COLLINGHAM WITH LINTON PARISH COUNCIL

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Full Council Meeting

Monday 23 November at 7pm
Collingham Scout Hut

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 5 October 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

8973. Chair's Opening Remarks
Cllr Powell welcomed all to the meeting.

8974. Public Participation
Three members of the public were in attendance as representatives of organisations that had submitted information for consideration under Item 8984. They provided information to the meeting in relation to that item. Item 8984 was brought forward for consideration.

8975. Apologies for Absence
All councillors were present.

8976. 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

8977. 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.

8978. Minutes of the Previous Meeting
Resolved that the minutes of the meeting held on 6 July 2026 and the extraordinary meeting held on 21 July 2026 be approved as a true and accurate record.

8979. Clerks report/actions
The Clerks Report was received and noted.

8980. Financial Matters

a) **To receive and note current bank balances as at 29 September 2026:**
Unity Trust T1 Current Account bank balance is £5311.63
Unity Trust Instant Access bank balance is £ 286,428.42
The bank balances in the following accounts were noted.

The Clerk reported that the HSBC bank accounts had now been closed and that the Council's accounting records would be updated accordingly. It was noted that a cheque had been received in respect of income received prior to the closure of the accounts.

b) To receive and note a bank reconciliation and budget comparison to 31 August 2026
The bank reconciliation and budget comparison was noted. (Appendix A refers).

c) To approve the following accounts for payment:
Resolved to approve the payments as presented below.

Invoice date	Payee	Details	Amount
28.09.2026	Hyperion	Hedge maintenance	£400
24.09.2026	YLCA	Training	£35.00
18.09.2026	R Crabtree	Cost of taxi to LCC Conference – Joint contribution between 3 PCs	£8.60
14.05.2026	R Crabtree	Reimburse for Amazon invoice – Paper – Joint contribution with other PC	£7.30
01.07.2026	R Crabtree	Reimburse for Amazon invoice – Printer - Joint contribution with other PC	£23.00
22.09.2026	R Crabtree	Mileage – April – Sept 2026	£178.20
04.10.2026	Vision ICT	Website hosting and support	£269.36
05.10.2026	GGS	Grounds maintenance – Beck Wood	£680.00
30.09.2026	G Baxter	Grounds Maintenance	£685.00
15.10.2026	Salary costs	October Salary Costs	£1712.55

d) To note the following payments previously authorised:
It was noted that the following payments had been paid as previously authorised.

Invoice date	Payee	Details	Amount
17.03.2026	L Murdoch	Reimburse: refreshments for training	£9.85
06.07.2026	G Baxter & Sons	Grounds Maintenance	£600.00
15.07.2026	BK Growers	Hanging baskets (Clerk approved using delegated powers)	£148.33
16.07.2026	Vision ICT –	Website MOT	£145.00
20.7.2026	Collingham Memorial Hall	Room Hire	£30.00
16.07.2026	R Crabtree	Reimburse for Wetherby Skip invoice – Beck Wood bins	£120.00
25.07.2026	Collingham Memorial Hall	Room hire	£16.00
14.08.2026	R Crabtree	Reimburse for Wetherby Skip invoices – Beck Wood bins (31.07.2026-14.08.2026)	£240.00
18.08.2026	Salary Costs	August Salary Costs	£1397.07
12.09.2026	ICO	Data Protection Fee	£47.00
15.09.2026	Salary costs	September Salary costs	£1397.07
20.07.2026	R Crabtree	Reimburse for Amazon invoice – Chain for bin (Clerk approved using delegated powers)	£12.50

