

COLLINGHAM with LINTON PARISH COUNCIL

Minutes of the meeting held on Tuesday 1st July 2025 at 7pm in Collingham Memorial Hall

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

Officers: Claire Cooper - Clerk & RFO

Members of the public: 3 {1 Ward Councillor and 1 resident applying for co-option}

Public Participation: A resident made representation on issues with the stone wall they have installed in the bank of the beck off Beck lane.

The meeting started at 7pm.

8698. To receive apologies and accept reasons for absence. None.

8699. To note the resignation of Cllr Brown. Noted.

8700. To receive any declarations of interest from Members. None.

8701. To consider requests received by Clerk for dispensations. None.

8702. To note any items on the agenda to be discussed in private. None.

8703. To approve as an accurate record the minutes of the extra ordinary meeting on 23 May 2025 and the full council meeting on 3 June 2025

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

Proposer: Marianne Moses **Seconder:** Anthea Powell

Voting: 6 Councillors present with all in favour.

8704. To receive such items that the Chair may wish to lay before the Council

Noted: That details for the forthcoming Iron Man event had been circulated and that any comments from residents should be directed to Ward Councillors.

Noted: That the Chair is investigating options for relocating meetings.

Noted: That information on the road closure in Linton for northern gas works had been circulated and the should Clerk write to the police and request regular monitoring of Stammergegate lane.

8705. 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: 6 Councillors present with all voting in favour.

Cllr Patrick Wright signed the acceptance of office and joined the meeting.

8706. Police Matters

To receive any feedback from councillor representatives for PACT meetings recently attended. **Deferred to September.**

8707. Village News and Resident Communications

- a) To receive the latest resident communication report and agree action as appropriate
 - LCC bins – Resident to be advised that the Parish Council is looking in to this.

- Changes to bus service routes – Resident to be notified that the Parish Council has been advised this service will be reinstated shortly.
- Respond to manhole cover – Resident to be advised that the Parish Council has looked at alternative solutions.
- Request for SID data for Linton Lane – Resident to be advised on current data used by the Parish Council.

Voting: 7 Councillors present with all voting in favour.

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

Noted: The Council requested that the Clerk report the following items: Northern gas works in Linton, request for volunteer/ price to refurbish the train in Beck Wood, Refurbishment of the telephone box, Missed bin collections reporting mechanism, Welcome to new councillors & additional vacancies for councillors.

Voting: 7 Councillors present with all in favour.

8708. Playgrounds and Open Spaces (POS)

- a) To consider the following verbal recommendations from the POS committee meeting held immediately prior to this meeting

- 1) To instruct the clerk to arrange for the 2025 Playground inspection as soon as possible.
- 2) That the Parish Council instruct the Clerk to draw up a Health & Safety Policy.
- 3) That interim Health & Safety inspections for each area be drawn up and implemented with immediate effect. The inspections are to be completed by councillor volunteers on a weekly basis.
- 4) That the regular grass cutting continue with the existing contractor until the end of the growing season.
- 5) That the watering of the plants be formalised and continue with the existing contractor for the summer season.
- 6) That Councillors provide the Clerk with suitable contractor names for adhoc maintenance to allow the Clerk to request prices, and allow the Council to establish a contract that ensures it is getting best value.
- 7) To instruct the Clerk to act on adhoc maintenance of known assets and report to full council at the next scheduled meeting in line with the Councils Financial Regulations

Proposer: Helena Pettit **Seconder:** Emma Askew

Voting: 7 Councillors present with all in favour.

Note: The Clerk was further requested to write to the shop owners and remind them of their commitment to water the planters in front of their premises.

- b) To consider adhoc requests for maintenance

- To consider the quotations received for the repair to the fence at the entrance to Beck Wood car park
Quotations were considered from Brian Hancock, Chris Parks, Graham Landscapes and J Bennett.

Resolved: To accept the quotation of £260 from J Bennett.

