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Full Council Meeting

**Monday 5 October 2026 at 7pm
Collingham Memorial Hall**

AGENDA PACK

Distribution: P Kerfoot, L Murdoch, A Powell, P Wright

COLLINGHAM with LINTON PARISH COUNCIL

Email: Clerk@collinghamlintonparishcouncil.gov.uk

Minutes of the Parish Council meeting held on 6th July 2026 at 7pm held in the Collingham Memorial Hall

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

In attendance: B Crabtree – Clerk, one member of public

8947. Chair's Opening Remarks

Cllr Powell welcomed all to the meeting.

8948. Public Participation

A member of the public attended regarding an area of land adjacent to the beck and his property. He sought the support of the Parish Council in installing a gabion wall to reinforce the bank of the beck. Councillors agreed to undertake a site visit and meet with him to discuss the matter further.

8949. Apologies for Absence

All councillors were present.

8950. 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

No members of the council declared an interest not already declared under the Council's Code of Conduct or a member's Register of Disclosable Pecuniary Interests

8951. Co-option Matters

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

There were no applications to consider.

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.

8952. Minutes of the Previous Meeting

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

8953. Clerks report

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

8954. Financial Matters

a) To receive and note current bank balances as at 30 June 2026:

The bank balances in the following accounts were noted.

Unity Trust T1 Current Account bank balance is £4313.27

Unity Trust Instant Access bank balance is £ 295,137.55

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

The bank reconciliation and budget comparison was noted. (Appendix B refers). next meeting. It was noted that some of the allocated budgets were currently over budget. The Clerk advised that she would review the budget in advance of the next meeting.

c) To approve the following accounts for payment:

15.07.2026 - Salary costs- £1397.07

31.05.2026 - G Baxter & Partners - Grounds maintenance - £822.00

17.06.2026 - YLCA - Clerk training - £35.00

29.06.2026 - Leeds City Council - Floral displays - £660.00

29.06.2026 - R Crabtree - Reimburse for litter pick supplies from Amazon - £207.82

30.06.2026 - R Crabtree - Reimburse for Wetherby Skip invoice – Beck Wood bins - £60.00

30.06.2026 - G Baxter & Partners - Grounds maintenance - £805.00

Resolved to approve the payments as presented.

d) To note the following payments previously authorised:

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

01.06.2026 - Affordable Waste - Waste removal - £35.23

8955. To consider the following council business and organisational matters and agree any necessary action:

a) To note the resignations of Cllr Locke-Edmunds and Cllr Johnson

The resignations were noted.

b) To consider a motion, received with written notice signed by at least one-third of councillors in accordance with Standing Orders 7, to rescind the resolution made on 1 April 2026 regarding the parish magazine (Item 8899g) and to revert to the previous arrangement

Resolved to revert back to the previous arrangement of four pages in the Parish Magazine, with the Clerk being responsible for collating and submitting all articles, including those provided by its beneficiaries.

c) To consider and agree the content of the Parish Council article for the next edition of the parish magazine

Resolved to include information in the Parish Magazine on the current councillor vacancies; Beck Wood and the Parish Council's management of it; how to contact the Parish Council; links to Leeds City Council for reporting issues such as graffiti and grounds maintenance; an update on litter bins; a reminder about the Local Plan; and details of upcoming community events.

d) To receive an update about the grounds maintenance

Cllr Powell provided an update on the grounds maintenance. The previous contractor has been continuing to cut the grass as previously agreed.

It was noted that the schedule included areas of land that are not owned by the Parish Council. Concerns were raised regarding insurance, liability, and the appropriate use of Parish Council resource.

It was **resolved** to cease maintenance works on land not owned by the Parish Council with immediate effect, The Clerk will contact the relevant landowners to advise them of the concerns and request that responsibility for maintenance is undertaken by the appropriate party.

Councillors agreed that, should the removal of these maintenance arrangements create a funding issue, the relevant organisations could apply to the Parish Council for grant funding, subject to the usual application process and eligibility criteria.

Proposed by: Cllr Murdoch

Seconded by: Cllr Kerfoot

Voting: 4 Members present. All voted in favour. The resolution was carried unanimously.

Additionally, the Clerk reported that an enquiry had been received regarding damage to the stone wall on the Linton 'triangle'. It was **resolved** to arrange for the wall to be repaired in the first instance, and the Clerk will seek to clarify responsibility for the maintenance going forward.

It was noted that a number of hedges need cutting back and it was **resolved** to grant the Clerk delegated powers to approve these works.

The Clerk had received correspondence regarding the overgrown area at the Beck Wood entrance and it was **resolved** to meet a contractor on site to discuss the options relating to this and the public right of way.

e) To consider the Beck Wood Management Plan

It was noted that a Management Plan is required for Beck Wood, and councillors considered the content of the proposed document and actions to support the future management of the site.

The Clerk reported that she was liaising with a company regarding a tamper-proof solution for the lifebuoy, following the recent theft of the lifebuoy and subsequently the replacement rope.

Resolved to install new signage at Beck Wood, including a QR code directing members of the public to the website, where they can access information such as water quality updates and report any issues.

Resolved that the Clerk investigate the installation of a feeder pillar to enable the future installation of CCTV and an electric gate, and obtain relevant quotations.

Resolved to defer consideration of employing a warden at this stage to allow the current issues to be monitored.

It was noted that there are potholes within the parking areas, and the Clerk will obtain quotations for the necessary repairs.

The Clerk will continue to publicise the parking enforcement and police presence at Beck Wood when necessary.

a) To consider the potential establishment of a Volunteer Group for support work in the village, including draft Terms of Reference

Resolved to establish a Volunteer Group and adopt the Terms of Reference and Volunteer Policy.

Resolved to grant the Clerk delegated authority to finalise the draft documents, including minor amendments to the adopted policy, risk assessment, and any other required documentation, in liaison with Cllr Powell and Cllr Wright.

It was agreed that the first volunteering day would take place on a Saturday at 9.00am at Beck Wood. The date will be confirmed once the Clerk has completed the necessary arrangements, including insurance requirements and preparation of publicity materials.

b) To receive an update about the bins in Beck Wood

The Clerk reported that she had arranged for two new bins to be installed at Beck Wood to replace the eight bins previously emptied by Leeds City Council (LCC). The new bins will be emptied at a cost of £30 per bin per week, and it was **resolved** to approve this expenditure for the foreseeable future.

The Clerk will obtain a quotation for cleaning the old bins so that they can be stored for future use.

c) To receive an update about the ad hoc maintenance works required across Parish Council sites

The Clerk reported that she was preparing a list of required works and obtaining quotations for ad hoc maintenance works. Councillors were asked to provide details of any additional works they were aware of that needed to be considered.

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

Resolved to approve the quotations for the removal of the lights at the Orchard Garden (£700), installation of new lights on the tree outside 1066 (£270), and the upgrade of new control equipment and safety check at Linton Hall (£400). It was also resolved to approve the hire of two Tommy remembrance motifs and installation of control equipment for the Tommy displays (£1,356), along with the hire and installation of five white LED looms at LMH (£1,395). The total cost approved was £4,121.

e) To consider the health and safety requirements for all Parish Council land and assets

Resolved for the Clerk to obtain quotations from suitable companies to carry out inspections of Parish Council-owned land and prepare the relevant documentation, including risk assessments, a Health and Safety Policy specific to the individual sites and any other key documents required to ensure the Parish Council remains compliant.

f) To review the Parish Council committee structure in light of the current number of serving councillors and to consider suspending the committees until further notice, with all committee business being determined by Full Council and the position reviewed once councillor numbers increase

Resolved to suspend all committees excluding the staffing committee until further notice.

g) To receive an update about the Miller Homes development

Cllr Wright reported that he had attended a site visit with a representative of the Flood Committee. He reported that buried building waste had been identified on land allocated for flood mitigation purposes and that muddy/silty water was currently being discharged into Collingham Beck from the site. The discharge was reported to be coming from the culvert located on the right-hand side of the bridge when viewed from the A58.

