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 23 November 2026 at 7pm in the Collingham Scout Hut, where the following business will be transacted.

Becky Crabtree
Clerk
18.11.2026

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 5 October 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 17 November 2026:
      Unity Trust T1 Current Account bank balance is £49,790.42
      Unity Trust Instant Access bank balance is £ 282,862.41

b) To receive and note a bank reconciliation and budget comparison to 31 October 2026

c) To approve the following accounts for payment:
Additional payments may be presented at the meeting.

Invoice date	Payee	Details	Amount
01.10.2026	R Sparling	Watering floral displays June – October 2026	£2950.00
10.11.2026	R Crabtree	Expenses – Instant Ink – Joint contribution	£13.49
10.11.2026	R Crabtree	Reimbursement for Three – Sept- Oct	£15.82
14.11.2026	R Crabtree	Reimbursement for hard drive	£25.32
10.11.2026	R Crabtree	Reimbursement for Smarty – Sept-Oct	£18.00
16.11.2026	1st Collingham Scout Group	Room hire	£40.00
18.09.2026	Cllr Kerfoot	Expenses – Mileage and car park charges for attending LCC Conference	£31.80

d) To note the following payments previously authorised:

Invoice date	Payee	Details	Amount
09.10.2026	GGS	Lighting bollard, manhole cover and repair wall in Linton	£610.00
14.10.2026	YLCA	Cllr Training	£28.80
13.10.2026	YLCA	Cllr Training	£70.00
23.10.2026	The Playground Inspection Company	Playground inspection	£217.50
26.10.2026	PPL PRS	Music License	£52.39
15.11.2026	Salary costs	Salary – November 2026	£1442.13

e) To note the following income received:
Community Infrastructure Levy - £41,518.48
Rent for Glebe Field - £615.00

f) To review the current budget and consider the draft budget for 2027/2028

9. Planning Matters

a) To note the planning applications received since the meeting held on 5 October 2026 and the comments made by the Proper Officer whilst she had delegated powers to comment.

Application Reference	Address	Proposal	Comment
26/05342/FU	Limestones Sicklinghall Road Wetherby LS22 6AA	Single storey front infill extension and alteration to roofing forming front flat roof; first floor rear extension including rear balcony; conversion to form rooms in roof space with roof lights to rear and rear solar panels; alterations to fenestration and cladding materials; widening of existing driveway; installation of swimming pool and patio to rear	Collingham with Linton Parish Council has no objections to this planning application.

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
26/05848/FU	39 Millbeck Green Collingham Wetherby LS22 5AG	New two storey front extension; part two storey, part first floor side/rear extension to include hip to gable end extension with dormer window to front; patio doors replacing garage doors to front; associated alterations to driveway access and new dropped kerb to front
26/05988/FU	Hollybush Farm School Lane Collingham Wetherby LS22 5BQ	Single-storey side extension to create a new porch area.

10. Council Business and Organisational Matters

To consider the following Council business and organisational matters and agree any necessary action:

a) Floral displays

To consider and agree arrangements for the provision and maintenance of the floral displays.

b) Health and Safety

To consider and adopt the proposed Health and Safety Policy.

c) Governance and internal controls

i. To consider and agree the updated Internal Control Check.

ii. To consider and agree the adoption of the following policies, as recommended by the Staffing Committee:

- Appraisal Policy
- Pension Policy

d) CALSA lease

To consider the CALSA rent review in accordance with the terms of the lease and agree any necessary action.

e) Parish Magazine

i. To consider and agree the content of the Parish Council article for the next edition of the Parish Magazine.

ii. To consider and agree the Parish Council's contribution towards the cost of the Parish Magazine for 2027, amounting to £2,300.

f) Membership

To consider renewal of the Council's CPRE membership at a cost of £60.

g) Christmas event

To receive an update on arrangements for the Christmas event, including consideration of the event risk assessment, and agree any necessary action.

11. New Correspondence

To receive information on the following new correspondence and decide upon further action where necessary:

a) To consider and agree a nomination for the 2027 Royal Garden Party.

12. Matters Raised by Councillors and the Clerk

To consider the following matters raised by councillors and the Clerk and agree any necessary action:

a) To consider a proposal for an independent pre-housing development assessment
b) To consider the adoption of an Emergency Plan

13. Grant Applications

To consider the following grant applications and agree any necessary action:

a) Collingham Lady Elizabeth Hastings C of E Primary School.
b) Collingham Short Mat Bowls Club.
c) Linton Residents Association.
d) Collingham Memorial Hall.

14. Items for the next agenda

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

15. Date of Next Meeting

To confirm that the next full council meeting is being held on 7 December 2026.

Confidential session

16. 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

To receive an update on the Millbeck Green footpath project, consider the information received and agree the next steps, including:

a) To consider and retrospectively approve the cost of procurement support and administration services amounting to £2,512.50, which the Clerk approved under delegated powers.
b) To consider the information and quotation received from Leeds City Council (LCC).
c) To consider and approve the tender documentation.
d) To consider commissioning a Ground Penetrating Radar (GPR) Survey.
e) To consider commissioning an Environmental Survey.

18. Party Wall on Parish Council-Owned Land

To receive an update on the party wall situated on Parish Council-owned land and agree any necessary action.

19. Staffing Matters

To note that the Staffing Committee met on 19 November 2026, receive an update on matters arising and agree any necessary action.