20.07.2026	R Crabtree	Reimburse for Amazon Invoice – Sticker for bin (Clerk approved using delegated powers)	£12.91
20.07.2026	R Crabtree	Reimbursement for Start Traffic LTD- H&S supplies (Clerk approved using delegated powers)	£108.70
01.12.2025	St Oswalds Church	Parish Magazine	£2000.00
22.09.2026	ICO	Data Protection Fee	£52.00
16.09.2026	Parish Online	Mapping Software	£200.00
15.09.2026	PKF Littlejohn	External Audit	£315.00
02.09.2026	White Rose	Payroll Fees	£35.10
14.09.2026	YLCA	Cllr Training – Chairing Skills	£75.20
14.09.2026	YLCA	Clerk and Cllr Training – Talking Tables	£210.00
14.09.2026	R Crabtree	Reimburse for Wetherby Skip invoices – Beck Wood bins (21.08.2026-04.09.2026)	£180.00
15.07.2026	R Crabtree	Reimburse for Amazon invoice – Gloves for litter pick (Clerk approved using delegated powers)	£10.20
24.08.2026	R Crabtree	Reimburse for Three Mobile payments (April-August 2026)	£47.45
24.08.2026	R Crabtree	Reimbursement for Smarty (May-August 2026)	£36.00
24.09.2026	Cut My	Supplies to repair train in Beck Wood	£12.40

e) To note the following income received:

30.06.2026 – Bank interest - £1290.87
29.06.2026 – Refund from Freethought - £311.04
10.09.2026 – Rent from CALSA - £2675.30
The income was noted, and the bank interest received was discussed. The Clerk was asked to investigate alternative banking arrangements offering higher interest rates.

f) To note the conclusion of the external audit for the financial year ending 31st March 2026

The conclusion of the external audit for the financial year ending 31st March 2026 was noted. It was reported that the external auditor had identified an error in the prior year's AGAR figures relating to staff costs. The Clerk had identified the error when providing further information to the auditor and had asked whether the figures should be restated. The auditor confirmed that the figures did not need to be restated and that a comment would instead be included in the audit report.
It was also noted that the external auditor had included a comment regarding non-compliance with Governance Assertions 5 and 10 relating to the Council's risk management and IT management arrangements. The Clerk had previously identified these areas and had provided PKF Littlejohn with an action list when submitting the audit documentation. The required actions have since been completed by the Parish Council.

g) To consider and agree a quote for the internal audit for 2026/2027

Resolved to approve a quote of £300 for an interim internal audit and year end audit for 2026/2027.

8981. Planning Matters

a) To note the planning applications received since the meeting held on 6 July 2026 and the comments made by the Proper Officer whilst she had delegated powers to comment.

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

b) To receive and note the planning decisions made by Leeds City Council
The planning decisions were noted.

c) To consider and decide upon planning applications received from Leeds City Council
Resolved to submit the following comments:

Application Reference	Address	Proposal	Agreed Comment
26/04679/FU	Windmill Inn Main Street Linton Wetherby LS22 4HT	Retrospective application for the Formation of play area with climbing structure	Collingham with Linton Parish Council supports this planning application.
26/05153/FU	Lady Elizabeth Hastings Church Of England Primary School Linton Road Collingham Wetherby LS22 5BS	Change of use of former school bungalow from C3 Residential to E(f) Early Years Day Nursery; single storey extensions to front and side; cladding to front, side and rear; alterations to fenestration and roofing; new ramped access and cycle store; associated landscaping	Collingham with Linton Parish Council supports this planning application.
26/05076/FU	Keldholme Linton Lane Linton Wetherby LS22 4HL	Replacement wall to front boundary	Collingham with Linton Parish Council has no objections to this planning application.
26/04820/FU	Old Manor Barn Church Lane Collingham Wetherby LS22 5AU	Installation of EV Charger	Collingham with Linton Parish Council has no objections to this planning application.

