

**MINUTES OF A MEETING OF COLBURN TOWN COUNCIL**  
**HELD ON MONDAY 18<sup>th</sup> OCTOBER 2021**  
**IN THE VILLAGE HALL**

**PRESENT**

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

There were no members of the public. No Vacant Seats on Council.

**CO-OPTION OF NEW COUNCILLOR FOR THE SEAT OF ALBERMARLE**

Akuila Tutora was co-opted to Colburn Town Council. The Declaration of Office was signed and Cllr Tutora took his seat for the meeting.

1. **APOLOGIES RECEIVED** – Cllr Jag Sharma (away on MOD exercise)
2. **“DECLARATION OF INTERESTS”** – Cllr Mincher is the Town Council’s representative on Colburn Leisure Centre matters, non-pecuniary interest (Item 5 and 9). Cllr Tutora was an independent trustee on Richmondshire Leisure Trust (Items 5 & 9)

3. **MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** that the Minutes of the monthly Town Council meeting held on Mon 20th Sept and minutes of the Open Spaces meeting held on Wed 6<sup>th</sup> Oct 2021 (both circulated) were approved as a true and correct record and were signed by the Chair.

**Matters arising –**

**Item 6 - NYCC warding arrangement Local Government Review.** *Response from Rishi Sunak MP. Warding arrangements are transitional and introduced for the purpose of enabling the Covid delayed elections to take place in May 2022. A comprehensive Boundary Commission review into warding arrangements will be held after that point for future elections (letter circulated at meeting).*

**Item 8 – CAB grant and mobile advice van.** Van booked for Tues 16<sup>th</sup> Nov, 10 – 12 pm Village Hall, 12.30 – 2 pm Broadway car park. To create a Community event, other interested parties would be invited to include Climate Change representatives.

4. **POLICE MATTERS**

**Report for period 12<sup>th</sup> Sept to 11<sup>th</sup> Oct 2021** was circulated at the meeting (also on the website).

**Crime reported** for the period **22 incidents**; crime reported for same period 2020 was 16.

**10 Violence** 5 assaults/threats in domestic setting, 1 Harassment, 2 Assault, 2 Public Order

**7 Dishonesty** (1 Shop Theft, 1 Domestic Theft, 1 Theft from motor vehicle, 3 Fraud

**5 Other** (3 Criminal Damage, 1 Drugs, 1 Offensive weapon (last two found during search warrant)

**ASB – 9 incidents**, same period 2020 was 18

**3 Nuisance, 6 Personal**

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 MEET WITH REPRESENTATIVES OF RICHMOND LEISURE TRUST TO FORMALLY SUPPORT THE VISION FOR THE CAMPUS DEVELOPMENT AT COLBURN LEISURE CENTRE WHICH INCLUDES A REQUIREMENT TO ACKNOWLEDGE THE CONTENT OF THE MECHANICAL&ELECTRICAL SURVEY AND BUILDING SURVEY (emailed previously)**

Andy White, Chair of Richmond Leisure Trust and Austin Gordon, Manager attended. **Austin Gordon** confirmed that the professional report had been carried out on the 20 year old building which identified some £29,000 of work needed in the short term. He was looking for an acknowledgement that the report had been carried out in line with the Council's requirements for the £5000 grant and he wished to thank the Council for their continued support and gave assurance that RLT will be managing the Colburn asset as they move forward from covid into the future.

**Andy White** spoke of the future plans mindful that the population of Colburn and surrounding area would be expanding. They were conscious of the negative effect of the covid close down and usage was now back but the Colburn facility as it stands would struggle to create sufficient income without major changes as the size of the building was not suitable for necessary future use. Andy White produced a large plan showing the existing layout and a vision for the future mainly concerning the large grassed area at the back which could be made into an all-weather football pitch (**Phase 1**). The demand for such a facility is known, access can be controlled through the existing building and would be the income generating enterprise to fund future building plans. They are currently in talks with the North Yorkshire Football Association. The car park would be re-designed to make it simpler and expand parking with an overspill area. If the Town Council support this vision as owners of the land, RDC will include the project in their Playing Pitch Plan for the whole area. Work will be required for levelling and preparation of the ground as it is based on sloping land.

**Phase 2** – improving the building and using the space to maximise lettings. The Sports Hall was previously let to 2 main organisations but they would like to diversify and encourage a broader spectrum of activities especially for younger age groups but having a Youth Club based there was not part of the plan. Boxing is currently very popular.

**Phase 3** - new sports hall linked on via mezzanine floor where the boilers are currently situated and this would require the building to be shut whilst work was carried out.

