

COLLINGHAM with LINTON PARISH COUNCIL

Email: Clerk@collinghamlintonparishcouncil.gov.uk

Minutes of the meeting held on 17th September 2025 7pm in Linton Memorial Hall

Present: Cllrs Marianne Moses(Chair), Lorna Murdoch, Patrick Wright & Anthea Powell

Officers: Claire Cooper - Clerk & RFO

Members of the public: 2

Public Participation: A resident made representation to the council to purchase a parcel of land adjacent to their home.

The meeting started at 7pm.

8727. To receive apologies and consider reasons for absence. None.

8728. To receive any declarations of interest from Members.

*Cllr Murdoch reported an interest in 8747 and did not participate in the decision.

8729. To consider requests received by the Clerk for dispensations. None.

8730. To note 8747 and 8748 are to be discussed in private. Noted.

8731. To note the resignations of Cllrs Peter Burr, Helena Pettit and Emma Askew. Noted.

8732. To consider the appointment of a Vice Chair. Deferred.

8733. To approve as an accurate record the minutes of the playground and open spaces committee meeting 1 July 2025, the full council meeting on 1 July 2025 and the full council extra ordinary meeting held on 17th July 2025

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

8734. Village News and Resident Communications

a) To receive the latest resident communication report and agree action on the following items:

- Resident asking if her daughter could complete voluntary work for the Parish Council to support her Duke of Edinburgh Award. **Noted:** The Chair will contact the resident to discuss the requirements prior to any decision being made.
- Resident asking if bins removed throughout Collingham in recent years would be reinstated. **Noted:** To advise the resident that this is not currently under consideration.

b) To consider the request from a resident under public participation in July that the beck wall at the end of Beck Lane be improved

Resolved: To advise the resident that the Parish Council are aware that this is property of the parish council and this is not work that is currently being considered.

8735. Playgrounds and Open Spaces (POS)

a) To consider the proposal that the scope for watering plants in the parish be circulated for tender to contractors and the submissions be reviewed in November

Resolved: That the final document confirmed by Cllr Powell is to be circulated to contractors for tender.

b) To consider the request from Northern gas to site a gas governor on parish council land

Resolved: To advise Northern Gas that this cannot be accommodated as the land is leased to a third party.

c) To approve the hire agreement for land belonging to the parish council

Resolved: To adopt this agreement and publish on the website.

d) To note a revised report on the requirements for licenses from LCC. Noted.

- e) **To consider the removal of the bin from the jubilee playground following the advice from LCC that it will no longer empty this**
Resolved: To request a price from J Bennett for this work and to consider these costs prior to instruction.
- f) **To consider the proposal that security equipment be installed in Beck Wood at a cost of £204.96**
Resolved: To instruct J Bennett to install the equipment as priced at £204.96 (and parish council to produce the necessary policy to support the equipment's installation).
- g) **To consider the proposal from Cllr Wright that the parish council should subscribe to the Council for Protection of Rural England (CPRE) at a cost of £60.00 pa**
Resolved: (
- h) **To approve the quotation for like for like autumn planting of baskets @ £769.50 from Atrium (LCC) and £153.33 from Riverside Nursery**
Resolved: Approved.
- i) **To confirm the change of the code for the padlocks in Beck Wood, Glebe Field and Millbank**
Resolved: Not to change the code and instead to write to code holders, advise them of the process for securing the entrance, and ask them to please inform the Clerk of the details of the visitors it should expect.
- j) **To consider the requirements for the instruction of autumn maintenance works**
Deferred.

8736. Environment and Village Matters

- a) **To consider the recommendations for the planning of Christmas**
Cllr Moses shared general arrangements including dates and venue and proposed a Christmas tree for Glebe Field
Resolved: To procure "SV505CL" on a 3 year hire £3,746 + VAT pa from Blachere Illuminations Ltd.
- b) **To discuss communications attempted with Collingham Royal British Legion and consider the plans for council involvement in Collingham and Linton Remembrance Day 2025**
Resolved: That the parish council is willing to appoint a parish councillor as its representative on any committee formed for this event and will support where possible.