8982. To consider the following council business and organisational matters and agree any necessary action:

a) To receive an update about the grounds maintenance including:

i. To consider the grounds maintenance tender arrangement for 2027
The Clerk had provided the draft tender documents in advance of the meeting. It was **resolved** to delegate authority to the Clerk, Cllr Powell and Cllr Wright to finalise the tender documents and proceed to tender.

b) To receive an update about the ad hoc maintenance works across Parish Council sites and quotes received
The ad hoc maintenance works arranged by the Clerk, as previously agreed and under delegated powers, were included in the Clerk's Report and noted. The associated costs were retrospectively approved.
It was **resolved** that the Clerk arrange for works to be undertaken to the willow trees at the beck using delegated powers. Councillors will consider arrangements for repairing the fence at the next meeting.

c) To receive an update about Beck Wood including the following:

i. To consider requests and suggestions received by residents in relation to Beck Wood
Resolved to arrange an informal meeting to discuss the suggestions and future arrangements further and then viable options will be considered at the next meeting.
The Clerk suggested that the Parish Council adopt a similar approach to that used by another local council, which displays a poster containing a QR code allowing residents to report local issues. The Clerk then produces and publishes a monthly poster summarising the issues reported, including relevant statistics. This information is also shared with Leeds City Council and the Police to provide supporting evidence. It was felt that a similar system could be beneficial for Beck Wood, particularly in documenting issues such as illegal parking and potential hazards. It was **resolved** that the Clerk would create and publish a poster incorporating a QR code for residents to report issues.

ii. To consider and agree to arrange a public meeting about Beck Wood

Resolved that, as residents who had raised concerns about Beck Wood had been advised of the Council's meetings and had the opportunity to raise their concerns with Councillors at a scheduled Council meeting, an additional public meeting would not be arranged. The Council considered that this would avoid the allocation of additional time and resources to a separate meeting.

iii. To consider the adopted Memorial Policy and agree any action in relation to one located at Beck Wood

It was noted that the adopted Memorial Policy states that memorial plaques will not be permitted on trees and that no additional mementoes may be placed on or around trees on Parish Council-owned land.

It was therefore agreed that residents would be asked to remove any items that are in contravention of the policy within a specified timeframe. Any items remaining after this period will be removed and stored for collection.

d) To receive an update about the playground including:

i. To consider and agree quote received for remedial works in the playground and the adult fitness equipment

The Clerk reported that not all quotations had been received, and it was agreed to defer consideration of the matter.

It was noted that some of the adult fitness equipment requires repair and that the original supplier had advised that the equipment would require full replacement. Councillors discussed the matter and queried the extent to which the equipment is regularly used. It was agreed that the Clerk would include an article in the Parish Magazine inviting residents to provide feedback on the use of the equipment by email, given the significant expenditure that would be required for repair or replacement.

ii. To consider the implications of the Simpler Recycling requirements for the waste bin provided at the Parish Council playground and to agree whether any changes to the current general waste provision are required

It was noted that, in the light of the new Simpler Recycling requirements, the Clerk had investigated the available options for waste and recycling provision at the Parish Council playground. (The Parish Council's current waste collection contract runs until November 2027.)

It was **resolved** to purchase a recycling bin at an additional cost of £23.44 per month and arrange appropriate signage. The Clerk will provide information in the Parish Magazine and other appropriate channels to make residents aware of the changes and the importance of using the bins correctly. It was noted that recycling bins containing contaminated waste may not be emptied and that responsible use would be necessary to ensure the recycling provision is maintained.

e) To consider and agree the new signage proposals and quotes

Resolved to defer consideration of this item to allow a site visit to be undertaken of Parish Council land and further quotations to be obtained.

f) To consider a request made at the previous meeting to support the installation of a gabion wall to reinforce the bank of the beck

Resolved that the Parish Council is unable to support the installation of a gabian wall after receiving advice from Leeds City Council.

g) To consider and agree matters relating to Langwith Mews

Cllr Powell reported an enquiry from the owner/family representative of No. 5 Langwith Mews regarding the privately owned steps providing access to the CALSA playing fields, including a request for an indemnity against potential liability. It was resolved to confirm that the Parish Council has no record of any indemnity

agreement. The Clerk will review the historic and Land Registry information, contact CALSA regarding its use of and responsibility for the steps, and seek advice from the Council's insurer and legal adviser. It was agreed that no commitment regarding indemnity or liability would be made until these matters had been investigated.

h) To consider the health and safety requirements for all Parish Council land and assets and consider quotes received

The Clerk reported that she had only been able to obtain one quotation for a company to prepare the required Health and Safety documentation. It was noted that the cost was higher than anticipated and it was agreed not to proceed. The Clerk offered and it was agreed that she would begin preparing the necessary documentation for consideration at a future meeting, prioritising the key areas of health and safety.

i) To consider and retrospectively approve the cost of the tree survey of £880, which the Clerk approved under delegated powers.