Proposer: Helena Pettit **Seconder:** Emma Askew

Voting: 7 Councillors present with all in favour.

- To approve the quotation received to replace the manhole cover in the field adjacent to the basketball hoop(attached)

Resolved: The Parish Council resolved not to progress this work.

Proposer: Helena Pettit **Seconder:** Emma Askew

Voting: 7 Councillors present with all in favour.

8709. Environment and Village Matters

- a) To note that Cllr Burr has joined the working party for Christmas 2025. **Noted.**
- b) To agree the locations to be progressed for licenses from LCC Highways. **Deferred.**
- c) To consider feedback on communications with Collingham Royal British Legion
Noted: That the Chair has been liaising with a resident on arrangements for this year and would report back further findings in due course.
- d) To receive an update on surveys/ quotations being sought for the repairs to the sink hole
Noted: That the Clerk is awaiting final information on the work being completed by HCJE
- e) To consider the proposal that Linton Gateways signage should be installed in 2025
Deferred: A discussion took place with further investigations required into the scope of these works before a final decision can be reached.

8710. Finance

- a) To consider the response from Collingham Bowling Club on the matter of the previous, conditionally approved, grant application
Resolved: That the revised financial scheme be accepted.
Proposer: Marianne Moses **Seconded:** Emma Askew
Voting: 7 Councillors present with all in favour.
- b) To note the resignation of Cllr Askew from the Finance Committee, and confirm new members.
Noted: Cllrs Burr and Murdoch confirmed as joining the Finance Committee.
- c) To note the last Finance Committee meeting was cancelled due to Councillor changes and the next meeting of the Finance Committee is scheduled for 24th September. **Noted.**
- d) To approve the proposal that the Clerk request a HSBC Business Debit Card to be used on Parish Council business in line with Financial Regulation 9.1
Proposer: Marianne Moses **Seconded:** Emma Askew
Voting: 7 Councillors present with all in favour.
- e) To note that a donation of £80 has been received from Kickstart Kamp for the use of Glebe field for activities in May. **Noted.**
- f) To note monies spent using the Clerk/ Chairs' delegated authority
 - Heras fencing hire for footpath closure £150
 - Purchase of signage for footpath closure £30.98
 - New combination padlock for car park barrier £20
 - Replacement of railway sleeper in Beck Wood £104**Noted.**
- g) To note the invoice received late from Linton Memorial Hall for hires in 2024 – 2025. **Noted.**
- h) To note reconciliation to 30th June, with balances and receipts in the cashbook. **Noted.**
- i) To note budget spent 2025 - 2026 year to date. **Noted.**
- j) To authorise payment of accounts presented

Staff Salaries		£1,399.12
HMRC	Tax & NI	£427.71
Claire Cooper	Expenses Mileage	£68.78
Chris Parks	Maintenance June 2025	£940.00
Sephton Baxter	Grass Cutting May Inv10525	£858.00
CRM Forum	Grant approved in June 25 (8687b)	£500.00
Claire Cooper	Expenses Signage for footpath	£30.98
Hyperion Tree Services	Glebe Field Tree works (8609a(ii))	£500.00
Brian Hancock	Height Barrier Repairs (8592a(3))	£1,644.00

Linton Memorial Hall	Room Hire	£270.00
Vision ICT	Maintenance Gov.UK website Inv 20338	£40.01
HSBC	Bank Charges	£8.00
Freethought	365 Addition Inv 666769 (8688d)	£148.32
Claire Cooper	Maintenance Expenses Defib battery	£264.00

Noted: Chris Parks Invoice @ £1,090 is to be challenged on lines 3 and 4 and the lower sum of £940 paid at this time.

Resolved: Payment Schedule approved, and signed by the Chair.

Voting: 7 Councillors present with all voting in favour.

