

COLLINGHAM with LINTON PARISH COUNCIL

Email: Clerk@collinghamlintonparishcouncil.gov.uk

Minutes of the meeting held on 8th October 2025 7pm at Collingham Scout Hut

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

Officers: Claire Cooper - Clerk & RFO

Members of the public: 1

Public Participation: None

The meeting started at 7pm.

8749. To receive apologies and consider reasons for absence. None.

8750. To receive any declarations of interest from Members None.

8751. To consider requests received by the Clerk for dispensations. None.

8752. To note items on the agenda to be discussed in private

Noted: That items 8765, 8766, 8767 and 8768 discussion is in private

8753. To consider the appointment of a Vice Chair

Resolved: Anthea Powell appointed as Vice Chair.

8754. To approve as an accurate record the minutes of the full council meeting 17 Sept 2025

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

8755. Village News and Resident Communications

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

- To consider the request from a Linton resident that the collation and reporting of SiD data be resumed given the parish councils previous documented commitments to this initiative.

Resolved: That the Parish Council appreciates and understands the resident's concerns and would like to advise them that the data collated in the months reported resulted in no material difference in the results. The SiDs are considered to be the primary deterrent and not the reporting of the statistics.

- The residents at Kingfisher Reach have written to LCC and CLPC advising they are resuming efforts to establish a Friends of Kingfisher Reach group. **Noted.**
- The resident adjacent to the beck at Beck Lane has written to the council expressing disappointment that the council will not progress their request. **Noted.**

b) To consider the notice of charges received from the St Oswald's for the Parish magazine for the next twelve months content @ £2,000

Resolved: That the Parish Council would like to understand the pricing and period of cover for their content in magazine prior to paying this invoice.

c) To confirm items for inclusion in the next Parish Newsletter

Noted: Councillor vacancies, Christmas lights switch on, advice to book Glebe Field for events, Train refurbishment – a thank you and the clean-up of the jubilee playground

8756. Playgrounds and Open Spaces (POS)

- a) **To consider the quotation of £100 for the removal of the bin from the jubilee playground**
Resolved: Approved.

- b) **To consider contracting a further bin to be installed and maintained by a third-party supplier (outside of the playground).**

Resolved: That costs be assembling in line with the financial regulations, and considered prior to a decision.

The decision of this item was challenged by the Parish Council. The following were resolved by the Parish Council.

The Parish Council resolved for Affordable Waste Management to be contracted to complete the work at an annual cost of £400.00 per annum.

The previous Chair was to organise the decision.

The Parish Council also resolved for the 8756.a for the removal of the existing bin by a contractor.

- c) **To note the date for security equipment to be installed in Beck Wood as 18th October**
Noted.

- d) **To note the like for like autumn planting of baskets is planned for October**
Noted.

- e) **To consider the requirements for the instruction of autumn maintenance works**

Resolved: That three tender documents be created using the categories : regular maintenance – grass cutting & hedges, regular maintenance – general, and regular maintenance – hedges, and be represented to the Parish Council for approval prior to circulation. That the Parish Councillors will provided named contractors to approach for prices by category.

- f) **To receive the annual playground inspection report and decide on action required**

Resolved: To install appropriate signage and request price for three rotten post replacements. That the surface level issue should be added to the clerk report for action at a later date.

- g) **To consider the additional £236 + vat requested from Blachere for ballast and a timer to support the Christmas tree installation to Glebe Field.**

Resolved: To request that the supplier absorb the £100 error in pricing for the ballast, and to progress the order for the tree as quoted.

8757. Finance

- a) **To note LCC CiL Report has been submitted for 24 – 25 and is on the website. Noted.**

- b) **To note receipt of payment from Kickstart Kamp for the use of Glebe field. Noted.**

- c) **To note receipt of residual CiL funds from the Miller development of £8,133.36. Noted.**

- d) **To consider the introduction of Scribe accounting software**

Resolved: Not to progress at this time.

- e) **To note no monies were spent using Clerks delegated authority in Sept. Noted.**

- f) **To receive budget ytd spend and reconciliation reports to 20 September 2025. Noted.**

- g) **To approve the schedule of payments presented:**

Staff Costs September 2025	£1,919.61
Chris Parks	September grass cutting £200.00

Sephton Baxter	September grass cutting invoice 2925	£804.00
1 st Collingham Scout Hut	Room hire 19 August	£80.00
YLCA	Clerk Advertisement Inv 4651	£20.00
YLCA	Nimble Precept Training Inv 4638	£22.50
YLCA	Playground inspection training Inv 4623	£96.00
Playground Inspection Company	Inv 80782 Annual inspection	£252.00
Amazon	WiFi Device (debit card)	£34.99
CPRE	Annual subscription	£60.00
Claire Cooper	Mobile sim contract six months	£49.44
Amazon	Solar camera (debit card)	£23.47
Amazon	CCTV Signage (debit card)	£6.58
Amazon	Solar Cameras(debit card)	£20.98
Marianne Moses	Expenses travel & keys for container	£58.30
Amazon	Ink cartridges & printer paper	£56.90
Smarty	WiFi Data	£9.00

Resolved: Approved.

