



**Minutes of the Annual Parish Meeting held on  
Thursday 14th May 2026 at 7pm at Collingham Memorial Hall**

**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:** Fifteen members of public were present and Leeds City Councillor Firth

**1. Introduction from the Chair**

Cllr Powell welcomed all to the meeting.

**2. To note apologies for absence**

All councillors were present.

**3. To approve minutes of the Annual Parish Meeting held on 9<sup>th</sup> May 2025**

**Resolved** to approve the minutes of the Annual Parish Meeting held on 9<sup>th</sup> May 2025

**4. To welcome a Leeds City Ward Councillor and receive an update**

Cllr Firth provided the following update.

Cllr Stephenson sent his apologies for the meeting. Cllr Robinson has stepped down as Ward Councillor after 16 years of service and has been replaced by Angela Wallis, who also sent her apologies.

The Miller Homes development is now at a much more advanced stage than last year, with additional houses and infrastructure completed. The associated flood alleviation scheme is also progressing, and Cllr Stephenson is due to meet with developers and the flood group next week to inspect the completed site. During the visit, consideration will also be given to the Public Right of Way (PROW). The Leeds Local Plan consultation took place last year, and a meeting was held with the Parish Council and invited residents. A number of sites were submitted speculatively, and it was noted that some landowners were unaware their land had been put forward. Leeds City Council (LCC) aims to hold another consultation in June/July this year, when the draft plan and proposed sites will be published. Councillors will ensure residents are informed about which sites have been shortlisted, although these are not yet final and there will be a further consultation stage. The proposed sites are within the Green Belt, and he confirmed their opposition to development on Green Belt land. There may also be opportunities for additional sites to be submitted, and residents were encouraged to submit comments during the consultation process.

Anti-social behaviour has been raised as a concern, and efforts are being made to increase police presence. Residents were encouraged to attend PACT meetings, where issues can be reported directly to police officers. These meetings were described as important for enabling face-to-face discussions and helping police build evidence of ongoing issues.

HGV traffic on the A58 remains an ongoing issue and further solutions are being explored. A threshold of 10% HGV usage must be met before a ban can be considered, and current levels remain

below this threshold, although councillors noted that the wider impact on residents is not fully reflected.

Two new sets of traffic lights and pedestrian crossings will be installed as part of the Miller Homes development conditions. Funding secured through the development has contributed towards highway improvements and the flood alleviation scheme.

In response to a resident's question regarding increased police vehicle presence, Cllr Firth explained that there are two schemes currently in operation. The first involves the Local Neighbourhood Team based in Wetherby, for which the council funds additional checks. This has resulted in increased overtime costs, and the effectiveness of the scheme is currently under review. The second scheme operates through the West Yorkshire Crime Partnership (WYCP), which has agreed to continue the use of enforcement vans with different enforcement powers. Requests have been made for increased provision, although allocations are determined by WYCP. It was also noted that the speed camera on Harewood Road does not appear to be functioning, and this will be reported to Harewood Parish Council, which is believed to be responsible for it.

A resident also enquired about the succession of development proposals and planning applications near the North Yorkshire boundary. It was noted that developments in this area would not financially benefit Wetherby or Leeds City Council through council tax revenues. Housing targets have increased significantly, particularly within North Yorkshire, where targets have reportedly quadrupled, and developers are seeking to build on land close to the ward boundary. Councillors stated that negotiations are ongoing to ensure that, if any land is allocated for development, Leeds City Council receives appropriate benefit. Councillors reiterated their opposition to Green Belt development and confirmed that sites are being carefully reviewed to identify grounds for objection. It was also noted that the Local Plan process is intended to prevent speculative or unplanned development by developers.

Additionally, Cllr Firth noted that issues with bin collections are continuing and that solutions are being explored. Numerous issues have been reported recently, some of which are due to parked vehicles blocking access for collection lorries. He asked residents to continue reporting issues to him so they can be investigated.

A food waste trial is currently being undertaken, although some parts of the village are not included due to existing collection difficulties.

Parking issues on Church Lane were also raised, with concerns that fire engines would struggle to gain access. Another resident commented that, for those living at the end of the run, collections are regularly missed because the refuse lorry is already full.