8711. Organisational matters

- a) To note that Clear Council insurance have confirmed that all third parties using council land for activities in keeping with its intended purpose are covered for public liability provided the land is shown to kept in good order. **Noted.**

- b) To consider a proposal from Cllr Moses that the October Parish Council meeting be scheduled to a later date and the Ward Councillors be invited to attend for a meet and greet session.

Noted: That Cllr Ryan Stephenson has attended before this evenings meeting started, and that remaining councillors are still to confirm.

- c) To consider the approach to recruiting Parish Councillors with two further positions now available for co-option

Resolved: Cllr Askew to design a banner to be installed at CALSA and provide details to the Clerk for procurement.

Voting: 7 Councillors present with all in favour.

- d) To consider the adoption of the following documents

- i. Risk Policy v1.0
- ii. Co-option Policy v1.0
- iii. Working Party Terms of Reference v1.0

Proposer: Marianne Moses **Seconder:** Anthea Powell

Voting: 7 Councillors present with all in favour of adoption.

- e) To receive the councillor's correspondence report and agree any action as appropriate
- Tennis Court wall – to note actions planned by Ward Councillors and further advise resident that the wall is not the property of Collingham with Linton Parish Council
 - To advise the group requesting use of the space outside the Scout Hut that this is acceptable to the Parish Council subject to them acknowledging conditions on ensuring appropriate supervision and safety particularly in the area adjacent to the fenced off footpath.

Proposer: Emma Askew **Seconder:** Marianne Moses

Voting: 6 Councillors in favour and 1 Councillor against.

8712. Training

- a) To note the Clerk's CiLCA training completed in June includes LO's 27, 28 and 29. **Noted.**
- b) To note the date of whole council training from the YLCA as 31st July 2025 at LMH, agree arrangements to organise refreshments and confirm the topics to be covered

Noted: Additional topics to be requested:- Planning, Legislation, Precept, Budget setting, Asset register, Code of conduct

- c) To note Cllr Murdoch will attend Off to a flying start training in July. **Noted.**

- d) To consider a request from Cllr Askew to attend social media training in July at a cost of £35

Proposer: Emma Askew **Seconded:** Marianne Moses

Voting: 7 Councillors present with all in favour.

8713. Planning

- a) To consider any new planning applications received prior to the meeting
25/03278/FU/NE - 10 Garth Avenue Collingham Wetherby

Resolved: That the planning officer should be informed that the Parish Council were unable to make comment as the provided drawings were unclear

Voting: 6 Councillors in favour and 1 Councillor abstaining.

25/03113/FU/NE -10 Garsdale Fold Collingham Wetherby. **Noted.**

25/03368/FU/NE - Mulsanne House College Farm Lane Linton. **Noted.**

25/03495/FU/NE - Manor House Church Lane Collingham. **Noted.**

25/03562/FU/NE - 23 Kingfisher Reach Collingham Wetherby. **Noted.**

Noted: That the Chair requested the meeting be extended to 9.10pm 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.

Voting: 7 Councillors present with all in favour.

- b) To consider changing the Terms of Reference for the Planning Committee with it becoming the Planning and Highways Committee to allow interested Councillors a forum outside of full council to explore and make recommendations to full Council on highways concerns

Deferred until such time as Councillor training on Highways has been completed

8714. Highways & Public Rights of Way

To receive a verbal report from Cllr Askew on the LCC Highways meeting on 25th June 2025

Noted: A brief report was provided by Cllr Askew. That there will be an additional police hardstanding for speed vans installed adjacent to the school.

8715. Staffing Matters

To note the Clerks holidays - one day (7 hours) on Thursday 24th July and one week (27.5 hours) Monday 18th August to Friday 22nd August inclusive.

Noted.

8716. Items for next agenda

Options for creating an online calendar to allow councillors and Clerk full visibility of everyone availability and all scheduled meetings.

- 8717. The next meeting** will be held on Tuesday 2nd September 2025, at Linton Memorial Hall. There are no Parish Council meetings in August.

Noted.

The meeting closed at 9.05pm