

**MINUTES OF A MEETING OF COLBURN TOWN COUNCIL**  
**HELD ON MONDAY 15<sup>th</sup> APRIL 2024**  
**IN COLBURN VILLAGE HALL**

**PRESENT**

Mayor                    Colin Mincher (Chair)  
Councillors:        **Colburn Town** – Miles Burnham, Angela Dale, Karen Dodd, Michelle Dunning, Wayne Garbutt, Rupert Hildyard & Paul Towers  
                              **Colburn Moor** – Andrea Crowe (on holiday)                    **Albermarle** - Akuila Tutora  
Clerk:                    Philippa Graves  
Deputy Clerk:        Angela Pickersgill

No members of the public attended.

1. **APOLOGIES RECEIVED** – Cllrs Andrea Crowe & 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 18<sup>th</sup> Mar 2024 (circulated with agenda) and the Minutes of the Open Spaces meeting held on Monday 8<sup>th</sup> April 2024 (circulated by email) 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> Mar to 11<sup>th</sup> April 2024** (circulated by email). Report available on request to office.

**Crime reported** for the period **29 incidents**, crime report for the same period 2023 was 15.

**17 Violence** – 9 Assaults/threats in domestic setting, 1 Assault, 5 Harassment/threats, 2 Public Order

**5 Dishonesty** – 0 Domestic, 0 Burglary, 4 Business/Shop Theft, 1 Theft, 0 Fraud, 0 Blackmail, 0 Vehicle interference

**7 Other** – 3 Criminal Damage, 0 Arson, 1 Dangerous Dog, 3 Sexual Offences, 0 Breach of Bail, 0 Drugs, 0 Malicious Communications

**ASB – 22 incidents**, same period 2023 was 12.

**20 Nuisance**

**2 Personal**

**Traffic x 7**

0 RTC Damage only

0 RTC Death/Injury

1 Highway Disruption

6 Other Road related offence

**PCLisa Recchia attended to answer any questions.**

There were 3 Sexual offences noted, a definite increase – PC Recchia replied that these were children using internet based apps and were not physical offences such as rape. She was asked to add “internet based” to clarify the offence.

PC Recchia explained the need for the recent 48 hour dispersal order mostly to cover The Broadway area, primarily the Co-op shop which has its own exclusion list of youngsters. She had been reviewing last year’s figures and identities of youngsters and felt the action was necessary as groups kept turning up which can worry residents using the shops and seating. She agreed with councillors’ wish not to criminalise youngsters unnecessarily and outlined the actions the Police took speaking to parents, encouraging links with the Youth Project, activities like boxing at the Sports Centre and specific 16-week courses. Some parents are supportive,

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others less so but they are Colburn residents. After interviews and interventions, some youngsters do have to be charged where there are no other avenues to take.

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

Cllr Foster sent his apologies and a short report covered the number of formal complaints about serving councillors. The authority had received 147 complaints of which 24 related to elected North Yorkshire Council members and 123 were made against parish and town councillors who receive no re-imburement for their time and efforts. Of the 123 cases assessed so far, 100 did not merit any further action, 5 were recommended for informal resolution and 17 cases are to be investigate further.

There was a query about the 'call for sites' on the next phase of work on the local plan for North Yorkshire email from Cllr Foster containing information on the Planning process sent to all his area parish clerks.

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 RECEIVE REPORTS FROM OTHER BODIES INCLUDING COLBURN COMMUNITY SPORTS CENTRE AND TO INCLUDE CURRENT PLANNING APPLICATIONS**

##### **Community Sports Centre (CCSC)**

Status report up to 6<sup>th</sup> April 2024 had been circulated and filed on the computer.

The end of March marks the end of the first financial year that CCSC has been managing the Centre and accounts will be filed with the Charity Commission.

Football Tournament was held on 9<sup>th</sup> March with 15 teams playing and over 400 people attended on the day. Easter egg hunt was held in conjunction with the Hanson Sports & Social Club on 31<sup>st</sup> March. All eggs were donated by local businesses.

Tesco Stronger starts "Blue Coin" voting from 1<sup>st</sup> April until 30<sup>th</sup> June at the Catterick store. Funds will enable improvements to the facilities for the Boxing Club.

