

## **COLLINGHAM with LINTON PARISH COUNCIL**

Email: [Clerk@collinghamlintonparishcouncil.gov.uk](mailto:Clerk@collinghamlintonparishcouncil.gov.uk)

### **Minutes of the Parish Council meeting held on 1<sup>st</sup> April 2026 at 7pm held in the Collingham Scout Hut**

**Present:** Cllrs Anthea Powell, (Chair), Ian Locke-Edmunds, Michael Johnson, Paul Kerfoot, Lorna Murdoch, Patrick Wright

**In attendance:** B Crabtree – Clerk

**Members of the public:** Five members of public were present.

#### **8890. Introduction from the Chair**

Cllr Powell welcomed all to the meeting.

#### **8891. Public Participation**

Two representatives from Collingham Orchard Garden were in attendance and provided further information about the Orchard Garden and the grant application being considered at item 8899h. One member of the public raised concerns about planning application 26/01372/FU.

Cllr Locke-Edmunds entered the meeting.

#### **8892. To receive any apologies for absence and to consider the approval of reasons for absence given by councillors**

All councillors were present.

#### **8893. Declaration of Interests**

##### **a) To receive, consider and decide upon any applications for dispensation**

No members of the council had any declaration of interest or requests for dispensation.

##### **b) To receive any declarations of interest not already declared under the Council's Code of Conduct or a member's Register of Disclosable Pecuniary Interests**

Cllr Murdoch declared an interest in item 8899h and she is a member of the Orchard Garden.

#### **8894. Co-option Matters**

##### **a) To receive written applications for the office of Parish Councillor and to co-opt 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 Michael Johnson.

##### **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 Johnson and the Clerk signed the Declaration of Acceptance to Office and he joined the meeting.

#### **8895. To confirm that the minutes of the council meeting held on 4<sup>th</sup> March 2026 and the Extraordinary council meeting held on 10<sup>th</sup> March 2026 are a true and accurate record.**

**Resolved** that minutes of the council meeting held on 4<sup>th</sup> March 2026 and the Extraordinary council meeting held on 10<sup>th</sup> March 2026 be approved as a true and accurate record.

As resolved, the Chair brought item 8889h forward to this point in the meeting; however, the minutes follow the original agenda order.

**8896. To note items in the agenda that may/are to be discussed in closed session**

**Resolved** that items 8908, 8909 and 8910 will be considered in the confidential session at the end of the meeting.

**8897. Clerks report**

**To receive an update regarding ongoing matters and previously agreed actions for information only.**

The Clerk's report was noted.

**8898. Financial Matters**

**a) To receive and note current bank balances as at 25<sup>th</sup> March 2026:**

The bank balances in the following accounts were noted.

Unity Trust T2 Current Account bank balance is £8119.05

Unity Trust Instant Access bank balance to 30/01/2026 is £ 217,382.30

**b) To receive and note a bank reconciliation and budget comparison to 25<sup>th</sup> March 2026**

The bank reconciliation was circulated prior to the meeting and was noted. See appendix 1.

**c) To approve the following accounts for payment:**

31.03.2026 - Salary costs – To be noted at the next meeting as the Clerk had not received the final figures.

31.03.2026 - Bank charge - £8.20 (DD)

10.03.2026 - SLCC - Membership - £84.75

18.03.2026 - YLCA - Whole Council Training - £179.40

05.06.2025 - Linton Memorial Hall - Grant - £9150.00

27.03.2026 - R Crabtree – Reimburse for Smarty (March & April) - £18.00

27.03.2026 - R Crabtree – Reimburse for Three (Feb & March) - £13.74

01.03.2026 - Affordable Waste – Waste removal -£32.54 (DD)

01.04.2026 – YLCA – Membership - £887.00

**Resolved** to approve the payments and the grant will be paid to Linton Memorial Hall once the Clerk has received the document as stated in the award letter.

Additionally, it was noted that Affordable Waste had missed some bin collections and it was agreed that the Clerk will investigate this.

**d) To note the following payments previously authorised:**

It was noted that the following payments had been paid as previously authorised

11.03.2026 - Salary costs - £631.16

16.03.2026 - Salary costs - £157.60

11.03.2026 - White Rose Accounting – Payroll Fees – £50.40

**e) To consider and agree the internal control checklist and appoint two councillors to carry out an internal control check**

**Resolved** to approve the internal control checklist, and Cllr Wright and Cllr Kerfoot were appointed to carry out the internal control check.

**8899. To receive information on the following ongoing issues and decide further action where necessary:**

**a) To receive an update about the party wall on Parish Council Land (PW)**

Cllr Powell reported that councillors had carried out a site visit prior to the meeting. This was discussed, and it was agreed that the Parish Council requires further clarification regarding the boundary, as the proposed building is positioned further beyond the boundary than the previous building.

