

COLLINGHAM with LINTON PARISH COUNCIL

Email: Clerk@collinghamlintonparishcouncil.gov.uk

Dear Councillors

You are hereby respectfully summoned to attend the Full Council meeting of Collingham with Linton Parish Council on Monday 5 October 2026 at 7pm in the Collingham Memorial Hall, where the following business will be transacted.

Becky Crabtree
Clerk
29.09.2026

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. Chair's Opening Remarks

To receive an 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.

3. Apologies for Absence

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

4. Declaration of Interests

- a) To receive, consider and decide upon any applications for dispensation
- b) 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

- a) To receive written applications for the office of Parish Councillor and to co-opt candidates to fill the existing vacancies
- b) 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. Minutes of the Previous Meeting

To confirm the minutes of the meeting held on 6 July 2026 and the extraordinary meeting held on 21 July 2026 as a true and accurate record.

7. Clerks report/actions

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

8. Financial Matters

- a) To receive and note current bank balances as at 29 September 2026:
Unity Trust T1 Current Account bank balance is £5311.63

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Unity Trust Instant Access bank balance is £ 286,428.42

- b) To receive and note a bank reconciliation and budget comparison to 31 August 2026
c) To approve the following accounts for payment:
Additional payments may be presented at the meeting.

Invoice date	Payee	Details	Amount
28.09.2026	Hyperion	Hedge maintenance	£400
24.09.2026	YLCA	Training	£35.00
18.09.2026	R Crabtree	Cost of taxi to LCC Conference – Joint contribution between 3 PCs	£8.60
14.05.2026	R Crabtree	Reimburse for Amazon invoice – Paper – Joint contribution with other PC	£7.30
01.07.2026	R Crabtree	Reimburse for Amazon invoice – Printer - Joint contribution with other PC	£23.00
22.09.2026	R Crabtree	Mileage – April – Sept 2026	£178.20

- d) To note the following payments previously authorised:

Invoice date	Payee	Details	Amount
17.03.2026	L Murdoch	Reimburse: refreshments for training	£9.85
06.07.2026	G Baxter & Sons	Grounds Maintenance	£600.00
15.07.2026	BK Growers	Hanging baskets (Clerk approved using delegated powers)	£148.33
16.07.2026	Vision ICT –	Website MOT	£145.00
20.7.2026	Collingham Memorial Hall	Room Hire	£30.00
16.07.2026	R Crabtree	Reimburse for Wetherby Skip invoice – Beck Wood bins	£120.00
25.07.2026	Collingham Memorial Hall	Room hire	£16.00
14.08.2026	R Crabtree	Reimburse for Wetherby Skip invoices – Beck Wood bins (31.07.2026-14.08.2026)	£240.00
18.08.2026	Salary Costs	August Salary Costs	£1397.07
12.09.2026	ICO	Data Protection Fee	£47.00
15.09.2026	Salary costs	September Salary costs	£1397.07
20.07.2026	R Crabtree	Reimburse for Amazon invoice – Chain for bin (Clerk approved using delegated powers)	£12.50
20.07.2026	R Crabtree	Reimburse for Amazon Invoice – Sticker for bin (Clerk approved using delegated powers)	£12.91
20.07.2026	R Crabtree	Reimbursement for Start Traffic LTD- H&S supplies (Clerk approved using delegated powers)	£108.70
01.12.2025	St Oswalds Church	Parish Magazine	£2000.00
22.09.2026	ICO	Data Protection Fee	£52.00
16.09.2026	Parish Online	Mapping Software	£200.00
15.09.2026	PKF Littlejohn	External Audit	£315.00
02.09.2026	White Rose	Payroll Fees	£35.10
14.09.2026	YLCA	CLlr Training – Chaining Skills	£75.20
14.09.2026	YLCA	Clerk and CLlr Training – Talking Tables	£210.00

14.09.2026	R Crabtree	Reimburse for Wetherby Skip invoices – Beck Wood bins (21.08.2026-04.09.2026)	£180.00
15.07.2026	R Crabtree	Reimburse for Amazon invoice – Gloves for litter pick (Clerk approved using delegated powers)	£10.20
24.08.2026	R Crabtree	Reimburse for Three Mobile payments (April-August 2026)	£47.45
24.08.2026	R Crabtree	Reimbursement for Smarty (May-August 2026)	£36.00
24.09.2026	Cut My	Supplies to repair train in Beck Wood	£12.40

- e) To note the following income received:
30.06.2026 – Bank interest - £1290.87
29.06.2026 – Refund from Freethought - £311.04
10.09.2026 – Rent from CALSA - £2675.30
- f) To note the conclusion of the external audit for the financial year ending 31st March 2026
- g) To consider and agree a quote for the internal audit for 2026/2027

