

COLLINGHAM with LINTON PARISH COUNCIL

Email: Clerk@collinghamlintonparishcouncil.gov.uk

Minutes of the Parish Council meeting held on 1st June 2026 at 7pm held in the Collingham Memorial Hall

Present: Cllrs Anthea Powell, (Chair), Michael Johnson, Paul Kerfoot, Lorna Murdoch, Patrick Wright

In attendance: B Crabtree – Clerk

8930. Chair's Opening Remarks

Cllr Powell welcomed all to the meeting.

8931. Public Participation

No members of public were in attendance.

8932. Apologies for Absence

Apologies were received from Cllr Locke-Edmunds and reasons were approved.

8933. 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 Wright declared an interest during consideration of item 8940a, planning application 26/02806/FU.

8934. Co-option Matters

a) To receive written applications for the office of Parish Councillor and to co-opt candidates to fill the existing vacancies

It was noted that there had been one application, but the applicant had sent apologies. It was therefore agreed to defer consideration to the next meeting.

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)

This was not applicable, as no candidates were co-opted.

8935. Minutes of the Previous Meeting

Resolved that minutes of the council meeting held on 15th May 2026 be approved as a true and accurate record.

8936. Clerks report

The Clerks Report was received and noted. (Appendix A refers)

8937. Financial Matters

a) To receive and note current bank balances as at 26th May 2026:

The bank balances in the following accounts were noted.

Unity Trust T1 Current Account bank balance is £14,731.27

Unity Trust Instant Access bank balance is £ 295,137.55

b) To approve the following accounts for payment:

15.05.2026 - Collingham Memorial Hall - Room Hire - £180.00

22.05.2026 - Freethought - Microsoft 365 - £123.60

26.05.2026 - Freethought - Microsoft - £770.40

26.05.2026 - R Crabtree – Reimbursement for lifebuoys - £75.32 (Note: Clerk approved quote using delegated powers)

26.05.2026 - R Crabtree – Reimbursement for noticeboard key - £5.89 (Note: Clerk approved quote using delegated powers))

Resolved to approve the payments as presented, including the additional payments listed.

It was further agreed that the Clerk would investigate the Microsoft 365 payment to establish who holds the subscription before that payment is processed.

27.05.2026 - St Oswalds Church - Parish Magazine - £727.27

28.04.2026 - Clear Councils - Insurance - £1449.57

c) To note the following payments previously authorised:

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

26.05.2026 - R Crabtree - Reimbursement for PO BOX - £499.80

d) To receive an update about the insurance arrangements

The Clerk reported that the insurance policy was due for renewal on 31 May 2026 and had sought to obtain three quotations. Unfortunately, two of the quotations were not received in time. Therefore, in accordance with the delegated authority agreed at the meeting held on 15 May 2026, the policy was renewed with the current provider in consultation with the Chair and Vice-Chair.

8938. To consider the following council business and organisational matters and agree any necessary action:

a) To consider and agree the content of the parish magazine article for July 2026, and to discuss and agree any related actions concerning the parish magazine

Cllr Powell reported that she had attended a meeting with the Clerk and Cllr Murdoch at St Oswald's regarding the Parish Magazine. Further information had been received regarding the content funded by the Parish Council, together with the background to the costs, distribution arrangements and the agreement that ensures copies of the magazine are delivered to residents of Linton. This was discussed.

The Clerk noted that Standing Order 7 states that a previous resolution shall not be reversed within six months except either by a special motion, for which written notice must be given by at least three councillors to the Proper Officer in accordance with Standing Order 9, or by a motion moved pursuant to a recommendation of a committee.

It was therefore noted that, should councillors wish to reconsider the decision regarding the Parish Magazine, they should take these requirements into account. If required, the Clerk will include the matter on a future agenda.

Additionally, it was agreed to include information in the next edition of the magazine on Beck Wood, together with guidance on how residents can appropriately communicate with the Parish Council, noting that social media is not the correct channel for formal correspondence or reporting issues.

b) To consider and agree future committee meeting dates

Resolved to approve the proposed future committee meeting dates.

It was noted that Cllr Johnson is unable to attend daytime meetings. Any additional committee meetings will therefore, where possible, be convened in the evening. It was further agreed that the appointed substitute member may attend where required to ensure the meeting is quorate.

c) To receive an update about the grounds maintenance

The Clerk reported that work is continuing on the grounds maintenance schedule, including clarifying which areas are maintained by LCC and identifying areas that are not owned by the Parish Council and therefore require further investigation.