It was **resolved** that the Clerk will check the title deeds to confirm the boundary position through consultation with the resident's surveyor.

**b) To receive an update about the meeting held on 24th March 2026 between Kebbell Homes and Linton Residents Association (PK)**

Cllr Kerfoot submitted a report in advance. Kebbell Homes has kept stakeholders updated with all site access now via Tib Garth. There has been limited interest from housing associations in the social housing element due to a lack of infrastructure and local services. If no agreement is reached, Kebbell Homes would not be required to provide it under the Section 106 agreement. The Linton to Wetherby footpaths are included in the Section 106 and expected to be funded through CIL with Kebbell Homes potentially undertaking the work. Cllr Stephenson will follow this up.

**c) To consider any actions arising from a request concerning the footpath to the rear of Langwith Mews**

**Resolved** Cllr Powell and Cllr Murdoch will meet with the landowner to clarify what information is required and communicate this to the Clerk.

**d) To finalise and agree the draft tender for grounds maintenance for 2026**

**Resolved** that authority be delegated to the Clerk and the Chair to prepare the final tender documents following a meeting with LCC, in order to confirm the responsibilities for Parish Council-owned and LCC-owned land, and to finalise the schedule of works.

It was agreed that tenders must be submitted via email to the Clerk only.

It was further **resolved** that the Clerk will issue tenders to named contractors. The assessment criteria were agreed, and Cllr Powell, Cllr Murdoch, Cllr Kerfoot, and Cllr Locke-Edmunds were appointed to assess the tenders against the agreed criteria following the submission deadline and to make a recommendation at the next Council meeting.

**e) To finalise and agree the draft tender for the watering of floral displays for 2026**

**Resolved** to approve the draft tender document for the watering of floral displays, and that the Clerk will issue to contractors.

**f) To consider and agree the venues and related costs for future council meetings**

It was reported that Collingham Memorial Hall had offered the Council the use of the Green Room for meetings at a cost of £20 per session, and that Linton Memorial Hall had offered to match this rate.

It was **resolved** that meetings will be held on the first Monday of each month, excluding August and bank holidays, alternating between the two venues if Linton Memorial Hall match the Collingham rate for their main room downstairs to enable the council meetings to be accessible to all.

**g) To consider and agree the Parish Magazine subscription payment**

**Resolved** that the Council will fund two pages in the parish magazine. One page will be allocated to Parish Council news, and the remaining page may be allocated by the Parish Magazine as they wish, to previous beneficiaries - Linton Antiques Society, Linton News, and Collingham Memorial Hall.

It was noted that the Parish Magazine would be able to apply for a grant if required.

**h) To re-consider a grant application received from Collingham Orchard Garden**

**Resolved** to grant Collingham Orchard Garden £4500 towards their annual maintenance costs

**8900. To consider new matters requested by Councillors/Clerk and agree any necessary arrangements**

**a) To consider the establishment of a Community Award to recognise outstanding contributions (PW)**

**Resolved** to defer this item to a future meeting. It was agreed that it would be a good idea to include the concept in a community survey to seek residents' views. This item will be included on the next agenda for further consideration.

**b) To consider and approve the quote for the summer floral displays (Clerk)**

**Resolved** to approve a quote of £660 for summer floral displays.

**c) To consider the potential establishment of a Volunteer Group for support work in the village (PW)**

Cllr Wright proposed that the Council establish a volunteer group to carry out works in the villages including litter picking, inspections, Beck Wood maintenance and other tasks.

It was **resolved** that Cllr Wright will provide the Clerk with possible inclusions for the terms of reference and a list of works that could be carried out by volunteers. The Clerk will prepare the required draft documents, including terms of reference, policies, and risk assessments.

**d) To consider a matter regarding hedge cuttings being left on Parish Council land (PW)**

**Resolved** that the Clerk will prepare and send a letter to the landowner requesting the removal of the hedge cuttings.

**e) To ratify the Extraordinary Meeting held on 17 July 2025 and to retrospectively approve the items agreed at that meeting**

It was noted that the Extraordinary Meeting held on 17 July 2025 had been convened without the requisite three clear days' notice and was therefore unlawful

**Resolved** to retrospectively approve all items agreed at that meeting.

**8901. To consider organisational matters and agree any necessary action**

**a) To note the resignation of Cllr B Moses**

Cllr Moses resignation was noted.

**b) To consider and agree the Parish Magazine contribution**

**Resolved** to include information about the Mill Beck Green footpath, councillor vacancies and updates, and information regarding Beck Wood.

