

# **COLLINGHAM with LINTON PARISH COUNCIL**

Email: [Clerk@collinghamlintonparishcouncil.gov.uk](mailto:Clerk@collinghamlintonparishcouncil.gov.uk)

Dear Councillors

You are hereby respectfully summoned to attend the meeting of Collingham with Linton Parish Council on Wednesday 1<sup>st</sup> April 2026 at 7pm in the Collingham Scout Hut, where the following business will be transacted.

Becky Crabtree  
Clerk  
27.03.2026

**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. Introduction from the Chair**

### **2. Public Participation**

To hear from members of the public who wish to make representations, answer questions and give evidence in respect of the business on the agenda. The period of public participation shall not exceed 15 minutes unless directed by the Chairman. A member of the public shall not speak for more than 5 minutes. A question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given. Members of the public may not speak during the remainder of the meeting unless specifically invited to do so by the Chairman.

### **3. To receive any apologies for absence and to consider the approval of reasons for absence given by councillors**

### **4. Declaration of Interests**

4.1. To receive, consider and decide upon any applications for dispensation

4.2. To receive any declarations of interest not already declared under the Council's Code of Conduct or a member's Register of Disclosable Pecuniary Interests

### **5. Co-option Matters**

5.1. To receive written applications for the office of Parish Councillor and to co-opt candidates to fill the existing vacancies

5.2. 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)

### **6. To confirm that the minutes of the council meeting held on 4<sup>th</sup> March 2026 and the Extraordinary council meeting held on 10<sup>th</sup> March 2026 are a true and accurate record.**

### **7. To note items in the agenda that may/are to be discussed in closed session:**

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.

### **8. Clerks report**

To receive an update regarding ongoing matters and previously agreed actions for information only.

## **9. Financial Matters**

9.1. To receive and note current bank balances as at 25<sup>th</sup> March 2026:

Unity Trust T2 Current Account bank balance is £8119.05

Unity Trust Instant Access bank balance to 30/01/2026 is £ 217,382.30

9.2. To receive and note a bank reconciliation and budget comparison to 25<sup>th</sup> March 2026

9.3. To approve the following accounts for payment:

31.03.2026 - Salary costs – To be confirmed at the meeting

31.03.2026 - Bank charge - £8.20 (DD)

10.03.2026 - SLCC - Membership - £84.75

18.03.2026 - YLCA - Whole Council Training - £179.40

05.06.2025 - Linton Memorial Hall - Grant - £9150.00

27.03.2026 - R Crabtree – Reimburse for Smarty (March & April) - £18.00

27.03.2026 - R Crabtree – Reimburse for Three (Feb & March) - £13.74

01.03.2026 - Affordable Waste – Waste removal -£32.54 (DD)

Note: Additional payments may be presented at the meeting.

9.4. To note the following payments previously authorised:

11.03.2026 - Salary costs - £631.16

16.03.2026 - Salary costs - £157.60

11.03.2026 - White Rose Accounting – Payroll Fees – £50.40

9.5. To consider and agree the internal control checklist and appoint two councillors to carry out an internal control check

## **10. To receive information on the following ongoing issues and decide further action where necessary:**

10.1. To receive an update about the party wall on Parish Council Land (PW)

10.2. To receive an update about the meeting held on 24<sup>th</sup> March 2026 between Kebbell Homes and Linton Residents Association (PK)

10.3. To consider any actions arising from a request concerning the footpath to the rear of Langwith Mews

10.4. To finalise and agree the draft tender for grounds maintenance for 2026

10.5. To finalise and agree the draft tender for the watering of floral displays for 2026

10.6. To consider and agree the venues and related costs for future council meetings

10.7. To consider and agree the Parish Magazine subscription payment

10.8. To re-consider a grant application received from Collingham Orchard Garden

## **11. To consider new matters requested by Councillors/Clerk and agree any necessary arrangements**

11.1. To consider the establishment of a Community Award to recognise outstanding contributions (PW)

11.2. To consider and approve the quote for the summer floral displays (Clerk)

11.3. To consider the potential establishment of a Volunteer Group for support work in the village (PW)

11.4. To consider a matter regarding hedge cuttings being left on Parish Council land (PW)

11.5. To ratify the Extraordinary Meeting held on 17 July 2025 and to retrospectively approve the items agreed at that meeting

