

COLLINGHAM with LINTON PARISH COUNCIL

Email: Clerk@collinghamlintonparishcouncil.gov.uk

Minutes of the Extraordinary Parish Council meeting held on 4th February 2026 at 7.00pm held in the Collingham Scout Hut.

Present: Cllrs Lorna Murdoch (Vice Chair), Paul Kerfoot, Ian Locke-Edmunds, Barry Moses, Patrick Wright.

In attendance: B Crabtree – Locum Clerk, one candidate for the councillor vacancy

Members of the public: None present

8840. Chairman's opening remarks

Cllr Murdoch welcomed all to the meeting in Cllr Powell's absence.

8841. To receive apologies and consider reasons for absence

Apologies were received from Cllr Powell and reasons were approved.

8842. To receive any declarations of interest from Members:

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Collingham with Linton Parish Council Code of Conduct for Members and by the Localism Act 2011

None declared.

8843. To consider requests received by the clerk for dispensations under section 33 of the Localism Act 2011

None received.

8844. To note items in the agenda that may/are to be discussed in closed session

Public Bodies (Admission to Meeting Act 1960) that the press and the public be excluded from the remainder of the meeting on the grounds that the publicity would be prejudicial to the confidential nature of the business to be transacted.

See item 8851.

8845. Minutes:

For the council to consider approving the draft minutes of the Extraordinary Meeting of the Parish Council held on the 28th January 2026

Resolved to approve the minutes of the Extraordinary Meeting of the Parish Council held on the 28th January 2026 as a true and accurate record.

As resolved, the Chair brought item 8850 forward to this point in the meeting; however, the minutes follow the original agenda order.

8846. Village News & Residents Communication:

a) For the council to consider an email received from a resident regarding a footpath to the rear of Langwith Mews

Resolved that the Locum Clerk will review the relevant deeds and confirm the required information.

b) For the Council to consider correspondence received from solicitors regarding a party wall on Parish Council Land

Resolved that the council requires further information and the Locum Clerk will seek clarification. This will be considered at the next meeting.

c) To inform the council of an email received from a member of the public concerning Kebbell Homes

The concerns were considered, and Councillors discussed the excavation works and the use of Duffy Lane, including potential problems that may arise.

Resolved that the Locum Clerk will enquire with LCC regarding the stipulations of the planning application at the time of approval and how compliance with those conditions will be demonstrated.

- d) For the council to consider an email received from a resident concerning Collingham School Year 6 Gathering at the Scout Hut at the end of the Summer school term.**

Resolved that Collingham School is permitted to use the Scout Hut for this purpose and is not required to seek permission from the Council for future Year 6 gatherings.

- e) For the council to note update email from Councillor Stephenson on felled tree/suspended branch**

Cllr Wright reported that Cllr Stephenson had provided an update confirming that LCC has contacted both the tenant and owner requesting removal of the branch. If the owner does not comply within 21 days of the letter, a Section 154 notice will be issued requiring the work to be completed within a further 14 days, after which appropriate action will be taken. It was noted that the branch has not moved since the inspection.

- f) For the council to note the email received from Leeds City Council concerning a Highways Matter**

The Highways Maintenance Programme was noted. Councillors raised concerns that the zebra crossing near Cromwell's requires resurfacing, and it was agreed that the Locum Clerk will raise this matter with LCC.

- g) For the council to note Councillor Wright's report to the council regarding the recent PACT meeting**

Councillors noted the report circulated in advance of the meeting. It was noted that crime figures were the lowest for some time, and that LCC is reviewing ways to improve the presentation of the data.

- h) For the council to note response received from Contractor concerning the goal posts on the Jubilee playground.**

It was noted that the goal posts are within warranty and are due to be swapped in a few weeks.

- i) For Cllr Powell to update the council concerning the footpath behind Cromwell' Public House and consider any further actions including the two quotations listed**

Resolved to defer to the next meeting and the Locum Clerk will look at documentation to confirm if the council owns the land.

- j) For the council to consider approving the quotation of £200.00 for the tidying of the footpath area**

Resolved to defer to the next meeting.

- k) For the council to consider approving the quotation of £1100.00 for the work required on the footpath**

Resolved to defer to the next meeting.

- l) To note under the Grant application Scheme, an update from:**

i. Collingham Bowling Club Update

It was noted that the works are due to commence on 16th February (weather permitting) and they expect the works to take 2 weeks.

ii. Collingham Mens' Forum

It was noted that they commissioned a developer at the end of 2025 and work is underway on the new website.

- m) For the council to consider February Parish Magazine contribution**

Councillors suggested including information about the newly co-opted councillor, the Locum Clerk, and current councillor vacancies. It was confirmed that a draft will be circulated to Councillors.

