

COLLINGHAM with LINTON PARISH COUNCIL

Email: Clerk@collinghamlintonparishcouncil.gov.uk

Members of the public are welcome to attend a Public Session at the beginning of the meeting for a maximum of 15 minutes.

Agenda

1. To receive apologies and consider reasons for absence

2. To receive any declarations of interest from Members

*Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Collingham with Linton Parish Council Code of Conduct for Members and by the Localism Act 2011.

3. To consider requests received by the Clerk for dispensations under Section 33 of The Localism Act 2011

4. To note items 19 and 20 on the agenda are to be discussed in private

*Public Bodies (Admission to Meeting Act 1960) that the press and the public be excluded from the remainder of the meeting on the grounds that the publicity would be prejudicial to the confidential nature of the business to be transacted.

5. To note the resignations of Councillors Peter Burr, Helena Pettit and Emma Askew

6. To consider the appointment of a Vice Chair

7. To approve as an accurate record the minutes of the playground and open spaces committee meeting, the full council meeting on 1 July 2025 and the full council extra ordinary meeting held on 17th July 2025 (attached)

8. Village News and Resident Communications

a) To receive the latest resident communication report(attached), and agree action on the following items:

- Resident asking if her daughter could complete voluntary work for the Parish Council to support her Duke of Edinburgh Award. Does the Parish Council wish to support this?
- Resident asking if bins removed throughout Collingham in recent years would be reinstated. Does the Parish Council wish to explore options to install new litter bins?

b) To consider the request from a resident under public participation in July that the beck wall at the end of Beck Lane be improved

9. Playgrounds and Open Spaces (POS)

- a) To consider the proposal that the scope for watering plants in the parish be circulated for tender to contractors and the submissions be reviewed in November(attached)**
- b) To consider the request from Northern gas to site a gas governor on parish council land(attached)**
- c) To approve the hire agreement for land belonging to the parish council (attached)**
- d) To note a revised report on the requirements for licenses from LCC (attached)**

- e) To consider the removal of the bin from the jubilee playground following the advice from LCC that it will no longer empty this
- f) To consider the proposal that security equipment be installed in Beck Wood at a cost of £204.96(attached)
- g) To consider the proposal from Cllr Wright that the parish council should subscribe to the Council for Protection of Rural England(CPRE) at a cost of £60.00 pa
- h) To approve the quotation for like for like autumn planting of baskets @ £769.50 from Atrium (LCC) and £153.33 from Riverside Nursery
- i) To confirm the change of the code for the padlocks in Beck Wood, Glebe Field and Millbank
- j) To consider the requirements for the instruction of autumn maintenance works

10. Environment and Village Matters

- a) To consider the recommendations for the planning of Christmas (attached)
- b) To discuss communications attempted with Collingham Royal British Legion and consider the plans for council involvement in Collingham and Linton Remembrance Day 2025

11. Finance

- a) To receive the Conclusion of External Audit Report from PKF Littlejohn for April 2024 – March 2025
- b) To appoint Julie Winham as internal auditor for the year 2025 – 2026 at a cost of £525 with the audit planned for April 2026
- c) To note that a HSBC business debit card has been received in the Clerks name
- d) To note the VAT refund received to the value of £4,691.05 covering Q1 2025-2026
- e) To approve amendments to the 2025 – 2026 budget
 - To create a budget line for the hire of meeting rooms under Administration and vire £1,000 from the "Sustainability Agenda" to "Meeting Room Hire"
 - To note the replacement of the "Title Deeds" cost code with "Parish Council Events" and the virement of the associated sum of £1,000 {completed in May 2025}
- f) To note the introduction of charges for the use of Collingham Memorial Hall
- g) To approve the transfer of the mobile phone sim card DD monthly charges from the Clerk's to the Parish Council bank account
- h) To note that the annual subscription to the ICO of £52 will be paid by DD in September
- i) To note monies spent using the Clerks delegated authority in July and August:
 - Fence repairs adjacent to the Jubilee playground £150 (paid July 2025)
 - Branch removal in Beck Wood £120 (paid July 2025)
 - Repairs to the life buoy stand £140 (paid July 2025)
 - Removal of a broken sign £25 (paid July 2025)
 - Removal of overhanging branches in Beck Wood £450(paid August 2025)
 - LCC pest control for removal of a wasp's nest in Beck Wood £77 (paid July Debit card)
 - Purchase of banners £120.84 (August Debit card with £60.42 refund pending)
 - Instruction of installation of fencing to secure the sink hole @ £1,200
 - Instruction of the removal of the damaged gate and installation of fencing in Beck Wood @ £120
 - Instruction to cut back overhanging branches to residents property adjacent to Glebe Field @ £650
 - Instruction to remove fallen tree in Beck Wood @ £650
- j) To receive and approve the budget and reconciliation reports to 20 August 2025