8737. Finance

- a) **To receive the Conclusion of External Audit Report from PKF Littlejohn for April 2024 – March 2025. Received and noted.**
- b) **To appoint Julie Winham as internal auditor for the year 2025 – 2026 at a cost of £525 with the audit planned for April 2026**
Resolved: Approved.
- c) **To note that a HSBC business debit card has been received in the clerks name. Noted.**
- d) **To note the VAT refund received to the value of £4,691.05 covering Q1 25-26. Noted.**
- e) **To approve amendments to the 2025 – 2026 budget**
 - To create a budget line for the hire of meeting rooms under Administration and vire £1,000 from the "Sustainability Agenda" to "Meeting Room Hire"
 - To note the replacement of the "Title Deeds" cost code with "Parish Council Events" and the virement of the associated sum of £1,000**Resolved:** Approved.
- f) **To note the introduction of charges for the use of Collingham Memorial Hall. Noted.**
- g) **To approve the transfer of the mobile phone sim card DD monthly charges from the Clerk's to the Parish Council bank account**
Resolved: Approved.

h) To note the annual subscription to the ICO of £52 will be paid by DD in Sept. Noted.

i) To note monies spent using the Clerks delegated authority in July and August:

- Fence repairs adjacent to the Jubilee playground £150 (paid July 2025)
- Branch removal in Beck Wood £120 (paid July 2025)
- Repairs to the life buoy stand £140 (paid July 2025)
- Removal of a broken sign £25 (paid July 2025)
- Removal of overhanging branches in Beck Wood £450(paid August 2025)
- LCC pest control for removal of a wasp's nest in Beck Wood £77 (paid July Debit card)
- Purchase of banners £120.84 (August Debit card with £60.42 refund pending)
- Instruction of installation of fencing to secure the sink hole @ £1,200
- Instruction of the removal of the damaged gate and installation of fencing in Beck Wood @ £120
- Instruction to cut back overhanging branches to residents property adjacent to Glebe Field @ £650
- Instruction to remove fallen tree in Beck Wood @ £650
- Instruction to empty bins in Jubilee playground @ £60

Noted.

j) To receive and approve the budget and reconciliation reports to 20 August 2025

Resolved: Approved.

k) To approve the schedule of payments presented

September Staff Costs		£2,177.17
White Rose Accounting	Payroll Costs	£33.60
Chris Parks	August maintenance invoice	£560.00
HSBC	Bank Charges	£8.00
Sephton Baxter	August Grass Cutting invoice	£852.00
ICO	Data protection Fee 2025	£52.00
Chris Parks	July maintenance invoice	£680.00
Sephton Baxter	July Grass Cutting invoice	£1,224.00
Hyperion Tree Services	Beck Wood Branch removals	£450.00
Vista Print	Banners	£120.84
LCC	Wasps nest removal(Beck Wood)	£77.00
PFK Littlejohn LLP	External Audit 2024 – 2025	£756.00
Collingham Memorial Hall	Room Hire Inv 527	£24.00
Collingham Memorial Hall	Room Hire Inv 534	£24.00
Peter Burr	Lock replacement Beck Wood Expenses	£41.38
Hyperion Tree Services	Glebe Field Inv 196 & Beck Wood Inv 243	£1,300.00
Linton Memorial Hall	Hire Fees 17/07 & 17/09	£90.00
Claire Cooper	Mileage Expenses	£34.39
J Bennett	Fencing, gate repairs and jubilee bins emptied	£1,380.00

Resolved: Approved.

l) To confirm changes required to the banking mandate and add additional councillors

Noted: That following recent councillor resignations only Cllr Moses and the clerk remain active on the current bank mandate.

Resolved: To replace the existing HSBC bank mandate with the new HSBC bank mandate tabled at the meeting.

8738. Organisational matters

a) To approve the adoption of the following policy documents:

- IT Policy v1.0
- Reserves Policy v1.0

- Grant Awards Policy v1.0
- Management of the Recording of Meetings Guidance v1.0
- Social Media Policy v1.0

Resolved: Adopted

- b) To appoint a Councillor as social media ambassador and note that in future this Councillor will manage all social media and the Clerk's role will be amended to managing the website only**

Resolved: That the Chair would assume this role and create a Facebook Account identifying as a Councillor and that the Clerk would transfer admin rights to this ID.

- c) To receive the YLCA advise on the council's responsibilities for insuring land. Noted.**

- d) To approve the suspension of the Parish Council committee meeting structure excluding staffing due to low councillor numbers**

Resolved: Approved with all actions from dissolved committees to be presented in the form of a Clerks report at the next full council meeting.

