

**MINUTES OF A MEETING OF COLBURN TOWN COUNCIL**  
**HELD ON MONDAY 17<sup>th</sup> JULY 2023**  
**IN COLBURN VILLAGE HALL**

**PRESENT**

Mayor                     Colin Mincher (Chair)  
Councillors:         **Colburn Town** – Miles Burnham, Angela Dale, Karen Dodd, Wayne Garbutt, Rupert Hildyard & 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** – Cllrs Michelle Dunning & 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. Item 7, Section 137 grant to Youth Project, Cllr Dale (Trustee) and Cllr Towers, both non pecuniary.

3. **MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** that the Minutes of the Town Council meeting held on Mon 19<sup>th</sup> June 2023 (circulated with agenda) and the Minutes of the Open Spaces meeting held on Monday 10<sup>th</sup> July (circulated by email) were approved as a true and correct record and were signed by the Chair.

***Matters arising – item 6, p2 response from NYC re responsibility of footway above river course in Colburn Village on edge of Common Land.***

A Land Registry search had shown the footway to be “unregistered” and therefore ownerless. It is not part of the Publicly Maintainable Highway and therefore North Yorkshire Council in its capacity as Local Highway Authority is not responsible for its upkeep. Moving forward, NYC would not take on the responsibility for this footway.

Cllr Dale felt that as the path had been installed by the District Council for resident’s use, the County should be taking over all the assets and responsibilities.

***Item 7*** – the large notice board had been removed from outside the Village Hall.

***Open Spaces minutes*** – there would be no refreshments for the litter pick on Sat 29<sup>th</sup> July which Cllr Dunning had published on Facebook. Ratification of the Maintenance Contractor’s review would be a Closed Session item for 18<sup>th</sup> September meeting as it was not published on the agenda for the 17<sup>th</sup> July meeting.

4. **POLICE MATTERS** –

**Report for 12<sup>th</sup> June to 11<sup>th</sup> July 2023** (circulated by email and published on website).

**Crime reported** for the period **13 incidents**, crime report for the same period 2022 was 34.

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

**6 Dishonesty** – 0 Domestic, 0 Burglary, 1 Business/Shop Theft, 2 Theft, 2 Fraud, 0 Blackmail, 1 Vehicle interference

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

**ASB – 11 incidents**, same period 2022 was 13.

**6 Nuisance**

**5 Personal**


**Traffic x 8**

5 RTC Damage only

1 RTC Death/Injury

1 Highway Disruption

1 Other Road related offence

  
18/9/23

Cllr Hildyard noted that the incident of a swan being killed by a crossbow that took place on his land on 16<sup>th</sup> May appears not to have been recorded in the crime figures for either June or July. The clerk to investigate.

#### **5. TO RECEIVE A REPORT FROM COUNTY COUNCILLOR KEVIN FOSTER**

Cllr Foster spoke on the following items:

The recent consultation at 3 local venues for the new **Garrison Town Centre re-development**. There had been some negative reaction from those who felt that improving the local bus service was a greater priority but government money was not interchangeable between departments and the grant on offer would be lost if the scheme did not go forward.

**Parish Portal** reporting – the Colburn portal did not work as it needed IT assisted changes.

**20's Plenty Campaign** – a county wide scheme had been rejected but individual areas could apply for implementation.

**Food banks** – a grant of £360,000 was being made available to registered organisations.

He was asked about the recent demolition work which had taken place at the old Premier Meats site (Colburn Lodge) off A6136 opposite Business Park. The Clerk had already circulated a response from the Craven Enforcement Officer who had taken charge of the situation when reported by the Town Council. The demolition work had stopped and the Enforcement Officer would be contacting the new owners from the Land Registry to arrange the necessary paperwork. Currently, there appeared to be no change of use from previous businesses, the car park remained the same size and there was one entrance/exit as before onto the busy A6136. Cllr Towers asked when the money from the Section 106 agreement (new houses in Brough with St Giles) towards the solar panels for the Colburn Sports Centre would be paid. He advised that this would be part of the planning process and when a certain number of properties had been sold, then the 106 money was usually paid.

All communications should be made **by email** to [cllr.kevin.foster@northyorks.gov.uk](mailto:cllr.kevin.foster@northyorks.gov.uk)

#### **6. 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 7<sup>th</sup> July 2023 had been circulated and filed on the computer covering the successful hosting of 2 more work experience students, this time one from Windermere and one from The Princes Trust. Again, both were an absolute credit to their respective school and charity. Richmond Pro Player have moved their grass pitches to Colburn, have taken on the maintenance of the pitches and installed new goals. They have already announced a summer camp for the last week of the school holidays in which a number of free places have been allocated to local children who are not eligible for free school meals.

Boxing Club is being taken on by CCSC and we are looking to run free sessions through July to get people back who may have left and gain new members. Our main focus is quality and continuity based on the feedback from previous users.

Floors in various rooms have had a screed applied and new antibacterial flooring kindly donated and fitted by Hudspeth Flooring. This would have cost £1000's and was not part of the budget so it is a massive help and much appreciated.

Full monthly reports 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 Angela Dale, Andrea Crowe, Michelle Dunning, Wayne Garbutt & Akuila Tutora. **Next meeting Mon 10<sup>th</sup> Sept 2023, 5.30 pm** in the Village Hall backroom.

**Joint Burial Board** – Cllrs Angela Dale, Karen Dodd & Michelle Dunning. **Next meeting Tues 25<sup>th</sup> July 2023** and then Tues 26<sup>th</sup> Sept at Hipswell Village Hall, 7 pm.

*AKO*  
*18/9/23*

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

**Plans agreed by Colburn Town Council –**

**ZD23/00345/Full Planning Permission** for Two Storey Rear Extension at 7 Carlton Road, Colburn DL9 4JN  
(closed for comments 11<sup>th</sup> July 2023)

**7. TO DISCUSS FINANCIAL MATTERS**

**To note Chairman's Action taken – a quote of £77.99** had been received from Zurich insurance to cover the 6 ornamental benches, circulated to members of which 7 (majority) had accepted the quote. Chairman's action was taken to instruct the clerk to accept the quote and add the 6 ornamental benches to the policy (26.6.23).

**To ratify the agreed grant (last year of 3-year plan) of £7,740 to the Colburn Youth Project.** Written Report from Rachel Hall (in attendance) and financial statement circulated with agenda.

It was **RESOLVED** to pay the final third agreed instalment of £7740 to the Colburn Youth Project. The request to continue payment at a higher rate of £8147.00 would be an agenda item for September.

**To discuss the Section 137 grant application from the Chairman of Colburn United Football Club for £500 sponsorship to provide a home kit** (brought forward from June's meeting)  
Austin Gordon had supplied additional information about the running of the Club and finances (circulated with agenda).

It was **RESOLVED** to pay the sum of £250 towards this grant application. This year only £1000 was available for general distribution and it had been agreed to set a limit of £250 per application.

**To approve Payment/receipt list from 19th June – 17th July** (circulated at meeting).

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

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

**8. DATE OF NEXT MEETING: Mon 18th Sept 2023 at 6.30 pm in the Village Hall**

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

Cllr **Towers** spoke about the Family Fun Day set for Sun 13<sup>th</sup> August at the Colburn Sports Centre. To be added to the Town Council facebook page.

Cllr **Mincher** spoke about the possible closure of the Colburn Boots pharmacy which would have a highly detrimental effect on many residents especially those without transport with a poor bus service.

The Deputy Clerk visited the following day and was assured that the Colburn shop was not on the closure list.

The meeting closed at 7.30 pm

*CPJ*  
*18/9/23*

**COLBURN TOWN COUNCIL 17<sup>th</sup> July 2023**

**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 19<sup>th</sup> June 2023:

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

19.6	58	DD – Siemens Fin Services – copier lease rental	£187.84
26.6	59	BACS – Robertsons Garden Services – 8.5-2.6.23 4 weeks	£1997.50
	60	BACS – Robertsons Garden Services – Colburn lane 2 cuts Tip run, monthly water, 3 x watering planters	£235.40
27.6	61	visa – Cash prizes for Garden Competition	£218.00
	62	BACS – Zurich insurance, additional premium 6 ornamental benches	£77.99
28.6	63	DD – Bank of Ireland online charge	£5.00
29.6	64	visa – card for Garden comp certificates	£11.20
30.6	65	DD – Bank of Ireland monthly charges	£5.07
3.7	66	DD – NYC Garage rental	£45.04
	67	DD – BT broadband	£48.33
	68	BACS – Ravensworth Nurseries – summer bedding plants for tubs	£836.64
	69	BACS – Clerk re-imburse office mobile	£14.49
	70	BACS – HMRC 1st quarter PAYE & NI	£1019.05
	71	BACS – Agilico Technologies – copier charges	£60.54
7.7	72	visa – Additional cash for Garden competition prizes	£35.00
10.7	73	BACS – North Yorkshire Council – allotments rental July-Sept	£87.00
12.7	74	BACS – MANY Bookkeeping – payroll July	£16.50
	75	BACS – Zurich Insurance – Play Park Inspections policy 4.8.23-3.8.24	£1476.10
17.7	76	BACS – Clerk’s salary July	£978.25
	77	BACS – Dep Clerk’s salary July	£746.83
	78	BACS – Robertson’s Garden Services 4 weeks 5.6 – 30.5.23	£1960.00
	79	BACS – Robertson’s Garden Services – Colburn Lane cuts, Tip run	£73.90
	80	BACS – Robertson’s Garden Services – monthly water, 3 watering trips	£161.50
	81	BACS – Fresh Mango – Retainer, 2 Microsoft licences & Neovault	£83.76

**Receipts**

4.7	8	CCLA monthly interest	£225.15
-----	---	-----------------------	---------

*Chloe*  
18/9/23