Cllr Powell thanked Cllr Firth for attending and for all the work he does, and asked for thanks to also be passed on to Cllr Stephenson.

## **5. To receive a report from the Chair on Collingham with Linton Council activities for the year 2025-2026**

Cllr Powell provided the following update:

Good evening members of the public, Ward Councillors, Parish Councillors and guests. Thank you for taking the time to attend Collingham with Linton's Annual Parish Meeting this evening.

My Chairman's Report provides an overview of the work undertaken by Collingham with Linton Parish Council during the council year from May 2025 to April 2026.

Before reflecting on the year, I would first like to introduce the members of the Council

Lorna Murdoch – Vice Chair  
Patrick Wright  
Paul Kerfoot  
Ian Lock-Edmund  
Mike Johnson  
Anthea Powell – Chair

### **Council Membership & Staffing Changes, Note of thanks**

This year has seen significant change within the Council team, bringing both challenges and opportunities.

During the autumn, the Council unfortunately became inquorate following councillor resignations, creating a particularly difficult period and limiting its ability to make formal decisions. I would like to place on record my sincere thanks to Ward Councillor Stephenson and Councillor Kerfoot for stepping forward at a crucial time, enabling the Council to be reinstated and continue its work on behalf of the parish.

In February, we welcomed Becky Crabtree as our new Clerk. Becky joined the Council during a particularly challenging period, with no administrative support in place and urgent budget and precept deadlines to meet. Despite these pressures, in a short time, she has strengthened governance procedures, improved systems and supported the Council's administration. On behalf of the Council, I would like to thank Becky for her commitment and hard work since taking up the role.

I would also like to thank Elaine Matson at Leeds City Council for her continued guidance and support, particularly when the Council was without a Clerk, she provided administrative assistance, invaluable advice and has continued to act as a conduit between the Parish Council, Ward Councillors and Leeds City Council.

Thanks must also go to members of the public and former councillors who supported the Council with practical help, advice and encouragement while we found our feet once again as a functioning council. Your support has been genuinely appreciated.

To all current councillors, thank you for your commitment, hard work and continued dedication to serving the community over the past year.

I would also like to formally acknowledge and thank former councillors for their service, time and contribution to the parish during their period office in 2025/26.

### **Council Governance & Administration**

Over the past year, the Council has continued to meet regularly and has worked hard to strengthen governance, improve administration and ensure compliance with legal and financial responsibilities.

Key areas of focus have included:

- maintaining effective governance and decision-making processes;
- reviewing policies and procedures to ensure legislative compliance;
- improving access to Council information through the website and SharePoint systems;
- improving internal document management and administrative processes;

- ensuring transparency and accountability in Council decisions and expenditure.

The Council has undertaken ongoing reviews of maintenance registers, contractor arrangements, booking procedures and asset management systems to ensure that public money is being spent appropriately and in accordance with financial regulations.

### **Finance & Accountability**

The Council has continued to manage public funds responsibly, ensuring value for money and compliance with both internal and external audit requirements.

Members of the public may recall that in January 2023, the Council took the decision to reduce the precept from £95,000 to £50,000 for the 2023/2024 financial year. This reflected lower anticipated expenditure at the time and the temporary availability of Community Infrastructure Levy funding.

Following a full review of the Council's current and future financial commitments, the Council resolved to reinstate the precept to £95,000 for the 2026/2027 financial year. This equates to an increase of £22.10 per year for a Band B and D property and represents a return to previous funding levels rather than a new increase in spending.

The Council remains fully committed to transparency and accountability in all financial matters.

### **Parish Land Assets & Facilities**

The Council continues to manage and maintain a number of parish-owned public spaces and facilities across the parish.

Work undertaken during the year has included:

- ongoing maintenance and inspection of the Jubilee Playground and associated facilities;
- ongoing ground maintenance, hedge cutting, weed control and strimming
- oversight and management of Glebe Field, including bookings and use arrangements;
- routine inspections of public spaces and play areas;
- repairs and upkeep of parish-owned assets and infrastructure;
- ongoing maintenance of Beck Wood and the Telephone Box Libraries. I would like to extend particular thanks to former Councillors Askew and Pettit for the tremendous amount of work they undertook refurbishing the village Telephone Box Libraries, which continue to be valued community assets.

