

COLLINGHAM with LINTON PARISH COUNCIL

Email: Clerk@collinghamlintonparishcouncil.gov.uk

Dear Councillors

You are hereby respectfully summoned to attend an Extraordinary meeting of Collingham with Linton Parish Council on Tuesday 18 November 2025 at 5.30pm in the Meeting Room at Collingham Memorial Hall, where the following business will be transacted:

Anthea Powell – Vice - Chair – Collingham with Linton Parish Council

Lorna Murdoch - Parish Councillor – Collingham with Linton Parish Council

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.	<p>Election of Chairman:</p> <p>a) To note the resignation of the Chair, Cllr Moses</p> <p>b) To invite the Council to appoint a Chair for the remainder of the civic year and to receive the Chairman's Declaration of Acceptance of Office, to be signed in the presence of the Parish Clerk (Proper Officer)</p> <p>c) Chairman's opening remarks</p> <p>d) For the council to note – Under Section 91 of the Local Government Act 1972, a Statutory Order (Pursuant To S.91 Local Government Act 1972) has been granted for the Council to appoint Mr Ryan Stephenson to act as a Parish Councillor until a quorum is established.</p>
2.	<p>Election of Parish Council Vice-Chairman:</p> <p>a) To invite the Council to appoint a Vice-Chairman for the remainder of the civic year</p>
3.	<p>To receive apologies and consider reasons for absence:</p>
4.	<p>To receive any declarations of interest from Members:</p> <p>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</p>
5.	<p>To consider requests received by the clerk for dispensations under section 33 of the Localism Act 2011:</p>
6.	<p>To note items in the agenda that may/are to be discussed in closed session:</p> <p>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.</p>
7.	<p>Minutes:</p> <p>a) For the council to consider approving the draft minutes of the Ordinary Meeting of the Parish Council held on the 8th of October 2025.</p>
8.	<p>Employment Matters:</p>

	<p>a) For the council to minute the introduction of the new Parish Clerk/Proper Officer</p> <p>b) For the council to note that Claire Cooper will remain as the Responsible Finance Officer (short term) in accordance with section 151 of the Local Government Act (d) (Financial Administration)</p> <p>c) For the council to note the Clerk's annual leave dates for December 2025</p>
9.	<p>Administration Matters:</p> <p>a) For the council to approve Cllrs Powell, Murdoch, and Wright as bank signatories for HSBC Bank</p> <p>b) For the council to approve the Parish Clerk/Proper Officer as a bank signatory for HSBC Bank</p> <p>c) For the council to approve the Parish Clerk/ Proper Officer to be authoriser 1 on the HSBC bank mandate and for Cllr Powell to be authoriser 2 on the HSBC bank mandate</p> <p>d) For the council to note that two bank signatories are required to approve all financial transactions</p> <p>e) For the council to consider a full switch to Unity Trust Bank</p> <p>f) For the council to consider approving the January 2026 meeting date, 14th January</p> <p>g) For the council to approve that the Parish Clerk (Proper Officer) be granted delegated authority under s.101 of the Local Government Act 1972 to take any action necessary to discharge the Council's functions between meetings where delay would seriously prejudice the Council's or the public interest, having consulted with the Chairman.</p>
10.	<p>Village Matters:</p> <p>a) For Cllr Wright to update the council concerning the Christmas tree and consider any further actions</p> <p>b) For the council to consider the arrangement for the Christmas light event and consider further actions.</p> <p>c) For Cllr Wright to update the council concerning the falling branch at Mill House and consider any actions</p>
11.	<p>Co-option Matters:</p> <p>a) To receive written applications for the office of Parish Councillor and to co-opt six candidates to fill the existing vacancies</p> <p>b) In the event of there being more applications than vacancies, the PC will consider the applications in closed session in line with the Co-option Policy. The vote for Co-option will take place within the public forum.</p> <p>c) For the Declaration of Office to be signed (if applicable, to be approved by the council, and to be signed before the next Parish Council meeting)</p>
12.	<p>Closed Session: exclusion of the press and public</p> <p>a) For the council to discuss the co-option applications (if more than six applications)</p>
13.	<p>Date of the Next PC Meeting: Ordinary Meeting:</p> <p>3rd of December 2025 @ 7.00pm in the Scout Hut.</p>