Cllr Wright advised that he had reported the pollution incident to the Environment Agency (EA) and had been informed that no feedback would be provided to the person reporting the matter. During the reporting process, he was also advised to report the potential land contamination to Natural England; however, Natural England advised that the matter should be reported to the EA.

Cllr Wright reported that he had contacted the Miller Homes Bridgewood Green Site Manager, who confirmed that the Contracts Manager would investigate the concerns. No further update had been received to date.

8956. To consider new matters requested by Councillors/Clerk and agree any necessary arrangements

a) To consider options for improving the water quality of Collingham Beck and agree an approach to upstream parish councils and representatives of local organisations to explore coordinated action

It was noted that Himalayan balsam is along the beck towards Bardsey and it was **resolved** to contact the Environment Agency to enquire about options for improving water quality and to explore the possibility of engaging a student volunteering group to assist with related works.

b) To consider matters relating to investigating the water quality of the river at Beck Wood, including contacting Surfers Against Sewage to seek permission to link to its water quality map on the Parish Council website and any other action

Resolved to contact Surfers Against Sewage to seek permission to link to its water quality map on the Parish Council website.

c) To consider information received about the use of mapping software and agree any action

Resolved to grant the Clerk delegated authority to approve the quotation of £200 for the mapping software, subject to her being satisfied with the software following the three-month trial period.

d) To consider and agree to purchase a storage facility on Glebe Field

Resolved to obtain quotes for a storage facility similar to the one already located at Glebe Field.

e) To consider and agree to provide defib and CPR training

Resolved to provide free defibrillator and CPR training to local organisation representatives. A budget of £300 was approved for this purpose. It was agreed that two separate sessions would be held, one in Linton and one in Collingham.

f) To consider and agree to carry out a tree survey and prepare a tree management plan

The Clerk reported that two quotations had been received. It was **resolved** to defer consideration and in accordance with Council Financial Regulations, obtain a third quotation before making a decision.

g) To consider and agree the arrangements for the floral displays

Cllr Powell reported that the watering of the floral displays had commenced. The contractor had advised that he was experiencing difficulties watering some areas in Linton due to their location alongside the roadside. It was **resolved** to purchase appropriate warning signs and cones for his use to improve safety while carrying out the works.

Additionally, it was agreed that the Chair would contact a relevant organisation to enquire whether the contractor could access a water supply from their tap.

It was **resolved** to provide autumn hanging baskets outside the shops in Collingham on the 1066 side of the parade.

h) To consider and agree arrangements for this years Christmas event

Resolved to defer this item to the next meeting.

i) To consider ways of encouraging more residents to become Parish Councillors and to agree any actions to support future recruitment and community engagement

Resolved to hold a coffee morning, with the date to be confirmed in due course. The Clerk will arrange for new flyers and posters to be prepared and displayed in local shops and organisations. The Clerk will also enquire whether details of the councillor vacancies can be included in the school newsletter.

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

8957. To receive information on the following new correspondence and decide further action where necessary

a) To note the information received about the Compton Modification order

The Compton Modification Order was noted, which relates to changes to the recorded public rights of way.

b) To consider the Local Roads Planned Highway Maintenance Programme 2027/28 to 2032/33+

Resolved that councillors will submit their recommendations to the Clerk to be forwarded to LCC.

c) To consider the Leeds Local Plan scoping consultation and agree whether the Parish Council wishes to submit comments on the proposed scope of the Local Plan and the approach to future consultation and engagement

Resolved to hold an extraordinary meeting on 21st July 2026 to consider this item.

d) To consider and agree to apply for the Mayor's Safer Communities Fund grant and determine the proposed project to be included within the application

It was noted that the deadline has now passed for this application but there will be another round in October and it was therefore **resolved** to defer this item.

e) To consider correspondence received from Leeds City Council regarding tree planting and agree any action

Resolved not to accept the offer from LCC.

f) To consider an enquiry from 1st Collingham Kingfishers Scout Troop & Wetherby Whalers Explorer Scout Unit regarding the use of Beck Wood

Resolved to allow the 1st Collingham Kingfishers Scout Troop and Wetherby Whalers Explorer Scout Unit to continue using Beck Wood as previously agreed. It was requested that the groups continue to use the appropriate signage and notify the Parish Council in advance of planned visits, so that details can be shared on Facebook to help address any public queries. The groups are also requested to adhere to the Countryside Code while using the site.

g) To consider a request to amend the location of the benches in Beck Wood

Resolved to move a bench to another location in Beck Wood as requested by a resident.

Collingham with Linton Parish Council

h) To consider concerns raised relating to the Bridgewood Green development

This was considered at item 8955g.

i) To consider correspondence received from a resident regarding issues in the village including antisocial behaviour

The correspondence was considered, and it was noted that options for addressing the issue had been discussed under minute item 8955e. Additionally, it was **resolved** to request that a PACT meeting be held in the village and to invite the Leeds City Council Anti-Social Behaviour Team to attend.

j) To consider correspondence received regarding land on Trip Lane

Resolved that the Clerk will contact LCC about this matter.

8958. Planning Matters

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

The following comments submitted by the Clerk using delegated powers were noted.

Application Reference	Address	Proposal	Comment
26/02811/FU	Warren House The Ridge Linton Wetherby LS22 4HJ	Alterations to existing dwelling, demolition of conservatory to the rear; alterations to existing dormer windows, and additional three dormer windows to the front; three dormer windows and rooflights to the front. Alterations and removal of existing windows and doors, including, bi-fold doors to the ground floor rear, french doors and balcony to first floor rear; Alterations to outbuilding to the rear including new roof; Landscaping throughout	Collingham with Linton Parish Council has no objections to this planning application.
26/02177/FU	Wetherby Golf Course Linton Lane Wetherby LS22 4JF	Erection of Irrigation Tank	Collingham with Linton Parish Council has no objections to this planning application.
26/02913/FU	Beech Wood Jewitt Lane Collingham Wetherby LS22 5BB	Demolition of existing single storey element; two storey side extension; replacement windows to rear and sides and alterations to rear fenestration; conversion of outbuilding to habitable room; solar panels to roof; widened vehicular access; associated landscaping including formation of patio, stairs and parking	Collingham with Linton Parish Council has no objections to this planning application.

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
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26/03341/FU	Croppergate College Farm Lane Linton Wetherby LS22 4HR	Variation of condition 2 (approved plans) to previously approved planning application 25/02612/FU (Part demolition of existing single storey elements; two storey front extension and part two part single storey front, side and rear extension; part two and single storey and part infill extension to other side and rear; new and amended windows and doors throughout; associated landscaping; new gates to existing front pillars) to include a further first floor extension above the approved flat roof section to the side	The plans do not appear to include an update. The submitted drawings show the north-east and south-east elevations of the extension; however, they do not appear to show the elevations incorporating the first-floor extension. The Council requests clarification and the submission of updated plans to accurately reflect the proposed works.
26/03152/FU	Beechwood 1 Leeds Road Collingham Wetherby LS22 5AA	Demolition of existing two storey outbuilding; and construction of part two storey, part single storey rear extension; detached garage to side/rear; obscure glazing to existing first floor side window	Collingham with Linton Parish Council has no objections to this planning application.
26/02864/FU	Wharfe Ghyll Linton Common Linton Wetherby LS22 4JD	Retrospective application for demolition of existing extensions; part single-storey, part two-storey side and rear extension	Collingham with Linton Parish Council objects to this application on the grounds that the proposal was previously refused and works should not have commenced without the necessary prior approval. The Parish Council is concerned that approving this application could set an undesirable precedent.
26/03404/FU	The Croft 7 Jewitt Lane Collingham Wetherby LS22 5BA	Alterations and re-siting to dormer window to the front; rooflight to front; timber cladding to rear dormer windows; juliet balcony to the rear; replacement windows throughout the dwelling; raised decking within the rear garden.	Collingham with Linton Parish Council has no objections to this planning application.
26/03379/FU	19 Johnson Crescent Collingham Wetherby LS22 5FS	Single-storey side extension	Collingham with Linton Parish Council objects to this application due to concerns that further extensions and additional hardstanding areas within this high-density development will increase surface water runoff, potentially contributing to flood risk and placing additional pressure on the existing attenuation tank.