It was **resolved** that, until the schedule has been finalised, the current contractor will continue to undertake the grass-cutting works.

The Clerk also reported that she has been in contact with LCC regarding several uncut areas and will continue to pursue a response. It was noted that residents have also raised concerns regarding these areas.

The Clerk will publish the PCs maintenance schedule and map once it is finalised.

Cllr Wright highlighted the presence of Himalayan Balsam in Beck Woods and offered to undertake its removal. This was agreed, subject to a suitable risk assessment being completed beforehand.

d) To consider and agree the arrangements for the Christmas lights

Cllr Powell reported that she and the Clerk had attended a meeting with LCC to discuss options for this year's Christmas lighting display. LCC provided a number of quotations in advance of the meeting, which were considered by members.

Resolved to request that LCC remove the lights at Orchard Gardens at a cost of £700. It was further agreed to request quotations for the removal of the lights from the tree at 1066 and the installation of replacement lights, the removal of the lights from the trees at Glebe Field, and the provision of motifs for the lighting columns, including wrap-around column lighting.

It was **resolved** to approve the quote of £1356 for two Tommy remembrance motifs.

e) To consider and agree for the Chair and Clerk to attend the Talking Tables training at a cost of £210

Resolved to agree for the Chair and Clerk to attend the Talking Tables training at a cost of £210.

f) To consider and adopt the internal control checklist

Resolved to adopt the internal control checklist.

g) To consider if the council wishes to continue being involved with the Parish Paths Partnership Scheme

Resolved that the council will continue to be involved with the Parish Paths Partnership Scheme.

h) To consider and approve the Annual Report for 2025/2026

Resolved that the Clerk will prepare the Annual Report and circulate it to all councillors for approval by email, to enable it to be printed in time for the Community Show.

i) To consider and agree Beck Wood maintenance and concerns raised regarding parking issues

The Clerk had circulated correspondence raising concerns regarding Beck Wood, including littering, parking issues, antisocial behaviour and vandalism. Members discussed the concerns and considered a number of possible solutions.

It was noted that Beck Wood is privately owned by the Parish Council and is therefore the responsibility of the Parish Council to manage and maintain. However, the adjacent highway falls under the responsibility of LCC, with parking and traffic enforcement matters being the responsibility of the relevant enforcement authorities and the Police where appropriate.

Resolved that councillors will attend the forthcoming PACT meeting to raise these concerns. It was also agreed that enquiries should be made regarding the possibility of changing the double yellow lines to a single white line, enabling instances of illegal parking to be reported directly to the Police. In addition, a request will be submitted to LCC for Traffic Enforcement Officers to attend the area during peak periods.

The Clerk will investigate options for improving and relocating signage, the feasibility of installing boulders at certain points along the road, and whether the Parish Council has any powers relating to the enforcement of littering offences. The use of CCTV was also discussed, together with the existing parking area and access gate.

The Clerk will further explore the option of employing a warden and prepare a draft job description for consideration. Members discussed the possibility of combining this role with grounds maintenance responsibilities, creating a position that would include regular maintenance, ad hoc works, asset inspections and general upkeep of Parish Council land and assets.

The Clerk will also obtain information on the cost of engaging a private company to undertake periodic monitoring and cleaning visits during peak periods when Beck Wood experiences increased visitor numbers.

j) To consider and agree to apply for a Unity Corporate Purchasing Card

Resolved to agree for the Clerk to apply for a Unity Corporate Purchasing Card and the associated costs.

k) To consider and agree the establishment of a Community Events Committee, to appoint members to the Committee and agree the Terms of Reference

Resolved to defer this item to the next meeting.

8939. To receive information on the following new correspondence and decide further action where necessary

a) To consider an enquiry from a resident who wishes to install solar panels

This was considered, and it was agreed that Councillors had no objections to the proposal and appreciated that they had been consulted in advance of the works being carried out.

b) To consider an email received from LCC regarding Road Safety - West Yorkshire Vision Zero Briefing

The briefing on West Yorkshire Vision Zero, the region's road safety partnership, was noted. It highlighted several ways to address road safety concerns when local residents raise issues in their area. It was agreed that the Clerk will share this information on the website and social media, and that Councillors will raise queries regarding the information on parking issues at the PACT meeting.

c) To consider an enquiry regarding maintenance of land next to Tesco

It was noted that the land next to Tesco has been damaged by vehicles, and the Clerk has contacted LCC, who confirmed that the landowner is responsible for that area. It was agreed that the Clerk will contact the landowner to ask if they could maintain the area.

d) To consider and agree a Parish Council message for inclusion in the Community Show programme

Resolved to approve the proposed message that Cllr Powell provided in advance of the meeting.

