

**MINUTES OF A REMOTE ZOOM MEETING OF COLBURN TOWN COUNCIL**  
**HELD ON MONDAY 21<sup>ST</sup> JUNE 2021**

**PRESENT**

Mayor                   Angela Dale (Chair)  
Councillors:       **Town** – Miles Burnham, Kevin Foster, Helen Grant, Colin Lyne, Colin Mincher & 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** – Cllrs Michelle Dunning (attending funeral) & Jag Sharma (working)
2. **“DECLARATION OF INTERESTS”** – item 5, Cllrs Dale & Grant, Trustees of Youth Project, item 10, Cllr Foster, member of Colburn Gathering & Reunion, Cllrs Dale & Grant, started Foodshare Scheme. All have non-financial interests as groups are charitable/social.

**3. MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** that the Minutes of the monthly Town Council meeting held on Mon 17<sup>th</sup> May and minutes of the Open Spaces meetings held on Thurs 13<sup>th</sup> May & Wed 2<sup>nd</sup> June 2021 (all 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> May to 11<sup>th</sup> June 2021** was circulated by email (also on the website). Taken as read.

**Crime reported** for the period **19 incidents**; crime reported for same period 2020 was 19.

**12 Violence** including 4 assaults/threats in domestic setting, 4 Harassment, 1 assault, 3 Public order

**4 Dishonesty** (3 Shop Theft & 1 Theft from a motor vehicle. **3 Criminal Damage.**

**ASB – 9 incidents**, same period 2020 was 16

**6 Nuisance (1 Covid related), 3 Personal**

**Queries:** the ages of the 2 children arrested were 14 & 15. A resident complained of speeding issues on Albermarle Drive, a danger to children playing in the street. PCSO Sam Clarke responded that the area is regularly patrolled so any issues will be dealt with proactively. Children playing in the roads is a Garrison wide problem and he advised residents to press for speed bumps where suitable.

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 RECEIVE A REPORT FROM THE COLBURN YOUTH PROJECT ON THEIR ACTIVITIES DURING LOCKDOWN WITH A FINANCIAL UPDATE**

Emily Towers, financial secretary, and Rachel Bagnall, Youth Worker spoke about the Project which was inspiring and particularly helpful to newer councillors (background information had been circulated with the agenda). Emily thanked the Town Council for their financial support in the last 5 years which amounted to £29,580 and without which the Project could not have been sustained. The monies paid the staff wages of the Senior Youth Worker and 2 other part time staff; grants from organisations such as the Lottery, RDC, Broadacres and Stronger Communities covered running expenses of room hire, DBS checks, start up equipment, insurance, visits etc. There are meetings on Mondays and Wednesday, term time only with a targeted group of youngsters on Thursdays.

Rachel spoke about the activities being run. The staff maintained a connection through lockdown with online sessions and stressed this was a Youth Project and not a regular Youth Club and it was imperative to be able to re-open 3 nights a week as soon as possible to support the more vulnerable youngsters. As there was no central Youth hub in Colburn, equipment was spread over 4 locations. They had run quizzes, butterfly project, self esteem workshop, day trip to the North Yorkshire moors, food hygiene course as examples. A group had recently joined the regular Litter Picks as an opportunity to work with adults and improve their local environment.

The following responses were made to the presentation:

Cllr Dale re-iterated the work was about dealing with small groups with targeted objectives. There had been examples of children coming through the training and becoming candidates for employment. Creating a Youth hub had long been an aspiration of the Town Council and discussed in the long-term re-development of the Lorry Park area.

Cllr Grant confirmed that the scheme proved interventions to individuals works for long term success, the best money the Town Council has spent.

Cllr Lyne said it was a super explanation and an outstanding contribution to Colburn children.

Cllr Foster agreed with how positive the work was and giving youngsters people skills, so necessary for their future success and employment.

Emily and Rachel were thanked for their excellent contribution and left the meeting.