In answer to a question on the total cost, Andy White stressed there were no detailed plans as yet but a rough estimate was £3.5 million. He was looking for **SUPPORT FOR THE OVERALL CONCEPT OF THE DEVELOPMENT PLAN** of which the all-weather pitch was the most important first step to promote funding.

Councillors were in support but the question of the size of the all-weather pitch was fundamental to the success of the plan. The NYFA would fund a 70% size pitch but councillors felt it was essential for the future to have a competition full size pitch so teams could base themselves at Colburn. They were currently using the new Richmond facility at £60 per hour proving that a full-size facility was the requirement and without it, insufficient income would be generated for the remainder of the whole plan. Changing and shower facilities were available at present but would need to be enlarged and improved in the future.

It was **RESOLVED** to support the long-term vision for the Campus development according to the outline plans shown and a letter would be written to confirm this support as owners of the land. Against Cllr Lyne. Cllr Mincher abstained.

It was also **RESOLVED** to write to the NY Football Association emphasising the need for a full-size all-weather pitch to meet the aspirations of the local football teams and to secure the necessary income stream for the Colburn centre.

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

Nothing specific to report except:-

- a) The re-surfacing of Colburn Lane, letters have been sent out and information shared on the Town Council's facebook page.
- b) Input into the outline planning application for 100 houses on Hipswell/Colburn boundary. Resident concerns for stability of bank below Albermarle Drive properties if further trees removed.

- c) To note that broken lights need to be reported via NYCC REPORT IT function to ensure the message gets to the right place. RDC do not refer upwards to NYCC but NYCC do report down to both RDC and DIO.  
Cllr Foster tried unsuccessfully to use REPORT It for light adjacent to Broadway, Cllr Grant took details,

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

**Cllr Dale** reported on Corporate Board meeting last Tuesday. Agreed no increase in green bins or car parking permit charges. £20m Government Levelling up grant applied for to improve Garrison Centre and get community spaces, shops and leisure facilities into a pedestrianised Shute Road area. This would tie in with the agreed new integrated care campus and MOD service family living accommodation.

**Cllr Foster** reported on the good response to the recent Eco Festival. The Community Investment Fund has been given a further £486,000 to be spent before March 2023 and projects cover village hall refurbishments, play parks, community gardens and woodlands, and sports schemes and facility updates. Richmondshire Business week starts on 22<sup>nd</sup> November with a launch at Tenants in Leyburn where the focus is on the local economy, and impact of covid-19 and the recovery process.

#### **8. 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, Crowe, Dunning & Sharma. Cllr Thirlwell, Deputy Mayor, in attendance.

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

**Monitoring Internal Systems** – Cllr Mincher visited office on Wed 29<sup>th</sup> Sept which highlighted the need for Pro Forma for each grant project for management and accurate reporting purposes. Colburn In Bloom provisional costings and grants circulated for information.

From the discussion it was felt that the subject was for internal organisation by the office since all matters pertaining to new projects are discussed and minuted at public meetings. It was **Resolved** that any sensitive information on wages and conditions should be dealt with under a closed session. Cllr Mincher abstained.

**a. Open Spaces & Play Parks** – Next meeting Wed 3<sup>rd</sup> November, 6.30 pm.

**b. Joint Burial Board** – latest meeting held on 28<sup>th</sup> Sept at Hipswell Village Hall, 7 pm.

**c. Garrison Area Partnership** – latest zoom meeting Wed 22<sup>nd</sup> Sept 2021, 4 pm agenda circulated.

**PLANNING** – no applications but email from John Wood re 21/00713/OUT proposed development land off Brewery House, Byng Road. CTC has already commented but John Wood (living at 25 Byng Road) is extremely concerned about the stability of the banking running down to the watercourse. Previous tree felling was stopped with a promise made to replant which never took place. Hipswell PC have not included this point in their comments neither has CTC. Comments closed 4<sup>th</sup> Oct.

It was agreed the Town Council would support John Wood's concerns about the stability of the bank supporting the Albermarle Drive housing and write to Planning.

**Plans NOT agreed by Colburn Town Council** - none

**Plans agreed by Colburn Town Council** - none

**Plans passed by RDC** -none

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

**To approve payment of agreed £5000 grant for a Development Plan completed for Colburn Leisure Centre** (receipted invoice had been circulated).

It was **RESOLVED** to pay the £5000 grant for the Development Plan for Colburn Leisure Centre. Paid under Section 19 of Local Government (Misc Provisions) Act 1976 for supporting recreational facilities.

