

**MINUTES OF A MEETING OF COLBURN TOWN COUNCIL**  
**HELD ON MONDAY 20<sup>th</sup> MAY 2024 FOLLOWING THE ANNUAL MEETING**  
**IN COLBURN VILLAGE HALL**

**PRESENT**

Mayor Michelle Dunning (Chair)  
Councillors: **Colburn Town** – Miles Burnham, Angela Dale, Karen Dodd, Wayne Garbutt, Rupert Hildyard, Colin Mincher & 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** – Cllr Jag Sharma
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.

3. **MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** that the Minutes of the Town Council meeting held on Mon 15<sup>th</sup> April 2024 (circulated with agenda) and the Minutes of the Open Spaces meeting held on Monday 13<sup>th</sup> May 2024 (circulated at the meeting) were approved as a true and correct record and were signed by the Chair.

Matters arising – none

4. **POLICE MATTERS** –

**Report for 12<sup>th</sup> Apr to 11<sup>th</sup> May 2024** (circulated by email). Report available on request to office.

**Crime reported** for the period **32 incidents**, crime report for the same period 2023 was **21**.

**10 Violence** – 1 Assaults/threats in domestic setting, 4 Assault, 2 Harassment/threats, 3 Public Order  
**20 Dishonesty** – 0 Domestic, 13 Burglary, 1 Burglary Other (shed), 1 Business/Shop Theft, 3 Theft, 2 Fraud, 0 Blackmail, 0 Vehicle interference

**2 Other** – 1 Criminal Damage, 0 Arson, 0 Dangerous Dog, 1 Sexual Offences, 0 Breach of Bail, 0 Drugs, 0 Malicious Communications

**ASB – 4 incidents**, same period 2023 was 13.

**4 Nuisance**

**0 Personal**

**Traffic x 9**

1 RTC Damage only

0 RTC Death/Injury

0 Highway Disruption

8 Other Road related offence

**PCSO Di Smith** attended to answer any questions. The reduction in ASB numbers was noticed and Di Smith confirmed that PC Lisa Recchia had put in much time looking at the recent figures, identifying trends and persistent offenders and at present it appears her background work has been relatively successful. Councillors were pleased to see this reduction and hoped it would continue.

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

Cllr Foster attended and covered the following points:

**Boundary Review** ongoing and the public consultation will allow local councils to comment.

*Manning 17/6/24*

Events are being held locally at which residents can inspect the plans for the **Town Centre Regeneration project together with the Integrated Care Campus** – Fri 31<sup>st</sup> May Village Hall, Colburn 9 – noon & Tesco 2 – 6 pm

**York & North Yorkshire Combined Authority** has been in operation since February 2024. With the recent election of the new Mayor with his own budget, grant funding will be available and parishes should look out for announcements. Any grants will be subject to a committee decision.

Local **Social housing** is insufficient to meet high demand and although “affordable housing” is included in housing developments, many residents cannot afford the prices. Cllr Dale was fully in agreement and also suggested a locality connection was essential to keep families together. Offering a property in for example Whitby for a young family took them away from parents and family who could support with childcare etc. **Scrutiny Committee** had been established and Cllr Foster was a member.

**Area Committees** – with the re-organisation, local councils had lost their direct voice within the local area. He suggested that clerks can make a written request for information which must be answered. Clerk should contact Democratic Services – Area committees for information on procedure.

At the recent **NYC Annual Meeting**, it was noted that despite having healthy reserves, the Council would struggle in 4 or 5 years to maintain basic services (education, health & social care predominantly) due to the cuts in central government funding. This was a long term problem for many large councils.

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](mailto:cllr.kevin.foster@northyorks.gov.uk)

6. **TO DISCUSS & APPROVE THE PROPOSAL TO ADOPT A GOV.UK DOMAIN NAME AND EMAIL ADDRESS THROUGH THE PARISH COUNCIL DOMAIN HELPER SERVICE (paper attached)**

The Cabinet Office supported by NALC & YLCA is encouraging all councils to be part of the government network with a gov.uk domain name and email address. A £100 grant is offered against the cost of £130 for a gov domain name with an annual renewal of £65.

All councillors were in favour of becoming part of the government network for the future for both clarity for residents and online security. The domain name could be changed relatively simply with co-ordination of Fresh Mango (our IT consultants) and Purple Creative (the website holders). IT cost of £65 or £70 per hour.

The question of changing the email was more complicated and costly. The Council currently holds 2 Microsoft business licences for the Clerk and Deputy Clerk but if all councillors had their own email address (the long-term need), the current cost was £42 per email x 11 = £462. Cllr Garbutt had extensive IT knowledge and offered to meet with the IT technicians to discuss the options. The laptop may need updating/replacing and the Deputy Clerk’s chromebook was unlikely to handle the changes.

The office to organise a meeting to create a plan with costing for the email changes to bring to June’s meeting. The domain name needed to go ahead as the current licence runs out at the end of June.

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 11<sup>th</sup> May 2024 had been circulated and filed on the computer.

New alarm system installed throughout the building.

Richmondshire Thirsk & the Dales Gymnastic club have competed again at National competition and won medals.

Sky sport came to film some promotional footage in and around the centre.

Tesco “Blue Coin” voting has been running in Tesco Catterick which will enable improvements to the facilities for the Boxing Club.