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
26/02583/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.	Refused
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.	Approved
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	Approved
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.	Approved

8959. Items for the next agenda

8960. Date of Next Meeting

Resolved that the next full council meeting is being held on 7 September 2026.

Confidential session

8961. 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 16 and 17 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.

8962. To receive an update about the party wall on Parish Council Land and agree necessary action

It was noted that LCC has investigated the issue and that there has been no breach of planning control.

Collingham with Linton Parish Council

8963. Millbeck Green Footpath

To consider information received and agree next steps

It was noted that the Engineering company the Parish Council had initially contracted in May 2025 has advised Council that they are unable to undertake the tender process. It was **resolved** that the Clerk approach civil engineering companies to seek their views on the matter, obtain quotations for the required works, and request proposals for managing the project, including liaison with the relevant environmental bodies, Leeds City Council, and other appropriate organisations.

The Clerk will also contact Leeds City Council to enquire whether they are able to provide advice and support during the process. The Clerk will contact the insurance provider to seek advice about members of public accessing the fenced off area.

There being no other business, the Chair closed the meeting at 9.50pm.

DRAFT

Appendix A

Clerk's Report – July 2026

1. Actions from Previous Meetings

- **Beck Wood Bins**

Leeds City Council ceased emptying the bins in Beck Wood on 3 July 2026. Using delegated powers, I arranged for replacement bins to be installed, which will be emptied every Friday at a cost of £30 per bin.

There is also an existing Leeds City Council bin located next to the beck near Church Lane. Leeds City Council has advised that it will also cease emptying this bin but indicated that the Parish Council could assume responsibility for it.

I have sought quotations for emptying the existing bin; however, no contractor is willing to service a Leeds City Council-owned bin. I have therefore requested that Leeds City Council either:

- relocate the bin closer to Church Lane and continue to empty it; or
- remove the bin if they are unwilling to continue servicing it.

- **Internal Control Check**

This will be arranged shortly.

- **Website**

I have booked the Website MOT at a cost of £145, as agreed at the Parish Council meeting held on 11 May 2026.

- **Miller Homes**

I contacted LCC regarding the enquiries raised at the meeting held in May and had the following *response*: *The reserved matters application (19/07608/RM) for residential development up to 129 dwellings is what controls the aspects referred to below.*

Conditions 4, 5 and 6 refer to landscaping, etc.

I can see that Condition 5 was approved under 24/00783/COND, this controls the landscaping.

In terms of monitoring, it's all eventually subject to enforcement activity if development isn't in accordance with plans, but on large sites such as these there tends to be some back and forward – the bit that really matters is that once they've completed and leave site, everything should be as per the agreed plans unless formal agreement has been granted to change.

- **Registration of Parish Council Land**

I have not yet commenced work on this matter.

- **Beck Wood**

I contacted Leeds City Council requesting that Civil Enforcement Officers attend Beck Wood during the weekend of **27 June**. They have provided the following update:

Officers attended Thursday, Friday & Saturday afternoons last week; the double yellows were clear, the car park we have no jurisdiction of. We will continue to monitor, especially during very warm weather. We have the same sort of complaint on Warren Lane near Otley where people go swimming in the river and park on the Clearway.

As stated, we will continue to monitor particularly during the extreme warm conditions.

- **Microsoft**

I have arranged payment for the required Microsoft licences only. Additional accounts can be created as and when they are required.

2. Finance & Administration

- **HSBC** – I visited the HSBC branch in Leeds on **19 June 2026**. Since then, the bank has contacted me by email to confirm that the matter is being investigated. The Branch Manager has advised that she will assist in closing the account as soon as possible.

3. Additional Information for Agenda Items

- **Item 9f - Volunteer Group**

Members are asked to consider:

1. Approving the establishment of the Community Volunteer Group.
2. Adopting the Community Volunteer Policy.
3. Delegating authority to the Clerk, in consultation with the Chair or relevant Member, to:
 - finalise the associated documentation, including volunteer registration forms, briefing sheets and risk assessments;
 - undertake any amendments required by the Council's insurers
 - purchase appropriate equipment and personal protective equipment (PPE) within the approved budget
 - arrange appropriate insurance confirmation and health and safety arrangements;
 - organise and coordinate volunteer sessions;
 - approve suitable low-risk volunteer activities consistent with the adopted policy; and
 - make minor administrative amendments to the volunteer documentation as required, provided these do not materially alter the policy approved by the Council.
 - Agree the associated advertising
4. Agree an initial budget for equipment and consumables
5. Agree that the Clerk will report periodically to the Parish Council on volunteer activities, expenditure and any significant health and safety matters.
6. Agree a date for the first session

- **Item 11b - Local Roads Planned Highway Maintenance Programme 2027/28 to 2032/33+**

Leeds city council sent the following and the programme is included in the agenda Pack.

Each year we consult with you about the future works programmes in your ward. Please find attached our recommendations for the streets to be included:

Year 1 – 2027/28 Annual Works Programme includes both refurbishment and preventative schemes.

Year 2 – 2028/29 Forward Works Plan includes both refurbishment and preventative schemes.

Year 3,4 & 5 – 2030-33 Forward Works Plan includes only refurbishment schemes.

Year 5+ - Secondary list of streets that have not been included and are subject to funding,

How can you help?

- Do you know of any streets recommended for refurbishment over the first three years that would benefit residents more by being done earlier in the programme than others? We can alter the order of the list to some degree.
- Are there any streets in the secondary list that you feel would benefit residents more by being brought forward into the Forward Works Plan? Streets brought forward from the secondary list would have to be balanced by other streets programmed to be refurbished in other years 2 to 5 being delayed. (Refurbishment schemes should not be swapped with Preventative maintenance schemes to preserve the strategic approach of reducing the deterioration of the network as a whole)
- You may be aware of future developments in your ward that may have an impact on adjacent street(s). If any of the streets on the lists provided are affected by such proposals, please let me know so that our programme can accommodate this.

Please can I invite you to let me have your comments on the proposed programme by no later than **Friday 31 July 2026**. We can then assess your response and let you know how the changes you have asked for can best be accommodated in a revised final programme of works taking in to account the anticipated limitation of budget.

As in previous years we would also welcome the opportunity to provide a direct briefing. If you feel it would be beneficial to discuss any part of the programme, please contact the team via the same email address to arrange this.

In developing the forward programme, we have placed more emphasis on carriageway works in an attempt to further address the ongoing issue of potholes. The work proposed for 2027/28 is intended to spend the full, provisional, budget for local roads of £13m and is planned to be completed within that financial year. If any work must be postponed as the year progresses, then suitable work from the following years' proposals will likely be brought forward.

The whole of the provisional budget for years 2028/29 to 2032/33 have not yet been committed. This allows for changes in costs, later addition of streets that may require preventative maintenance, or those that may have deteriorated more quickly than anticipated.

