

COLLINGHAM WITH LINTON PARISH COUNCIL

Minutes of the meeting held on Tuesday 3 June 2025 – 7.00pm at Collingham Memorial Hall

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

Officers: Claire Cooper - Clerk & RFO

Members of the public: 5 {1 applying for co-option}

Public Participation: Representatives from Collingham Bowling Club and Collingham Men's Forum spoke in support of their grant applications to be tabled later in the meeting.

The meeting started at 7.18pm.

8677. To receive apologies and consider accepting reasons for absence

Apologies: Cllr Brown & Pettit

Resolved: That reasons for absence from both Councillors be accepted.

Voting: 4 Councillors present with all in favour.

Noted: The resignation of Cllr Bascombe.

8678. To receive any declarations of interest from Members. None.

8679. To consider requests received by Clerk for dispensations. None.

8680. To note that item 17* on the agenda will be discussed in private. Noted.

8681. To receive such items that the Chair may wish to lay before the Council

Noted: The Clerk is to investigate options for a debit card for Parish Council use.

8682. To consider the co-option of a new Parish Councillor

The applicant made brief representation to the Parish Council.

Resolved: To approve the applicant's request to join Collingham with Linton Parish Council in the role of Councillor.

Voting: 4 Councillors present with all voting in favour.

Cllr Lorna Murdoch signed the acceptance of office and joined the meeting.

8683. Police Matters

- a. **To receive the latest police crime statistics report** from the website alongside the crime statistics report from the neighbourhood watch co-ordinator and confirm the frequency the website report should be produced by the clerk

Resolved: The Clerk is to collate details quarterly.

Voting: 5 Councillors present with all voting in favour.

- b. **To receive feedback from councillor representatives** on the recent PACT meeting
Cllr Moses gave a brief report.

Resolved: That the Clerk should look at options for private security support for incidents occurring in Beck Wood and present options to the full council in September.

Proposer: Cllr Moses, **Seconded:** Cllr Askew

Voting: 5 Councillors present with all voting in favour.

Resolved: The Clerk to look in to CCTV options for Beck Wood and the area adjacent to the Jubilee Playground and present options to the full council in September.

Proposer: Cllr Moses, **Seconded:** Cllr Burr

Voting: 5 Councillors present with all voting in favour.

8684. Village News and Resident Communications

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

Resolved: The Council is to write to residents adjacent to the cricket pitch requesting that they trim their hedges.

Resolved: That the resident requesting that the Council cite the highways code re their notices on parking should be advised that this is not within its power, and be directed to the police.

Resolved: That the Clerk should continue to challenge LCC on their failure to empty the bins in the Jubilee playground, and also request a further recycling bin be added to the space and adopted by LCC.

Voting: 5 Councillors present with all voting in favour of these actions being taken.

- b) To discuss and agree items to be included in the next newsletter

Resolved: That an article celebrating the Glebe Field event be written and submitted.

Voting: 5 Councillors present with all voting in favour.

8685. Playgrounds and Open Spaces (POS)

- a. To approve the adoption of the Asset Management Sub-Committee Terms of Reference

Resolved: To adopt this document as V1.0 of the Asset Management Sub-Committee Terms of Reference.

Voting: 5 Councillors present with 4 voting in favour and 1 abstaining.

- b. To consider any requests made for adhoc maintenance

Resolved: That the items listed under additional works for June all be directed to the land owners and not be completed by the Parish Council.

Voting: 5 Councillors present with all voting in favour.

- c. To receive feedback from the contractor on the purchase of a tree stump to form a bench

Resolved: To thank the contractor for their offer to keep the tree stump and not progress with the carving or positioning of this tree stump on Parish Council land.

Proposer: Cllr Askew, **Seconder:** Cllr Moses

Voting: 5 Councillors present with all voting in favour.

8686. Environment and Village Matters

- a) To receive the feedback from Cllr Askew on the Glebe Field celebration event

Noted: The event was well received with guests appreciating the opportunity to celebrate the occasion.