Mummifitness, Bootcamp & Seated Yoga classes to start in May. Ladies only Boxing sessions to start as soon as possible. 3 new boxing stations have been added.  
More gym equipment purchased. New exercise mats and equipment for the studio purchased.

Cllr Dale drew attention to the excellent 65% increase in direct debit figures from March 2023 to April 2024.

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.

**Present membership –**

**Open Spaces & Play Parks Committee** – Chair Cllr Miles Burnham with Cllrs Andrea Crowe, Angela Dale, Wayne Garbutt & Akuila Tutora. **Next meeting Mon 10<sup>th</sup> June 2024**, 5.30 pm in the Village Hall backroom.

**Joint Burial Board** – Cllrs Angela Dale, Karen Dodd & Michelle Dunning. **Next meeting Tues 21<sup>st</sup> May 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 –**

**ZD24/00196/Certificate of Lawfulness proposed for Rear Conservatory at 29AHorseshoe Close, Colburn, DL9 4GB** (comments closed 8 May 2024)

**ZD24/00204/Full Planning Permission for Extension of Unit 7C by Yorkshire Dales Distillery to increase space, no change of use at Unit 7C Easton Way, Colburn DL9 4GA** (closed for comments 9<sup>th</sup> May)

It was noted that work on clearing the overgrown hedge and vegetation adjacent to the A6136 was started well before the closing date of 9<sup>th</sup> May therefore the applicants appear to have pre-empted the planning decision. The Clerk was asked to write to Planning pointing out this early start of work and asking for an explanation.

#### **8. TO DISCUSS FINANCIAL MATTERS**

**To approve Payment/receipt list from 15th April – 20th May 2024** (circulated at meeting and to be attached to the minutes for publication).

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

**To note the “Explanation of Payments presented each month” paper updated figures for 2024-25** (to be published on website under Financials)

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

#### **9. DATE OF NEXT MEETING: Mon 17th June 2024 at 6.30 pm in the Village Hall.**

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

None

**The meeting closed at 7.15 pm**

**COLBURN TOWN COUNCIL 20<sup>th</sup> May 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 15<sup>th</sup> April 2024:

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

15.4	19	DD – BT	£41.94
	20	BACS – Play Safety Operational Inspection Course	£666.00
30.4	21	DD – Bank of Ireland – bank charges	£4.80
1.5	22	DD- NYC Garage rental	£47.75
	23	BACS – Agilico Technologies – copier charges	£67.37
	24	BACS – Zurich Insurance 1 <sup>st</sup> June 24-31 <sup>st</sup> May 2025	£1171.21
	25	BACS – Scribe Accounts Licence 2024-25	£673.92
	26	BACS – Colburn Sports Centre – 1 <sup>st</sup> instalment annual grant	£30,000.00
3.5	27	BACS – BT	£47.16
10.5	28	BACS – Fresh Mango Technologies – retainer + Neovault	£72.00
	29	BACS – Colburn, Hipswell & Scotton Burial Board – precept 2024-25	£4187.00
	30	BACS – Clerk re-imburse – office mobile monthly charge	£14.49
	31	BACS – Accountant-ant Yorkshire – Internal Audit	£120.00
14.5	32	visa – Post Office stamps	£13.70
15.5	33	BACS – Cllr Tutora re-imburse notice board screws Section 137	£13.88
	34	BACS – MANY Bookkeeping May payroll	£21.38
17.5	35	BACS – Clerk’s salary May	£1036.05
	36	BACS – Dep Clerk’s salary May	£665.90
	37	BACS – Robertson’s Garden Services 54 weeks 8.4-10.5.24	£2556.00
	38	BACS – Robertson’s Garden Services – Tip run, postcrete	£46.26
	39	BACS – “ “ “ – Colburn Lane cuts	£230.00
	40	BACS – SC Electrics, defib cabinet Sports Centre, Section 137	£89.70
	41	BACS – Cllr Mincher refund Consort ticket Bedale TC cancelled dinner	£48.00

**Receipts**

18.4	3	Hanson Social Club – Planter sponsorship inv 16	£80.00
30.4	4	NYC Precept 1 <sup>st</sup> instalment	£81,500.00
2.5	5	CCLA interest	£257.25
7.5	6	Planter sponsorship – cash receipts 4 x £80	£320.00
14.5	7	Nunn/Emery Planter sponsorship – cheque 2 x £80	£160.00
	8	Bedale TC cancelled Dinner refund 2 Mayor’s tickets	£96.00

*Nanning* 17/6/24



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

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

17/6/24

MIMMWA

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

### April Reconciliation

As at 31 May 2024                      Current Account                      **£106,737.63**

Opening Balance 1.4.24	74,894.60
Plus Receipts to 31.5.24	82,890.98
Less Payments to 31.5.24	51,047.95
<b>TOTAL</b>	<b>£106,737.63</b>

### Account consists of:-

#### **Current Account**

General Reserves	£50,000
Reserves - Play Equipment (repair/replacement)	£10,000
Current Cash balance	£46,737.63 = <b>£106,737.63</b>

#### **Plus Capital investment -**

Broadway Capital Car Park Fund (invested with CCLA with monthly interest paid)	£60,000
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### 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	
	CRACCL Colburn Library – admin support	£1500.00	
	Richmondshire Citizens Advice – annual grant	£1000.00	
	Gardening Competition – annual event	£350.00	
	Christmas Tree	£300.00	£11,297.00

#### 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    £12,019.58

**BUDGET**

**£18,673**

17/6/24  
