

# COLLINGHAM with LINTON PARISH COUNCIL

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**Minutes of the Extraordinary Parish Council meeting held on 18<sup>th</sup> of November 2025  
@ 5.30pm held in the Meeting Room, Collingham Memorial Hall.**

**Present:** Cllrs Anthea Powell, Lorna Murdoch, Patrick Wright and Cllr Ryan Stephenson (reference 1.d)

**Officer:** Jill Davis – Parish Clerk/Proper Officer

**Members of the public:** 1

**Public Participation:** None

1.	8774	<p>Cllr Powell opened the meeting at 5.30pm and welcomed everyone.</p> <p><b>Election of Chairman:</b></p> <p><b>a) To note the resignation of the Chair, Cllr Moses</b> The council noted Cllr Moses resignation.</p> <p><b>b) To invite the Council to appoint a Chair for the remainder of the civic year and to receive the Chairman's Declaration of Acceptance of Office, to be signed in the presence of the Parish Clerk (Proper Officer)</b> Resolved. Cllr Powell was appointed as Chair for the remaining civic year.</p> <p><b>c) Chairman's opening remarks</b> Cllr Powell delivered the following report: Thanked the Parish Council for the appointment to Chair Lots to do over the next few weeks, such as looking at projects, Christmas and setting the budget.</p> <p><b>d) For the council to note – Under Section 91 of the Local Government Act 1972, a Statutory Order (Pursuant To S.91 Local Government Act 1972) has been granted for the Council to appoint Mr Ryan Stephenson to act as a Parish Councillor until a quorum is established.</b> The council noted Mr Ryan Stephenson to act as a Parish Councillor until a quorum is established.</p>
2.	8775	<p><b>Election of Parish Council Vice-Chairman:</b></p> <p><b>a) To invite the Council to appoint a Vice-Chairman for the remainder of the civic year</b> Resolved. The council approved Cllr Murdoch. Cllr Murdoch thanked the council.</p>
3.	8776	<p><b>To receive apologies and consider reasons for absence:</b> Not applicable. All in attendance.</p>
4.	8777	<p><b>To receive any declarations of interest from Members:</b> <b>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</b> Not applicable.</p>
5.	8778	<p><b>To consider requests received by the clerk for dispensations under section 33 of the Localism Act 2011:</b> No requests received.</p>
6.	8779	<p><b>To note items in the agenda that may/are to be discussed in closed session:</b> 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.</p>

7.	8780	<p><b>Minutes:</b></p> <p><b>a) For the council to consider approving the draft minutes of the Ordinary Meeting of the Parish Council held on the 8<sup>th</sup> of October 2025.</b></p> <p>The council queried item 8756.b. The council had discussed and approved at the PC meeting held on the 8<sup>th</sup> of October the following:</p> <p>The council resolved Affordable Waste Management to be contracted to complete the work at an annual cost of £400.00.</p> <p>The previous Chair was to organize the decision.</p> <p>The council also resolved for item 8756.a for the removal of the existing bin by a contractor.</p> <p>The clerk amended the draft minutes.</p> <p>Resolved. The council approved the amended minutes.</p>
8.	8781	<p><b>Employment Matters:</b></p> <p><b>a) For the council to minute the introduction of the new Parish Clerk/Proper Officer</b></p> <p>The council minuted the introduction of Jill Davis – Parish Clerk/Proper Officer.</p> <p><b>b) For the council to note that Claire Cooper will remain as the Responsible Finance Officer (short term) in accordance with section 151 of the Local Government Act (d) (Financial Administration)</b></p> <p>The council noted that Claire Cooper will remain the Responsible Finance Officer (RFO) in the short term.</p> <p><b>c) For the council to note the Clerk's annual leave dates for December 2025</b></p> <p>The council noted the clerk's annual leave date for December 2025</p>
9.	8782	<p><b>Administration Matters:</b></p> <p><b>a) For the council to approve Cllrs Powell, Murdoch, and Wright as bank signatories for HSBC Bank</b></p> <p>Resolved. The council approved Cllrs Powell, Murdoch and Wright as bank signatories for HSBC Bank.</p> <p><b>b) For the council to approve the Parish Clerk/Proper Officer as a bank signatory for HSBC Bank</b></p> <p>Resolved. The council approved Jill Davis as a bank signatory for HSBC.</p> <p><b>c) For the council to approve the Parish Clerk/ Proper Officer to be authoriser 1 on the HSBC bank mandate and for Cllr Powell to be authoriser 2 on the HSBC bank mandate</b></p> <p>Resolved. The council approved Jill Davis to be authoriser 1 and Cllr Powell to be authoriser 2 for the HSBC bank mandate.</p> <p><b>d) For the council to note that two bank signatories are required to approve all financial transactions</b></p> <p>The council noted that two bank signatories are required to approve all financial transactions.</p> <p><b>e) For the council to consider a full switch to Unity Trust Bank</b></p> <p>The clerk explained that Unity Trust Bank offers the opportunity for more bank signatories at any one time. Unity Trust Bank is a recognised within the industry as the bank works with Parish Councils, Charities and Trade Unions. Unity Trust Bank is protected by the Financial Services Compensation scheme. Once the full switch has taken place the HSBC's bank accounts will be automatically closed. The bank signatories are to be:</p> <p>Jill Davis (Proper Officer)</p> <p>Cllrs: A Powell, L Murdoch and P Wright.</p> <p>Resolved. The council approved a full switch to Unity Trust Bank and approved the bank signatories and requested the clerk to begin the process as quickly as practicable.</p> <p><b>f) For the council to consider approving the January 2026 meeting date, 14<sup>th</sup> January</b></p> <p>The clerk informed the council that she had requested a change to the normal PC meeting date due to being on annual leave the week of the agenda preparation.</p> <p>Resolved. The council approved the motion.</p>