**c) To consider and agree the meeting dates for 2026**

**Resolved** that meetings will be held on the first Monday of the month excluding August and bank holidays.

**d) To consider having a Parish Council Post Box Address and associated costs**

Councillors considered the costs of a PO Box and it was **resolved** to approve the provision of a PO Box from Royal Mail at a cost of £371.50 and all post will be directed to the Clerk's home address.

**e) To consider the YLCA whole council training report**

The report was noted.

**f) To consider and agree the date for the Annual Parish Meeting and the arrangements**

**Resolved** that the Annual Parish Meeting is to be held on 14<sup>th</sup> May 2026 at 7pm and the venue is to be confirmed.

**g) To consider arrangements for Council-owned defibrillators, including inspection and maintenance arrangements**

**Resolved** that authority be delegated to the Clerk to seek quotes and arrange an annual service for both defibrillators. Cllr Kerfoot and Cllr Wright were appointed to carry out the inspections and the Clerk will arrange training for them to do so.

**8902. To receive information on the following new correspondence and decide further action where necessary**

**a) To consider a request to use Glebe Field for Collingham Community Show and to consider how the council might support the event on a personal level and as member's of local groups**

**Resolved** to allow the Collingham Community Show to be held in Glebe Field. The Council will have a stall on the day, and councillors will participate and assist where possible.

**b) To consider correspondence received regarding litter issues in the village**

**Resolved** that the Clerk will respond to inform the writer that the Council is considering establishing a volunteer group and will be considering community litter picks.

**c) To consider an enquiry received from Bellway Strategic Land**

**Resolved** to defer this item. The Clerk is to obtain further clarity on the correspondence from Bellway and report back to Council.

**d) To receive an update from Collingham Men's Club regarding the website to which the Parish Council provided a grant, and to consider their request to include a link on the Parish Council website with appropriate wording**

**Resolved** that the Clerk will provide wording to be included on the Collingham Men's Club website along with the link to the council website.

**8903. Policies and Procedures**

**To consider and adopt new policies and to review and approve previously adopted policies, as listed below.**

**Resolved** to approve the following policies en bloc, excluding the Risk Assessment Strategy, for which councillors were asked to provide comments; this will be considered at the next meeting. It was noted that one paragraph had been omitted from the previously adopted Financial Regulations. The paragraph was reviewed, and councillors asked the Clerk to seek advice from YLCA on best practice so that it can be considered at the next meeting.

- Scheme of Delegation
- Training policy for Staff and Councillors
- Data Protection Policy
- Data Map (Audit)
- Code of Conduct
- Complaints procedure
- Privacy notice for staff, councillors and role holders
- Security Incident Policy
- Website Accessibility Statement
- Risk Assessment Strategy
- Financial Regulations
- Records Management Policy

It was **resolved** to extend the meeting by 15 minutes to allow the remaining business to be considered.

**8904. Planning Matters**

**a) To consider and decide upon planning applications received from Leeds City Council since the last meeting**

**Resolved** to submit the following comment.

<b>Application Reference</b>	<b>Address</b>	<b>Proposal</b>	<b>Agree comment</b>
<a href="#">26/00965/FU/NE</a>	Barfield Cottage Northgate Lane Linton	Change of use from dwelling house to a holiday let	Collingham with Linton Parish Council has no objections to this planning application.
<a href="#">26/00948/FU/NE</a>	The Croft 7 Jewitt Lane Collingham Wetherby LS22 5BA	Variation of conditions 2 (approved plans) and 3 (materials) to previously approved planning application 24/05193/FU (Demolition of front and rear dormers and single storey rear extension, erection of replacement front and rear dormers and a single storey rear extension, installation of replacement timber cladding to front gable, new steps and ramp to front, a roof light to rear, fenestration alterations to front, side, and rear, replacement door to side, conversion of garage to habitable rooms, and patio alterations to rear.) for regularisation of approved plans	Collingham with Linton Parish Council has no objections to this planning application.
<a href="#">26/00953/FU</a>	Wetherby Golf Club Linton Lane Linton Wetherby LS22 4JF	Erection of PV Solar Panels to club house roof	Collingham with Linton Parish Council has no objections to this planning application.
<a href="#">26/01073/FU</a>	Linton Spring Farm Sicklinghall Road Wetherby LS22 4AQ	Change of use of agricultural land to dog walking/activity area	See the comment in the row below.
The Parish Council objects to the application on the grounds that it represents inappropriate development in the Green Belt involving a change from agricultural to commercial use that reduces openness and harms the rural character. Concerns were raised about the visual impact of fencing, potential lighting and parking, disturbance to livestock and wildlife, noise affecting nearby residents and increased traffic creating safety risks. The proposal is also considered detrimental to the conservation area and may set a precedent for further Green Belt development.			
<a href="#">26/01372/FU</a>	24 Bishopdale Drive Collingham Wetherby LS22 5LP	Single storey rear/side extension; roof lights/solar panels to rear; garage conversion to habitable room space with window to replacing	Collingham with Linton Parish Council has no objections to this planning application.