**The Responsible Financial Officer RESOLVED to continue funding the Youth Project for a further 3 years 2021-22, 2022-23 and 2023-24 at the current rate of £7740. Payment to be made in June of each year following a report of activities and finances as required under Section 137 grants.**

**6. TO UPDATE THE ONGOING CLIMATE CHANGE DISCUSS**

Cllrs Dale, Foster and Grant who are dual RDC/Town councillors sit on one of the two Climate Change working groups at RDC and were aware that Newton-le-Willows Parish Council had formed an Action Plan and asked whether Colburn should do something similar to help residents reduce energy bills, encourage further recycling, involve the Primary school, whatever was felt was achievable and supported the overall need for change. The idea was accepted and a copy of the Action Plan was requested to be circulated prior to a separate zoom meeting to discuss options. Clerk to action.

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

Cllr Grant explained that there was not too much to report at present but had taken the following actions:

- Reported overgrown grass at the junction of Back Lane to Colburn Village and the A6136 which was causing a hazard
- Reported the streetlight on Colburn Lane which had been half dismantled and left with yellow coverings and hazard tape. She considered this a danger to children because she had seen children tampering with the covering.
- The County Council and District Council were still awaiting the outcome of Local Government re-organisation which was now likely to be mid-July.

- Two current consultations running which might be of interest, firstly in relation to school admissions and secondly in relation to the equality and diversity statement of the County Council.
- Reported various issues related to unlit or broken road traffic bollards, overgrown bushes and grass
- Confirmed Locality Budget grant of £1000 for an additional bench had been agreed.

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

Cllr Dale reported – Tour de Yorkshire set to return next year and RDC have agreed to underwrite the race to a maximum of £100,000 if sponsorship cannot be secured. This was an important event promoting local shops and businesses.

Restart grants for businesses and Additional Restrictions Grants for business not covered by Restart grants are available and applicants are encouraged to apply.

Area Partnership funding bids close on 31<sup>st</sup> July. Details of all grants on RDC website.

Corporate Board allocated another £70,000 to the Ecoflex scheme to install domestic energy efficiency measures.

Arranged a meeting with David Lodge to look at uncut grass verges. Discussed responsibility of weeds in front of resident's properties. Some gardens were in need of attention and tidying.

The watercourse from the shop on Colburn Lane to St Cuthberts Avenue was badly affected by residents throwing garden rubbish and waste into the area. Letters to be distributed to all householders on Coronation Avenue and St Cuthberts to stop fly tipping.

Cllr Foster – encouraged everyone to participate in the Local Plan online consultation. Events taking place around area including the Village Hall for residents to ask questions and discuss with planning policy officers.

## **9. 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** – Next meeting Wed 7<sup>th</sup> July, zoom 6.30 pm.

**b. Joint Burial Board** – next zoom meeting to be held on Tues 22<sup>th</sup> June at 6.30 pm.

**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**

**21/00301/Listed Building Consent to form sitting room, alterations to internal walls, new staircase etc to increase footprint and second floor at Cherry Tree Cottage, Colburn Hall DL9 4PE (closed 31<sup>st</sup> May 2021).** Further Amendments requested by Civic Society who were objecting to scale and design of alterations (**closing date 1 July 2021**)

**21/00467/Full Planning Permission for a Drive Thru Coffee Shop (Use Class E) at land north of Woodside Avenue, Colburn DL9 4WD (closing 30<sup>th</sup> June 2021).** It was noted that this re-application was appreciably better designed than the original and the applicants had responded to the comments and objections to the first scheme. The main positive points were: the 3 retail outlets had been deleted from the plan so single use of plot, the building was using wood cladding to fit more comfortably into the environment, the entrance was higher up from the houses opposite particularly nos 1 to 19, improved landscaping, previously proposed 6' fence removed.

It was requested electric charging points should be included in the plan and some benches and flower planters as these were being installed along other parts of the A6136 and would add to the community provision. It was noted that this new plan set a standard for better quality of development along the A6136 and was supported.

