVAL OF 2020-21 ACCOUNTS  
AND ANNUAL RETURN PAPERS (AGAR)**

**PRESENT**

Mayor            Angela Dale (Chair)  
Councillors:    **Town** – Miles Burnham, Michelle Dunning, Kevin Foster, Helen Grant, Colin Lyne, Colin  
                         Mincher, Jag Sharma & Charlene Thirlwell  
Clerk:            Philippa Graves  
Deputy Clerk:  Angela Pickersgill

There were no members of the public online.  
Currently TWO Vacant Seats - Albermarle and Colburn Moor parts of Ward.

1. **APOLOGIES RECEIVED** – none
2. **“DECLARATION OF INTERESTS”** – none

3. **MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** that the Minutes of the monthly Town Council meeting held on Thursday 22<sup>nd</sup> April and minutes of the Extraordinary Annual meeting held on 6<sup>th</sup> May 2021 (both circulated with agenda) were approved as a true and correct record and would be signed by the Chair.

**Matters arising** – none

4. **POLICE MATTERS**

**Report for period 12<sup>th</sup> Apr to 11<sup>th</sup> May 2021** was circulated by email (also on the website). Taken as read.

**Crime reported** for the period **20 incidents**; crime reported for same period 2020 was 17.

**13** Violence including 5 assaults/threats in domestic setting, 4 assault and 4 public order (2 children arrested). **6** Dishonesty including 2 fraud online, 2 Shop Theft & 2 Theft from a dwelling (accusations against people known to the victims, investigations ongoing). **1** Criminal Damage.

**ASB – 6 incidents**, same period 2020 was 36

**4** Nuisance (**2 Covid related**), **2** Personal (1 facebook complaint, 1 allegation of verbal abuse via a phone)

Query from Cllr Grant on the ages of the 2 children arrested which has been forwarded to PC Martin Lloyd. Automatic reply received that he is off duty until 25<sup>th</sup> September. Will follow up with PCSO Sam Clarke or Mark Hughes.

Councillors were particularly pleased to see the ASB numbers down which appeared to be the excellent work PCSO Mark Hughes has been carrying out speaking to residents and children on beat around the ward.

Keep up to date with Catterick Policing by joining twitter and follow us @NYPCatterickSNT  
Anyone interested in Colburn specific incidents or who is interested in Colburn Community Watch can follow us on TWITTER@colburnwatch.

**National 24 hr non-emergency number 101** (15p per call from mobile or landline) or call Crimestoppers anonymously on 0800 555 111

**In an emergency or where a crime is in progress always call 999. Contact details –**

PCSO 6607 Katie Whitehead    [katie.whitehead@northyorkshire.pnn.police.uk](mailto:katie.whitehead@northyorkshire.pnn.police.uk)

PCSO 4551 Sam Clarke            [sam.clarke@northyorkshire.pnn.police.uk](mailto:sam.clarke@northyorkshire.pnn.police.uk)

PC 374 Martin Lloyd              [martin.lloyd@northyorkshire.pnn.police.uk](mailto:martin.lloyd@northyorkshire.pnn.police.uk)

**5. TO APPROVE THE ANNUAL GOVERNANCE STATEMENT BY MEMBERS OF THE COUNCIL FOR THE ANNUAL RETURN (AGAR) AND DISCUSS THE INTERNAL CONTROLS LISTED**

A copy of the Annual Governance statement had been circulated with the Agenda. It was **RESOLVED** that this be signed by the Chair.

Cllr Mincher asked for evidence of effective financial controls during the year which was referred to the Responsible Financial Officer. She felt that a quarterly visit to the office by a councillor to ask questions, look at the bank account or any of the records would be a safeguard which could be minuted for best practice. This was agreed but the visit would be made by the Chair and not an individual councillor.

**6. TO APPROVE ACCOUNTING STATEMENT FOR THE ANNUAL RETURN (AGAR) TOGETHER WITH THE ANNUAL ACCOUNTS TO INCLUDE THE ASSET REGISTER FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021** (circulated with Agenda)

Cllr Foster asked for confirmation that there had been a £10,000 overspend on the year which was confirmed by the RFO (start balance £73,290, end balance £63,938) which was due to the one-off grant of £20,000.

It was **RESOLVED** that the full Accounts information and AGAR be approved and formally adopted by Colburn Town Council for audit and published on the website.

