

MINUTES OF A MEETING OF COLBURN TOWN COUNCIL
HELD ON MONDAY 17th APRIL 2023 AT 6.30 PM
IN COLBURN VILLAGE HALL

PRESENT

Mayor Colin Mincher (Chair)
Councillors: **Colburn Town** – Miles Burnham, Angela Dale, Karen Dodd, Michelle Dunning, Rupert Hildyard, Jag Sharma & 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** – none
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 8 – Section 137 grant. Cllr Dale would abstain on the vote being Chair of the Governors. Cllrs Dodd & Dunning were members of the PTA, non-pecuniary interests.

3. **MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** that the Minutes of the monthly Town Council meeting held on Mon 20th March 2023 and the minutes of the Open Spaces meetings held on Mon 3rd April 2023 (both circulated with agenda) were approved as a true and correct record and were signed by the Chair.

Matters arising – Open Spaces – item 5 – the number of litter picks should read 2. Gardening Competition -it was agreed for a leaflet drop to be organised to put a poster and entry form through doors to all residents as many do not catch the dates and details posted online.

4. **POLICE MATTERS** –

Report for 12th Mar to 11th Apr 2023 was circulated (published on website)

Crime reported for the period **15 incidents**, crime report for the same period 2022 was 16.

10 Violence – 1 Assaults/threats in domestic setting, 3 Assault, 6 Harassment/threats, 0 Public Order
2 Dishonesty – 0 Domestic, 0 Burglary, 1 Business/Shop Theft, 1 Fraud, 0 Blackmail, 0 Vehicle interference
3 Other – 2 Criminal Damage, 0 Arson, 1 Dangerous Dog, 0 Sexual Offences, 0 Breach of Bail, 0 Drugs

ASB – 12 incidents, same period 2022 was 10.

8 Nuisance

4 Personal

Traffic x 1

RTC Damage only x 0

RTC Death/Injury x 0

Highway Disruption x 0

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.police.uk

PCSO 4632 Paul Fee paul.fee@northyorkshire.police.uk

PCSO Jamie Leigh Jamie-leigh.colburn@northyorkshire.police.uk

PC 88 Lise Recchia lisa.recchia@northyorkshire.police.uk

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CJA

5. TO RECEIVE A REPORT FROM COUNTY COUNCILLOR KEVIN FOSTER

Cllr Foster sent apologies and a written report, key points:

- **New Unitary Authority** and new website up and running. New telephone number **0300 1312131**. RDC number 01748 829100 still works at present. Provided "What's New" link to councillors which has regular updates on Decisions made, Meetings, Agendas etc
- **Backing Parking restrictions and issues of parking on pavements**" discussions at meeting of Transport, Economy & Enterprise Scrutiny Committee. The most vulnerable in society are being pushed onto the road and he will support to get the same enforcement in Colburn as other divisions.

Discussion – this is a real issue for all residents and is complex. People are forced to park on pavements because in Colburn, if cars are 100% on the road, it is not wide enough to carry buses and lorries. Colburn Lane prime example. There is such a poor unreliable bus service which is impacting students trying to reach Northallerton or Darlington for colleges or those trying to reach their employment, buses late so students not arriving in college until 10 am. The result is everyone needs a car; many older properties were designed with one space, yet families have 2 to 3 cars to accommodate. The persistent parking of a large campervan on First Avenue is causing big problems in that area. Parking control is welcomed but the policy must allow for a realistic assessment of the causes of poor parking.

- N Yorkshire Together has been awarded a two-year contract to deliver the **FEAST** programme across the county open to all children and young people to cover Easter, summer and Christmas activities. Free attendance with a hot meal or packed lunch for those who receive benefits-related free school meals. The new contract enables event providers to apply for grants to deliver activities for more than one holiday period at a time.
Comment – Colburn Sports Centre had been involved with FEAST in the past but sadly the amount of money offered does not cover the cost of running the event so the Centre will not be applying.
- Statement in the House of Commons about **refugees coming to Catterick** but no details have been sent and he will be attending a meeting soon.
- The **first Planning meeting** took place at Northallerton on Thurs 13th April that he attended for the Richmondshire constituency. There were no applications in his division, the nearest item on the agenda were plans at Scotch Corner. If an item comes that is in Colburn, the Town Council will be able to speak for 3 minutes and as the division member, he can also speak for 3 minutes. He will be happy to speak to members of the Town Council planning committee or attend a planning meeting if needed.
- He wished to put on record **his thanks to Cllr Dale** for her 12 years' service as a Richmond District Councillor. We agreed that the East West model was a better model to the single unitary that has been put in place. He wished her all the best for the future.

All future communications should be made **by email** to cllr.kevin.foster@northyorks.gov.uk

6. TO ADOPT THE NORTH YORKSHIRE COUNCIL'S CODE OF CONDUCT BASED ON THE EXISTING LOCAL GOVERNMENT MODEL COUNCILLOR CODE 2020

Code of Conduct circulated with agenda. It was **RESOLVED** to adopt the North Yorkshire Code of Conduct.

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

Community Sports Centre (CCSC)

Status report March 2023 had been circulated and filed on the computer covering building improvements, operational tasks undertaken and Day to Day running key items which appears to be positive.