We continue to review maintenance arrangements continue to ensure compliance with financial regulations and to confirm that all maintained assets are correctly recorded within the Council's asset register.

## **Beck Wood**

Last year, the Council invited the Forestry Commission to visit Beck Wood with a view to developing a long-term forestry maintenance and management plan. This work remains ongoing and will help form future grounds maintenance arrangements and environmental improvements within the woodland area.

The Council also intends to revive the “Friends of Beck Wood” group and would warmly welcome participation from residents who have an interest in helping maintain, protect and enhance this valued local environment. Community involvement will play an important role in supporting the long-term stewardship of Beck Wood and helping ensure it remains a safe and enjoyable space for future generations.

## **Millbeck Ginnel**

One of the most significant issues facing the Council this year has been the deterioration of the Millbeck Ginnel footpath and the collapse affecting the retaining wall and surface area.

The issue was identified and reported early last year and the Council received an initial briefing from engineering consultants in July. For public safety reasons, the Council introduced measures to close and secure the affected area whilst options for repair were explored.

Unfortunately, when the Council became inquorate in October, progress on the matter inevitably stalled due to the Council’s inability to formally make decisions or progress contractual matters.

Following the reinstatement of the Council, further meetings were held in February and April between councillors and the engineering consultants to brief new members and provide a clearer understanding of the historical background, technical challenges and potential repair options. Councillors were given a detailed overview of the scoping study process together with the range of possible engineering solutions available.

As a result, councillors now have a much clearer understanding of both the scale of the issue and the practical steps required to move the project forward.

A dedicated working party has now been established to give the matter the urgent attention it requires. The Council will now progress the next stages of the project and continue to provide updates through its website and Facebook page.

Councillor Murdoch, who chairs the working party, will also be available following this meeting to provide further information and answer questions regarding progress on the project.

## **Planning & Development**

Throughout the year, the Council has continued to consider planning applications affecting the parish and to submit responses based on local knowledge, planning policy and community impact.

Particular areas of focus have included:

- residential development proposals;
- the impact of development on local infrastructure and services;
- and the protection of green spaces and the character of the parish.

In August last year, the Council participated in the Local Leeds Plan consultation process, holding public meetings at the Scout Hut and submitting residents' feedback and concerns to Leeds City Council.

The Council remains committed to ensuring that residents' views are properly represented within the planning process.

### **Community Engagement & Communication**

The Council has continued working to strengthen communication and engagement with residents, local organisations and community groups.

This has included:

- supporting community initiatives and local events through grants and funding;
  - communicating with residents through notices, email and publications in the parish magazine;
  - liaising with local organisations and community representatives;
  - addressing service-related enquiries, including grounds maintenance and waste issues;
  - and improving communication through the Council's website and Facebook presence.
- We would encourage residents to regularly check the Council's website and social media pages where updates and announcements will increasingly be shared.

The Council is also keen to strengthen links with local organisations and community groups. Councillors have been appointed to act as liaison representatives between the Council and various parish entities. Councillor Kerfoot has already been actively involved with the Linton Residents' Association and has provided valuable updates on matters affecting Linton village. We hope to continue developing these important community relationships going forward.

The Council is also committed to promoting greater community use of Glebe Field and has allocated a dedicated budget to support local events and activities. We are particularly keen to encourage residents, organisations and volunteers to come forward with ideas that help strengthen community spirit, improve social connection and bring people together across the parish.

Plans are already underway for future community events and further updates will be shared in due course.

### **Grants & Community Support**

The Council was pleased during the year to award grants to:

- Collingham Bowling Club;
- The Collingham Retired Men's Forum;
- and Linton Village Hall.

We look forward to hearing from representatives later this evening regarding how those grants have supported their organisations and the wider community.

### **Community Events**

Last year marked a particularly significant milestone for the parish, with the Council making the final mortgage payment on Glebe Field following a 25-year commitment.

To celebrate this achievement and recognise the work of those councillors whose efforts secured the purchase of the Glebe Field for future generations, the Council organised a community picnic event in partnership with St Oswald's Church, the Memorial Hall and the Orchard Garden Trust.

The event provided an opportunity to thank former councillors for their vision and commitment in securing the field 25 years ago, while also raising funds for local organisations through a tombola and plant sale.