9. Planning Matters

- a) To note the planning applications received since the meeting held on 6 July 2026 and the comments made by the Proper Officer whilst she had delegated powers to comment.
Due to the number of comments made since the last meeting, this information has been included in the Agenda Pack.
- b) To receive and note the planning decisions made by Leeds City Council
Due to the number of decisions made since the last meeting, this information has been included in the Agenda Pack.
- c) To consider and decide upon planning applications received from Leeds City Council

Application Reference	Address	Proposal
26/04679/FU	Windmill Inn Main Street Linton Wetherby LS22 4HT	Retrospective application for the Formation of play area with climbing structure
26/05153/FU	Lady Elizabeth Hastings Church Of England Primary School Linton Road Collingham Wetherby LS22 5BS	Change of use of former school bungalow from C3 Residential to E(f) Early Years Day Nursery; single storey extensions to front and side; cladding to front, side and rear; alterations to fenestration and roofing; new ramped access and cycle store; associated landscaping
26/05076/FU	Keldholme Linton Lane Linton Wetherby LS22 4HL	Replacement wall to front boundary
26/04820/FU	Old Manor Barn Church Lane Collingham Wetherby LS22 5AU	Installation of EV Charger

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

- a) To receive an update about the grounds maintenance including:
 - i. To consider the grounds maintenance tender arrangement for 2027
- b) To receive an update about the ad hoc maintenance works across Parish Council sites and quotes received
- c) To receive an update about Beck Wood including the following:
 - i. To consider requests and suggestions received by residents in relation to Beck Wood
 - ii. To consider and agree to arrange a public meeting about Beck Wood
 - iii. To consider the adopted Memorial Policy and agree any action in relation to one located at Beck Wood
- d) To receive an update about the playground including:

- i. To consider and agree quote received for remedial works in the playground and the adult fitness equipment
- ii. To consider the implications of the Simpler Recycling requirements for the waste bin provided at the Parish Council playground and to agree whether any changes to the current general waste provision are required
- e) To consider and agree the new signage proposals and quotes
- f) To consider a request made at the previous meeting to support the installation of a gabion wall to reinforce the bank of the beck.
- g) To consider and agree matters relating to Langwith Mews
- h) To consider the health and safety requirements for all Parish Council land and assets and consider quotes received
- i) To consider and retrospectively approve the cost of the tree survey of £880, which the Clerk approved under delegated powers.
- j) To consider the CALSA rent review in accordance with the terms of the lease
- k) To consider and agree the arrangements for the floral displays
- l) To consider and agree the arrangements for the Christmas event and receive an update about the lights
- m) To consider and agree arrangements for the Remembrance Day
- n) To review and agree the representatives for local organisations
- o) To consider and agree the content of the Parish Council article for the next edition of the parish magazine
- p) To consider and agree the Parish Council's contribution towards the cost of the Parish Magazine for 2027, at a cost of £2,300
- q) To consider and adopt the Freedom of Information Policy
- r) To consider renewing the CPRE membership at a cost of £60
- s) To receive an update about the Bridgewood Green development
- t) To receive an update about the Council coffee morning
- u) To consider placing its community defibrillator(s) under the guardianship scheme operated by Public Access Defibrillators UK.
- v) To consider and agree attendance at YLCA training sessions by Councillors and the Clerk

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

- a) To consider and agree to apply for the Mayor's Safer Communities Fund grant and determine the proposed project to be included within the application
- b) To consider correspondence received regarding Kingfisher Reach Open Space
- c) To consider an enquiry received regarding the lorries on Tib Garth
- d) To consider an enquiry received from Bellway Strategic Land

12. Grant Applications

- a) To consider a grant application from Collingham Lady Elizabeth Hastings C of E Primary School
- b) To consider a grant application from Collingham Short Mat Bowls Club

13. Items for the next agenda

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

14. Date of Next Meeting

To confirm that the next full council meeting is being held on 2 November 2026.

Confidential session

15. 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 17,18 and 19 being prejudicial to the public interest

17. Millbeck Green Footpath

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To consider information received and agree next steps including:

- a) To consider the quotes received for a consultant to carry out the tender process and agree any arrangements
- b) To consider and agree to undertake a ground penetrating radar survey

18. Glebe Field

To note correspondence received, action taken and to agree any further action considered necessary.

19. Staffing Matters

- a) To note that the Staffing Committee met on 25 August 2026 and, following the successful completion of the Clerk's probationary period, confirmed a permanent appointment in accordance with the terms of the employment contract.
- b) To note the agreed NJC Pay Award 2026/27, providing a 3.3% pay increase for local council employees employed on NJC terms and conditions, effective from 1 April 2026.