You will be aware of the ongoing and increasing challenges facing the Council's budgets, which means that the funding for highway maintenance, along with many other services, is under continuing pressure. Whilst this proposed programme assumes no change to the funding, this approach to consultation will inform us of your preferred sites and in some cases order of delivery. We can therefore react to any potential change in funding more effectively.

It is also important to note that whilst we also receive an allocation of funding through the City Region Sustainable Transport Fund (CRSTS) settlement, we are still very much required to be able to demonstrate that we are spending highway maintenance funding efficiently and in accordance with sound asset management principles. For this reason, the planned highway maintenance programme for local roads, as well as for classified principal and distributor roads, is based on a condition led prioritisation, irrespective of geographical location within the city.

Our approach and processes in this area were recently validated by the Department for Transport (DfT) and for the first time they RAG rated each Local Authority. Of the 154 Local Authorities only 16 received a green rating, and Leeds where one of only two across Yorkshire, and the only one in West Yorkshire to receive a green rating. Subsequently the DfT confirmed that the ratings were designed to recognise best practice and drive improved performance. The "First of its kind rating system" shines a light on where local authorities are excelling and,

crucially, where more needs to be done to deliver change people see in their communities. Ratings are based on three key areas:

- the condition of local roads,
- how much LHAs are spending on road repairs,
- whether they are following best practice in maintaining highways.

- **Item 11c – Leeds Local Plan**

Leeds City Council sent the following:

Why we are contacting you

You are receiving this letter because you have previously taken part in a Local Plan consultation or signed up to receive updates.

About the Local Plan

The Local Plan will guide how Leeds grows and changes up to 2043. It will set out planning policies for the whole district and help shape decisions about homes, jobs, infrastructure, green spaces, climate, transport, design and the environment.

Why we are consulting now

The Government has introduced a new approach to plan-making. The Council is now progressing the Local Plan under this new system.

At this stage we are asking for your views on:

- the proposed scope of the Local Plan
- how you would like to be involved in future consultations

Responses from earlier consultations, including those received in 2025, are continuing to inform and shape the new Local Plan.

At this stage, we are **not** consulting on specific sites, detailed policy options or proposed site allocations. We currently expect the next main consultation to take place in winter 2026/27. This will give you an opportunity to comment on policy options and potential site allocation choices.

How to take part

The consultation is open from **Wednesday 24 June to Wednesday 5 August 2026**.

View the consultation online

You can view the consultation material and make comments online at: <https://leedslocalplan.commonplace.is>

Other ways to respond

If you cannot respond online, you can also send your comments by email or post:

- **Email:** leedslocalplan@leeds.gov.uk
- **Post:** Leeds Local Plan Consultation, Policy and Plans Group, Merrion House, Leeds, LS2 8BB

All consultation material is also available to view at Libraries, Community Hubs and Merrion House.

Supporting information

The attached [Statement of Representation](#) provides full details of:

Collingham with Linton Parish Council

- the scope of the consultation
- the topic areas being considered
- how to make representations

Additional information, including [summary of previous consultation activity](#), the [Notice of Intent to Commence Plan-Making](#) and the [Local Plan Timetable](#) is available online via the council's website.

Future notifications

Unless you tell us otherwise, we will continue to notify you about future stages of the Leeds Local Plan, including opportunities to comment on policy options, evidence and site proposals.

If you need this information in another format, please contact us and we will be happy to help. You can contact us by telephone on 0113 378 7993 or by email at leedslocalplan@leeds.gov.uk.

- **Item 11d – Mayor's Safer Communities Fund (Grant Round 10)**

The Mayor's Safer Communities Fund (Grant Round 10) is now open for applications. I would suggest that the Parish Council considers submitting an application for funding to support safety improvements in Beck Wood. The fund supports community safety and crime prevention initiatives. Subject to Members' agreement, an application could include items such as lifebuoy stations, CCTV, anti-vandal measures, water safety signage and other appropriate safety infrastructure aimed at improving public safety and reducing antisocial behaviour within Beck Wood.

- **Item 11e – Tree Planting**

LCC has sent the following:

I have been in contact with some of you already but for those who I haven't, I am letting you know that we can plant and maintain woodlands free of charge if you would like more trees in your Parish or area. Newly planted woodlands are vital for carbon offsetting because young trees absorb carbon very quickly whilst growing, a typical hectare can take up around 20–30 tonnes of CO₂ in the first five years.

Below is a case study of one of our tree planting sites just to give you an idea of what tree planting can look like before and after.

Initially the woodlands will be small twigs (and not particularly attractive as we do not mow the grass around them) but after around 4-5 years of management they'll look similar to the site below located on Dewsbury Road near the White Rose Centre [what3words /// The simplest way to talk about location](#). The second picture shows the area when it was first planted in 2021. Dewsbury Road is a very busy, noisy main road so as the trees continue to grow the residents will feel the benefit of noise reduction and also the trees have helped and will continue to help with soaking up traffic fumes. We have left plenty of space between the trees and the houses so when they're fully grown residents will feel more like they're in a rural setting rather than overlooking a main road. This is a good example of roadside planting to help with noise and fumes. However it is important to note that we need a fairly large area, free from underground services so many smaller verges are not suitable.

We have planted many sites across Leeds included disused former waste sites, a former golf course and areas within many of our parks and green spaces. The size of the planting has ranged from over 20 hectares to small sites containing only a few hundred whips like the example below.

Let me know if you are interested in new sites or have questions about old or existing sites we have planted.

Appendix B

Collingham with Linton Parish Council
Bank Reconciliation as at 31.05.2026
Prepared by Becky Crabtree 22.06.2026

Balance per bank statements as at 31.05.2026

Unity Account - Instant Access	£295,137.55	
Unity Account - Current T2	£14,731.27	
		£309,868.82
Unpresented cheques		
Closing balance per bank statements		£309,868.82
CASH BOOK		
Opening balance		£226,248.40
Receipts		£99,548.28
Payments to date		£15,927.86
Closing balance as per cash book as at 31.05.2026		£309,868.82

Difference £0.00

Collingham with Linton Parish Council
Budget Comparison
Year ended 31 March 2027

	2026-2027	Actual per month		
Receipts	Approved Budget	April	May	Income expected
Precept	£95,000.00	£95,000.00		£95,000.00
Council Tax Support Grant	£886.00	£886.00		£886.00
Bank Interest	£2,500.00			
CIL			£3,153.48	
Grants		£500.00		
Rent	£11,183.00			
Other			£8.80	
	£109,569.00	£96,386.00	£3,162.28	

	2026-2027	Actual per month		
Payments	Approved Budget	April	May	Budget Remaining
ADMINISTRATION				
IT	£1,581.00		£29.50	£1,551.50
IT Hardware Allowance	£500.00	£18.00		£482.00
Telephone contract	£350.00	£13.74		£336.26
Insurance	£2,000.00			£2,000.00
Subscriptions	£1,000.00	£971.75	£416.50	-£388.25
Room Hire	£1,000.00	£19.00		£981.00
Training	£2,000.00	£189.25	£135.20	£1,675.55
Stationary	£400.00			£400.00
Bank Charges	£120.00	£8.50	£8.80	£102.70
Internal Audit Fees	£495.00		£525.00	-£30.00
External Audit Fees	£630.00			£630.00
Payroll Support	£120.00			£120.00

STAFF COSTS				
Salaries	£23,000.00	£989.00	£1,071.03	£20,939.97
PAYE	£5,000.00	£268.13	£300.04	£4,431.83
Home working Allowance/Mileage	£750.00			£750.00