- e) To appoint a third member to the staffing committee**

Resolved: Cllr Murdoch was appointed with Cllr Wright to act as a substitute member if required.

- f) To consider the proposal to move meeting to Wednesdays at the Scout at a cost of £36 for three hours**

Resolved: Approved, with CMH and LMH to be advised of the immediate change of venue and the Scout Hut to be booked for the first meeting on 8th October at 7pm.

- g) To consider the purchase of a mobile WiFi device at a cost of £39.99**

Resolved: Approved.

- h) To note the following councillor's correspondence, and agree any action:**

- NALC Executive Bulletins & Events Newsletters July & August
- YLCA White Rose & Training Bulletins July & August
- YLCA Law & Governance July & August
- PACT Harewood Ward Reports, and updates on incident on Harewood Road
- LCC Planned Highway Maintenance Programme 2026/27 to 2030/31
- LCC Temporary Traffic Management Measures & Footpath Closures for Leeds Festival
- Request from White Rose canoe club for height barrier access to car park

Noted.

- i) To consider creating a shared calendar to capture all staff & members availability**

Resolved: To not create a shared calendar at this time but to include all meetings as an invitation via outlook and add all meeting supporting documents to Sharepoint rather than attaching to email.

8739. Training

- a) To note training completed in July and August:**

- Whole council training on 31st July was cancelled due to councillor numbers
- Clerk CiLCA training LO16 – 21 completed in July and August
- Clerk attended training on assertion 10 for the Annual Return for 2025 – 2026
- Cllr Askew completed social media training
- Cllr Murdoch and Cllr Wright completed Off to a flying start training

- b) To approve spend on the following training:**

- Cllr Moses and Clerk attend the October Talking Tables event at a cost of £210
- Cllr Powell undertaking the Nimble Precept training at a cost of £22.50
- Cllr Moses and Cllr Wright to attend Playground Inspection training at a cost of £96

Resolved: That the training be booked but that in future training {beyond Off to a Flying start} would only be provided to councillors after six months in post.

- c) **To consider arranging a training session from Ward Councillor Stephenson for an explanation of the planning system**
Resolved: To contact Cllr Stephenson and also Cllr Robinson to request a date for possible whole council discussions on matters pertaining to Highways and Planning with LCC.
8740. **Police Matters**
a) **To consider inviting the Harewood PACT team to the October Parish Council meeting**
Resolved: To invite the Wetherby Ward & Harewood Ward Sergeant to the Parish Council meeting on 8th October 2025.
8741. **Planning**
a) To ratify the response to LCC Leeds Local Plan Consultation Issues and Options (Regulation 18) Consultation
Resolved: That the response submitted in draft is the approved and final response from the parish council.
b) **To consider the following new planning applications:**
25/04564/FU/NE – Noted.
Erection of a canopy to attach to rear of existing building Collingham Bowling Club
Main Street Collingham
25/04840/FU – Noted.
Demolition of detached dwelling house and erection of one new detached
Harewood Road Collingham Wetherby LS22 5BZ
25/04980/FU/NE – Noted.
Demolition of part of existing house and extensions and alterations to remaining house
Lowbeck House Crabtree Green Collingham
25/05030/FU/NE – Withdrawn.
Single storey rear extension with roof lights, including new chimney
Linton Grange Linton Common Linton
8742. **Staffing Matters**
To note the annual NALC contract aligned pay scale has been released and back dated to 1st April 2025. Noted.
8743. **Noted:** That the Chair requested the meeting be extended to 9.20pm to allow for completion of the agenda. *SO 3{v} A meeting shall not exceed a period of 2 hours. Should the meeting need to be extended, the Chair will seek permission of the meeting for an agreed extension in order to complete the meeting.
8744. **To note items for next agenda.**
Noted: Budget for 26 – 27, review of second request for purchase of land (Millbeck Green)
8745. **The next meeting will be held on Wednesday 8th October 2025, at Collingham Scout Hut.**
8746. **To note that the following items on the agenda were discussed in private. Noted.**
8747. **To receive the requests for the purchase of parish council owned land**
Resolved: That with the land in question being in vicinity of the sink hole any decisions should be deferred until after that issue is resolved.
8748. **To consider a resident's offer to assist with the sink hole**
Resolved: To thank the resident and advise them that a specialist contractor has been appointed.

The meeting closed at 9.18pm.

Signed: **Chair**

Marianne Moses

Date:

8th Oct 2025