**7. TO APPROVE SECTION 4 OF THE BANK OF IRELAND BUSINESS ACCOUNT MANDATE SIGNED BY THE CHAIR (part of the Unincorporated Organisations Business Account form required for regulatory purposes)**

A copy of the mandate which confirms the instruction to the Bank that 2 registered signatories must sign all correspondence and agreed transactions had been circulated with the agenda.

It was **RESOLVED** that this be approved and minuted.

**8. TO DISCUSS COUNTY COUNCIL MATTERS WITH COUNTY COUNCILLOR HELEN GRANT**

County Councillor Grant told members that she had met Highways on site to look at the road markings where a child had been knocked over recently. She had arranged for the 20mph road signage to be repainted, to have warning signs of children crossing re-instated. She had taken Highways around Constantine Grove and Avenue (used for primary school parking am/pm) to see what can be done to alleviate the parking situation there. It was agreed that Highways would come up with different scenarios and consult with residents. It would be up to residents to decide on what they would like to see.

She had been approached by a resident of Fifth Avenue with a request for traffic calming measures. This has been passed to an inspector to pursue.

She had received photographs and video of flooding in Constantine Grove; this has been referred and she will meet an inspector on site.

She had arranged for Highways to inspect the Albermarle Road area as there had been increased problems with speeding. (To raise with police also via Colburn town). She and the local district councillor had liaised with the resident.

At the last meeting an officer from NYCC had come to present on the lorry parking situation - in order to report back she asked Cllr Foster if he could update on correspondence he was to have about the lorry park with RDC.

To note that Cravendale, Falkland, Albermarle, Maple will all have road/pavement works undertaken in June.

She noted that it was pleasing to see the RDC programme of works had progressed to painting the flats overlooking the 6136.

She was pleased that the road surfacing at Whiteshops had gone on with little impact on daily lives thanks to it being done over a weekend. Note also that the keep clears etc at Colburn Lane end are renewed.

She had been approached by a resident to seek support for a memorial marker for the Colburn Race 1857. This is an initiative led by the Colburn Reunion who already have £700+ towards it. (will be on agenda for June meeting, grant requested)

She told members that her locality budget was available now. Three projects have been identified which she will hopefully be eligible to fund. Again reminded members that they should use REPORT IT on the NYCC website.

## **9. REPORT FROM DISTRICT COUNCILLORS ON RDC MATTERS RELEVANT TO COLBURN**

Cllr Foster reported –

A new grant scheme has opened for applications by Richmondshire businesses. The ‘restart’ grants will help local businesses in the non-essential retail, hospitality, leisure, personal care and accommodation sectors.

A network of volunteers specializing in energy is to be created for Richmondshire. As part of the work of the district’s new Climate Action Partnership, a course is being held next month to train members of local communities in ways to save energy and reduce costs. They can then pass their learning on to local people.

Full planning permission for a Residential Development (135 Dwellings) Land east of Cookson way, Brough with St Giles was refused on Over Development and Poor Design.

The latest grant scheme to help businesses severely affected by the covid 19 restrictions has been launched.

The Additional Restrictions Grant will provide a one-off sum to support the costs of re-opening safely or moving back towards the business’s former public facing service delivery as restrictions are lifted. It will help businesses that are not eligible for restart grants.

The second round of apprenticeship has opened for applications; it will close on the 6<sup>th</sup> of June at 10pm.

Richmondshire District Council’s five Area Partnerships each have £10,000 to award to local projects and is now open for bid applications. Colburn is part of the Garrison Area Partnership (GAP).

## **10. TO RECEIVE REPORTS FROM OTHER BODIES AND COMMITTEES TO INCLUDE CURRENT PLANNING APPLICATIONS**

**Present membership –**

**Open Spaces & Play Parks** – Chair Cllr Dale with Cllrs Burnham, Dunning & Sharma. Cllr Thirlwell, Deputy Mayor, in attendance.

**Planning** – Chair Cllr Thirlwell with Cllrs Grant, Lyne & Mincher

**a. Open Spaces & Play Parks** – latest meeting Thurs 13<sup>th</sup> May. Next meeting Wed 2<sup>nd</sup> June, zoom 6.30 pm.

Items for discussion from 13<sup>th</sup> May: infill fencing at Albermarle Play Park to strengthen fence line with Back Lane. It was agreed that the gaps be immediately filled with post and rail fencing with the gaps planted up with mature hedging plants, no interior metal fence. It was imperative that the hedge

was regularly cut back in the Autumn to encourage the hedging to thicken, at present all the growth was upwards and thin. Maintenance person to arrange in Autumn.  
Prices had been obtained for the Planters and benches. Cllr Grant had put a further £1000 towards the project from her Locality budget. Total grants to date £13,000. Full details in the Open Spaces minutes of 13<sup>th</sup> May and 2<sup>nd</sup> June to purchase the benches and planters (to be approved at full Council 21<sup>st</sup> June).

