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Full Council Meeting

**Monday 1 June 2026 at 7pm
Collingham Memorial Hall**

AGENDA PACK

Distribution: M Johnson, P Kerfoot, I Locke-Edmunds, L Murdoch, A Powell, P Wright

COLLINGHAM with LINTON PARISH COUNCIL

Email: Clerk@collinghamlintonparishcouncil.gov.uk

Minutes of the Parish Council meeting held on 11th May 2026 at 7pm held in the Collingham Memorial Hall

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

In attendance: B Crabtree – Clerk

Members of the public: One member of public was present.

8911. To elect the Chair of the Council and to receive the Chair's Declaration of Acceptance of Office

Resolved to elect Cllr Powell as the Chair of the Council and the Declaration of Acceptance of Office was signed.

8912. To elect the Vice Chair of the Council and to receive the Vice Chair's Declaration of Acceptance of Office

Resolved to elect Cllr Murdoch as the Vice Chair of the Council and the Declaration of Acceptance of Office will be signed after the meeting.

As resolved, the Chair brought item 8914 forward to this point in the meeting; however, the minutes follow the original agenda order.

8913. Chair's Opening Remarks

Cllr Powell welcomed everyone to the meeting and thanked councillors for electing her as Chair of the Council. She expressed her appreciation to both the councillors and the Clerk for their individual hard work and commitment, and said she hoped to continue the positive progress made over the last few months with the same energy and enthusiasm.

8914. Public Participation

A representative from St Oswald's Collingham with Harewood Parochial Church Council was in attendance and provided further information regarding the grant application they had submitted and being considered at item 8923e.

8915. Apologies for Absence

Apologies were received from Cllr Murdoch and reasons were approved.

8916. 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 Johnson declared an interest during consideration of item 8923b.

8917. Co-option Matters

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

No applications were received and therefore no co-options were made.

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.

8918. Minutes of the Previous Meeting

Resolved that minutes of the council meeting held on 1st April 2026 be approved as a true and accurate record.

8919. Clerks report

To receive an update on ongoing matters and actions arising from previous meetings.

The Clerk's report was received and noted (Appendix A refers).

8920. Committee Updates

a) To receive an update on the Staffing Committee meeting held on 7 April 2026

Cllr Powell reported that the Staffing Committee had met on 16 April 2026. The Chair and Clerk had signed the contract of employment, and the induction plan and initial objectives for the next three to six months were approved.

It was agreed that the Clerk's main working days would be Tuesday and Thursday, with flexibility as required.

Cllr Powell and Cllr Murdoch would meet with the Clerk fortnightly to review workload and progress.

It was agreed in principle that KPIs would be developed further and brought to Full Council for approval at a later date. It was noted that the Clerk's probationary period would conclude at the end of May 2026, when a performance review would take place.

8921. Financial Matters

a) To receive and note current bank balances as at 6th May 2026:

The bank balances in the following accounts were noted.

Unity Trust T2 Current Account bank balance is £92,779.84

Unity Trust Instant Access bank balance is £ 218,137.60

b) To receive and note a bank reconciliation and budget comparison to 31st March 2026

The bank reconciliation and budget comparison, circulated prior to the meeting, was received and noted (Appendix B refers).

c) To review and agree the asset register

Resolved to approve the asset register and a review will be conducted shortly.

d) To note the Internal Auditor's Final Report 2025/2026 and agree any action required

The Internal Auditor's Final Report for 2025/2026 was noted. It was noted that most actions are already ongoing and due to be completed at this meeting, with the remaining actions to be addressed at the next meeting and throughout the year as required.

e) To note the Annual Internal Audit Report for 2025/2026 included at page 3 of the Annual Governance and Accountability Return (AGAR) 2025/2026

The Annual Internal Audit Report for 2025/2026, included at page 3 of the AGAR, was noted.

f) To approve Section 1 – Annual Governance Statement 2025/2026 for Collingham with Linton Parish Council (AGAR page 4)

Section 1 – Annual Governance Statement 2025/2026 of the AGAR was considered. It was noted that two assertions were answered "No", and that the Clerk will provide the external auditor with the reasons for each response. It was also noted that the relevant actions are already in progress.