- b) To receive the feedback from Cllr Moses on the LRA annual general meeting

Noted: The event was well attended with discussions centred around the Kebbell development and installation of the gateway signage.

- c) To consider the creation of a working party for the planning for Christmas 2025 and the management of Christmas lights including their traditional switch on event, and note that orders with LCC should be placed by the Clerk no later than September

Resolved: To establish a Christmas events working party and scheduled the first meeting as soon as possible.

Voting: 5 Councillors present with all voting in favour.

Chair: Cllr Askew, **Members:** Cllrs Moses, Powell and Murdoch

- d) To agree the approach of the Council to applying for licenses from LCC Highways

Noted: That Cllr Moses would complete the list for Linton and Cllr Powell the list for Collingham. The locations identified would be presented at July council for agreement on the locations to be progressed with LCC.

- e) To consider the plans for winter baskets to be installed in September/ October 2025

Resolved: That the Clerk should request indicative prices from existing contractors for note ahead of any decisions on final locations once the requirements for licenses is confirmed.

Voting: 5 Councillors present with all voting in favour.

- f) To consider the plans for Council involvement in Remembrance Day 2025

Resolved: That the Clerk should write to Collingham Royal British Legion, requesting details on this year's event.

Voting: 5 Councillors present with all voting in favour.

- g) To receive an update on quotations being sought for the repair of the sink hole

Noted: That the main contractors had advised the Council to complete a full survey in the first instance and had provided details for a suitable contractor, {at a cost of £660}. This work was instructed by the Clerk in consultation with the chair with authority under the Financial Regulation 5.17**. The Clerk is awaiting the outcome of the survey.

***"In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter"*

POST MEETING NOTE: The survey report was received on the 4 June and the footpath subsequently closed until such time as repairs could be agreed, funded and completed.

8687. Finance

- a) To consider the grant application from Collingham bowling club

Resolved: To approve the sum of £5,800 for the improvement of the paving at Collingham bowling club subject to the following three conditions being met: a third quotation being received, proof of the grant funding requested elsewhere being successful and the final invoice being produced proving completion of works described.

Proposed: Cllr Burr **Seconded:** Cllr Moses

Voting: 5 Councillors present with all voting in favour.

- b) To consider the grant application from Collingham retired men's forum

Resolved: To approve the sum of £500 for the development of IT for the forum.

Proposer: Cllr Moses, **Seconded:** Cllr Powell

Voting: 5 Councillors present with all voting in favour.

- c) To consider the grant application from the Linton Memorial Hall

Resolved: To approve the sum of £9,150 for the improvement of the drainage at Linton Memorial Hall subject to the following two conditions being met: proof of the grant funding requested elsewhere being successful and the final invoice being produced proving completion of works described.

Proposer: Cllr Moses, **Seconded:** Cllr Askew

Voting: 5 Councillors present with all voting in favour.

- d) To note monies spent using the Clerk/ Chairs' delegated authority

- i. Printing posters for APM £36.00
- ii. Ink for Council Printer £34.08
- iii. Purchase of protective cover for sink hole £66.00(via Chris Parks)

Noted.

- e) To note the bank reconciliation to 31st May 2025, with balances and receipts in the cashbook

Noted and signed by the Chair.

- f) To note budget spent 2025 - 2026 year to date

Noted.

- g) To authorise payment of accounts presented

Resolved: Approved and signed by the Chair.

Voting: 5 Councillors present with all voting in favour.

