

COLLINGHAM with LINTON PARISH COUNCIL

Email: Clerk@collinghamlintonparishcouncil.gov.uk

Dear Councillors

You are hereby respectfully summoned to attend the annual meeting of Collingham with Linton Parish Council on Monday 11th May 2026 at 7pm in the Collingham Memorial Hall, where the following business will be transacted.

Becky Crabtree
Clerk
06.05.2026

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. To elect the Chair of the Council and to receive the Chair's Declaration of Acceptance of Office

2. To elect the Vice Chair of the Council and to receive the Vice Chair's Declaration of Acceptance of Office

3. Chair's Opening Remarks

To receive an introduction from the Chair.

4. 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.

5. Apologies for Absence

To receive apologies for absence and approve the reasons for absence.

6. Declaration of Interests

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

6.2. 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

7. Co-option Matters

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

7.2. 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)

8. Minutes of the Previous Meeting

To confirm the minutes of the meeting held on 1 April 2026 as a true and accurate record.

9. Clerks report

To receive an update on ongoing matters and actions arising from previous meetings.

10. Committee Updates

10.1. To receive an update on the Staffing Committee meeting held on 7 April 2026

11. Financial Matters

11.1. To receive and note current bank balances as at 6th May 2026:

Unity Trust T2 Current Account bank balance is £92,779.84

Unity Trust Instant Access bank balance is £ 218,137.60

11.2. To receive and note a bank reconciliation and budget comparison to 31st March 2026

11.3. To review and agree the asset register

11.4. To note the Internal Auditor's Final Report 2025/2026 and agree any action required

11.5. To note the Annual Internal Audit Report for 2025/2026 included at page 3 of the Annual Governance and Accountability Return (AGAR) 2025/2026

11.6. To approve Section 1 – Annual Governance Statement 2025/2026 for Collingham with Linton Parish Council (AGAR page 4)

11.7. To approve Section 2 – Accounting Statements 2025/2026 for Collingham with Linton Parish Council (AGAR page 5)

11.8. To note the period for the exercise of public rights

11.9. To approve the publication of documents required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, and the Transparency Code for Smaller Authorities, including:

- Annual Internal Audit Report 2025/2026
- Section 1 – Annual Governance Statement 2025/2026
- Section 2 – Accounting Statements 2025/2026
- Analysis of variances
- Bank Reconciliation to 31 March 2026
- Notice of the period for the exercise of public rights and other information required by Regulation 15(2), Accounts and Audit Regulations 2015
- Declaration that the accounting statements are as yet unaudited
- All items of expenditure over £500
- Asset register

11.10. To approve the Community Infrastructure Levy (CIL) Report for 2025/2026

11.11. To note and approve the Schedule of Regular Payments and Subscriptions

11.12. To receive and note the bank reconciliation and budget comparison up to 30th April 2026

11.13. To approve the following accounts for payment:

31.03.2026 - Salary costs for May 2026 - £1371.07

30.04.2026 - G Baxter & Sons - Grounds Maintenance - £520.00

30.04.2026 - G Baxter & Sons - Grounds Maintenance - £505.00

13.04.2026 - Orchard Garden Trust - Grant - £4500.00

28.04.2026 - Freethought - £29.50

23.04.2026 - Defib Service - Annual services - £270.00 (Note: Clerk approved quote using delegated powers)

30.04.2026 - J Winham - Internal Audit - £525.00

01.05.2026 - YLCA - Cllr Training - £60.00 (Note: Clerk approved quote using delegated powers)

Additional payments may be presented at the meeting.

11.14. 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

13.04.2026 - Collingham Memorial Hall - Room hire - £21.00

12.04.2026 - Collingham Memorial Hall - Room hire - £19.00

- 11.15. To note the following income received:
 - 31.03.2026 - Bank interest - £755.30
 - 01.04.2026 - Leeds City Council - Precept - £95,000.00
 - 01.04.2026 - Leeds City Council - LCTS Grant - £886.00
 - 01.04.2026 – Leeds City Council – CIL - £3153.48

11.16. To review and approve insurance arrangements

12. To consider the following council business and organisational matters and agree any necessary action:

- 12.1. To consider and agree the cost a website MOT for £145
- 12.2. To consider arrangements for the Parish Council stall at the Community Show
- 12.3. To receive an update about the Kebbell Development and the CIL funding
- 12.4. To consider and agree the parish magazine article content for June 2026
- 12.5. To discuss an email on the Miller Homes development site walkaround (22 June)
- 12.6. To consider and agree the appointment of a solicitor to register Parish Council-owned land
- 12.7. To consider and agree the arrangements for future meetings
- 12.8. To consider and agree the arrangements for the Annual Parish Meeting
- 12.9. To note the meeting attendance register
- 12.10. To receive an update about the party wall on Parish Council Land
- 12.11. To consider reconvening committee meetings and to appoint members to serve on:
 - i. Staffing Committee
 - ii. Finance Committee
 - iii. Playgrounds and Open Spaces Committee
 - iv. Asset Management Sub-Committee
 - v. Planning Committee
- 12.12. To appoint members to the following roles:
 - i. Playground inspection
 - ii. Bank signatories
 - iii. YLCA representatives
 - iv. Orchard Garden Trust representative
 - v. Collingham Memorial Hall Representative
- 12.13. To consider and adopt policies including:
 - Risk Assessment Strategy
 - Financial Regulations