It was **resolved** to approve the Statement, and it was signed by the Chair and the Clerk.

g) To approve Section 2 – Accounting Statements 2025/2026 for Collingham with Linton Parish Council (AGAR page 5)

Section 2 – Accounting Statements 2025/2026 of the AGAR was considered. It was resolved to approve the Accounting Statements. The Chair signed the Statement as required.

h) To note the period for the exercise of public rights

The period for the exercise of public rights was noted.

i) To approve the publication of documents required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, and the Transparency Code for Smaller Authorities, including:

Resolved to approve the publication of the following documents:

- Annual Internal Audit Report 2025/2026
- Section 1 – Annual Governance Statement 2025/2026
- Section 2 – Accounting Statements 2025/2026
- Analysis of variances
- Bank Reconciliation to 31 March 2026
- Notice of the period for the exercise of public rights and other information required by Regulation 15(2), Accounts and Audit Regulations 2015
- Declaration that the accounting statements are as yet unaudited
- All items of expenditure over £500
- Asset register

j) To approve the Community Infrastructure Levy (CIL) Report for 2025/2026

Resolved to approve the Community Infrastructure Levy Report for 2025/2026

k) To note and approve the Schedule of Regular Payments and Subscriptions

Resolved to approve the Schedule of Regular Payments and Subscriptions

l) To receive and note the bank reconciliation and budget comparison up to 30th April 2026

The bank reconciliation and budget comparison, circulated prior to the meeting, was received and noted (Appendix C refers).

m) To approve the following accounts for payment:

31.03.2026 - Salary costs for May 2026 - £1371.07

30.04.2026 - G Baxter & Sons - Grounds Maintenance - £520.00

30.04.2026 - G Baxter & Sons - Grounds Maintenance - £505.00

13.04.2026 - Orchard Garden Trust - Grant - £4500.00

28.04.2026 - Freethought - £29.50

23.04.2026 - Defib Service - Annual services - £270.00 (Note: Clerk approved quote using delegated powers)

30.04.2026 - J Winham - Internal Audit - £525.00

01.05.2026 - YLCA - Cllr Training - £60.00 (Note: Clerk approved quote using delegated powers)

Resolved to approve the payments including the following additional payments:

08.05.2026 - YLCA - Cllr Training - £75.20 (Note: Clerk approved quote using delegated powers)

12.05.2026 - Defib Service - Defib supplies - £586.78

n) 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

13.04.2026 - Collingham Memorial Hall - Room hire - £21.00

12.04.2026 - Collingham Memorial Hall - Room hire - £19.00

o) To note the following income received:

The following income was note:

31.03.2026 - Bank interest - £755.30

01.04.2026 - Leeds City Council - Precept - £95,000.00

01.04.2026 - Leeds City Council - LCTS Grant - £886.00

01.04.2026 – Leeds City Council – CIL - £3153.48

p) To review and approve insurance arrangements

It was noted that the insurance renewal date is 1 June 2026 and that the Clerk is currently obtaining quotes. It was resolved to delegate authority to the Clerk, in liaison with the Chair, to approve the insurance arrangements for 2026/2027.

8922. To consider the following council business and organisational matters and agree any necessary action:

a) To consider and agree the cost a website MOT for £145

Resolved that the Clerk will check the renewal date with the current website provider. If the renewal is due, the Clerk will investigate alternative website options. If the renewal has already passed, it was agreed to proceed with the website MOT quote to ensure compliance with WCAG 2.2 requirements, with the matter to be reviewed further at a later date if necessary.

b) To consider arrangements for the Parish Council stall at the Community Show

Resolved that the Chair will prepare a rota for councillors to man the Parish Council stall on the day. The Clerk will prepare copies of the Annual Report. Councillors will seek residents' views and suggestions, and display information including photographs of Glebe Field and promote current councillor vacancies.

c) To receive an update about the Kebbell Development and the CIL funding

Cllr Kerfoot reported that the footpath is already funded through the S106 agreement and has been surveyed. LCC are required to sign off the specification before Highways adopt it. Kebbell wish for this to be signed off soon, as groundworkers are currently on site and able to carry out the works. It was also noted that possible verge creep at the top of Linton Lane is being investigated. CIL funding will be released when building begins on the first property.

d) To consider and agree the parish magazine article content for June 2026

Resolved to include updates on the Millbeck footpath repair, vandalism at Beck Wood, and general maintenance works at Beck Wood.

e) To discuss an email on the Miller Homes development site walkaround (22 June)

Resolved that the Clerk will contact LCC to clarify whether reinstatement works are the responsibility of Miller Homes and to request confirmation of what Miller Homes committed to in relation to planting, floodplain establishment, biodiversity net gain, and wider environmental improvements on site, including how these are monitored.

f) To consider and agree the appointment of a solicitor to register Parish Council-owned land

The Clerk reported that a solicitor she approached had confirmed they would not charge legal fees to register the land with HM Land Registry, and that the only costs would be the Land Registry fees. It was resolved to appoint Hartlaw to proceed with the land registration.

g) To consider and agree the arrangements for future meetings

Resolved to hold the regular council meetings at Collingham Memorial Hall on the first Monday of the month excluding bank holidays. Ad-hoc meetings will be held at Linton Memorial Hall.