Resolved to retrospectively approve the cost of the tree survey of £880.

j) To consider the CALSA rent review in accordance with the terms of the lease

Resolved to arrange an extraordinary meeting to consider this matter and other specific financial matters identified in these minutes

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

Resolved to defer consideration of this item as the quotations had not yet been received.

l) To consider and agree the arrangements for the Christmas event and receive an update about the lights

It was noted that the Christmas lights had been ordered and that an engineer had been booked to switch on the lights on 28 November 2026 at 7.00pm.

It was agreed that the Collingham Christmas event would be held in the car park adjacent to the Christmas tree. Councillors had been liaising with the shop owners regarding the use of the area, and arrangements would be finalised subject to confirmation from the shop owners and landowner.

It was **resolved** to grant delegated authority to the Clerk, Cllr Powell and Cllr Murdoch to make the necessary arrangements for the event, including booking a band, purchasing mulled wine and mince pies, and undertaking any other actions required in connection with the event, within the allocated budget.

m) To consider and agree arrangements for the Remembrance Day

Cllr Powell reported that she had attended a meeting with the organisers and provided an update to the Council.

It was **resolved** that the Parish Council would cover the cost of the refreshments and that the Clerk would issue the invitations. Cllr Wright will undertake the reading on the day and wreaths will be ordered.

n) To review and agree the representatives for local organisations

Resolved to appoint Cllr Kerfoot as the representative to CALSA.

o) 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 regarding the current Councillor vacancies, bin arrangements at the playground, the PACT meeting, Beck Wood, memorial information, the adult fitness equipment and grant applications.

p) To consider and agree the Parish Council's contribution towards the cost of the Parish Magazine for 2027, at a cost of £2,300

It was noted that some residents in Linton had not been receiving copies of the Parish Magazine and that the Clerk was investigating the matter. It was **resolved** to arrange a meeting with St Oswald's Church to discuss this further.

q) To consider and adopt the Freedom of Information Policy
Resolved to adopt the Freedom of Information Policy

r) To consider renewing the CPRE membership at a cost of £60
Resolved that the Clerk contact CPRE to clarify the benefits of membership, as the Parish Council had not received any information to date. The Clerk will also ask whether the West Yorkshire branch could make contact with the Parish Council. As the Council had not received any communications from CPRE during its first year of membership, the Clerk was instructed to contact CPRE to request a further year's membership free of charge.

s) To receive an update about the Bridgewood Green development
Cllr Wright reported that there is no update and it was agreed to raise the concerns with the LCC Ward councillors.

t) To receive an update about the Council coffee morning
It was noted that the Parish Council had held a coffee morning to provide residents with an opportunity to find out more about the Parish Council and the role of a Councillor, with the aim of encouraging interest in the six current Councillor vacancies. No residents attended.

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

u) To consider placing its community defibrillator(s) under the guardianship scheme operated by Public Access Defibrillators UK.
Resolved to place the defibrillator at Linton Memorial Hall under the guardianship scheme operated by Public Access Defibrillators UK, which will include carrying out the necessary inspections and updating The Circuit. It was agreed to offer the same arrangement for the defibrillator located at Collingham Memorial Hall. It was noted that there is no cost to the Parish Council for the guardianship scheme.

v) To consider and agree attendance at YLCA training sessions by Councillors and the Clerk
Resolved that Cllr Powell will attend the YLCA training sessions "Communicating with Your Community – Part 1: Creating a Communications Strategy", "Communicating with Your Community – Part 2: Implementing Effective Community Engagement and Building Sustainable Conversations", and "Business Continuity Plan – Preparing for the Unexpected". It was further **resolved** that the Clerk will attend "Freedom of Information for Local Councils: Obligations, Procedures and Exemptions". The total cost of the training was approved at £133.20.