**To discuss grant request from Great North Air Ambulance** (letter circulated with agenda)

It was **RESOLVED** to make a grant of £500 **each** to the Great North Air Ambulance and Yorkshire Air Ambulance as last year, Cllr Mincher abstained. It was suggested an Afternoon Tea could be run to raise further funds and split between the two vital organisations.

**To discuss the RDC email on the purchase of additional litter bins** (circulated with agenda)

Colin Dales was asking parish and town councils if they wished to purchase additional litter bins at a cost of £250 each (recycling £700) over the next two years. A list of 14 bins was agreed to cover the Colburn Town area and A6136, the information coming from the monthly litter picks already carried out by volunteers and councillors. Many bins had been damaged or vandalised and not replaced over the years. Total cost 14 x £250 = £3580. Office sent the list in reply to the email. Cllr Foster voted against.

**To update the process for purchasing a VAS sign from NYCC** (meeting with Mark Sykes hold on 5<sup>th</sup> Oct).

GAP08 Grant has been accepted £1000 towards posts £1500 (£500x3). Locality Grant LB5\100188 has been accepted £2565 towards cost of VAS sign.

The site meeting took place in appalling heavy rain but Mark Sykes was happy to agree to a VAS sign on the A6136 which could be placed in the vicinity of Sadlers Garage and the Fire Station. He thought both could be attached to lamp posts but would check when back at the office. With regard to speed surveys, he would check that the Forest Drive close to Peppermint Drive junction was suitable. He was doubtful about Fourth Avenue but again would check on the maps to ensure criteria were being met and let the office know.

**To approve Payment/receipt list from 21st Sept – 18<sup>th</sup> Oct** (circulated by email)

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

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

**10. DATE OF NEXT MEETING: Monday 15<sup>th</sup> November commencing at 6.30 pm in the Village Hall followed by Monday 13<sup>th</sup> December 2021 (Precept setting)**

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

**Cllr Lyne** – confirmed that the necessary work on the trees on the lane to the Sewerage works had been carried out. He mentioned Memory Trees again; would be added to Open Spaces agenda but the problems with tree planting was that the Town Council did not own any land on which to plant.

**Cllr Thirlwell** – remarked on how nice it was to have a face-to-face meeting after such a long time on zoom. General agreement.

**The meeting closed at 9.15 pm.**

**COLBURN TOWN COUNCIL 18<sup>th</sup> Oct 2021****Payments & Receipts for approval** – list circulated by email and attached to minutesIt was **RESOLVED** to approve the following payments and receipts made since the last Town Council meeting 20<sup>th</sup> Sept:**Online Payments (visa, DD, BACS)**

20.9	121	DD – Siemens Financial Services – copier lease quarterly		£187.84
24.9	122	BACS – PKF Littlejohn LLP – external audit		£480.00
	123	BACS – J Parker bulbs – new project		£139.14
	124	BACS -GB Sport & Leisure – play park repairs		£22.80
27.9	125	BACS – MANY Bookkeeping – Sept payroll		£15.00
28.9	126	DD – Bank of Ireland online banking		£5.00
30.9	127	DD – Bank of Ireland monthly charges		£4.92
1.10	128	DD – BACS -CAB Mid-Northyorkshire – grant		£1000.00
	129	RDC garage rental Sept		£40.83
	130	BACS – Office mobile		£8.41
4.10	131	DD – BT a/c		£47.94
	132	BACS – Agilico Technologies Sept copier charges		£51.00
	133	HMRC – 2 <sup>nd</sup> quarter PAYE		£502.40
	134	BACS – RDC Allotment rental 3 <sup>rd</sup> quarter		£87.50
11.10	135	Angela Dale re-imburement – Gedney Bulbs		£726.60
	136	BACS – Fresh Mango Technologies – Monthly IT support	£64.80)	
	136	BACS - Fresh Mango Technologies – Back up	£7.20)	
	136	BACS – Fresh Mango Technologies – Microsoft 365 licences	£9.12)	£81.12
18.10	137	BACS – MANY Bookkeeping Oct payroll		£15.00
	138	BACS – Yorkshire Local Councils Assoc – webinar clerk		£22.50
	139	BACS – NYCC 2 grit bins filling		£180.00
	140	BACS – Clerk’s salary Oct	£1046.38)	
	141	Copier paper	£7.00)	
	142	Mileage	£4.50)	£1057.88
	143	BACS – Deputy Clerk’s salary Oct		£616.79
	144	BACS – Robertson’s Garden Services – 2/8 – 27/8/21		£1848.00

**Receipts**

20.9	18	Helen Grant – dinner ticket	£50.00
2.10	19	CCLA – interest	£1.18