h) To consider and agree the arrangements for the Annual Parish Meeting

Resolved that residents will have the opportunity to speak to councillors at the end of the Annual Parish Meeting to find out more information about planning matters and the Millbeck footpath.

i) To note the meeting attendance register

The councillor attendance register was noted.

j) To receive an update about the party wall on Parish Council Land

It was noted that the PC has been made aware that LCC enforcement are looking into the matter.

k) To consider reconvening committee meetings and to appoint members to serve on:

i. Staffing Committee

Resolved to appoint Cllr Murdoch, Cllr Powell and Cllr Wright as members of the Committee. Cllr Kerfoot was appointed as substitute member, and Cllr Powell was appointed as Chair of the Committee.

ii. Finance Committee

Resolved to appoint Cllr Kerfoot, Cllr Murdoch, Cllr Powell as members of the Committee. Cllr Wright was appointed as substitute member, and it was noted that Cllr Powell is the Chair of the Committee as per the terms of reference.

iii. Playgrounds and Open Spaces Committee

Resolved to appoint Cllr Johnson, Cllr Locke-Edmunds, Cllr Powell and Cllr Wright as members of the Committee. Cllr Locke-Edmunds was appointed as Chair of the Committee.

iv. Asset Management Sub-Committee

Resolved to appoint Cllr Johnson, Cllr Locke-Edmunds, Cllr Powell and Cllr Wright as members of the Committee. Cllr Locke-Edmunds was appointed as Chair of the Committee.

It was further resolved to merge the sub-committee with the Playgrounds and Open Spaces Committee, with this to be considered further at the next meeting.

v. Planning Committee

Resolved to appoint Cllr Johnson, Cllr Kerfoot, Cllr Locke-Edmunds and Cllr Wright as members of the Committee. Cllr Murdoch was appointed as substitute member, and Cllr Wright was appointed as Chair of the Committee.

l) To appoint members to the following roles:

i. Playground inspection

Resolved to appoint Cllr Wright carry out the monthly playground inspections.

ii. Bank signatories

Resolved that Cllr Powell, Cllr Murdoch and Cllr Wright will remain as the bank signatories.

iii. YLCA representatives

Cllr Powell and Cllr Murdoch were appointed as the YLCA representatives.

iv. Orchard Garden Trust representative

Cllr Murdoch was appointed as the Orchard Garden Trust Representative.

v. Collingham Memorial Hall Representative

Cllr Wright was appointed as the Collingham Memorial Hall Representative.

m) To consider and adopt policies including:

Resolved to approve the following policies. It was noted that the Risk Assessment Strategy will be reviewed in six months, if not reviewed sooner.

- Risk Assessment Strategy
- Financial Regulations

8923. To receive information on the following new correspondence and decide further action where necessary

a) To consider an enquiry regarding speeding concerns on Harewood Road

Councillors considered the concerns raised and it was noted that the Parish Council is not responsible for speeding matters and has limited powers in this regard. It was also noted that these issues are regularly raised at PACT meetings.

It was agreed to include information in the parish magazine advising residents that speeding concerns should be reported to LCC, and the Clerk will also raise the issues with the LCC City Councillors.

b) To consider an enquiry received from Bellway Strategic Land

Resolved to defer to the planning committee.

c) To consider a request to use the shallow river access area near Collingham bridge for a one-off equipment test

Resolved to approve the request on the basis that it is undertaken at their own risk.

d) To consider a request to book Jubilee Playground for children's football party

Resolved to approve the request for the use of the Jubilee playground.

e) To consider a grant application received from St Oswald's Collingham with Harewood Parochial Church Council (PCC)

Resolved to approve a grant of £430 to St Oswald's Collingham with Harewood Parochial Church Council (PCC) towards a community event.

f) To consider and agree a quote received for a replacement lifebuoy

The Clerk reported that she had contacted LCC to enquire whose responsibility it is. It was resolved to approve a quote of £54.26 for a replacement lifebuoy.

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

8924. Planning Matters

a) To note the planning applications/appeals received since the meeting held on 1st April 2026 and the comments made by the Proper Officer whilst she had delegated powers to comment

The comments submitted by the Proper Officer using delegated powers were noted.

Application Reference	Address	Proposal	Comment
25/06366/FU	Old Star Public House Leeds Road Leeds LS22 5AP	Retrospective application for replacement windows to existing openings	The Parish Council objects to the proposal as the development is located within a Conservation Area and fails to adequately preserve or enhance its character. In particular, there are concerns regarding the inconsistency of materials, especially in relation to the Tesco element of the building, which does not match the existing

			finishes. This results in a lack of visual cohesion, with materials that are not in keeping with the building's heritage aesthetic.
26/01709/FU	Orchard House Northgate Lane Linton Wetherby LS22 4HS	Demolition of the existing derelict house and garage. Construction of new dwelling and garage	See comment below.