- h) To consider arranging an extra ordinary meeting to look at the accounts and budget to include a discussion on items for inclusion in the 2026 – 2027 budget**

Resolved: That an extra ordinary meeting would not be convened at this time but that a session between the Parish Council and Clerk be arranged for Tuesday 14th October at 1pm to look through current finance arrangements.

- i) To confirm the changes required to the banking mandate and plans for making parish council invoice payments prior to its introduction**

Resolved: That the banking mandate change be paused until a new Clerk is appointed.

8758. Organisational matters

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

- NALC Executive Bulletins & Events Newsletters September. **Noted.**
 - YLCA White Rose & Training Bulletins September. **Noted.**
 - Breakthrough Communications Training in September. **Noted.**
 - Kings Award for voluntary service nominations. **Noted.**
 - Wattle Syke junction – letter to residents. **Noted:** That the Clerk should enquire where and when the letter had been sent.
 - Lady Hastings circular for fundraising for outdoor spaces at the school.
- Noted:** That Lady Hastings be advised to consider submitting a Grant application.

- b) To receive the Clerk's report. Noted.**

8759. Training

- a) To note training completed in September:**

- Clerk. CiLCA training LO13 - 15 completed in September
 - Clerk. Martyn's Law Seminar West Yorkshire Police Anti-terrorism
- Noted.**

- b) To note that the clerks place at Talking Tables was withdrawn by the Chair and allocated to Cllr Murdoch on 23/09/2025. Noted.**

8760. Police Matters

To note that a date for the Ward Sergeant to attend the Parish Council meeting is still to be confirmed.

Noted: That the Parish Council have been advised that this will not be an option and that the route to the PACT team should be via the regular scheduled PACT meetings as with all other Harewood Ward Parish Councils.

8761. Planning

[25/05232/FU/NE](#)- Porch to front 10 Garth Avenue Collingham Wetherby

Noted.

[25/05308/FU/NE](#)- Variation of condition 2 (Approved Plans) to previously approved Planning Application 25/00491/FU (The Grange Harewood Road Collingham

Noted: The Parish Council will explore title deeds and boundaries to ensure there is no encroachment.

[25/05466/FU/NE](#)- Demolition of front and side porches; glazed entrance to front and rear; dormer windows to front and rear; new pitched roof over utility room to front; single storey extension with terrace; steps and hand rail to rear; new ground and first floor side windows Collingwood Hill Crest Collingham

Noted.

[25/05230/FU/NE](#)- Replacement of ground floor side window with new door; replacement of two ground floor rear windows with one sliding door and one bay window The Hollies 1A Northgate Rise Linton

Noted.

[25/05203/FU/NE](#)- Two storey side extension with rendering Orchard Lodge Orchard Drive Linton 438843447205

Noted.

8762. To note items for next agenda

Noted: Budget considerations for the year 2026 – 2027, to consider the introduction of a Flood and Resilience Policy and to consider the proposal for the Parish Council to introduce a mission statement

8763. The next meeting will be held Wednesday 5th November in Collingham Scout Hut. Noted.

8764. To note that the following items on the agenda were discussed in private and that the Chair requested the meeting be extended to 9.30pm 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.

8765. To receive the request for the purchase of parish council owned land

Resolved: To advise the residents that whilst the Parish Council have no objection to discussing this further in future with its current priorities it needs to be postponed until the council has capacity for the consideration.

8766. To consider the tenders for watering plants in the parish

Resolved: To progress a contract with Nick Vickerman for a period of one year.

- 8767. To approve the scoping document provided by HJCE for works to the sink hole. Deferred.**
- 8768. Staffing Matters**
- a) To note the Clerk & RFO's resignation submitted on 18th September. Noted.**
 - b) To approve the advertisement and pay scales for the recruitment of a new Clerk**
Resolved: Approved.
 - c) To approve the arrangements for a clerk from 20th October 2025**
Resolved:
 - (i)** The interviews for the new clerk are anticipated to be conducted as soon as possible.
 - (ii)** Exiting clerk to continue in the role of RFO only at 8 hours per month until the new clerk is in post.
 - (iii)** Exiting clerk to handover the parish council owned assets, clerks report and business continuity information to the chair and continue to be available to the chair adhoc, on currently hourly rate, to provide advice primarily on the meeting agenda and minutes.
 - (iv)** Exiting clerk to provide draft agendas for November and December highlighting key activity required until a Clerk is in post

The meeting closed at 9.26pm.

Signed: Cllr Anthea Powell - Chair

Date: 18th of November 2025

The minutes of the meeting were approved by the Parish Council at the PC held on the 18th of November 2025.