MAINTENANCE				
Contracted Grounds Maintenance	£17,000.00	£32.54	£1,057.54	£15,909.92
Reactive Grounds Maintenance	£23,000.00		£75.32	£22,924.68
Tree Work	£6,500.00			£6,500.00
Playground inspections	£220.00			£220.00
Reactive Play areas	£1,500.00			£1,500.00
Summer Baskets	£1,500.00			£1,500.00
Winter Baskets	£1,200.00			£1,200.00
Scout Hut Electricity				£0.00

GRANTS				
Grants Scheme	£10,000.00			£10,000.00
CMH Grants	£10,000.00			£10,000.00
LMH Grant	£10,000.00	£9,150.00		£850.00

HISTORIC PROJECTS				
<i>Jun 23 - Hardstand Harewood Road</i>	£7,000.00			£7,000.00

PROJECTS				
Woodland Management Plan	£15,000.00			£15,000.00
Footpath signage/ improvements	£8,000.00			£8,000.00

Christmas Lights	£8,982.00			£8,982.00
Sustainability Agenda	£2,000.00			£2,000.00
Parish Council Events	£10,000.00			£10,000.00

Total Base Budget	£170,848.00	£11,659.91	£3,618.93	£155,569.16
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RESERVES				
General Reserves	£69,933.00		£270.00	£69,663.00
Earmarked Reserves				
Election fund	£8,000.00			£8,000.00
Land Registry Fees	£10,000.00			£10,000.00
Solicitors Fees	£5,000.00			£5,000.00
Linton Crests	£8,000.00			£8,000.00
Sink Hole Contingency repairs	£5,000.00			£5,000.00
Total Reserves	£105,933.00	£0.00	£270.00	£105,663.00
Total budget and reserves	£276,781.00	£11,659.91	£3,888.93	£261,232.16

CIL Funds	145513.07		3153.48	£148,666.55
VAT Paid		9.25	369.77	£379.02
VAT Received				£0.00

VAT Amount £379.02
Actual Payments as of May 2027 £15,927.86
Actual income as of May 2026 £99,548.28

COLLINGHAM with LINTON PARISH COUNCIL

Email: Clerk@collinghamlintonparishcouncil.gov.uk

Minutes of the Parish Council extraordinary meeting held on 21st July 2026 at 7pm held in the Linton Memorial Hall

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

In attendance: B Crabtree – Clerk, one member of public

8964. Chair's Opening Remarks

Cllr Powell welcomed all to the meeting.

8965. Public Participation

One member of the public was in attendance to provide councillors with information about the Remembrance Service held at Collingham Memorial Hall and to seek the Parish Council's assistance in organising the event.

8966. Apologies for Absence

All councillors were present.

8967. 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

No members of the council declared an interest not already declared under the Council's Code of Conduct or a member's Register of Disclosable Pecuniary Interests

8968. To consider the following business and agree any necessary action:

a) To consider the Leeds Local Plan scoping consultation and agree whether the Parish Council wishes to submit comments on the proposed scope of the Local Plan and the approach to future consultation and engagement

The Parish Council considered the Leeds Local Plan Scoping Consultation and resolved to submit a formal response.

Members expressed concerns that the consultation period and supporting information were insufficient to enable meaningful public engagement. Councillors highlighted the significant housing growth in the local area over recent years without corresponding improvements to infrastructure, particularly GP provision, school capacity, public transport and rail connectivity. Concern was also raised regarding the cumulative impact of proposed developments close to the North Yorkshire boundary.

The Parish Council agreed to seek clarification from Leeds City Council on the infrastructure baseline used to inform the Local Plan, including housing developments completed over the past 20 years, infrastructure improvements delivered during that period, the baseline used for future allocations, and evidence that existing and planned infrastructure can accommodate further growth.

Councillors also requested clarification on the extension of the Local Plan period from 2042 to 2043 and questioned how consultation responses are assessed to ensure they are representative of the wider community. Members noted that the consultation did not explain how feedback from the previous Issues and Options consultation had informed the current proposals.

The Parish Council suggested that Leeds City Council consider adopting a structured sustainability assessment framework to provide a transparent, evidence-based approach to evaluating potential development sites before allocation.

The Parish Council confirmed that it will continue to engage residents through public meetings during future consultations and requested that Leeds City Council maximise public engagement across all affected communities. Members also recommended that carbon reduction and climate resilience be treated as separate policy topics within the Local Plan.

b) To consider and agree upcoming council meeting dates

Resolved that the next Full Council meeting, originally scheduled to be held on 7 September 2026, will now be held on 22 September 2026 to ensure it is quorate.

c) To consider and agree arrangements for the Remembrance Day and Christmas event

Councillors considered the information received regarding the Remembrance Day service and **resolved** to seek clarification on responsibility for organising the event, including whether it would be led by the Parish Council, or arranged as a joint event. If a joint event is proposed, councillors requested clarification on the specific responsibilities of the Parish Council.

It was also agreed to enquire whether the Collingham Memorial Hall members would consider taking responsibility for organising the event. Councillors confirmed that they would be happy to assist on the day.

Councillors considered arrangements for the Christmas event and agreed that it would be held on 28 November 2026 from 6.00pm to 7.30pm, with the Christmas lights switch-on taking place at 7.00pm.

It was agreed that Cllrs Powell and Murdoch would contact the shop owners/landlord to seek agreement for the event to be held in the car park. Subject to a positive response, the Clerk will begin making the necessary arrangements, including insurance, first aid provision, booking entertainment, issuing formal invitations to organisations wishing to participate, notifying neighbouring properties, and seeking advice from Leeds City Council regarding permissions, risk assessments and traffic management requirements.

The Clerk will undertake any other necessary arrangements, with an update to be provided at the September meeting. It was noted that the Christmas lights have already been ordered.

8969. Date of Next Meeting

Resolved that the next Full Council meeting, originally scheduled to be held on 7 September 2026, will now be held on 22 September 2026.

Confidential session

8971. 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 16 and 17 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.

8971. Millbeck Green Footpath

To consider information received and agree next steps

Resolved that the Clerk will contact the engineering company to seek clarification regarding the tender process, as previous communications do not align with recent information provided. The Clerk will also seek advice on the procurement process to ensure that the Parish Council is following the correct procedures and meeting its obligations.

The Clerk will prepare a poster to be displayed near the closed footpath, including a QR code to enable residents to access updates regarding the works.

8972. Tree Works

To receive an update about tree works carried out and agree any necessary actions

Resolved that Cllr Powell and Cllr Murdoch will undertake a site visit with the contractor.

There being no other business, the Chair closed the meeting at 2.57pm.

DRAFT



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

Clerk's Report – October 2026

1. Actions from Previous Meetings

- **Beck Wood**

Cllr Powell and I had an online meeting with Leeds City Council on 18 August 2026 to discuss and explore the possibility of getting an electricity supply to Beck Wood.

It was explained to us that LCC currently uses an unmetered underground network for the street lighting. As LCC knows how many lights there are, when they operate and therefore their expected electricity consumption, this is classed as a predictable load.

However, if the Parish Council were to install an electric gate, these could not be connected to the unmetered network as the electricity usage would be considered unpredictable. For example, we would not know how frequently the gate would be opened.

LCC advised that the Parish Council would therefore need to contact Northern Powergrid to arrange its own electricity supply. This would involve a cabinet being installed, with the electricity supply connected to it, and the Parish Council would then be charged for the electricity actually used.

LCC could potentially provide the service to install the cabinet, but LCC advised that getting an electricity supply to the site could cost several thousand pounds. The cost would depend on where the nearest suitable connection point is and how far the supply would need to be brought.

I contacted Northern Powergrid but they have not responded yet.

Quotes were obtained from contractors for path clearance works at Beck Wood. A contractor has been appointed and the works will be carried out at the beginning of October 2026.

During peak activity time, Parking Enforcement Officers were in attendance throughout the summer on Linton Road and surrounding area at Beck wood. Fines were issued to motorists parking illegally.