The general character of the area is predominantly defined by stone-built dwellings and boundary treatments, as set out in the Neighbourhood Plan and the CAAMP, which reference millstone grit/sandstone as the prevailing material for detached dwellings within the Conservation Area.

Whilst it is noted that the existing dwelling is finished in render and the proposal therefore represents a like-for-like replacement in that respect, this is not typical of the wider built character of the area, where natural stone is the more common material for larger detached properties.

On that basis, it is suggested that consideration be given to a natural stone finish rather than render, as this would better reflect the established materials palette of the Conservation Area.

This is offered as a design suggestion rather than an objection to the principle of redevelopment.

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

Resolved to submit the following comments:

Application Reference	Address	Proposal	Agreed comment
26/02297	Site At: Bank House Orchard Drive Linton	Alterations to front including replacement cladding, removal of front balcony with new UPVC window and new windows and door to front	Collingham with Linton Parish Council objects to this application on the grounds that the materials used are not in keeping with the area.
26/01344/FU	14 Johnson Crescent Collingham Wetherby LS22 5FT	Single storey side extension	Collingham with Linton Parish Council objects to this planning application due to insufficient information/incomplete application.
26/02287/FU/NE	Langdale Harewood Road Collingham Wetherby LS22 5BZ	Detached garage to front; new side door to main house	Collingham with Linton Parish Council has no objections to this planning application.

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

The following planning decisions were noted.

Application Reference	Address	Proposal	Comment	Decision

26/01372/FU	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 replace garage door and flue to log burner to side	Collingham with Linton Parish Council has no objections to this planning application.	Approved
26/01073/FU	Linton Spring Farm Sicklinghall Road Wetherby LS22 4AQ	Change of use of agricultural land to dog walking/activity area	See comment below.	Refused
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.				
26/00948/FU/NE	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.	Refused
25/04840/FU	Spinney Close Harewood Road Collingham Wetherby LS22 5BZ	Demolition of detached dwelling house, erection of one new detached dwelling house and associated hard and soft landscaping works	No comment submitted	Approved

8925. Items for the next agenda

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

8926. Date of Next Meeting

Resolved that the next meeting is to be held on 1st June 2026 at Collingham Memorial Hall.

Confidential session

8927. 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 19 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.

8928. Millbeck Green Footpath

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

Cllr Powell reported that the working group and Clerk had met HJCE on site recently and provided Councillors with an update. The Clerk had contacted the Environmental Agency for advice, and a response had been received outlining requirements should works be carried out, with further advice to follow.

It was noted that HJCE can tender for project management and administration to oversee the works, after which the Parish Council would tender for the required works. HJCE have already been appointed in this role - to facilitate the tender process

It was also noted that a local contractor is due to attend the site shortly to assess and provide feedback.

Cllr Murdoch was appointed as Chair of the working group.

It was resolved that the Parish Council obtain an environmental assessment, proceed with the tender process, request backflow rate information from the Environment Agency, and seek water consent from LCC as recommended by the working group.

8929. Floral displays

To consider tenders received for watering the floral displays and to agree the preferred contractor

Councillors considered the quotes received and **resolved** to appoint a contractor to water the floral displays for 2026.

There being no other business, the Chair closed the meeting at 9.20pm.

Appendix A
Clerk's Report – May 2026

1. Actions from Previous Meetings

- **Christmas Lights**

Following the last meeting, Blachere were informed that the Parish Council (PC) no longer wishes to continue the arrangement. They responded on 16 April 2026 confirming:

- The Council's decision is accepted
- No multi-year agreement is in place
- No further charges will be applied or pursued
- The matter is contractually closed

- **Council Meeting Venue**

Linton Memorial Hall (LMH) has agreed to hire the room at the same cost as CMH but is unavailable on Mondays. The PC is asked to consider future arrangements, including holding regular meetings at CMH and ad-hoc/extraordinary meetings at LMH.

- **Beck Wood Bins**

Contact has been made with LCC to clarify details so quotes can be obtained for emptying. Further information is awaited from Cleaner Neighbourhoods and the Parks Team. This will be included on the next agenda.

- **Bellway Strategic Land**

Further information has been requested; a response is awaited.

- **Missed Bin Collections**

The contractor has confirmed a credit request has been submitted for four missed collections at the start of the contract due to the driver attending the wrong location.

- **PO Box**

Registered on 30 April 2026. The order will be completed once same-day reimbursement is confirmed.