Through representation and participation, the Council also continued its support for the Remembrance Day services in both Collingham and Linton and we remain committed to supporting these important community commemorations in future years.

Although ultimately successful, the Christmas Lights event unfortunately presented a number of logistical and operational challenges this year. As a result, the Council undertook a review of the event, considered decisions taken, lessons learned and potential improvements for the future.

Following that review, the Council concluded that the illuminated tree installed on the Glebe Field did not provide value for money due to issues surrounding service delivery and the associated contract has therefore been terminated with no future cost to the Council.

The Council will be meeting with Leeds City Council in June to review the parish's future Christmas lighting requirements and associated costs so that informed decisions can be made well in advance of this year's festivities.

### **Parish Security & Community Safety**

The Council continues to receive regular correspondence from residents expressing concern about speeding through the village.

Whilst traffic enforcement falls outside the direct control of the Parish Council, the Clerk continues to refer complaints to the relevant authorities and parish councillors consistently raise these concerns at Parish PACT meetings to ensure the issue remains highlighted.

The Council has also unfortunately dealt with a number of incidents of vandalism affecting parish assets during the year. These have included:

- damage to lighting bollards on the Jubilee Footpath;
- theft of lifebuoys from the beck;
- damage to parish benches and tables;
- and repeated damage to locks on the Beck Wood gates.

Repairs and replacements have resulted in additional costs to the parish. In response, security cameras have now been installed in Beck Wood and the Council is continuing to explore further measures to better protect parish property and facilities.

### **Community Resilience Planning**

Councillors feel strongly that the parish should strengthen its resilience planning arrangements so that the community is better prepared to respond during emergencies, severe weather events or disruptions to local services.

Over the coming year, the Council intends to begin reviewing and developing a more comprehensive Parish Resilience Plan in partnership with local organisations, volunteers and relevant agencies. This work will help identify community resources, improve communication arrangements during emergencies and ensure that support can be coordinated effectively for vulnerable residents should the need arise.

### **Closing Remarks**

Before concluding, I would like to offer a special thank you to Councillor Matthew Robinson for all his support and contribution to the parish during his tenure. We wish him every success for the future as he now steps down from his role on Leeds City.

Thank you to Councillor Firth for taking time out of his busy schedule to address us tonight and we extend our appreciation to both him and Councillor Stephenson for their continued support. A special note of thanks goes to Councillor Firth for his participation in our Christmas light switch on event.

Finally, I would encourage residents to consider becoming involved with the Parish Council, whether as councillors, volunteers, or members of our working parties. The strength of the Council depends upon community involvement and we always welcome new members who are willing to contribute their skills, experience and ideas for the benefit of the parish.

As we look ahead to the coming year, we have significant projects before us, including the Millbeck Ginnel repair, continued improvements to parish facilities and opportunities to strengthen community engagement across Collingham with Linton.

I believe we have a real opportunity to build positively on the progress made over recent months. Every councillor brings different strengths, perspectives and experience and it is that collective effort which makes this Council effective.

The Council remains fully committed to serving Collingham with Linton Parish and ensuring that it continues to be a strong, well-managed and welcoming community.

If members of the public have any questions or suggestions, could you please place them in the suggestion box provided or direct them in writing to the Clerk who will respond to you via email.

Questions and answers will also be included as an appendix to the Minutes.

Councillors Murdoch and Johnson are available to address concerns on Millbeck Ginnel

Councillors Wright and Kerfoot are available to address concerns on Planning matters

Thank you.

### **6. To receive a report from grant recipients on the use of funding awarded by the Parish Council and the impact this has had on their organisation and the wider community.**

Representatives from the organisations that received grants from the Parish Council during 2025–2026 were in attendance and provided the following reports:

#### **Collingham Bowling Club**

Significant improvements have been carried out around the bowling green, including the installation of paving slabs on the south and west sides, the removal of steps to improve accessibility, and the

addition of a traditional heritage-style glass roof canopy. The works were funded through support from the Parish Council alongside a National Lottery grant.

The season began in March, with an opening event held at the end of the month. Positive feedback has been received from both teams and spectators, with between 30 and 40 spectators regularly attending around the green at any one time. The new shelter has been particularly well received, especially during recent periods of heavy rain, and has been in regular use.