It was requested that the report has a named author with position within the organisation for future reports. Any financial questions should be covered within a Closed Session and will not be included in the Minutes.

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Cllr Dale mentioned the visit from North Yorkshire Council representatives who were impressed with what they saw and gave some helpful information on accessing funding like the UK Prosperity Fund for major projects.

Present membership –

Open Spaces & Play Parks Committee – Chair Cllr Miles Burnham with Cllrs Angela Dale, Andrea Crowe, Michelle Dunning & Akuila Tutora. **Next meeting Mon 12th June 2023**, 5.30 pm in the Village Hall backroom.

Joint Burial Board – Cllrs Angela Dale & Colin Mincher. Next meeting **Annual meeting Tues 23rd May 2023** at Hipswell Village Hall, 7 pm. Cllr Dodd attended the latest meeting on 28th March and was interested in the work of the Board.

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

Plans NOT agreed by Colburn Town Council – none

Plans agreed by Colburn Town Council – none

8. TO DISCUSS FINANCIAL MATTERS

Urgent item had arisen regarding a **valuation of the Sports Centre building** to complete the Internal Audit. Cllr Towers had a valuation for insurance which he would forward. The clerk felt that an annual independent valuation from a qualified surveyor was what was required. Clerk to discuss further with Internal Auditor.

To discuss and approve the quote from Purple Creative for a **new build Website** to replace the existing old website which does not currently meet legal requirements (emailed technical answers circulated with agenda). Councillors were satisfied with the technical answers and it was **RESOLVED** to accept the quote of £3,330 for the Template Design & Build for circa 30 pages (no mock-ups). A bespoke design would have been considerably more expensive.

To discuss the **Section 137 Grant request** from Colburn Primary School for support to their Year 6 residential visit to London (letter circulated with agenda)

The project was well supported by councillors who were aware of the opportunity this visit offered to many children who had never seen the capital city but whose parents could not afford the expense. With the difficult financial constraints, it was **RESOLVED** to make a grant of £250 to the Colburn Primary School.

To arrange a Schedule of Payments to the **Colburn Community Sports Centre** to cover the 2023-24 agreed grant of £50,000.

Cllr Towers reported that CCSC would like to receive the sum of £30,000 in early May when the first half of the Precept is paid to the Town Council with the balancing sum of £20,000 in October when the second half of the Precept is paid. **Agreed and noted for payment by the clerk.**

To approve Payment/receipt list from 21st Mar – 17th April (circulated at meeting). Question on how the Coronation grant of £174 would be spent: Coronation rose/bulbs? It was confirmed that bulbs would be planted in the Broadway raised beds.

To receive monthly figures March with bank reconciliation and Statement of Accounts for 2022-23 from Scribe (circulated with agenda).

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

9. DATE OF NEXT MEETING: Mon 15th May 2023 (this will start at 6 pm with the Annual Meeting and proceed with the monthly meeting)

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

Cllr Dale reminded everyone of the Mayor's Tea on Saturday 20th May in the Village Hall.

The meeting closed at 7.35 pm

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COLBURN TOWN COUNCIL 17th April 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 20th March 2023:

Online Payments (visa, DD, BACS)

20.3	258	DD – Siemans Fin Services – copier lease rental 4 th quarter	£187.84
	259	BACS – GB Sport & Leisure – Cleaning fluid for Play Parks	£114.84
	260	BACS – Clerk’s mileage re-imburement	£33.00
24.3	261	BACS – Fresh Mango Technologies – Office 365 and Neovault backup	£18.00
	262	BACS – Kevin Foster – dinner ticket refund	£30.00
	263	BACS – Locality Grant for Newsletter refund to NYCC	£300.00
	264	BACS – NYCC – dinner ticket refund	£30.00
28.3	265	DD – Bank of Ireland online charge	£5.00
31.3	266	DD – Bank of Ireland monthly charges	£6.21
3.4	1	DD - Garage rent Mar N Yorks Council	£45.06
	2	DD – BT a/c	£47.94
	3	BACS -YLCA Annual Subscription 2023-24	£875.00
	4	BACS – Agilico Technologies – copier charges	£54.60
	5	BACS – Clerk re-imburement – office mobile	£14.49
	6	BACS – HMRC PAYE Month 12	£690.00
	7	BACS – HMRC PAYE month 12 (balance of correct payment)	.80p
12.4	8	BACS – MANY Bookkeeping – Apr payroll	£16.50
	9	BACS – Mayor’s Dinner refund Bulmer	£30.00
	10	BACS – N Yorkshire Council – Allotments 1 st quarter	£87.50
14.4	11	BACS – Clerk’s salary Apr	£1161.03
	12	BACS – Deputy Clerk’s salary Apr	£639.58
	13	BACS - Robertson’s Garden Services – 4 wks -13.3 – 7.4.23	£1750.00
	14	BACS – “ Open Spaces Tip run 9 bags	£33.80)
		BACS - “ “ Parts for equipment	£18.35)
		BACS - “ “ Monthly water	£4.00)
		BACS - ... Colburn Lane cuts	£20.00
			£76.15

Receipts

31.3	41	RDC Kings Coronation Grant to all parishes	£174.00
5.4	1	CCLA monthly interest	£202.99
	2	HMRC – VAT refund 2022-23	£937.53

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Clerk