Grass cutting and ground maintenance to start in April.

Bench sponsorship has gone live. The aim is to install benches to the rear of the centre to improve the experience for those using the outdoor areas.

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 Angela Dale, Andrea Crowe, Michelle Dunning, Wayne Garbutt & Akuila Tutora. **Next meeting Mon 13<sup>th</sup> May 2024**, 5.30 pm in the Village Hall backroom.

**Joint Burial Board** – Cllrs Angela Dale, Karen Dodd & Michelle Dunning. **Next meeting Tues 28<sup>th</sup> May 2024** at Hipswell Village Hall, 6.30 pm.

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

##### **Plans passed "no objections" by Colburn Town Council –**

**ZD24/00121/Full Planning Permission for erection of new Domestic Garage and Store at Thistle Cottage, Colburn Village, DL9 4PD** (comments closed 2 April 2024)

##### **Plans "strongly objected to" by Colburn Town Council –**

**ZD24/00137/Certificate of Lawfulness proposed Change of Use from 3 bed dwelling to 4 bed HMO (house of multiple occupancy) at 4 Firefly Walk, Colburn DL9 4UN** (comments closed 5 April 2024)

25/24  
Dunning

A discussion took place at the meeting of 18<sup>th</sup> March as the application had been received that morning and the clerk brought the matter to the meeting as to her knowledge it was the first time a Certificate of Lawfulness proposal had been received in Colburn for the change of use from a 3 bed dwelling to a 4 bed HMO (House for Multiple Occupancy). Written comments had been received from councillors. The Town Council's work had been based on supporting the community with families and providing facilities, grant funding local organisations and supporting the Village Hall central venue as well as the Primary School and Sports Centre. The proposed change of use could result in a house of up to 8 people – where would they park and how they would they travel to work and social events with limited bus services. The concept of HMOs was not thought suitable for a rural town and was normally found in large towns and university cities. Any expansion of this type of change of housing use would be detrimental to the community at large in the future and the current housing stock should be maintained for family use and not remodelled for landlord business returns.

**7. TO DISCUSS FINANCIAL MATTERS**

**To approve Payment/receipt list from 19th Mar – 15th April 2024** (circulated at meeting).

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

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

The Annual accounts were also circulated for information and the Internal Audit was ongoing at present.

**8. DATE OF NEXT MEETING: Mon 20th May 2024 at 6 pm for the Annual Meeting followed by the regular monthly meeting in the Village Hall.**

**9. ITEMS FOR THE NEXT AGENDA (at the Chairman's discretion)**

None

**The meeting closed at 7.05 pm**

20/5/24  
N. Wright

**COLBURN TOWN COUNCIL 15<sup>th</sup> April 2024****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 18<sup>th</sup> March 2024:**Online Payments (visa, DD, BACS)**

18.3	243	DD – Siemens Fin Services – copier lease rental 1 <sup>st</sup> quarter	£187.84
20.3	244	BACS – re-imburse Dep Clerk heavy duty litter bags	£38.57
	245	BACS – Eyecatching signs, 2 for Colburn Drive Green	£216.00
	246	BACS – Colburn Village Hall – Jan to Mar office/room rental	£821.25
28.3	247	DD – Bank of Ireland – bank charges	£4.40

**2024-25 Financial year**


3.4	1	BACS – Agilico Technologies – copier charges	£60.54
	2	BACS – HMRC – PAYE/NI Jan-Mar	£838.47
4.4	3	DD – NYC – garage rental	£47.75
8.4	4	BACS – Business Stream annual water rates – Broadway Car park	£468.58
	5	BACS – YLCA – annual membership 2024-25	£892.00
	6	BACS – NYC – allotments 1 <sup>st</sup> quarter	£87.50
	7	BACS – NYC – replacement Dog bin Albermarle Drive	£270.00
	8	BACS – Fresh Mango – retainer & Neovault	£72.00
	9	BACS – Clerk re-imburse – stationery £17.83, office mobile £14.49	£32.32
10.4	10	BACS – Cherie Kelly -refund double payment Planter sponsorship	£80.00
12.4	11	BACS – Clerk’s salary April	£1036.25
	12	BACS – Dep Clerk’s salary April	£665.90
	13	BACS – Robertson’s Garden Services 4 weeks 11.3-5.4.24	£1800.00
	14	BACS – Robertson’s Garden Services – Tip run 10 bags	£41.70
	15	BACS – Robertson’s Garden Services – attend 2 day ROSPA course/mileage	£448.20
	16	BACS – MANY Bookkeeping – April payroll	£21.38
	17	BACS – WEL Medical – new Defib cabinet Sports Centre	£490.74
	18	BACS – ERROR duplicate payment of 14, to be refunded	£41.70