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

- 13.1. To consider an enquiry regarding speeding concerns on Harewood Road
- 13.2. To consider an enquiry received from Bellway Strategic Land
- 13.3. To consider a request to use the shallow river access area near Collingham bridge for a one-off equipment test
- 13.4. To consider a request to book Jubilee Playground for children’s football party
- 13.5. To consider a grant application received from St Oswald’s Collingham with Harewood Parochial Church Council (PCC)
- 13.6. To consider and agree a quote received for a replacement lifebuoy

14. Planning Matters

- 14.1. To note the planning applications/appeals received since the meeting held on 1st April 2026 and the comments made by the Proper Officer whilst she had delegated powers to comment

Application Reference	Address	Proposal	Comment
-----------------------	---------	----------	---------

25/06366/FU	Old Star Public House Leeds Road Leeds LS22 5AP	Retrospective application for replacement windows to existing openings	The Parish Council objects to the proposal as the development is located within a Conservation Area and fails to adequately preserve or enhance its character. In particular, there are concerns regarding the inconsistency of materials, especially in relation to the Tesco element of the building, which does not match the existing finishes. This results in a lack of visual cohesion, with materials that are not in keeping with the building's heritage aesthetic.
26/01709/FU	Orchard House Northgate Lane Linton Wetherby LS22 4HS	Demolition of the existing derelict house and garage. Construction of new dwelling and garage	See comment below.

The general character of the area is predominantly defined by stone-built dwellings and boundary treatments, as set out in the Neighbourhood Plan and the CAAMP, which reference millstone grit/sandstone as the prevailing material for detached dwellings within the Conservation Area. Whilst it is noted that the existing dwelling is finished in render and the proposal therefore represents a like-for-like replacement in that respect, this is not typical of the wider built character of the area, where natural stone is the more common material for larger detached properties. On that basis, it is suggested that consideration be given to a natural stone finish rather than render, as this would better reflect the established materials palette of the Conservation Area. This is offered as a design suggestion rather than an objection to the principle of redevelopment.

14.2. To consider and decide upon planning applications received from Leeds City Council

Application Reference	Address	Proposal
26/02297	Site At: Bank House Orchard Drive Linton	Alterations to front including replacement cladding, removal of front balcony with new UPVC window and new windows and door to front
26/01344/FU	14 Johnson Crescent Collingham Wetherby LS22 5FT	Single storey side extension
26/02287/FU/NE	Langdale Harewood Road Collingham Wetherby LS22 5BZ	Detached garage to front; new side door to main house

14.3. To receive and note the planning decisions made by Leeds City Council

Application Reference	Address	Proposal	Comment	Decision
26/01372/FU	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 replace garage door and flue to log burner to side	Collingham with Linton Parish Council has no objections to this planning application.	Approved

26/01073/FU	Linton Spring Farm Sicklinghall Road Wetherby LS22 4AQ	Change of use of agricultural land to dog walking/activity area	See comment below.	Refused
The Parish Council objects to the application on the grounds that it represents inappropriate development in the Green Belt involving a change from agricultural to commercial use that reduces openness and harms the rural character. Concerns were raised about the visual impact of fencing, potential lighting and parking, disturbance to livestock and wildlife, noise affecting nearby residents and increased traffic creating safety risks. The proposal is also considered detrimental to the conservation area and may set a precedent for further Green Belt development.				
26/00948/FU/NE	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	Collingham with Linton Parish Council has no objections to this planning application.	Refused
25/04840/FU	Spinney Close Harewood Road Collingham Wetherby LS22 5BZ	Demolition of detached dwelling house, erection of one new detached dwelling house and associated hard and soft landscaping works	No comment submitted	Approved

15. Items for the next agenda

To notify the Clerk of matters for inclusion on the next agenda.

16. Date of Next Meeting

To confirm the date of the next ordinary meeting.

Confidential session

17. Exclusion of Press and Public

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 18 and 19 being prejudicial to the public interest

18. Millbeck Green Footpath

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

19. Floral displays

To consider tenders received for watering the floral displays and to agree the preferred contractor