**b. Joint Burial Board** – latest zoom meeting held on Tues 23<sup>rd</sup> March at 6 pm. The Precept has been paid and the clerk informed of the new representatives, Cllrs Lyne and Mincher.

**c. Garrison Area Partnership** – latest zoom meeting 14<sup>th</sup> April 2021, 4 – 5 pm. Next meeting Wed 22<sup>nd</sup> Sept 2021.

## **PLANNING**

### **Plans agreed by Colburn Town Council**

**21/00286/Full Planning Permission for Change of Use from Retail Shop to Hot Food Take Away at 17 Hildyard Row, Catterick Road, Colburn DL9 4DH (closing date 5<sup>th</sup> May 2021).**

### **11. TO DISCUSS FINANCIAL MATTERS (grants awarded under Section 137 of Local Government Act**

**To approve Payment/receipt list from 23<sup>rd</sup> April – 17<sup>th</sup> May** (circulated by email)

**To receive monthly figures (Apr) with bank reconciliation** (circulated with agenda)

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

### **12. DATE OF NEXT MEETING: Monday 21<sup>st</sup> June commencing at 6.30 pm on Zoom**

### **13. ANY OTHER BUSINESS (at the Chairman's discretion)**

**Cllr Mincher** – asked for a report for the June meeting on the current state of play with the Youth Project together with a financial report. Clerk to action.

**Cllr Foster** – noted there was an opportunity for 2 grant applications to be made to RDC for play equipment in 2 Parks. Appreciated, Deputy Clerk to action.

**Cllr Dale** – confirmed the Mayor's programme subject to covid restrictions. There would be a Mayor's Civic Service in the near future, afternoon tea and a Civic Dinner. She asked if October or Feb/March was preferred. October seemed better; councillors would be asked to host a table each of dignitaries from surrounding areas, everyone to purchase a ticket at approx. £22.50 each (no freebies). She asked for prize contributions for the raffle and tombola as this was a major fundraising and profile-raising event. Her Charities for the year were supporting a London excursion for the Primary School and Bee bomb packs for individual gardens to create a one-acre meadow supporting the Colburn in Bloom project.

Climate Change item for June's agenda, clerk to note.

**The meeting closed at 7.35 pm.**

## **COLBURN TOWN COUNCIL 17<sup>th</sup> May 2021**

**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 22<sup>nd</sup> April:

### **Online Payments (visa, DD, BACS)**

28.4	DD – Bank of Ireland online banking charge		£5.00
30.4	visa – Arksglobal – heavy duty bin bags		£66.10
	DD – Bank of Ireland monthly charges		£2.43
4.5	DD – BT a/c		£47.98
	DD – RDC garage rental Apr		£47.64
5.5	BACS – Fresh Mango Technologies – May IT support		£64.80
	BACS - Fresh Mango Technologies – Back up		£7.20
	BACS – Fresh Mango Technologies – Microsoft 365 licences		£9.12
	BACS – Office mobile		£7.00
	BACS – Agilico Technologies – March/April copier charges		£66.00
	BACS – Colburn Village Hall – office rental 13 weeks Apr-Jun		£780.00
	BACs – Joint Burial Authority Precept 2021-22		£4025.00
17.5	BACS – MANY Bookkeeping – May payroll		£15.00
	BACS – Mayor’s Allowance – Cllr A Dale		£1500.00
	BACS – Deputy Mayor’s Allowance – Cllr C Thirlwell		£300.00
	BACS – Internal Audit Report		£100.00
	BACS – Zurich Municipal – insurance 1.6.21 – 31.5.22		£485.76
	BACS – Clerk’s salary May	£1037.11)	
	Stationery	£10.00	
	Mileage May	£17.50)	£1064.61
	BACS – Deputy Clerk’s salary May		£550.31
	BACS – Robertson’s Garden Services 22/2 – 19/3/21	£1584.00)	
	Play park repairs – Piper Hill	£59.06)	£1643.06

### **Receipts**

23.4	Awards for All grant	£10,000.00
30.4	Richmondshire DC – Precept	£88,000.00
5.5	CCLA – interest	£1.61