- **Grounds maintenance**

I have sent letters to affected organisations informing them of the July council resolution that the PC will cease maintenance works on land not owned by the Parish Council or parish council leased land that the council is not contractually obligated to maintain, with immediate effect.

- **Ad – hoc maintenance works**

Quotes have been obtained for the following works:

1. **Jubilee Field** - replacement of the manhole cover.
2. **Glebe Field** - repair to the gate.
3. **Jubilee Playground** - repairs to playground and fitness equipment.
4. **Fence and lighting repairs** - repairs to the fence near Millbeck Green footpath, playground fence and lighting bollards behind the Scout Hut.
5. **Linton Triangle** - wall repair.
6. **CALSA** - hedge maintenance.
7. **Tree on edge of river** – Remove the tree

Under delegated powers, quotes have been approved for the lighting bollards, Jubilee Field manhole cover and CALSA hedge maintenance.

The remaining quotations will be presented to Councillors for consideration and agreement if received in advance of the meeting.

- **Bin at Church Lane**

LCC has agreed to continue emptying the bin near the beck at Church Lane every Friday.

The bins that were located in Beck Wood car park have been disposed of as they were no longer fit for purpose.

- **Christmas**

I have ordered the Christmas lights and arranged for an engineer to be at the Christmas event to switch them on. The cost has lowered to £3721 as only one control needs to be installed for the Tommy light.

- **Health and Safety**

I have contacted three companies to obtain quotes for the drafting of a Health and Safety Plan for parish assets but only one was able to provide the service required. This matter is to be considered at the meeting.

- **Miller Homes**

I contacted LCC regarding the enquiries raised at the meeting held in May (Minute Ref: 8922e) and had the following response:

The reserved matters application (19/07608/RM) for residential development up to 129 dwellings is what controls the aspects referred to below.

Conditions 4, 5 and 6 refer to landscaping, etc.

I can see that Condition 5 was approved under 24/00783/COND, this controls the landscaping.

In terms of monitoring, it's all eventually subject to enforcement activity if development isn't in accordance with plans, but on large sites such as these there tends to be some back and forward – the bit that really matters is that once they've completed and leave site, everything should be as per the agreed plans unless formal agreement has been granted to change.

- **PACT Meeting**

I have arranged for the PACT meeting to be held at Collingham Memorial Hall on 19 November 2026 at 6.30pm

- **Registration of Parish Council Land**

I have started preparing the relevant paperwork and have emailed the solicitor to establish what information they require in order to register the land.

2. Finance & Administration

- **HSBC** – The accounts are now closed and a cheque has been received for £5408.95. I have received the bank statements from January 2026 and will update the cashbook once the cheque has been cleared by Unity. The cheque received from HSBC is for funds received from CALSA for the rent and Wetherby Angling and I have contacted them to update the Parish Council bank account details.

- **Works agreed between meetings using delegated powers:**

Approved a quote of £400 to cut back the Hawthorne hedge at Calsa

Approved a quote to replace the manhole cover on Jubilee Field at £270 for Health and safety reasons
Approved a quote of £1680 for works at Beck Wood using delegated powers as agreed at the meeting held 1 April 2026

It was reported that the train at Beck Wood is damaged and unsafe. I contacted the person who originally made it and he has offered to repair it. I have approved the cost of £100 for replacement parts only.

- **AGAR** - The external audit has been completed and they included the following comment: *Section 2, Box 4 for the prior year incorrectly includes items which are not staff costs as defined in the Joint Panel on Accountability and Governance Practitioners' Guide. Please note that Box 4 should comprise payments made in relation to the employment of staff including only gross salary, employers' national insurance contributions, employers' pension contributions, gratuities for employees or former employees and severance or terminations payments to employees. Employment expenses which are benefits (mileage, travel, etc.), items of reimbursement of expenses for postage, stationery or other outlays made on behalf of the smaller authority, home working allowance, payroll processing costs and contractor/locum clerk costs in respect of individuals who are self-employed, are not staff costs for the purpose of completion of the AGAR in accordance with proper practice. The figures in Section 2, Boxes 4 and 6 for the prior year should read £15,700 and £160,693 (respectively).*

I noted the incorrect figures on last year's AGAR when providing further information to the auditors and made them aware of this. I enquired whether they wished me to restate the figures. The response was 'no' and that they would place a comment on the audit.

Additionally, they included the following comment:

The smaller authority has confirmed that it has not complied with the governance Assertions in Section 1, Boxes 5 and 10, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

This relates to the risks and IT management. The council had noted this previously and I sent an action list to PKF Littlejohn when I submitted all the documentation and the Parish Council has completed the actions.

3. Correspondence

A Freedom of Information request has been received and it will be dealt with in accordance with the ICO guidelines

4. General

- Cllr Powell was due to attend the YLCA training day as agreed 1 June 2026 that was held on 30 September, I booked Cllr Wright onto the training day to take Cllr Powells place due to her unable to attend it.
- Cllr Wright attended the Charing Skills training in September
- I asked for one of the bins to be removed from Beck Wood on 24 September 2026 as the amount of waste has decreased. This will be monitored.

5. Additional Information for Agenda Items

Item 10dii - Playground Waste Bin – Simpler Recycling Requirements

The Parish Council's current waste contract runs until **28 November 2027**.

I have looked into the waste arrangements because the current contractor advised me that, due to the new **Simpler Recycling** requirements, a separate recycling bin is now required at the playground.

Although the Council remains within its existing contract, I have checked alternative prices to provide Councillors with a comparison and to understand the costs of the proposed recycling arrangements.

Cost Comparison

Provider	General Waste	Recycling	Collection	Cost
Current contractor	240L	240L	Fortnightly	£65.72
Second quote	240L	240L	Fortnightly	£71.44
Third quote	240L	240L dry mixed recycling	Fortnightly	£38 + VAT/month

As the bins are located at a public playground, the Council cannot control what members of the public put into the bins. There is therefore a risk that the recycling bin could become contaminated with general waste or other incorrect items.

The waste company has advised that if the wrong waste is placed in the wrong bin, the supplier could class the recycling bin as contaminated. In normal circumstances, a contaminated bin may not be collected.

The company's recommendation is to place clear stickers/signage on the bins to educate and encourage members of the public to use the correct bin.

The current provider has confirmed that it would not impose an additional charge itself for contamination. However, it has advised that if spot checks are carried out and clear contamination is identified, fines could potentially be issued. The company has also advised that, as the legislation is new, it is not yet clear how strictly the requirements will be enforced, particularly in relation to bins located in public areas.

Council is asked to note the information and consider whether to proceed with the current contractor's proposed additional recycling bin under the existing contract.

Item 10s - Public Access Defibrillators UK.

The scheme would provide a named Guardian to oversee the defibrillator and provide support to ensure it remains available and appropriately maintained. Public Access Defibrillators UK has advised that there is no cost to the Parish Council for the Guardianship service.

The registration of the defibrillator would be transferred within The Circuit so that it sits under the umbrella of Public Access Defibrillators UK, while remaining registered with The Circuit.

Public Access Defibrillators UK has advised that the scheme would provide:

- A Guardian to oversee the defibrillator and identify when replacement parts or other action may be required.
- Replacement of the Guardian if they are no longer able to undertake the role.
- Training for Guardians where required.
- Access to a national Guardian support network.
- Inclusion in the organisation's Self Deploy scheme, subject to the Council's preference and the scheme's requirements.
- Inclusion of the defibrillator under Public Access Defibrillators UK's Public Liability cover.

I have previous experience of a Parish Council using this arrangement, where the Guardian primarily provided notification when replacement parts or other maintenance action was required. This reduced the day-to-day responsibility for the Parish Council.

