

COLLINGHAM with LINTON PARISH COUNCIL

Minutes of the meeting held on Tuesday 6th May 2025 – 7.00pm at Collingham Memorial Hall

Present: Cllrs: Marianne Moses(Chair), Helena Pettit, Emma Askew, Chris Corkhill, Peter Burr & Anthea Powell

Officers: Claire Cooper - Clerk & RFO

Members of the public: 3

Public Participation: None

The meeting started at 7.00pm.

8637. To elect the Chairman of the Council

Cllr Pettit proposed Cllr Moses, with the proposal being seconded by Cllr Burr.

Voting: 6 Councillors present with all voting in favour.

8638. To receive the Chairman's Declaration of Acceptance of Office

Note: The Chair signed the acceptance of office and assumed the chair.

8639. To elect the Vice Chairman

Cllr Moses proposed Cllr Pettit, with the proposal being seconded by Cllr Askew

Voting: 6 Councillors present with all voting in favour.

8640. To receive any declarations of interest from Members

None.

8641. To consider requests received by the Clerk for dispensations

A request for dispensation was received from Cllr Pettit with regard to the Orchard Garden Trust and her position as a Councillor member of their committee.

Resolved: To grant the dispensation and allow Cllr Pettit to participate in the discussion and vote involving Orchard Gardens collaboration in the Glebe Field celebration.

Voting: 6 Councillors present with all voting in favour.

8642. To receive apologies and consider acceptance of reasons for absence

Apologies received from Cllrs Bascombe and Brown

Resolved: That both apologies be accepted.

Voting: 6 Councillors present with all in favour.

8643. To consider if any item on the agenda will be discussed in private

None.

8644. To approve as an accurate record the minutes of the Parish Council meeting on 2nd April 2025

Resolved: That the minutes be approved as an accurate record and signed by Chair.

Voting: 6 Councillors present with all in favour.

8645. To review committee terms of reference including delegated authority

- Finance Committee

- Staffing Committee
- Planning Committee
- Playgrounds & Open Spaces Committee

Resolved: That the tabled terms of reference for committees be adopted and uploaded to the website.

Voting: 6 Councillors present with all in favour.

8646. To review committee structures and confirm both members and the chair to serve on the committees

- Finance Committee
- Staffing Committee
- Planning Committee
- Playgrounds & Open Spaces Committee
- Substitute committee representatives

Resolved: That the tabled structure be adopted and uploaded to the website with the change in chair for the finance committee noted, and the addition of the following substitute committee members:- Finance: Cllr Burr, Staffing: Cllr Pettit, Planning: Cllr Powell and POS: Cllr Corkhill

Voting: 6 Councillors present with all in favour.

8647. To review and adopt:

- **Standing Orders v1.1**
- **Financial Regulations v1.1**

Resolved: That the Standing Orders and Financial Regulations both at v1.1 be adopted and uploaded to the website.

Voting: 6 Councillors present with all in favour.

8648. To complete a review of representation on or work with the following external bodies and arrangements for reporting back

- City and Parish liaison - Chairman (by default)
- YLCA & NALC – Cllrs Brown and Burr (Moses as Deputy)
- PACT – Cllrs Askew, Pettit & Powell
- LCC Highways – Cllrs Brown and Askew
- LCC PROW Paths Partnership Scheme (P3) – Cllr Moses
- Parish Magazine – to be deferred to June Council meeting
- Linton Residents Association Cllrs Brown and Moses
- Collingham BID – Cllr Corkhill
- Orchard Gardens Trust Committee – Cllr Pettit

Resolved: That the tabled structure be adopted with the named representatives above.

Voting: 6 Councillors present with all in favour.

8649. To consider the recommendation from Finance Committee to approve the asset register

Resolved: To accept the recommendation and approve the asset register and upload this to the website.

Voting: 6 Councillors present with 5 in favour and 1 abstaining

8650. To consider the recommendation from the Finance Committee to approve arrangements for insurance cover in respect of all insured risks for 25-26

Deferred

8651. To complete a review of the council's subscriptions to other bodies

- YLCA – members subscription
- ICO – members subscription
- Freethought – Office365 subscription of users
- Vision ICT – Website Hosts

Noted.

8652. To consider the adoption of the Civility and Respect pledge

Resolved: To instruct the Clerk to review the policy requirements and report back to Council when the policies are suitably aligned to the pledge.