**Receipts**

18.3	29	Ken Rutter – Planter sponsorship inv 4	£80.00
	30	Barry Robertson – Planter sponsorship inv 2	£80.00
21.3	31	Kelly - Planter sponsorship inv 8 paid twice in error	£80.00
	32	“ “ “ “	£80.00
14.3	33	Laser Cheer – Planter sponsorship inv 7	£80.00
15.3	34	Stuart Cooper – Planter sponsorship inv 1	£80.00
	35	McCann – Planter sponsorship inv	£80.00
25.3	36	PT Childcare – Planter sponsorship inv 10	£80.00
27.3	37	JT’s Bar – Planter sponsorship inv 5	£80.00
28.3	38	Victoria Prints – Planter sponsorship inv 3	£80.00

**2024-25 Financial Year**

3.4	1	CCLA monthly interest	£266.72
8.4	2	VAT refund for Jan-Mar period	£211.01

20/5/24  




**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						
<b>25,700</b>	Clerks' salaries & PAYE/NI	2541					
<b>3300</b>	Office & meeting room rental						
<b>700</b>	Telephone & AOL Broadband	49					
<b>220</b>	Stationery Office equip Postage	18					
<b>1100</b>	IT support	60					
<b>1320</b>	Copier rental and charges	50					
<b>1420</b>	Audit fees, Payroll & Scribe	18					
<b>150</b>	Bank charges	5					
<b>1500</b>	Mayor's allowance						
<b>300</b>	Deputy Mayor's allowance						
<b>400</b>	Mayor's Tickets & expenses						
<b>0</b>	Mayor's Charity Dinner						
<b>1200</b>	Annual subscriptions	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					
<b>485</b>	Broadway Car Park	469					
<b>27500</b>	Play Park Sub-contractor	1800					
<b>5000</b>	Play Park repairs & equipment	1003					
<b>2950</b>	Open Spaces – misc	163					
<b>1050</b>	Watering						
<b>600</b>	Garage rental	48					
	Allotment Rent	87					
<b>350</b>	Garden Competition (S137)						
<b>300</b>	Christmas Lights & Tree (S137)						
<b>4187</b>	Precept Joint Burial Authority						
<b>8026+</b>	Section 137 General Payments)	409					
<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						
	VAT	270					
<b>155,000</b>	<b>TOTALS</b>	<b>8,107</b>					
	<b><u>RECEIPTS</u></b>						
<b>163,000</b>	Precept	81,500					
	VAT refund	211					
	Allotment Rent						
	Grants						
	Mayor's Charity Dinner						
	Mayor's guest tickets + allowance refund						
	Miscellaneous						
	Planter Sponsorship	80					
	Wayleave						
	Investment Interest	266					
	<b>TOTALS</b>	<b>82,057</b>					

**April Reconciliation**

As at 30 Apr 2024	Current Account	<b>£148,844.56</b>
Opening Balance 1.4.24		74,894.60
Plus Receipts to 30.4.24		82,057.73
Less Payments to 30.4.24		8,107.77
<b>TOTAL</b>		<b>£148,844.56</b>

**Account consists of:-**

**Current Account**

General Reserves	£50,000	
Reserves -Open Spaces projects allowance	5,000	
Reserves - Play Equipment (new equipment)	5,000	
Current Cash balance	£88,844.56 =	<b>£148,844.56</b>

**Plus Capital investment -**

Broadway Capital Car Park Fund	£60,000
(invested with CCLA with monthly interest paid)	

**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	£633.95
	Running total		£11,930.95

**BUDGET**

**£18,673**

*ADWALLOP 20/5/24*