- k) **To approve the schedule of payments presented**
- l) **To confirm changes required to the banking mandate and add two additional councillors**

12. Organisational matters

- a) **To approve the adoption of the following policy documents:**
 - IT Policy v1.0 (attached)
 - Reserves Policy v1.0 (attached)
 - Grant Awards Policy v1.0 (attached)
 - Management of the Recording of Meetings Guidance v1.0 (attached)
 - Social Media Policy v1.0(attached)
- b) **To appoint a Councillor as social media ambassador and note that in future this Councillor will manage all social media and the Clerk's role will be amended to managing the website only**
- c) **To receive the YLCA advise on the council's responsibilities for insuring land(issued 28/08 and attached)**
- d) **To approve the suspension of the Parish Council committee meeting structure excluding staffing due to low councillor numbers**
- e) **To appoint a third member to the staffing committee**
- f) **To consider the proposal to move meeting to Wednesdays at the Scout at a cost of £36 for three hours**
- g) **To consider the purchase of a mobile WiFi device at a cost of £39.99**
- h) **To note the following councillor's correspondence, and agree any action:**
 - NALC Executive Bulletins & Events Newsletters July & August
 - YLCA White Rose & Training Bulletins July & August
 - YLCA Law & Governance July & August
 - PACT Harewood Ward Reports, and updates on incident on Harewood Road
 - LCC Planned Highway Maintenance Programme 2026/27 to 2030/31
 - LCC Temporary Traffic Management Measures & Footpath Closures for Leeds Festival
 - Request from White Rose canoe club for height barrier access to car park
- i) **To consider creating a shared calendar to capture all staff & members availability**

13. Training

- a) **To note training completed in July and August:**
 - Whole council training on 31st July was cancelled
 - Clerk CiLCA training LO16 – 21 completed in July and August
 - Clerk attended training on assertion 10 in the Annual Return for 2025 – 2026
 - Cllr Askew completed social media training
 - Cllr Murdoch and Wright's completed Off to a flying start training
- b) **To approve spend on the following training:**
 - Cllr Moses and Clerk attend the October Talking Tables event at a cost of £210 (booked)
 - Cllr Powell undertaking the Nimble Precept training at a cost of £22.50
 - Cllr Moses and Wright to attend Playground Inspection training at a cost of £96(booked)
- c) **To consider arranging a training session from Ward Councillor Ryan Stephenson for an explanation of the planning system**

14. Police Matters

- a) **To consider inviting the Harewood PACT team to the October Parish Council meeting**

15. Planning

- a) To ratify the response to LCC Leeds Local Plan Consultation Issues and Options (Regulation 18) Consultation

- b) **To consider the following new planning applications:**

25/04564/FU/NE

Erection of a canopy to attach to rear of existing building Collingham Bowling Club
Main Street Collingham

25/04840/FU

Demolition of detached dwelling house and erection of one new detached dwelling house incorporating a triple garage, driveway, patio and lawn areas Spinney Close
Harewood Road Collingham Wetherby LS22 5BZ

25/04980/FU/NE

Demolition of part of existing house and extensions and alterations to remaining house including two storey front and side extension and part two storey, part single storey side and rear extension with first floor balustrade balcony to rear; solar panels to roof at rear; landscaping works including ground floor patio area to side and rear; alterations to fenestration; new front entrance

Lowbeck House Crabtree Green Collingham

25/05030/FU/NE

Single storey rear extension with roof lights, including new chimney
Linton Grange Linton Common Linton

16. Staffing Matters

To note the annual NALC contract aligned pay scale has been released and back dated to 1st April 2025.

17. To note items for next agenda

18. The next meeting will be held on Tuesday 7th October 2025, at Linton Memorial Hall.

In Private

19. To receive the requests for the purchase of parish council owned land (to be tabled)

20. To consider a resident's offer to assist with the sink hole (to be tabled)