## **12. To consider organisational matters and agree any necessary action**

12.1. To note the resignation of Cllr B Moses

12.2. To consider and agree the Parish Magazine contribution

12.3. To consider and agree the meeting dates for 2026

12.4. To consider having a Parish Council Post Box Address and associated costs

12.5. To consider the YLCA whole council training report

12.6. To consider and agree the date for the Annual Parish Meeting and the arrangements

12.7. To consider arrangements for Council-owned defibrillators, including inspection and maintenance arrangements

### 13. To receive information on the following new correspondence and decide further action where necessary

- 13.1. To consider a request to use Glebe Field for Collingham Community Show and to consider how the council might support the event on a personal level and as member's of local groups
- 13.2. To consider correspondence received regarding litter issues in the village
- 13.3. To consider an enquiry received from Bellway Strategic Land
- 13.4. To receive an update from Collingham Men's Club regarding the website to which the Parish Council provided a grant, and to consider their request to include a link on the Parish Council website with appropriate wording

### 14. Policies and Procedures

To consider and adopt new policies and to review and approve previously adopted policies, as listed below.

- Scheme of Delegation
- Training policy for Staff and Councillors
- Data Protection Policy
- Data Map (Audit)
- Code of Conduct
- Complaints procedure
- Privacy notice for staff, councillors and role holders
- Security Incident Policy
- Website Accessibility Statement
- Risk Assessment Strategy
- Financial Regulations
- Records Management Policy

### 15. Planning Matters

15.1. To consider and decide upon planning applications received from Leeds City Council since the last meeting

Application Reference	Address	Proposal
<a href="#">26/00965/FU/NE</a>	Barfield Cottage Northgate Lane Linton	Change of use from dwelling house to a holiday let
<a href="#">26/00948/FU/NE</a>	The Croft 7 Jewitt Lane Collingham Wetherby LS22 5BA	Variation of conditions 2 (approved plans) and 3 (materials) to previously approved planning application 24/05193/FU (Demolition of front and rear dormers and single storey rear extension, erection of replacement front and rear dormers and a single storey rear extension, installation of replacement timber cladding to front gable, new steps and ramp to front, a roof light to rear, fenestration alterations to front, side, and rear, replacement door to side, conversion of garage to habitable rooms, and patio alterations to rear.) for regularisation of approved plans
<a href="#">26/00953/FU</a>	Wetherby Golf Club Linton Lane Linton Wetherby LS22 4JF	Erection of PV Solar Panels to club house roof
<a href="#">26/01073/FU</a>	Linton Spring Farm Sicklinghall Road Wetherby LS22 4AQ	Change of use of agricultural land to dog walking/activity area
<a href="#">26/01372/FU</a>	24 Bishopdale Drive Collingham Wetherby LS22 5LP	Single storey rear/side extension; roof lights/solar panels to rear; garage conversion to habitable room space with window to replacing garage door and flue to log burner to side
<a href="#">26/01580/FU/NE</a>	Meadow Court 20 The Vale Collingham	Single storey side extension and rear first floor balcony (with access door)

<a href="#">26/01535/FU</a>	Alresford Harewood Road Collingham Wetherby LS22 5BZ	Demolition of outbuilding and construction of a single storey side extension; garden wall and archway to side; detached garage incorporating office to front; timber bin store to front
<a href="#">26/01656/FU</a>	The Willows Muddy Lane Linton Wetherby LS22 4HW	Demolition of existing of conservatory; construction of single-storey rear extension

15.2 To receive and note the planning decisions made by Leeds City Council since the last meeting

Application Reference	Address	Proposal	Comment	Decision
<a href="#">26/00336/FU</a>	Linfield Northgate Lane Linton Wetherby LS22 4HS	Variation of condition 3 (materials to match) to previously approved Planning Application 24/07300/FU (Single storey front extension) to allow for a rendered finish to side and rear of previously approved extension.	Collingham with Linton Parish Council has no objections to this planning application.	Approved
<a href="#">25/06366/FU</a>	Old Star Public House Leeds Road Leeds LS22 5AP	Restrospective application for replacement windows to existing openings	Collingham with Linton Parish Council has no objections to this planning application.	Refused
<a href="#">26/00056/FU</a>	2 Bridge Paddock Collingham Wetherby LS22 5BN	Erection of outbuilding to front	Collingham with Linton Parish Council has no objections to this planning application.	Approved

**16. To notify the clerk of matters for inclusion on the agenda of the next meeting**

**17. To confirm the date of the next ordinary council meeting**

**18. Confidential session**

To resolve to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 due to the nature of the business to be transacted at items 19, 20 and 21 being prejudicial to the public interest

**19. Staffing matters**

To consider and approve the contract of employment for the Clerk and RFO

**20. Millbeck Green Footpath**

To consider information received and agree next steps, including the establishment of a Working Group and approval of its Terms of Reference.

**21. Christmas 2025**

To receive an update and agree any necessary action