- **Defibrillators** (Serviced 23 April 2026)

- Linton Memorial Hall: No paediatric pads
- Collingham Memorial Hall:
 - No paediatric pads
 - Battery at 22% (replacement recommended at 25%)
Approval for replacement will be granted under delegated authority once the quote is received.

- **Goal Posts**

Replacements (under warranty) were completed on 24 April 2026.

- **Internal Control Check**

Not yet completed due to time constraints. The internal auditor has recommended cross-referencing checks with Financial Regulations. An updated form will be prepared.

- **Grounds Maintenance Schedule**

Tender documents have been prepared and will be issued shortly.

- **Floral Displays**

Tender documents have been sent; an update will be provided at the meeting.

- **Hedge Trimmings**

Letters were issued on 30 April 2026.

4. Finance & Administration

- The internal audit has been completed. The AGAR (Annual Governance and Accountability Return) is included on the agenda for approval.
- **HSBC Update:** A branch visit is required to close the accounts; this will be done within the next couple of weeks.

5. Training & Governance

- An **Investment Policy** is required (as highlighted in last year's internal audit) and will be included on the next agenda.
- The website has been updated with:
 - Transparency and accountability page
 - Council information
 - Footpath news
 - Role of the council
 - Contact details

6. Additional Information for Agenda Items

- **Item 11.3 – Asset Register**
Updated to remove disposed items. A further review is required; any changes will be reflected in the 2024/25 AGAR next year.
- **Item 13.4 – Jubilee Field Request**
A request has been received to use Jubilee Field on 20 June 2026 (3–5pm) for a football-themed party.
- **Item 13.6 – Lifebuoy**
The lifebuoy has been removed from the cabinet. Quotes have been obtained for a replacement at a cost of £54.26.

Appendix B

Bank Reconciliation Financial Year 2025 - 2026

Prepared by (Name and Role): R Crabtree Clerk & RFO 31/03/2026

Financial Year 2025 - 2026 Opening Figures

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

Payments YTD	£	73,632.39
Receipts YTD	£	80,588.61

Balance on bank statements	31/03/2026	
Current Account		
Money Manager Account		
Unity Trust - 20545121	£	8,110.85
Unity Trust - 20545134	£	218,137.55
CURRENT CLOSING BALANCE	£	226,248.40

Reconciliation to	31/03/2026	£	-
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Appendix C

Collingham with Linton Parish Council
Bank Reconciliation as at 30.04.2026
Prepared by Becky Crabtree 06.05.2026

Balance per bank statements as at 31.03.2026

Unity Account - Instant Access	£218,137.55	
Unity Account - Current T2	£92,827.69	
		£310,965.24
Unpresented cheques		
Closing balance per bank statements		£310,965.24
CASH BOOK		
Opening balance		£226,248.40
Receipts		£96,386.00
Payments to date		£11,669.16
Closing balance as per cash book as at 30.04.2026		£310,965.24

Difference -£0.00



COLLINGHAM with LINTON PARISH COUNCIL
Email: Clerk@collinghamlintonparishcouncil.gov.uk

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.

Internal Audit Review Checklist

Financial Year: _____

Carried out by: _____

Date: _____

Part 1 – Compliance with Expected Standards

Standard	Evidence to review	Yes / No	Comments / Areas for development
1. Scope of Internal Audit			
Internal audit terms of reference or engagement letter approved and current	Date approved: _____		
Audit work reflects council risk assessment	Internal audit plan cross-references risk register		
Audit covers key systems and controls	Payments, receipts, payroll, VAT, bank reconciliation, assets, procurement, reserves, AGAR etc.		
Internal audit reviews anti-fraud arrangements	Financial Regulations, segregation of duties, fraud controls considered		
Internal audit provides assurance for Annual Governance Statement assertions	Evidence in audit reports		
2. Independence			
Internal auditor has direct access to council/chair	Engagement arrangements reviewed		
Internal auditor reports independently in own name	Reports submitted directly to council		
Internal auditor has no operational role within the council	No clerking, bookkeeping or decision-making role		
No conflicts of interest identified	Declaration completed		
3. Competence			
Internal auditor demonstrates understanding of local council law and governance	Qualifications, experience or evidence reviewed		
Internal auditor demonstrates integrity and objectivity	No concerns identified		
Internal auditor keeps knowledge current	Training/CPD evidence where applicable		
4. Relationships			
Clerk and RFO consulted on audit planning	Audit correspondence on file		
Responsibilities of officers and auditor clearly defined	Job descriptions and engagement letter		
Members understand governance responsibilities	Member induction/training records reviewed		

Standard	Evidence to review	Yes / No	Comments / Areas for development
Communication between auditor and council effective	Reports clear and timely		
5. Audit Planning and Reporting			
Annual audit plan based on risk	Risk-based audit schedule reviewed		
Audit plan approved by council	Date approved: _____		
Audit work completed in accordance with plan	Reports issued as planned		
Recommendations clearly identified	Reports reviewed		
Recommendations followed up	Action log maintained		