Visitors have also commented positively on the improved accessibility around the green. The facility will be used as part of the upcoming community show, where members of the public will be invited onto the green to participate.

The area was described as being significantly improved overall, with trip hazards removed and accessibility enhanced. Additional timber works have also been installed, although some elements are still to be completed.

Thanks were expressed to the Parish Council for contributing towards the project and enabling the works to take place.

### **Linton Memorial Hall**

Representatives from Linton Memorial Hall expressed their appreciation for the Parish Council's contribution towards drainage works at the hall. Although the works are underground and therefore not visible, they were described as essential infrastructure improvements for the building. The Parish Council grant contributed towards approximately one third of the overall project cost.

The project began around 18 months ago and was undertaken because all drainage within Linton ultimately terminates at the Village Hall before running towards the river and the old railway bridge. This created a vulnerable and lengthy drainage route, with additional pressure being added by new development in the area.

During periods of heavy rainfall, the drains were unable to cope, causing surface water to build up around the Village Hall, which sits at a low point within the village. The main sewer would regularly overflow and enter the building.

The grant specifically supported improvements to the surface water drainage system, helping to bypass the soakaways and divert surface water into drainage ditches across the adjacent field. It was noted that the works should reduce future flooding incidents and help extend the lifespan of the hall's infrastructure.

### **Collingham retired Men's Forum**

A representative provided a brief of the following report:

#### **Background**

Our principal aim when applying for the Parish Council grant in 2025 was to fund the development of a Forum website, and related branding. It was anticipated that a website would give us a more accessible, modern and flexible platform to publicise what we do and when. I am pleased to say that our website is now completely up and running at [www.crmf.uk](http://www.crmf.uk) and the logo above is our unique branding. Please take time to review it as we would welcome your feedback.

#### **Impact**

Membership has remained stable since last year with 6 leaving, three deceased and 10 new members. We are currently improving our data collection so that we know how new members first hear about the forum. Until this has been fully implemented it is not possible to say the precise

impact of the new website on recruitment. We currently have a total of 62 members with approximately 35 - 45 of these regularly attending forum meetings and functions.

We have already had a total of 350 web searches in the past 3 months – just over 100 per month. The areas most accessed have been ‘More About Us’ and ‘Past Speaker’ summaries. Clearly, we are hopeful this activity will increase over the next year.

### **Benefits to the Forum & the Local Community**

The focus of the website is to communicate to the community the contribution the Forum makes to maintaining and improving social cohesion for elderly men in Collingham and the neighbouring villages. It is very likely that new residents will initially continue to hear about the Forum from friends and neighbours, but visiting the site will then give them a better feel for who we are, the warm welcome they will receive and information about our activities. Although we are still in the early stages of its development, we are now able to share summaries of talks already given within hours of them happening, and provide up-to-date information on when we meet and about other events.

In future we aim to develop a section for guest contributors and, wherever possible, provide interesting information by linking with other agencies. The website now provides direct benefit to members as we are now able to publish the weekly newsletter for members on the private ‘Members Only’ section, and store formal Forum documents for ease of access by the Committee and the wider membership.

### **Summary**

In summary, a direct result of the funding provided is that we now have a modern way of communicating with the community and our membership. We are grateful for your support.

### **7. To invite the public to raise any matters of interest or concern**

A resident enquired about the Bridgewater Green estate and reported that works are expected to be completed by the end of the month. He referred to Condition 23, which requires access between Harewood Road and the A58, and raised concerns that the ginnel linking the path to the A58 had been dug up for utility works and left overgrown and unsafe. He stated that Miller Homes should be responsible for completing the works.

The resident also noted that the land forms part of the speculative Local Plan submissions. Although the path itself had been completed to a high standard, with plans showing seating and landscaping, Miller Homes had stated that they do not own the land and are therefore unable to carry out works to it. The matter had been raised with Leeds City Council, although officers were unable to discuss it directly with members of the public.

Cllr Firth agreed to raise the matter with Cllr Stephenson and investigate further. He also clarified that the land was submitted as part of the 2023 Local Plan process and that the information may no longer be up to date, as ownership or development intentions may since have changed.