Voting: 6 Councillors present with 5 voting in favour and 1 abstaining

8653. To resolve that the Clerk shall complete a total a review of the council's policies, procedures and practices with the priority being to be in respect of creating/ updating the;

- Freedom of information and data protection policy
- Transparency Policy
- Reserves Policy
- Media Policy
- Training Policy
- Risk Management Policy & Risk Assessment

Resolved: To instruct the Clerk to progress with this work.

Voting: 6 Councillors present with all in favour.

8654. To note the council's arrangements for holding and accessing legal documents.

- Minutes – West Yorkshire Archives
- Title deeds & leases, contracts & legal documentation – Filed with the Clerk

Noted: That whilst this is the adopted position there a number of title deed documents currently with Cllr Pettit that should be returned to the Clerk and the box passed by a previous Councillor to the Chair is still to be catalogued and confirmed as to its contents.

8655. To fix the dates and times of ordinary meetings of the Council for 2025 – 2026(attached)

Resolved: That the tabled dates are confirmed and will be added to the website and noticeboards.

Voting: 6 Councillors present with all in favour.

- 8656. To resolve that the Clerk should in future issue all public notices to a nominated councillor to display, with an understanding of the requirements associated with this {in line with LGA 1972 Schedule 12 Para 10(2)(a) – A council must give at least three clear days' notice to the public by posting a notice, giving the time, date and place of the meeting, in a conspicuous place in the parish}**

Resolved: The Parish Council understands its responsibilities and the Clerk will no longer be required to display the meeting notices but shall provide the Chair with copies ready for display with the required date of display clearly communicated.

Voting: 6 Councillors present with all in favour.

8657. Finance

- a) To note the update to banking arrangements**

Noted: That the HSBC banking has now transferred to the new banking mandate.

- b) To note the internal control's check completed on 10th April 2025 and consider any recommendations from the Finance Committee**

None.

- c) To note the 2024/25 internal audit report and consider any recommendations from the Finance Committee**

Resolved: That the verbal recommendation from the Finance Committee to instruct the Clerk to undertake all improvements suggested in the internal audit report tabled be accepted.

Voting: 6 Councillors present with all in favour.

- d) To resolve to approve and sign the 2024/25 Annual Governance Statement**

Resolved: That the 2024/25 Annual Governance Statement be approved and signed by the Chair.

Voting: 6 Councillors present with all in favour.

- e) To resolve to approve and sign the 2024/25 Accounting Statement**

Resolved: That the 2024/25 Accounting Statement be approved and signed by the Chair.

Voting: 6 Councillors present with all in favour.

- f) To note the Year End Accounts for 1 April 2024 – 31 March 2025**

Noted.

- g) To note the Year End Budget position 1 April 2024 – 31 March 2025**

Noted.

- h) To note the bank reconciliation to 30th April 2025**

Noted.

- i) **To note the transfer of £10,000 from the Business Money Manager to Business Current Account on 17/04/2025**

Noted.

- j) **To note budget spend for 2025 – 2026 year to date**

Noted.

- k) **To note there were no monies spent using the Clerk/ Chairs' delegated authority**

Noted.

- l) **To authorise payment of accounts presented :**

	Salaries	£1399.12
Claire Cooper	Mileage	£34.39
HMRC	Tax & NI	£427.71
Chris Parks	April maintenance invoice	£640.00*
HSBC	Bank Charges	£8.00
Sephton Baxter	Grass cutting	£654.00
Collingham Memorial Hall	Room hire PACT	£30.00
Julie Winham	Internal Auditor	£495.00
Freethought	Domain Renewal	£120.00
Freethought	Office 365 Licenses	£142.68
Chris Parks	May maintenance invoice	£90.00

Resolved: That all payments are authorised barring the sum of £200 within Chris Parks invoice* dated 2nd April 2025 {the tree stump should be queried and re-present at the June meeting}.

Voting: 6 Councillors present with all in favour.

Post meeting note: The payroll arrived after the meeting and were communicated to authorisers and added to payments.

- m) **To further consider the grant application received from Collingham Memorial Hall**

Deferred: It was noted that a request to remove this item from the agenda had been received from the applicants that the item be removed from this agenda and added to a future meetings agenda.

- n) **To consider the grant application received from Collingham Methodist Church for £250 to be used in organising the 100th Anniversary Celebration**

Resolved: That the application be declined due to the event not being fully inclusive as it is invitation only.

Voting: 6 Councillors present with all in favour.

8658. Police Matters

To note the police crime statistics report

Noted.

8659. Village News and Resident Communications

a) To receive the latest resident communication report and agree action as appropriate

A discussion took place and the Clerk was instructed to take the following action:

i) To write to the resident requesting additional benches and advise that these locations had been attempted previously and not approved by LCC

ii) To request further details on the proposed use of the parish councils SID data

iii) With regard to the request from a resident to tarmac an area adjacent to their home

Resolved: To write to the resident regarding the resurfacing of the area and advise that the Council had explored pricing / options and found the solution to be complex with the cost prohibitive. The Council has committed to arrange for a contractor to sweep any mud/ debris from the area affected if the area does flood.

Voting: 6 Councillors present with 4 in favour and 2 against.

iv) With regard to the request from Lady Hastings School for feedback on their sponsorship proposal

Resolved: To advise the school that the Council had no objection in principle and would welcome further details on their proposal.

Voting: 6 Councillors present with 5 in favour and 1 abstaining.

b) To consider items to be included in the next newsletter

Noted: Glebe Field celebration, Councillor vacancies, Flood committee, use of Glebe Field by dog owners, considerate parking on bin days with signposting to service provider, forthcoming highways works

8660. Environment and Village Matters

a) To note the update on the sink hole identified on the non- definitive footpath adjacent to Millbeck Green

Resolved: To instruct the Clerk to progress with improved temporary protection and quotations from suitable contractors as recommended by LCC and that Cllr Burr would be available to meet the contractors should they require assistance with their site visit.

Voted: 6 Councillors present with all in favour.

b) In relation to Glebe Field:

i) To consider the proposal from Cllr Pettit, on behalf of the Glebe Field working party, that a celebratory event take place on 24th May 2025 at the Glebe Field to mark 25 years since the land was acquired by the Parish Council and subsequently the loan being repaid, the event being primarily as the attached proposal, and further that a budget of up to £750 be resolved for this event

A discussion took place with options for sourcing the money discussed as an addition to the tabled proposal.

Resolved: To approve this proposal {subject to risk assessments and partner insurance being confirmed prior to the event} and to the sum of £750 for its organisation. To further agree to the virement of £1000 from "title plans and mapping", with a budget line for Parish Council Events to be created and the £1,000 aligned here for ongoing event budget management.

Voting: 6 Councillors present with all in favour.

ii) The Council received a report that a business was using Glebe Field to host outdoor activities with children and it had been unaware that they needed the Councils consent.

Resolved: To write to the business advising it that the Council would like to further understand what has been taking place and instructed the Clerk to progress with establishing its considerations prior to entering into a formal agreement.

Voting: 6 Councillors present with all in favour.

c) To authorise the spend of £700 on maintenance to the Linton telephone box

Resolved: That the quotation from the regular maintenance contractor for the maintenance work to this existing asset be approved and the Clerk should instruct the contractor to complete the works.

Voting: 6 Councillors present with all in favour.

8661. Organisational matters

To receive the councillor's correspondence report and consider action as appropriate

A discussion took place and the Council resolved to approve the Flood Committees request to update details on the Parish Council website and share column space in the Parish Magazine

8662. Training

To note training completed in April, and any tabled requests for future training

- Clerk CiLCA modules {Introduction and Legislation} – **Noted.**
- Cllr Julie Brown, \$106 and CiL Funding 11 June £27.40 – **Approved.**

8663. Planning

To receive and consider any new planning applications received prior to the meeting, and note updates to the planning report

25/02301/FU/NE Lynwood Harewood Road

Resolved: To object to the use of lead instead of rosemary tiles due to them being out of keeping with the period properties in the surrounding area.

Voting: 6 Councillors present with 3 in favour of objection, 1 against and 1 abstaining.

25/02042/FU/NE 5 South View Collingham Wetherby LS22 5DF

25/02326/FU/NE 5 Tern Park Collingham Wetherby

25/02612/FU/NE Croppergate College Farm Lane Linton

Noted: No comment on other applications.

8664. To note any requests for items for the next agenda

Noted: Linton Gateway Signage, Involvement in parish magazine.

8665. The next meeting will be held on Tuesday 3rd June at Collingham Memorial Hall
Noted.

The meeting closed at 8.40pm

Signed *Marianne Moses* **Chair**

Date *23rd May 2025*