Part 2 – Characteristics of Effectiveness

Characteristic	Evidence to review	Yes / No	Comments / Areas for development
1. Internal audit work is planned	Audit plan based on risk register and council priorities		
2. Understanding the whole organisation	Audit plan links to AGAR assertions and council objectives		
3. Acts as a catalyst for improvement	Recommendations improve systems or controls		
4. Adds value	Council acts on recommendations and improvements recorded		
5. Forward looking	Changes in legislation and guidance considered		
	New risks identified during year reflected in plan		
6. Challenges effectively	Internal audit identifies control weaknesses and risks		
	Internal audit encourages members/officers to strengthen controls		
7. Appropriate resources available	Sufficient time allocated for audit work		
	Internal auditor has suitable knowledge of parish council framework		
	Council provides access to records and information		

Suggested overall conclusion section

Overall Assessment

- Internal audit arrangements are effective and meet the requirements of the Practitioners' Guide.
- Internal audit arrangements are broadly effective but improvements are required.
- Significant weaknesses identified requiring council action.

Actions agreed:

Signed: _____
Signed: _____
Date

Internal Control Checklist

Financial Year: _____

Review carried out by: _____

Date: _____

Internal Control	Test	Yes	No	Comments / Actions
BOOKKEEPING AND ACCOUNTING RECORDS				
Bookkeeping	Is the cashbook maintained and up to date?			
	Is the cashbook regularly balanced?			
	Are all receipts and payments entered promptly?			
	Are payments supported by invoices?			
	Are payments properly authorised?			
	Has VAT been identified, recorded and reclaimed where appropriate?			
	Is S137 expenditure identified and within statutory limits?			
	Are accounting records backed up regularly?			
STANDING ORDERS AND FINANCIAL REGULATIONS				
Standing Orders	Has the council formally adopted Standing Orders?			
	Have Standing Orders been reviewed during the year?			
Financial Regulations	Has the council formally adopted Financial Regulations?			
	Have Financial Regulations been reviewed during the year?			
BANKING AND RECONCILIATIONS				
Bank Reconciliation	Is bank reconciliation carried out regularly?			
	Are reconciliations independently reviewed by members?			
	Are there any unexplained balancing entries?			
	Are investment balances included?			
	Are authorised signatories current?			
	Are online banking controls appropriate?			
RISK MANAGEMENT				
Risk Management	Does review of minutes identify unusual financial activity?			

Internal Control	Test	Yes	No	Comments / Actions
	Has the council completed an annual risk review?			
	Is insurance cover adequate?			
	Are new assets and activities reflected in insurance?			
BUDGETARY CONTROL				
Budgetary	Has the council prepared an annual budget?			
	Was the precept supported by budget and reserves review?			
	Is expenditure against budget regularly reported?			
	Are significant variances explained?			
	Are reserves reviewed annually?			
PAYROLL CONTROL				
Payroll	Do employees have contracts of employment?			
	Do salaries paid agree with council approval?			
	Are additional payments approved?			
	Are PAYE/NIC properly operated?			
	Are pension obligations met where applicable?			
ASSET CONTROL				
Asset Register	Is an asset register maintained?			
	Is it up to date?			
	Are additions/disposals recorded?			
	Do insurance values agree with asset records?			
COUNCIL MINUTES AND GOVERNANCE				
Council Minutes	Are minutes consecutively numbered?			
	Are minutes signed by the Chair?			
	Is there opportunity for declarations of interest?			
	Is public participation included?			
	Is a master copy securely retained?			
GRANTS MADE OR RECEIVED				
Grants	Is there a grants process or policy?			
	Are grants approved by council?			
	Are grants paid and received recorded correctly?			

Internal Control	Test	Yes	No	Comments / Actions
	Are grant conditions monitored?			
MEMBER RESPONSIBILITIES				
Code of Conduct	Has a Code of Conduct been adopted?			
	Are Registers of Interests maintained?			
	Is the Register of Gifts and Hospitality maintained?			
INFORMATION GOVERNANCE				
GDPR/Website	Are GDPR arrangements in place?			
	Are privacy notices current?			
	Does the website comply with publication requirements?			

Overall Review Conclusion

- Internal controls operating effectively
- Minor weaknesses identified requiring action
- Significant weaknesses identified requiring council action

Signed: _____

Signed: _____

Date: _____

Risk Management Review

Financial Year: _____

Date of Review: _____

Review carried out by: _____

Next Review:

Section A – Insurance and Asset Risks

Risk Area	Existing Control / Cover	Review Frequency	Review Outcome	Action Required
Public liability	£10,000,000 cover in place	Annual	Policy reviewed and adequate for council activities and land ownership	
Employers' liability	£10,000,000 cover	Annual	Employee and volunteer activities included	
Fidelity Guarantee	£250,000	Annual	Limit reviewed against annual turnover, reserves and bank balances	
Libel and slander	£250,000	Annual	Adequacy reviewed	
Personal accident and assault	Existing limits in place	Annual	Employee, volunteer and councillor cover reviewed	
Council buildings/premises	Sum insured reviewed against reinstatement value	Annual		
Office furniture and fixtures	Asset register reconciled to insurance	Annual		
Computer equipment	Asset register reconciled	Annual		
Equipment at other locations	Cover verified	Annual		
Trees/open spaces/woodland/play areas	Insurer notified of land ownership and public access	Annual		

Risk Area	Existing Control / Cover	Review Frequency	Review Outcome	Action Required
New assets acquired during the year	Added to Asset Register and insurance schedule	Annual		

Section B – Financial Risk Management

Risk Area	Existing Control	Review Frequency	Review Outcome	Action Required
Banking arrangements	Financial Regulations and bank mandate procedures	Annual		
Investments	Reviewed against investment policy	Annual		
Precept setting	Budget and reserves reviewed before setting	Annual		
External audit	AGAR requirements completed	Annual		
Payroll and salaries	NALC terms and payroll checks	Annual		
Election costs	Budget provision reviewed	Election cycle		
Cash handling	Cash kept to minimum levels	Annual		
Loss of money	Insurance limits reviewed against risk	Annual		
Reserves	Earmarked and general reserves reviewed	Annual		
Grants and donations	Monitoring and grant conditions reviewed	Annual		

Section C – Governance and Legal Risks

Risk Area	Existing Control	Review Frequency	Review Outcome	Action Required
Minutes	Numbered and maintained	Ongoing		
Complaints policy	Reviewed	Annual		

Risk Area	Existing Control	Review Frequency	Review Outcome	Action Required
Freedom of Information procedures	Reviewed	Annual		
Website compliance	Publication requirements checked	Annual		
Publication Scheme	Reviewed	Annual		

Section D – Operational and Service Risks

Risk Area	Existing Control	Review Frequency	Review Outcome	Action Required
Computer records and backups	Regular backup process	Ongoing		
Staff absence	Cover arrangements identified	Annual		
Loss of key personnel	Procedures documented	Annual		
Health and safety	Risk assessments completed	Annual		
Contractors	Insurance and competence checked	Annual		
Footpaths and public spaces	Inspection arrangements in place	Annual		
Floral displays/projects	Service contracts monitored	Annual		
Community projects	Risks assessed before approval	Annual		
Partnership working	Funding and responsibilities documented	Annual		
Volunteer activities	Risk assessments and insurance reviewed	Annual		

Section E – Strategic Risk Review

Strategic Risk	Likelihood (L/M/H)	Impact (L/M/H)	Existing Controls	Further Action
Insufficient reserves			Reserve policy	
Major unforeseen expenditure			Budget monitoring	
Failure of governance controls			Internal controls	
Loss of staff capacity			Succession arrangements	
Cyber/data breach			Backups and passwords	
Reputational damage			Policies and communication procedures	
Legislative changes			Training and updates	

Section F – Staffing and Employment Risks

Risk Area	Existing Control	Review Frequency	Review Outcome	Action Required
Staff contracts	Contracts and job descriptions reviewed	Annual		
Appraisals	Staff performance reviews completed	Annual		
Training	Training requirements identified	Annual		
Lone working arrangements	Procedures in place	Annual		
Health and wellbeing	Support arrangements reviewed	Annual		
Staff succession planning	Contingency arrangements identified	Annual		

Section G – Procurement and Contracts

Risk Area	Existing Control	Review Frequency	Review Outcome	Action Required
Procurement procedures	Financial Regulations followed	Annual		
Tendering requirements	Compliance checked	Annual		
Contractor insurance	Evidence obtained	Annual		
Contract monitoring	Service delivery reviewed	Annual		

Section H – Business Continuity and Information Technology

Risk Area	Existing Control	Review Frequency	Review Outcome	Action Required
Business continuity arrangements	Continuity plan in place	Annual		
IT security	Password and access controls in place	Annual		
Data backup procedures	Regular testing completed	Annual		
Software licensing	Licences current	Annual		
Cyber security awareness	Training undertaken where appropriate	Annual		

Section I – Environmental and Climate Considerations

Risk Area	Existing Control	Review Frequency	Review Outcome	Action Required
Flooding/weather events	Impact on council assets reviewed	Annual		
Trees and open spaces	Inspection regime in place	Annual		
Environmental obligations	Compliance reviewed	Annual		

Overall Conclusion

The Council has reviewed the effectiveness of its risk management arrangements in accordance with the *Practitioners' Guide*. The review considered insurance, financial controls, governance arrangements, operational risks and strategic risks.