The Parish Council currently has arrangements in place for its defibrillator(s), with Cllr Kerfoot currently overseeing the Linton defibrillator and the CMH defibrillator being overseen by a CMH trustee.

Councillors are asked to consider whether the Parish Council wishes to enrol its defibrillator at Linton with Public Access Defibrillators UK under its Guardianship scheme.

If agreed, the Clerk will liaise with Public Access Defibrillators UK regarding the transfer of the relevant registrations and arrangements for Guardianship, and contact CMH to see if they would also like to be registered or if they are happy with the current arrangement.

Item 10v – Training

Councillors are asked to consider and agree attendance at relevant YLCA training webinars.

The following sessions are available:

- Communicating with Your Community – Part 1: Creating a Communications Strategy – Monday 8 November
- Communicating with Your Community – Part 2: Implementing Effective Community Engagement and Building Sustainable Conversations – Wednesday 9 December
- Freedom of Information for Local Councils: Obligations, Procedures and Exemptions – Monday 12 October
- Boosting Your Council's Identity: How to Promote Your Council Effectively – Wednesday 18 November
- Business Continuity Plan – Preparing for the Unexpected – Tuesday 13 October

The first four sessions cost £35 each. The Business Continuity session costs £28.20.

Item 11a - Mayor's Safer Communities Fund grant

The Mayor's Safer Communities Fund provides grants of up to **£10,000** for projects that support crime prevention, tackle anti-social behaviour and improve community safety in West Yorkshire.

Grant Round 11:

- **Opens:** 9 November 2026
- **Closes:** Midday, 11 December 2026
- **Awards:** 8 April 2027

I have brought this grant opportunity to Council's attention for consideration of whether there is a suitable parish project that could be put forward.

Further information is available on the <https://www.westyorks-ca.gov.uk/policing-and-crime/communities/mayors-safer-communities-fund/>

Recommendation: Council is asked to consider whether it wishes to apply and what to apply towards.

Collingham with Linton Parish Council
Bank Reconciliation as at 31.08.2026
Prepared by Becky Crabtree 14.09.2026

Balance per bank statements as at 31.08.2026

Unity Account - Instant Access	£291,428.42	
Unity Account - Current T2	£2,449.67	
		£293,878.09
Unpresented cheques		
Closing balance per bank statements		£293,878.09
CASH BOOK		
Opening balance		£226,248.40
Receipts		£101,150.19
Payments to date		£33,520.50
Closing balance as per cash book as at 31.08.2026		£293,878.09

Difference £0.00

Collingham with Linton Parish Council
Budget Comparison
Year ended 31 March 2027

	2026-2027	Actual per month					
Receipts	Approved Budget	April	May	June	July	August	Income expected
Precept	£95,000.00	£95,000.00					£95,000.00
Council Tax Support Grant	£886.00	£886.00					£886.00
Bank Interest	£2,500.00			£1,290.87			
CIL			£3,153.48				
Grants		£500.00					
Rent	£11,183.00						
Other			£8.80	£311.04			
	£109,569.00	£96,386.00	£3,162.28	£1,601.91			

	2026-2027	Actual per month					
Payments	Approved Budget	April	May	June	July	August	Budget Remaining
ADMINISTRATION							
IT	£1,581.00		£29.50	£842.40	£145.00		£564.10
IT Hardware Allowance	£500.00	£18.00					£482.00
Telephone contract	£350.00	£13.74					£336.26
Insurance	£2,000.00			£1,449.57			£550.43
Subscriptions	£1,000.00	£971.75	£416.50				-£388.25
Room Hire	£1,000.00	£19.00		£201.00	£30.00	£16.00	£734.00
Training	£2,000.00	£189.25	£135.20	£35.00			£1,640.55
Stationary	£400.00						£400.00
Bank Charges	£120.00	£8.50	£8.80	£15.57	£7.00	£7.00	£73.13
Internal Audit Fees	£495.00		£525.00				-£30.00
External Audit Fees	£630.00						£630.00
Payroll Support	£120.00						£120.00

STAFF COSTS							
Salaries	£23,000.00	£989.00	£1,071.03	£1,049.19	£1,063.75	£1,063.75	£17,763.28
PAYE	£5,000.00	£268.13	£300.04	£321.88	£307.32	£307.32	£3,495.31
Home working Allowance/Mileage	£750.00			£78.00	£26.00	£26.00	£620.00

MAINTENANCE							
Contracted Grounds Maintenance	£17,000.00	£32.54	£1,057.54	£685.00	£1,020.23	£755.11	£13,449.58
Reactive Grounds Maintenance	£23,000.00		£75.32	£79.54	£305.21		£22,539.93
Tree Work	£6,500.00					£1,150.00	£5,350.00
Playground inspections	£220.00						£220.00
Reactive Play areas	£1,500.00						£1,500.00
Summer Baskets	£1,500.00				£178.00		£1,322.00
Winter Baskets	£1,200.00						£1,200.00
Scout Hut Electricity							£0.00

GRANTS							
Grants Scheme	£10,000.00			£4,930.00			£5,070.00
CMH Grants	£10,000.00						£10,000.00
LMH Grant	£10,000.00	£9,150.00					£850.00

HISTORIC PROJECTS							
Jun 23 - Hardstand Harewood Road	£7,000.00						£7,000.00

PROJECTS							
Woodland Management Plan	£15,000.00						£15,000.00
Defib training	£300.00						£300.00
Footpath signage/ improvements	£8,000.00						£8,000.00
Christmas Lights	£8,982.00						£8,982.00
Sustainability Agenda	£2,000.00						£2,000.00
Parish Council Events	£10,000.00						£10,000.00

Total Base Budget	£171,148.00	£11,659.91	£3,618.93	£9,687.15	£3,082.51	£3,325.18	£139,774.32
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RESERVES							
General Reserves	£69,933.00		£270.00	£727.27			£68,935.73
Earmarked Reserves							
Election fund	£8,000.00						£8,000.00
Land Registry Fees	£10,000.00						£10,000.00
Solicitors Fees	£5,000.00						£5,000.00
Linton Crests	£8,000.00						£8,000.00
Millbeck Contingency repairs	£5,000.00						£5,000.00
Total Reserves	£105,933.00	£0.00	£270.00	£727.27	£0.00	£0.00	£104,935.73
Total budget and reserves	£277,081.00	£11,659.91	£3,888.93	£10,414.42	£3,082.51	£3,325.18	£244,710.05

CIL Funds	£145,492.57		£3,153.48				£148,646.05
VAT Paid		£9.25	£369.77	£321.39			£700.41
VAT Received							£0.00

VAT Amount £1,149.55
Actual Payments as of August 2026 £33,520.50
Actual income as of August 2026 £101,150.19

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of **Collingham with Linton Parish Council – WY0020**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met:

The AGAR was not accurately completed before submission for review:

- Section 2, Box 4 for the prior year incorrectly includes items which are not staff costs as defined in the Joint Panel on Accountability and Governance Practitioners' Guide. Please note that Box 4 should comprise payments made in relation to the employment of staff including only gross salary, employers' national insurance contributions, employers' pension contributions, gratuities for employees or former employees and severance or terminations payments to employees. Employment expenses which are benefits (mileage, travel, etc.), items of reimbursement of expenses for postage, stationery or other outlays made on behalf of the smaller authority, home working allowance, payroll processing costs and contractor/locum clerk costs in respect of individuals who are self-employed, are not staff costs for the purpose of completion of the AGAR in accordance with proper practice. The figures in Section 2, Boxes 4 and 6 for the prior year should read £15,700 and £160,693 (respectively).

