

COLLINGHAM with LINTON PARISH COUNCIL

Email: Clerk@collinghamlintonparishcouncil.gov.uk

Minutes of the Ordinary Parish Council meeting held on 28th of January 2026 @ 7.00pm held in the Collingham Scout Hut.

Present: Cllrs Anthea Powell, (Chair); Lorna Murdoch; Patrick Wright; Paul Kerfoot; Barry Moses.

Officer: Elaine Mason Parish Liaison Officer (Leeds City Council)

Members of the public: 3

Minutes: Cllr Wright

1.	8825	Chairman's opening remarks: Cllr Powell opened the meeting at 7.00pm and welcomed everyone. H&S Housekeeping, mobile phones to silent. Highlighted need for compliance with Standing Orders concerning conduct at Meetings. Main item for discussion was Budget and Precept 2026/2027. Ref: Meeting Agenda
2.	8826	To receive apologies and consider reasons for absence: All members in attendance.
3.	8827	To receive any declarations of interest from Members: a) 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 No DPs disclosed. b) For the council to note the following – The Local Government Finance Act 1992 section 106 prohibits any member with council tax unpaid for more than two months voting on the budget and/or precept, if section 106 applies. Noted.
4.	8828	To consider requests received by the clerk for dispensations under section 33 of the Localism Act 2011: None received.
5.	8829	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. #13 Employment Matters
6.	8830	Minutes: a) For the council to consider approving the draft minutes of the Ordinary Meeting of the Parish Council held on the 14th January 2026. Resolved: The council approved the minutes.
7.	8831	Budget & Precept 2026/2027: a) For the council to consider approving the budget for 2026/2027 The RFO was unable to attend the meeting to present the draft budget. Consequently, a significant amount of time was spent reviewing and interpreting the RFO's notes. Council discussed amendments to the budget and agreed to allocate funds to several budget headings that had previously been left blank. Council noted and agreed that a review of the minutes of the former Outdoor Committee was required to clarify what was included within the Maintenance Plan figure. Council also noted and agreed that there needed to be a clear understanding of what was encompassed by a previous councillor's Sustainability Agenda budget allocation.

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		<p>Council agreed to defer a number of items and to convene a further meeting at the earliest opportunity to ensure that realistic figures are agreed and that the final budget meets Leeds City Council's precept deadline.</p> <p>b) For the council to consider approving the precept for 2026/2027 Precept proposals are currently: a) £75k b) £95K c) £118k</p> <p>c) For the council to approve a councillor to be the second signature for the Precept Return Form 2026/2027 (if applicable) Applicable to 4th Feb 2026 meeting.</p> <p>d) For the council to consider approving the chair and a council member/RFO to sign the Precept Return Form 2026/2027 Applicable to 4th Feb 2026 meeting.</p>
8.	8832	<p>Administration Matters:</p> <p>a) For the council to note the Parish Clerk's resignation – leaving date 24th of January 2026 Parish Clerk's resignation noted.</p> <p>b) For the council to note the RFO's resignation – leaving date 31st January 2026 RFO's resignation noted.</p> <p>c) For the council to note that Cllr Powell will be attending the Charing Skills training day on the 12/02/2026 - £115.00 Training for Chair noted</p> <p>d) For the council to note that Cllr Moses will be attending the Off to a Flying Start in person training day on 03/03/2026 - £115.00 Training for Cllr Moses noted. Training for Cllr Kerfoot noted as needing to be arranged.</p> <p>e) For the council to note that Cllr Murdoch will be attending the Finance for Councillors Zoom training on 10/02/2026 - £35.00 Training for Cllr Murdoch noted.</p> <p>f) For the council to consider adopting the LGA Model Councillor Code of Conduct Noted that the LGA Model Councillor Code of Conduct remains to be adopted.</p>
9.	8833	<p>Village Matters:</p> <p>a) For the council to consider any action concerning Christmas 2025 Review of Christmas 2025 A working party (WP) was proposed to review the events associated with the installation of the Christmas tree in Glebe field. It was suggested that this should initially comprise those who were directly involved with pre-installation and installation arrangements. Cllr Moses requested that he should be involved as an independent participant. It was agreed that the WP would consist of those directly involved. The remit agreed is to prepare a draft report based on a timeline of events from procurement to removal and shall include all reference to all relevant documents including emails. A report agreed by those in the WP shall be submitted to full council. It shall include lessons to be learned and future recommendations. The concern is that this has proved to be an excessively expensive undertaking and mistakes were made. Resolved: to set up Christmas Working Party to review the Christmas tree installation and report on errors made, lessons to be learned and future recommendations Proposer: Cllr Kerfoot. Secunder Cllr Wright, 4 in favour, 1 against</p>
10.	8834	<p>Finance Matters:</p> <p>a) For the council to note the Unity Trust Instant Access bank balance to 22/01/2026 is £226,975.56 – supporting paper provided Noted.</p> <p>b) For the council to note the Unity Trust T2 Current Account bank balance to 22/01/2026 is £10,050.00- supporting paper provided. Noted.</p>

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		<p>c) For the council to note that the Clerk has shredded the username and password for the Unity Trust bank accounts Noted.</p> <p>d) For the council to note the HSBC Current Account bank balance to 22/01/2026 is £0.00 Noted.</p> <p>e) For the council to note the HSBC Business Account bank balance to 22/01/2026 is £0.08 Noted.</p> <p>f) For the council to consider closing the two HSBC bank accounts (even with the 8p) – RFO to action before leaving. Cllr Powell has submitted a request to Previous RFO for the HSBC account to be closed.</p> <p>g) For the council to consider any further bank signatories for the Unity Trust Bank (current signatories Cllrs Powell, Murdoch and Wright) Further signatories not required at the present time.</p>
11.	8835	<p>Planning Matters: Planning Applications:</p> <p>a) Reference 26/00381/ FU/NE b) Reference 25/06366/FU/NE c) Reference 26/00056/FU/NE d) Reference 26/00336/FU/NE</p> <p>Planning Decisions:</p> <p>a) Reference 25/14553/IN b) Reference 22/03742/IN</p> <p>No concerns were expressed on all Applications. (Cllr Kerfoot no comment, as had not reviewed).</p>
12.	8836	<p>Public Participation</p> <p>1 person: intending to join the Parish Council. It is noted that a first application had been sent to the Clerk but no response received. Chair to email a second application form is to the MOP. 1 person: highlighting plans for Collingham Memorial Hall building renovation advising that a grant application will be submitted in 2026-27. The Members of the Public were then excluded for the Parish Council to consider Employment Matters</p>
13.	8837	<p>Employment Matters:</p> <p>a) For the council to consider approving the recommendations from the Staffing Committee concerning the Parish Clerk/RFO Vacancy A concern was expressed regarding the length of time that had lapsed such that it would not be correct to employ a previous candidate and that as more than 3 months had passed the post for Clerk/RFO should be re-advertised to be compliant with legal requirements. It was agreed that the matter would be raised by the Chair with YLCA.</p> <p>b) For the council to note that the clerk has emailed Cllr Powell the January's 2026 timesheets and annual leave entitlement. Note: vote 4 in favour 1 against.</p> <p>c) For the council to note the RFO has emailed Cllr Powell January's hours of work. Noted</p>
14.	8839	<p>Date of the Next PC Extraordinary Meeting: 4th February 2026 @ 7.00pm Collingham Scout Hut</p>

Cllr Powell thanked everyone for attending and closed the meeting at 9.17pm.

Signature of the Chair:
Collingham with Linton Parish Council

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Date: