

COLLINGHAM with LINTON PARISH COUNCIL

Email: Clerk@collinghamlintonparishcouncil.gov.uk

Minutes of the Parish Council meeting held on 4th March 2026 at 7pm held in the Collingham Memorial Hall

Present: Cllrs Anthea Powell, (Chair), Ian Locke-Edmunds, Barry Moses, Lorna Murdoch, Patrick Wright.

In attendance: B Crabtree – Locum Clerk

Members of the public: None present

8864. Chairman's opening remarks

Cllr Powell welcomed all to the meeting.

8865. Public Participation

No members of public were present.

8866. To receive any apologies for absence and to consider the approval of reasons for absence given by councillors

Apologies were received from Cllr Kerfoot and reasons were approved.

8867. Declaration of Interests

- a) **To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 14-19 of the Members' Code of Conduct. Also, to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with page 6 of the Members' Code of Conduct**

Cllr Murdoch declared an interest in item 8874a and Cllr Moses declared an interest in item 8872a.

- b) **To receive, consider and decide upon any applications for dispensation**

None received.

8868. To confirm the minutes of the Extraordinary council meetings held on 4th February 2026 and 7th February 2026 as a true and accurate record

Resolved to approve the minutes of the Extraordinary council meetings held on 4th February 2026 and 7th February 2026 as a true and accurate record.

8869. To note items in the agenda that may/are to be discussed in closed session:

It was noted that items 8879-8881 were due to be discussed in a closed session. See item 8878.

8870. Financial Matters

- a) **To consider and approve the financial reports**

Resolved to approve the bank reconciliation as of 28th February 2026.

- b) **To approve the schedule of payments and income**

Resolved to approve the schedule of payments and income. It was noted that the Clerk's salary amount has not yet been confirmed but will be paid in accordance with the agreed terms once confirmed. See Appendix 1.

- c) **To consider and approve granting the Locum Clerk administrative access to all council bank accounts**

Resolved to grant the Locum Clerk administrative access to all council bank accounts.

d) To receive an update about the HSBC bank accounts

It was noted that two direct debit payments had been taken from the HSBC accounts as the payment details had not yet been amended. The Locum Clerk arranged transfers to cover the payments and will arrange for the bank accounts to be closed as soon as possible.

8871. To receive information on the following ongoing issues and decide further action where necessary:

a) To consider correspondence received from solicitors regarding a party wall on Parish Council Land

Councillors received an update including correspondence from the solicitor. Concerns were raised regarding potential land creep and the process by which contact had been made with the Council. It was **resolved** the clerk would raise these concerns and arrange a site visit with the building consultancy

b) To receive an update following the previous resolution regarding Kebbell Homes and the concerns raised

The Locum Clerk reported that she is awaiting a response from LCC. Cllr Moses reported that the works had already commenced. It was **resolved** to report the concerns raised to the LCC Enforcement Team and make the Linton Residents Association aware that the Parish Council will support them.

c) To receive an update on the felled tree/suspended branch

Resolved that the Locum Clerk will contact LCC for an update and ask when action will be taken to remove it.

d) To receive an update regarding the footpath behind Cromwell' Public House

It was noted that LCC owns the land and the Locum Clerk has reported the issues raised to LCC.

e) To receive an update about the tree planting in Beck Wood

Cllr Wright reported that the tree plugs are currently too small to be planted in Beck Wood and offered to allow them to grow on in his woodland until they reach a suitable height. It was **resolved** to accept his offer. The Parish Council will carry out a woodland management plan, with the intention of planting in Beck Wood in August 2027.

f) 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 appoint Cllrs Moses, Locke-Edmunds and Kerfoot as the representatives to attend meetings on a rotation basis. It was noted that all communication will go through the Clerk.

8872. To consider new matters requested by Councillors/Clerk and agree any necessary arrangements

a) To consider and agree the venue and related costs for future council meetings

Resolved to provisionally book the Green Meeting Room at Collingham Memorial Hall for the first Tuesday of each month. It was noted that the room hire rates for Linton Memorial Hall will be obtained and considered at the next meeting, to explore holding meetings in Linton at certain points during the year.

b) To consider and agree the Parish Magazine subscription payment

Resolved to seek further information including the cost of the PC having one page a month to be considered at the next meeting.

c) To consider and agree the arrangements for bin collections at Beck Wood

It was noted that Leeds City Council has been collecting waste at Beck Wood. The Parish Council now needs to appoint a waste management company. It was **resolved** that the Locum Clerk will obtain quotes for consideration at the next meeting.

d) To consider renewing the council signage including dog fouling signs

Resolved to include an article about the issue of dog fouling in the Parish Magazine, Facebook and the website and contact LCC to enquire if wardens can be present in the area.