8940. Planning Matters

a) To consider and decide upon planning applications received from Leeds City Council

Resolved to submit the following comments:

Application Reference	Address	Proposal	Agreed comment
26/02806/FU	The Hollies 67 Millbeck Green Collingham Wetherby LS22 5AG	Demolition of garden wall to rear; first-storey extension to front; single-storey extension to rear; new garden wall and gate to side; raised terrace to rear	Collingham with Linton Parish Council has no objections to this planning application.
26/02305/FU	Clifden Sicklinghall Road Wetherby LS22 6AA	Single-storey rear extension; replacement window with door to rear; raised terrace extension with steps and covered canopy to rear	Collingham with Linton Parish Council objects to this planning application on the grounds that the proposed cladding is not in keeping with the character and existing materials of the building. There are also concerns regarding potential dominance and

			overshadowing impacts on neighbouring properties, which may be adversely affected by this proposal.
26/02583/FU	Rivulet Bridge Paddock Collingham Wetherby LS22 5BN	Demolition of garden store and erection of Single storey side and rear extension	Collingham with Linton Parish Council has no objections to this planning application.
26/02520/FU	Alne Croft Crabtree Green Collingham Wetherby LS22 5AB	Single storey side and rear extension with extended raised patio area with new steps to side and rear; new wall to side	Collingham with Linton Parish Council has no objections to this planning application.
26/02283/FU	1 The Acres Linton Wetherby LS22 4HG	Demolition of outbuilding, car port to front of garage, and canopy porch to front of dwelling, erection of replacement outbuilding to side with associated decking, hard and soft landscaping works to side including new terrace, steps, walls, and temporary dismantling then re-instatement of front wall, infill extension to first floor balcony to side including new windows to front, side, and rear, side extension to existing side and rear extension including raised roof ridge, fenestration alteration to side of dwelling, and fenestration alterations to garage.	Collingham with Linton Parish Council objects to this planning application on the grounds that the proposed terrace is not in keeping with the character of this conservation village. In addition, the extensive use of external lighting is considered to be out of character with the village and its rural setting.

b) To receive and note the planning decisions made by Leeds City Council

The following planning decisions were noted.

Application Reference	Address	Proposal	Comment	Decision
26/01535/FU	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.	Refused
26/01656/FU	The Willows Muddy Lane Linton Wetherby LS22 4HW	Demolition of existing of conservatory; construction of single-storey rear extension	Collingham with Linton Parish Council has no objections to this planning application.	Approved
26/00953/FU	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.	Approved

8941. Items for the next agenda

It was agreed to include Events Working Group and Volunteer Group on the next agenda.

8942. Date of Next Meeting

Resolved that the next meeting is to be held on 6th July 2026 at Collingham Memorial Hall.

Confidential session**8943. Exclusion of Press and Public**

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 18 and 20 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.

8944. To receive an update about the party wall on Parish Council Land and agree necessary action

The update from LCC was noted and it was resolved that the Clerk will contact LCC for an update as matter of urgency.

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

8945. To consider staffing matters and agree any necessary action

The Clerk reported that there is a significant amount of work required, including some urgent and backdated tasks. She offered to work additional hours when possible in order to complete the work as soon as practicable and avoid delays, and to take the time back in lieu so as not to incur additional cost to the Parish Council. Councillors agreed to this arrangement, and it was noted that all additional hours will be recorded on her timesheet.

8946. Millbeck Green Footpath

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

Resolved to approve the Terms of Reference. It was noted that the Environmental Agency had provided further information, and the Clerk will now proceed with the tender process for the project management and administration required to oversee the works.

There being no other business, the Chair closed the meeting at 9.03pm.