		garage door and flue to log burner to side	
<a href="#">26/01580/FU/NE</a>	Meadow Court 20 The Vale Collingham	Single storey side extension and rear first floor balcony (with access door)	The Parish Council objects on the grounds that the proposed balcony would overlook neighbouring properties leading to a loss of privacy and could cause noise and disturbance. The design, scale and rendering are also considered out of keeping with the character of the surrounding area.
<a href="#">26/01535/FU</a>	Alresford Harewood Road Collingham Wetherby LS22 5BZ	Demolition of outbuilding and construction of a single storey side extension; garden wall and archway to side; detached garage incorporating office to front; timber bin store to front	Collingham with Linton Parish Council has no objections to this planning application.
<a href="#">26/01656/FU</a>	The Willows Muddy Lane Linton Wetherby LS22 4HW	Demolition of existing conservatory; construction of single-storey rear extension	Collingham with Linton Parish Council has no objections to this planning application.

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

The following planning decisions were noted.

Application Reference	Address	Proposal	Comment	Decision
<a href="#">26/00336/FU</a>	Linfield Northgate Lane Linton Wetherby LS22 4HS	Variation of condition 3 (materials to match) to previously approved Planning Application 24/07300/FU (Single storey front extension) to allow for a rendered finish to side and rear of previously approved extension.	Collingham with Linton Parish Council has no objections to this planning application.	Approved
<a href="#">25/06366/FU</a>	Old Star Public House Leeds Road Leeds LS22 5AP	Restrospective application for replacement windows to existing openings	Collingham with Linton Parish Council has no objections to this planning application.	Refused
<a href="#">26/00056/FU</a>	2 Bridge Paddock Collingham Wetherby LS22 5BN	Erection of outbuilding to front	Collingham with Linton Parish Council has no objections to this planning application.	Approved

**8905. To notify the clerk of matters for inclusion on the agenda of the next meeting**

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

**8906. To confirm the date of the next ordinary council meeting**

**Resolved** that the next meeting is to be held on 11<sup>th</sup> May 2026

**8907. Confidential session**

To resolve to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 due to the nature of the business to be transacted at items 19, 20 and 21 being prejudicial to the public interest

**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 public interest due to the confidential nature of the business to be transacted.

Two members of public thanked the Parish Councillors for their hard work and left the meeting.

**8908. Staffing matters**

**To consider and approve the contract of employment for the Clerk and RFO**

**Resolved** to approve the contract of employment for the Clerk and RFO

**8909. Millbeck Green Footpath**

**To consider information received and agree next steps, including the establishment of a Working Group and approval of its Terms of Reference**

**Resolved** to establish a Working Group, and Cllr Powell, Cllr Murdoch, Cllr Wright, and Cllr Johnson were appointed as members. The specific responsibilities of the group will be outlined and agreed in the terms of reference at the next meeting. It was agreed that updates on the matter will be provided via Facebook, the Parish Council website, and the parish magazine.

It was noted that the Clerk will circulate the information as requested at the meeting held on 10 March 2026.

**8910. Christmas 2025**

**To receive an update and agree any necessary action**

**Resolved** that the Clerk will contact the supplier regarding previous issues and future arrangements.

There being no other business, the Chair closed the meeting at 9.15pm.

## Appendix 1 – Bank Reconciliation

### Bank Reconciliation Financial Year 2025 – 2026

*Prepared by (Name and Role): R Crabtree Clerk & RFO* 25/03/2026

#### Financial Year 2025 - 2026 Opening Figures

Balance on bank statements	01/04/2025		
Current Account	£	8,296.33	
Money Manager Account	£	210,995.85	
<b>OPENING BALANCE</b>	<b>£</b>	<b>219,292.18</b>	

Payments YTD	£	73,624.19	
Receipts YTD	£	79,833.31	

Balance on bank statements	25/03/2026		
Current Account			
Money Manager Account			
Unity Trust - 20545121	£	8,119.05	
Unity Trust - 20545134	£	217,382.25	
<b>CURRENT CLOSING BALANCE</b>	<b>£</b>	<b>225,501.30</b>	

Reconciliation to	25/03/2026	£	-
-------------------	------------	---	---