Overall assessment:

- Arrangements are effective and appropriate
- Minor improvements identified
- Significant weaknesses identified requiring action

Agreed Actions:

Signed:

Date:

Signed:

Road Safety in West Yorkshire: Responding to Local Concerns

West Yorkshire Vision Zero

West Yorkshire Vision Zero is a road safety aim to eliminate all traffic fatalities and serious injuries. The Vision Zero strategy was adopted by the West Yorkshire Vision Zero Partnership and launched in summer 2024.



The Partnership brings together organisations working to prevent road deaths and serious injuries, alongside victim support services and road safety campaigners with lived experience. Partners include:

- The West Yorkshire local district authorities: Bradford, Calderdale, Kirklees, Leeds, Wakefield
- The West Yorkshire Combined Authority
- West Yorkshire Police
- West Yorkshire Fire and Rescue Service
- National Highways
- West Yorkshire Safety Camera Partnership

The strategy commits to reducing the number of people killed or seriously injured on West Yorkshire's roads by 50% by 2030, and to zero by 2040. At its core is the belief that no death on our roads is acceptable, and that no one should have to lose a loved one. By focusing on safer roads, safer speeds, safer behaviours, safer vehicles, and improving post-collision response, we know that lives can be saved.

West Yorkshire
**VISION
ZERO**

The scale of the challenge locally is clear. Provisional 2025 data indicates that **1,212 people were seriously injured and 51 people were killed on West Yorkshire's roads**, highlighting the need for sustained and coordinated action.

Finding Out More and Getting in Touch

As a Partnership, we deliver a range of initiatives across the district, including work in schools and community events. We also establish working groups to address emerging issues, such as the use of illegal e-bikes.

To find out more about the work taking place across West Yorkshire you can follow West Yorkshire Vision Zero on [X](#), [Facebook](#), [Instagram](#), [Youtube](#), and [Tiktok](#).

You can also support our work by signing and promoting the [Vision Zero Pledge](#). Through signing the pledge, you can also opt to receive updates from us through our newsletter.



Also, if you would like to have a chat or if you have any specific concerns that may fall beyond the responsibility of the local highway authority alone, please do get in touch by emailing visionzero@westyorks-ca.gov.uk

We recognise that, as a Councillor, you will receive road safety enquiries from residents. As a Vision Zero partnership we are here to support in responding to these important issues and have prepared the information below.

Speeding Concerns in Your Local Area?

Speed enforcement is coordinated through the West Yorkshire Safety Camera Partnership. Residents, and elected representatives on their behalf, can now report concerns through the Sites of Community Concern process to the Partnership if they

are witnessing speeding in their area. This ensures concerns are logged, assessed and considered for appropriate action. More information about how to do this can be found at: [Report road safety issues](#)

You can also find more details about the Partnership and its work here: [What we do | West Yorkshire Safety Camera Partnership](#)

Contacting Your Neighbourhood Policing Team

If you or residents have ongoing concerns about road safety (and it is not an emergency requiring 999), you may wish to contact your local Neighbourhood Policing Team (NPT) for advice and support: [Contact your local Neighbourhood Policing Team | West Yorkshire Police](#). Online submissions receive a response within 72 hours.

NPTs in West Yorkshire can also conduct targeted road safety operations, focusing on speeding, illegal parking, and anti-social driving. Examples include:

- [Multi-Agency Road Safety Operation Conducted in Harehills, Leeds | West Yorkshire Police](#)
- [Katie White MP joins police on speeding operation in Rawdon and Yeadon | Wharfedale Observer](#)
- ['Close pass' drivers offered education by police - BBC News](#).

Concerns about Dangerous Driving?

The Operation Snap digital submissions portal allows the public to upload footage of driving offences and antisocial driving behaviour, captured via dashcams or mobile phones. Submissions are reviewed by a team of specialist officers, who take further action where there is sufficient evidence. More information about how to submit footage can be found at: [West Yorkshire Safer Roads - Op Snap | West Yorkshire Police](#)

Issues with Parking?

Police can deal with nuisance or obstructive parking, such as vehicles blocking roads. These can be reported via: [Report nuisance / obstructive parking | West Yorkshire Police](#)

Many other parking concerns would fall under the responsibility of the local highway authority. To help direct residents to the right organisation and submission portals, West Yorkshire Police provide a clear and helpful overview of which parking issues are dealt with by each organisation: [Parking issues | West Yorkshire Police](#)