Appendix A

Clerk's Report – June 2026

1. Actions from Previous Meetings

- **Beck Wood Bins**
Contact has been made with LCC to clarify details so that quotes can be obtained for emptying the bins. Further information is awaited from Cleaner Neighbourhoods and the Parks Team. This will be included on the next agenda.
- **PO Box**
The service will commence on 3 June 2026.
- **Internal Control Check**
An updated Internal Control Checklist is to be considered at the meeting and the Clerk will arrange for the appointed councillors to carry out the internal control check.
- **Staffing Update**
The Clerk was due to have a performance review at the end of May; however, due to current workload, this will be delayed slightly.
- **Website**
I contacted the website provider but have not yet received a response.
- **Miller Homes**
I contacted LCC regarding the enquiries raised at the last meeting and am awaiting a response.
- **Registration of Parish Council Land**
I have not yet begun work on this.
- **Council Meetings**
Collingham Memorial Hall has been booked for all Full Council meetings up to December 2026, as agreed.
- **Replacement Lifebuoy**
LCC has confirmed the following:
"I've had a few conversations and have finally managed to speak to someone in our Asset Team, who confirmed that this is not an LCC responsibility to provide or replace.
They advised that the Fire Service had previously provided them following a risk assessment when someone had fallen in previously, although this may have been several years ago. This group, whilst in Boston Spa, may be able to help direct you to who is responsible: Rivers – Boston Green Group."
I ordered a new lifebuoy using delegated powers for health and safety reasons, along with two additional smaller lifebuoys to keep in storage if required.
- **Mill Beck Footpath**
I have contacted the Environment Agency again as they had not sent the information requested. I hope to have an update at the meeting.
- **Floral Displays**
The award letter has been sent to the agreed contractor.

2. Finance & Administration

- The AGAR has been submitted to the external auditor.
- I have uploaded information to Facebook and the website regarding the Annual Parish Meeting.

3. Additional Information for Agenda Items

- **Item 12.3 – Grounds Maintenance**

The grounds maintenance schedule is ongoing.

I have been looking into the land where the Linton Village Sign is located, as the area has become overgrown. I contacted LCC, who confirmed that the land is unregistered. The area has previously been maintained by the Parish Council.

LCC provided the following information:

"We have checked and that whole strip of land, including where the bus stop is and the banking where the sign is, is unregistered, therefore there is no registered landowner."

The yellow grit bin is to be removed, as it was placed there temporarily in 2016 when the bridge was closed and the gritter could not access the road. LCC advised that it is unsafe to access and therefore it will remain unused.

I have also requested that the litter bin be relocated and placed next to the bus stop.

When I asked who is responsible for maintaining the land if it is unregistered, LCC advised:

"The land has no registered owner and it would be the registered owner's responsibility to maintain it. Looking back over the years, it has been maintained, but we are unsure by whom."

The Parish Council will need to consider what action should be taken in the meantime whilst further enquiries are being made, particularly as I have already received a request from a resident asking for the area to be cut back.

- **Item 12.4 – Christmas Lights**

Cllr Powell and I met with LCC on 21 May to discuss Christmas Lights for 2026. A further update, including options for this year, will be provided at the meeting.

- **Item 12.6 – Internal Control Checklist**

Please see the proposed documents included within the agenda pack.

- **Item 12.7 – P3 Scheme**

A brief summary of the scheme:

In general, the P3 Scheme aims to involve local people in the upkeep of their local path network.

Participating local councils are required to enter into an agreement with the City Council which governs the way in which the scheme is administered and managed.

The agreement enables Parish and Town Councils to undertake minor maintenance on public rights of way by:

1. Using a volunteer workforce
2. Using farmers/land managers
3. Using local contractors

The agreement enables local councils to claim a grant from the Authority to cover the cost of agreed works. Currently the grant covers one annual cut of surface vegetation on agreed paths.

Other minor maintenance can include:

- Condition surveying
- Seasonal maintenance
- Stile/gate installation
- Step building
- Minor surfacing

The Parish Council received £259 last year.

- **Item 12.10 – Unity Corporate Purchasing Card**

The purchasing card offered by Unity Trust Bank, in partnership with Lloyds Bank, is a business/organisation charge card that allows authorised users to make approved purchases on behalf of the Council. The balance is paid in full each month rather than operating as a standard credit card.

Current published charges include a one-off setup fee of £50 and a monthly card fee of £3 per card. This provides a controlled method for making approved Council purchases while allowing spending limits and monitoring arrangements to be put in place.