8873. To consider administration matters and agree any necessary action

a) To consider and agree the March Parish Magazine contribution

Resolved to include an article about dog fouling issues, the role of the council, councillor vacancies and precept update.

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

Resolved that the proposed changes of Sharepoint will be sent to the Locum Clerk for her to review.

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

Resolved not to become a member of Plantlife.

d) To consider and agree the meeting dates for 2026

Resolved to defer to the next meeting.

e) To consider the reintroduction of Committee meetings

Resolved to defer the reintroduction of committee until more councillors have been co-opted.

f) To consider and agree the committee membership

Resolved to defer this item until more councillors have been co-opted.

g) To consider having a Parish Council Post Box Address

Resolved that the Locum Clerk will obtain quotes for a PO Box, allowing post to be directed to another address, for consideration at the next meeting.

h) To consider the council having a mission statement

Resolved that the council will not adopt a mission statement.

i) To receive an update about the grounds maintenance and watering tender processes

Resolved that the Locum Clerk will restart the tender process for grounds maintenance and watering, with the aim of obtaining quotes for consideration at the next meeting.

8874. To consider the following new correspondence and decide further action where necessary

a) To consider a grant application received from Collingham Orchard Garden

Resolved to approve a grant of £2,500 towards their annual maintenance costs and to ask the Trustees to seek funding from other sources for the additional amount. It was noted that the Parish Council may consider further funding at a later date once an update has been received

8875. Planning Matters

a) To consider and comment on planning applications received from Leeds City Council since the last meeting

Resolved to submit the following comment.

Application Reference	Address	Proposal	Comment
26/00745/FU/NE	Alterations to enlarge the driveway and construction of outbuilding to front/side; associated alterations to boundary treatments	Bridge Gap Main Street Linton	Collingham with Linton Parish Council has no objections to this planning application.

It was **resolved** to extend the meeting beyond 9pm to allow the remaining business to be considered.

b) To note planning decisions made by Leeds City Council since the last meeting

The planning decisions were noted.

Application Reference	Address	Proposal	Decision
26/00381/FU	4 The Vale Collingham Wetherby	Demolition of existing rear conservatory, construction of single storey rear extension; conversion of ground floor rear window to bi-fold doors	Approved
25/07472/FU	Bexley Lodge College Farm Lane Linton Wetherby	Erection of first floor front extension and dormer window to front	Approved
25/07289/FU	10 Garth Avenue Collingham Wetherby	Single storey side and rear infill extension	Approved
25/07275/FU	High Stables Trip Lane Linton Wetherby	Erection of single storey front and side extension forming link to existing outbuilding, extension of fencing to front.	Approved
25/07159/FU	4 The Acres Linton Wetherby	Removal of existing chimney stack on rear elevation, replacement glazed doors to rear elevation.	Approved

8876. To notify the clerk of matters for inclusion on the agenda of the next meeting

Councillors were asked to email the Locum Clerk with any items they wish to be included on the next agenda.

8877. To confirm that the next ordinary council meeting is being held on 1st April 2026

Resolved that the next the next ordinary council meeting is being held on 1st April 2026

8878. Confidential session

Resolved to exclude members of the press and public under the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be transacted at items 16,17 and 18 which is considered prejudicial to the public interest

8879. Staffing Matters

a) To receive an update from Yorkshire Local Councils Associations regarding the job evaluation they have carried out and to agree any necessary action

It was noted that YLCA had carried out the job evaluation and provided a report including the recommended salary for the Clerk and RFO role.

b) To consider the previously agreed resolution regarding the permanent Clerk role and to agree the contractual terms and associated factors

Resolved to offer R. Crabtree, who is currently the Locum Clerk, the position of permanent Clerk/RFO at the recommended salary, for 20 hours per week, commencing 9th March 2026.

8880. Christmas 2025

To consider the Christmas Working Party report, recommendations and agree any necessary action

Resolved to defer this item and it will be considered at an extraordinary meeting to be held on 10th March 2026.

8881. HJCE Matters

To receive an update about the informal meeting with HJCE, consider information and quotes received and agree any other necessary action

Resolved to defer this item and it will be considered at an extraordinary meeting to be held on 10th March 2026.

The meeting closed at 9.34pm.

Appendix 1
Schedule of Payments

Payee	Description	Amount exc VAT	Notes
R Crabtree	Salary costs	TBC	
R Crabtree	Expenses	£10.82	
YLCA	Cllr Training	£115.00	
Collingham Bowling Club	Grant	£5800	Approved July 2025
Smarty	Mobile Wi-fi – DD	£9.00	
Three	Mobile SIM contract – DD	£8.24	
Affordable Waste Management	Bin services at Jubilee Garden - DD	£39.05	
A Powell	Expenses	£139.85	–
White Rose Accounting	Payroll fees	£33.60	
YLCA	Job evaluation	£210.00	
YLCA	Cllr training	£115.00	