- n) For the council to consider appointing and mandating a councillor/s to represent Council at the Linton Resident Association and Linton Memorial Hall meetings**

Resolved to defer the matter to the next meeting to allow the Locum Clerk to make further enquiries. It was also noted that any organisation wishing a Parish Council representative to attend a meeting must contact the Clerk.

8847. Administration Matters:

- a) For the council to note the appointment of the new Locum**

It was noted that B. Crabtree was appointed as the Locum Clerk.

- b) For Cllrs Moses and Wright to update the council concerning the reorganisation of SharePoint**

No update.

- c) For Cllr Wright to update the council concerning the corporate membership offered by Plantlife**

Cllr Wright reported that Plantlife has a consultancy and will get further details about that service with a view to seek professional advice about Beckwood.

8848. Finance Matters:

a) For council to approve the payment schedule (tabled)

Resolved to approved the payment schedule. See appendix 1.

b) For the council to note the Unity Trust Instant Access bank balance to 30/01/2026 is £ 226,983.72 supporting paper provided

The Unity Trust Instant Access bank balance as at 30th January 2026 was noted.

c) For the council to note the Unity Trust T2 Current Account bank balance to 30/01/2026 is £10,041.84- supporting paper provided.

The Unity Trust T2 Current Account bank balance as at 30th January 2026 was noted.

d) For the council to note that the Chair instructed the outgoing RFO to close the two HSBC bank accounts RFO to action before leaving.

It was noted that the RFO was unable to close the two HSBC bank accounts. It was therefore **resolved** that a letter be sent to HSBC requesting closure of the accounts, explaining that the council no longer has any named individuals on the mandate.

e) For Council to note the payment of £8.16 into the overdraft HSBC account to facilitate its closure

The payment of £8.16 into the HSBC account to facilitate its closure was noted.

8849. Co-option Matters:

a) To receive written applications for the office of Parish Councillor and to co-opt five candidates to fill the existing vacancies

An application was received from one candidate who was present at the meeting, he provided some information about himself and it was **resolved** to co-opt Ian Locke- Edmunds.

It was noted another application previously received has now been withdrawn.

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)

Cllr Locke-Edmunds and the Locum Clerk signed the Declaration of Acceptance to Office and he joined the meeting.

8850. Exclusion of Press and Public

Public Bodies (Admission to Meeting Act 1960) that the press and the public be excluded from the remainder of the meeting on the grounds that the publicity would be prejudicial to the confidential nature of the business to be transacted.

Resolved that the press and the public be excluded from the remainder of the meeting on the grounds that the publicity would be prejudicial to the confidential nature of the business to be transacted. No members of public were present at the meeting.

8851. Employment Matters

For the Staffing Committee to update the council on the Recruitment process

Councillors were provided with an update on the Clerk role, and the advice obtained from YLCA in response to queries raised at the last meeting was noted.

YLCA are due to carry out an evaluation of the role shortly.

8852. HJCE Matters

For the council to consider the next steps concerning the received Scoping document from HJCE and associated emails

1) HJCE scoping document

2) Sinkhole - Historic emails HJCE

Resolved that the Locum Clerk will arrange a meeting with HJCE and Councillors to discuss and consider alternative designs and solutions, including more cost-effective options.

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8853. Budget & Precept 2026/2027

a) **For the council to consider approving the budget for 2026/2027 Collingham with Linton Parish Council**

Resolved to defer to the meeting due to be held on 7th February 2026.

b) **For the council to consider approving the precept for 2026/2027**

Resolved to defer to the meeting due to be held on 7th February 2026.

c) **For the council to approve a councillor to be the second signature for the Precept Return Form 2026/2027 (if applicable)**

It was noted that this was no longer required.

d) **For the council to consider approving the chair and a council member/RFO to sign the Precept Return Form 2026/2027**

Resolved that the Locum Clerk and Chair will sign the precept form once agreed at the next meeting.

8854. Christmas 2025

For Council to consider Christmas Working Party report and recommendations

Resolved to defer to the next meeting.

8855. Date of the Next PC Meeting

It was noted that an Extraordinary meeting is being held on 7th February and an ordinary meeting is to be held on 4th March 2026 at 7.00pm at Collingham Memorial Hall.

The meeting closed at 8.25pm.

Appendix 1**Schedule of Payments**

Description	Amount (£)	Notes
Salary costs	£1,175.77	Awaiting payroll. Hours and timesheets approved by full council on 28 January
HJCE	£3,240.00	Previously approved
YLCA Training – Powell and Murdoch	£105	Training – Query raised with YLCA. Cllr Powell did not receive notification of training on 29 Jan and missed session. Awaiting response from YLCA
Affordable Waste	£39.05	Bin collection – Jubilee Playground
YLCA Training – Powell and Wright	£54	–
HSBC – Overdraft	£8.16	Council to resolve to close account