		<p><b>g) For the council to approve that the Parish Clerk (Proper Officer) be granted delegated authority under s.101 of the Local Government Act 1972 to take any action necessary to discharge the Council's functions between meetings where delay would seriously prejudice the Council's or the public interest, having consulted with the Chairman.</b></p> <p>Resolved. The council approved the motion.</p>
10.	8783	<p><b>Village Matters:</b></p> <p><b>a) For Cllr Wright to update the council concerning the Christmas tree and consider any further actions</b></p> <p>The council discussed, noted and resolved the following:</p> <p>The location of the Christmas tree is to be located at the right-hand side of Glebe Field in between the area between the two gates. The supplier has confirmed the location.</p> <p>Resolved. The council approved the location.</p> <p>The council discussed the additional work that would need to be undertaken by an electrician.</p> <p>Resolved. The council approved Cllr Wright to be mandated to liaise with local electricians.</p> <p>Resolved. The council approved for the clerk to have delegated authority to approve the work that needs to be undertaken in conjunction with the Chairman.</p> <p>The council noted that the Christmas tree will be installed on 24<sup>th</sup> of November 2025 and removed on the 5<sup>th</sup> January 2026.</p> <p>The council discussed the App that was needed for the Christmas tree.</p> <p>Resolved. For the clerk to liaise with the contractor and the RFO and for Cllrs Powell, Murdoch and Wright to be responsible for the App.</p> <p>The council discussed the electricity usage for the tree lights and the Christmas tree. The clerk informed the council that Leeds Lighting would liaise directly with the supplier of the Christmas tree.</p> <p>Cllr Wright queried whether Leeds Lighting would need to be on site when the installation takes place as the electricity is fed from a nearby lamppost.</p> <p>Resolved. The clerk to liaise with Leeds Lighting.</p> <p>Resolved. The council approved the clerk to have delegated authority to take any action concerning the installation, works of the Christmas tree in conjunction with the Chairman.</p> <p><b>b) For the council to consider the arrangement for the Christmas light event and consider further actions.</b></p> <p>The council discussed, noted and resolved the following:</p> <p>Resolved. The Christmas lights switch on is 6.30pm on 5<sup>th</sup> December</p> <p>Resolved. The council approved the invoice of £100.00 for the Collingham Band to play at the switch on event. Clerk to organise.</p> <p>The council discussed having a gazebo for the band.</p> <p>Resolved. Cllr Powell to liaise with community groups and the church in Collingham village.</p> <p>The council discussed the refreshments and food for the switch on event. Cllr Stephenson suggested local suppliers could be approached to supply and be at the event and suggested the local supermarket could be approached.</p> <p>Resolved. Cllrs Powell and Murdoch mandated to organise the refreshments and food.</p> <p>Resolved. The council approved the clerk to have delegated authority to take any action that may be further needed in conjunction with the Chair.</p> <p>The council discussed who would switch on the lights.</p> <p>Resolved. The council approved for the clerk to approach the school and ask the school council.</p> <p><b>c) For Cllr Wright to update the council concerning the falling branch at Mill House and consider any actions</b></p> <p>Cllr Wright informed the council of the following:</p>

		An Ash tree had been partially cut at Mill House. Some of the branches had fallen into the beck. Some of the large branches had fallen into other branches and the highways and footpath are being impinged. Cllr Stephenson asked Cllr Wright to email him the location and photographic evidence, and he would escalate the issue.
11.	8784	<p><b>Co-option Matters:</b></p> <p><b>a) To receive written applications for the office of Parish Councillor and to co-opt six candidates to fill the existing vacancies</b></p> <p>The council had received one application from Mr Paul Kerfoot. Mr Kerfoot gave a presentation to the Parish Council.</p> <p>Resolved. The council approved Mr Kerfoot's application.</p> <p><b>b) In the event of there being more applications than vacancies, the PC will consider the applications in closed session in line with the Co-option Policy. The vote for Co-option will take place within the public forum.</b></p> <p>The item was withdrawn</p> <p><b>c) For the Declaration of Acceptance of Office to be signed (if applicable, to be approved by the council, and to be signed before the next Parish Council meeting)</b></p> <p>Mr Paul Kerfoot signed the Declaration of Acceptance of Office in the presence of the Proper Officer and was welcomed by the Parish Council as a Parish Councillor.</p>
12.	8785	<p><b>Closed Session:</b> exclusion of the press and public</p> <p><b>a) For the council to discuss the co-option applications (if more than six applications)</b></p> <p>The item was withdrawn.</p>
13.	8786	<p><b>Date of the Next PC Meeting: Ordinary Meeting:</b></p> <p>3rd of December 2025 @ 7.00pm in the Scout Hut.</p> <p>Cllr Powell thanked Cllr Stephenson.</p> <p>Cllr Stephenson thanked Cllr Kerfoot for applying and now that the Parish Council is quorate, he would no longer be needed. Cllr Stephenson explained that Collingham with Linton Parish Council used to be the 'go to' for councils and hoped that would be the case again.</p> <p>Cllr Stephenson explained that there would be a training day in the New Year for the councils that he represented. The training would cover highways, planning, local plans and an opportunity to network. The date will be confirmed in due course.</p>

With no further business to transact, Cllr Powell thanked everyone for attending and closed the meeting at 6.23pm.

Signature: Cllr Anthea Powell

Date: 3 December 2025

The minutes were approved by the Parish Council at the PC meeting held on the 3 December 2025