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

**To discuss the grant application for a monument** recalling the Colburn Races poem of 1857 by David Pickering from the Colburn Gathering and Reunion (circulated with agenda). A grant was agreed **in principle** but the item deferred to July so further information could be supplied on where was the monument to stand (landowner permission required?) and what was the cost. Project would be suitable for a Community Infrastructure Fund grant, had the group applied? To raise further funds, an Afternoon Tea could be booked.

**To receive an Update on the Foodshare Scheme** run from the Village Hall and determine whether further funding is required (Cllrs Dale & Grant). Cllrs Dale & Grant reported that it was thought the scheme would slow down after the covid crisis but this had not taken place with many people still in need. They had run out of funds and needed £250 per week to buy food. Hambleton Foodshare had been most supportive and without their help, the scheme would have closed. They were running a super raffle to help raise funds and Richmondshire Today had set up a “just giving page” which had helped finances. Cllr Minchin felt this was a beacon facility offered by the Town Council and should be continued. **The Responsible Financial Officer RESOLVED to make a grant of £1000 under Section 137.**

**To discuss the quote from Scribe accounts** to use their online/cloud specialised Town & Parish Councils Accounting package (information circulated with agenda). Cllrs were keen to have read only access to the accounts as it improved accountability, internal controls, aided the Internal Audit and reduced time spent on the Annual Governance Audit Report (AGAR). **The Responsible Financial Officer RESOLVED to accept the quote and put the accounts online.**

**To approve Payment/receipt list from 18<sup>th</sup> May – 21<sup>st</sup> June** (circulated by email)  
**To receive monthly figures (May) with bank reconciliation** (circulated with agenda)  
**The Responsible Financial Officer noted the above information had been circulated for internal controls**

**11. DATE OF NEXT MEETING: Monday 19<sup>th</sup> July commencing at 6.30 pm on Zoom**

The meeting scheduled for Monday 20<sup>th</sup> September at 6.30 pm would take place in the Village Hall, the first face to face meeting in 2021 (unless new restrictions were imposed). The “delegated powers to the clerk/responsible financial officer to ensure continuous business of the Town Council” would be repealed if regular face to face meetings continued.

**12. ANY OTHER BUSINESS (at the Chairman’s discretion)**

**Cllr Foster** – reported a youth on a motor bicycle running around the greensward on Piper Hill and surrounding residential roads to Meadowfield Road. Dangerous to children and dog walkers, clerk to inform police.

**Cllr Lyne** – reported a piece of the outdoor gym equipment on Piper Hill had fallen off and needed attention. Carlisle Walk was being re-seeded by Vistry, the company responsible for Open Space management.

**Cllr Dale** – reminded everyone of the Gardening and Scarecrow competitions on Sat 17<sup>th</sup> July and encourage friends and neighbours to enter. Afternoon Tea this Sat 26<sup>th</sup> in the Village Hall or takeaway. Need to book places.

**Local Plan – Preferred Options Parish Workshop Wed 30<sup>th</sup> June 6.30 Virtual, 1 to 2 representatives.**  
 It was possible to ask for a Town Council virtual slot so every Councillor could attend and discuss. Agreed to request a separate date. Clerk to action.

**The meeting closed at 8.25 pm.**

**COLBURN TOWN COUNCIL 21<sup>st</sup> June 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 17<sup>th</sup> May:

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

28.5	DD – Bank of Ireland online banking charge		£5.00
	DD – Bank of Ireland monthly charges		£4.22
1.6	DD – RDC garage rental June		£40.83
3.6	DD – BT a/c		£47.98
7.6	BACS – Agilico Technologies – May copier charges		£51.00
	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
18.6	visa – The Range – 10 Litter pickers		£34.85
	DD – Siemens Fin Services – copier lease quarterly payment		£187.84
	BACS – Robertson’s Garden Services 22/3 – 16/4/21		£1716.00
21.6	BACS – MANY Bookkeeping – June payroll		£15.00
	BACS – Clerk’s salary June	£897.58)	
	Mileage June	£4.50)	£902.08
	BACS – Deputy Clerk’s salary June		£572.47

**Receipts**

28.5	Zurich refund – overpayment of premium	£27.00
1.6	CCLA – interest	£1.33