Staff Salaries		£1,399.32
HMRC	Tax & NI	£427.51
Claire Cooper	Mileage Expenses	£103.17
Chris Parks	Maintenance May 2025	£580.00
HSBC	Bank Charges	£8.00
Sephton Baxter	Grass Cutting May Invoice 10525	£1,032.00
Marianne Moses	APM Refreshments Expenses	£17.10
Helena Pettit	Glebe Field Event Expenses	£445.28
Claire Cooper	APM Printing Expenses	£36.00
Claire Cooper	Printer Ink Expenses	£34.08
BK Growers Ltd	Hanging Baskets Invoice 2096 Linton	£184.00
Signomatic	Glebe Field Event Plaque Invoice 2252896	£56.08
Freethought	Office 365 Account Invoice 66524	£995.04
Freethought	Domain name Invoice 65791	£35.40
SLCC	CiLCA Registration	£450.00
Clear Council	Annual Insurance	£1,425.49

8688. Organisational matters

- To consider the adoption of the revised Model Publication Scheme v1.0
- Resolved:** That the Model Publication Scheme v1.0 be adopted.
Voting: 5 Councillors present with all voting in favour.
- To consider the adoption of the revised GDPR General Privacy Notice v1.0
Resolved: That the GDPR General Privacy Notice v1.0 be adopted.
Voting: 5 Councillors present with all voting in favour.
- To approve the spend of £15.98 p.m. to purchase a business 365 account for Cllr Moses
Resolved: Approved.
Voting: 5 Councillors present with all voting in favour.
- To receive the councillor's correspondence report and agree any action as appropriate(attached)
Noted.

8689. Training

- To note the payment to SLCC for the Clerk's CiLCA course work submission has been made, and CiLCA training completed in May includes LO's 27, 28 and 29. **Noted.**
- To consider applying for whole council training from the YLCA and agree a selection of dates
Resolved: That all councillors would forward their top six subject suggestions to the Chair/ Clerk and YLCA should be contacted to request Thursday 31st July 1.30pm – 4pm subject to LMH being able to accommodate, at a cost to be confirmed in the region of £300. That Cllr Murdoch should also be enrolled on the "Off to flying start" training for 8th and 10th July.
Proposer: Cllr Moses, **Seconder:** Cllr Powell
Voting: 5 Councillors present with all voting in favour.

8690. Planning

- To receive and consider any new planning applications received prior to the meeting **25/02829/FU/NE** Northgate House Northgate Lane Linton. **Noted.**

- b. To receive an update on the progress with LCC approval of the Kebbell development
Noted: That there are no further updates at this time.
- c. To discuss the current progression of the S278 agreement for junction improvements by Miller Homes
Noted: That whilst the Parish Council will watch its progression it has no power to influence what is done.
- d. To discuss resident concerns with works outstanding by Miller Homes
Noted: That following a direct plea from a resident, Cllr Moses had been able to reach out to a Ward Councillor to contact them and discuss their concerns.

8691. In line with Standing Order 3 (v) that a meeting shall not exceed a period of 2 hours. The Chair sought permission of the meeting for an agreed extension of 10 minutes in order to complete the meeting.

Voting: 5 Councillors present with all voting in favour.

8692. Highways & Public Rights of Way

- a. To note the next meeting with LCC Highways is 26th June 2025 5pm – 7pm
Noted: That Cllr Askew will attend, and Cllr Brown will be asked on her return from her holidays.
- b. To consider the request from LCC for an update on the status of the accuracy of the definitive map for Collingham and Linton and feedback on preferred method for the sharing of data

Deferred to 1 July by the Chair due to time constraints.

8693. Staffing Matters

To note the Clerks planned annual leave as Monday 16th June to Friday 20th June inclusive

Noted: That in the Clerk's absence there would be an out of office and voicemail directing all urgent enquiries to the Chair.

8694. To note that the following item on the agenda was discussed in private

8695. *To consider any action to be taken following the third-party event held in Glebe Field on 17th May 2025.

Resolved: That no direct action be taken against organisations involved in this event, rather that clear rules be established on applying for access to/ use of Parish Council land in future

Proposer: Cllr Moses, **Seconder:** Cllr Powell.

Voting: 5 Councillors present with all voting in favour.

8696. **Items for next agenda:** Hire agreement for Glebe Field, Gateway Signage progression, and use of a storage shed on the Glebe Field.

8697. The next meeting will be held on Tuesday 1st July 2025, at Collingham Memorial Hall.

The meeting closed at 9.10pm

Signed *Marianne Moses* Chair

Date 1st July 2025