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance Assertions in Section 1, Boxes 5 and 10, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

14/09/2026

Item 10 - Planning Matters

Comments made by the Proper Office using delegated powers since the meeting held on 6 July 2026

Application Reference	Address	Proposal	Comment
26/02811/FU	Warren House The Ridge Linton Wetherby LS22 4HJ	There has been a change to the application for planning permission : Demolition of conservatory to the rear; erection of three dormer windows to front; alterations to fenestration including new pitched roof to front and rear dormers and alterations to rear doors and windows; two balconies to rear; single storey side extension; erection of outbuilding and pergola to rear, associated landscaping and alterations to boundary treatments.	Collingham with Linton Parish Council has no objections to this planning application.
26/03917/FU	7 Tibgarth Linton Wetherby LS22 4US	Single storey rear extension; garage conversion to habitable room space and new detached single storey double garage to front	Collingham with Linton Parish Council has no objections to this planning application.
26/03939/FU	Bank House Orchard Drive Linton Wetherby LS22 4HP	Creation of domestic parking area, erection of electric gates, gates posts and with natural stone wall with black railings	Collingham with Linton Parish Council has no objections to this planning application.
26/04085/FU	5 Kingfisher Reach Collingham Wetherby LS22 5LX	Demolition of detached garage; construction of two storey side and rear extension	Collingham with Linton Parish Council has no objections to this planning application.
26/03341/FU	Croppergate College Farm Lane Linton Wetherby LS22 4HR	Variation of Condition 2 (Approved Plans) of planning permission 25/06283/FU to allow a further first floor extension above the approved flat roof side element, alterations to landscaping and boundary treatments.	Collingham with Linton Parish Council has no objections to this planning application.
26/04609/FU	Alresford Harewood Road Collingham Wetherby LS22 5BZ	Demolition of existing side extension and outbuilding; single-storey side extension; new detached garage and outbuilding; new driveway and landscaping to front	Collingham with Linton Parish Council has no objections to this planning application.

26/03917/FU	7 Tibgarth Linton Wetherby LS22 4US	Single storey rear extension; garage conversion to habitable room space and new detached single storey double garage to front; alterations to front boundary and landscaping including moving vehicular access, associated driveway, and alterations to boundary walls.	Collingham with Linton Parish Council has no objections to this planning application.
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Decisions made by Leeds City Council since the meeting held on 6 July 2026

Application Reference	Address	Proposal	Comment	Decision
25/06366/FU	Old Star Public House Leeds Road Leeds LS22 5AP	Restrospective application for replacement windows to existing openings	The Parish Council objects as the development is located within the Conservation Area and does not adequately preserve its character. There are concerns about the consistency of materials used, particularly in relation to the Tesco element of the building, which should match existing finishes to maintain visual cohesion.	Dismissed
26/02811/FU	Warren House The Ridge Linton Wetherby LS22 4HJ	Alterations to existing dwelling, demolition of conservatory to the rear; alterations to existing dormer windows, and additional three dormer windows to the front; three dormer windows and rooflights to the front. Alterations and removal of existing windows and doors, including, bi-fold doors to the ground floor rear, french doors and balcony to first floor rear; Alterations to outbuilding to the rear including new roof; Landscaping throughout	Collingham with Linton Parish Council has no objections to this planning application.	Approved

26/02811/FU	Warren House The Ridge Linton Wetherby LS22 4HJ	Alterations to existing dwelling, demolition of conservatory to the rear; alterations to existing dormer windows, and additional three dormer windows to the front; three dormer windows and rooflights to the front. Alterations and removal of existing windows and doors, including, bi-fold doors to the ground floor rear, french doors and balcony to first floor rear; Alterations to outbuilding to the rear including new roof; Landscaping throughout	Collingham with Linton Parish Council has no objections to this planning application.	Approved
26/02177/FU	Wetherby Golf Course Linton Lane Wetherby LS22 4JF	Erection of Irrigation Tank	Collingham with Linton Parish Council has no objections to this planning application.	Approved
26/02913/FU	Beech Wood Jewitt Lane Collingham Wetherby LS22 5BB	Demolition of existing single storey element; two storey side extension; replacement windows to rear and sides and alterations to rear fenestration; conversion of outbuilding to habitable room; solar panels to roof; widened vehicular access; associated landscaping including formation of patio, stairs and parking	Collingham with Linton Parish Council has no objections to this planning application.	Approved
26/03341/FU	Croppergate College Farm Lane Linton Wetherby LS22 4HR	Variation of condition 2 (approved plans) to previously approved planning application 25/02612/FU (Part demolition of existing single storey elements; two storey front extension and part two part single storey front, side and rear extension; part two and single storey and part infill extension to other side and rear; new and amended windows and doors throughout;	The plans do not appear to include an update. The submitted drawings show the north-east and south-east elevations of the extension; however, they do not appear to show the elevations incorporating the first-floor extension. The Council requests clarification and the submission of updated plans to accurately reflect the proposed works.	Approved

		associated landscaping; new gates to existing front pillars) to include a further first floor extension above the approved flat roof section to the side		
26/03152/FU	Beechwood 1 Leeds Road Collingham Wetherby LS22 5AA	Demolition of existing two storey out-building; and construction of part two storey, part single storey rear extension; detached garage to side/rear; obscure glazing to existing first floor side window	Collingham with Linton Parish Council has no objections to this planning application.	Refused
26/02864/FU	Wharfe Ghyll Linton Common Linton Wetherby LS22 4JD	Retrospective application for demolition of existing extensions; part single-storey, part two-storey side and rear extension	Collingham with Linton Parish Council objects to this application on the grounds that the proposal was previously refused and works should not have commenced without the necessary prior approval. The Parish Council is concerned that approving this application could set an undesirable precedent.	Refused
26/03404/FU	The Croft 7 Jewitt Lane Collingham Wetherby LS22 5BA	Alterations and re-siting to dormer window to the front; rooflight to front; timber cladding to rear dormer windows; Juliet balcony to the rear; replacement windows throughout the dwelling; raised decking within the rear garden.	Collingham with Linton Parish Council has no objections to this planning application.	Approved
26/03379/FU	19 Johnson Crescent Collingham Wetherby LS22 5FS	Single-storey side extension	Collingham with Linton Parish Council objects to this application due to concerns that further extensions and additional hardstanding areas within this high-density development will increase surface water runoff, potentially contributing to flood risk and placing additional pressure on the existing attenuation tank. As per incident 02522311 reported to the environment agency following silty water being discharged into Collingham beck.	Approved

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.	Approved
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.	Approved
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.	Approved
26/00965/FU/NE	Barfield Cottage Northgate Lane Linton	Change of use from dwelling house to a holiday let	Collingham with Linton Parish Council has no objections to this planning application.	Refused
26/01580/FU/NE	Meadow Court 20 The Vale Collingham	Single storey side extension and rear first floor balcony (with access door)	The Parish Council objects on the grounds that the proposed balcony would overlook neighbouring properties leading to a loss of privacy and could cause noise and disturbance. The design, scale and rendering are also considered out of keeping with the character of the surrounding area.	Approved

26/02811/FU	Warren House The Ridge Linton Wetherby LS22 4HJ	There has been a change to the application for planning permission : Demolition of conservatory to the rear; erection of three dormer windows to front; alterations to fenestration including new pitched roof to front and rear dormers and alterations to rear doors and windows; two balconies to rear; single storey side extension; erection of outbuilding and pergola to rear, associated landscaping and alterations to boundary treatments.	Collingham with Linton Parish Council has no objections to this planning application.	Approved
26/03917/FU	7 Tibgarth Linton Wetherby LS22 4US	Single storey rear extension; garage conversion to habitable room space and new detached single storey double garage to front	Collingham with Linton Parish Council has no objections to this planning application.	Approved