8983. To receive information on the following new correspondence and decide further action where necessary

a) 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
Resolved to apply for funding towards addressing issues relating to Beck Wood. The Clerk will complete the application form and obtain quotations for consideration at the next meeting.

b) To consider correspondence received regarding Kingfisher Reach Open Space
Councillors considered the correspondence received regarding Kingfisher Reach Open Space, together with the background information provided. It was confirmed that the land is owned by Leeds City Council and, therefore, the Parish Council is not responsible for its maintenance. It was noted that the Parish Council currently has limited capacity; however, Councillors expressed their support for residents' concerns. It was agreed that the Clerk will contact Leeds City Council to confirm the Parish Council's support and request that the previously agreed works be carried out.

c) To consider an enquiry received regarding the lorries on Tib Garth
It was noted that there are still issues with the lorries in Linton and that it has previously been reported to LCC.

d) To consider an enquiry received from Bellway Strategic Land
Resolved that councillors wish to decline the offer.

8984. Grant Applications

a) To consider a grant application from Collingham Lady Elizabeth Hastings C of E Primary School
Representatives from Collingham Lady Elizabeth Hastings C of E Primary School attended the meeting and provided information about the grant application. It was noted that further information would be provided to enable Councillors to consider the application in more detail. It was therefore resolved to defer consideration of the application pending receipt of the additional information.

b) To consider a grant application from Collingham Short Mat Bowls Club
A representative from Collingham Short Mat Bowls Club attended the meeting and provided information about the grant application. It was noted that further information would be provided to enable Councillors to consider the application in more detail. It was therefore resolved to defer consideration of the application pending receipt of the additional information.

It was agreed that the Clerk will publicise the Parish Council's grant scheme and invite organisations to submit applications by a specified date, so that all applications can be considered together. This will enable the Council to consider applications consistently, given that the financial year end is approaching and the remaining grant budget is limited.

8985. Items for the next agenda
Councillors were asked to email the Clerk with any items they wish to be included on the next agenda.

8986. Date of Next Meeting
Resolved that the next full council meeting is being held on 23 November 2026 (Note: This has been changed from the previous agreed date of 2 November 2026)

Confidential session

8987. 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 17,18 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.

8988. Millbeck Green Footpath
To consider information received and agree next steps including:

a) To consider the quotes received for a consultant to carry out the tender process and agree any arrangements
Resolved to hold a working group meeting on 12 October 2026 to consider this further.

b) To consider and agree to undertake a ground penetrating radar survey
Resolved to hold a working group meeting on 12 October 2026 to consider this further.

18. Glebe Field
To note correspondence received, action taken and to agree any further action considered necessary
Councillors were made aware of a complaint received regarding the use of Glebe Field. It was **resolved** to make the necessary changes to the arrangements for hiring Glebe Field, including locking the gates during a hire period to ensure that the hirer has sole use of the field. The Clerk will publicise the revised arrangements.

19. Staffing Matters

a) To note that the Staffing Committee met on 25 August 2026 and, following the successful completion of the Clerk's probationary period, confirmed a permanent appointment in accordance with the terms of the employment contract.

The update from the Staffing Committee about the Clerks employment was noted.

b) To note the agreed NJC Pay Award 2026/27, providing a 3.3% pay increase for local council employees employed on NJC terms and conditions, effective from 1 April 2026

The NJC Pay Award for 2026/2027 was noted and that it is to be backdated to 1 April 2026.

There being no other business, the Chair closed the meeting at 9.31pm.

Appendix A

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

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

	2026-2027		
Receipts	**Approved Budget**	**Total income**	**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**	£0.00	
Other		£319.84	
	£109,569.00	£101,150.19	

	2026-2027		
Payments	**Approved Budget**	**Total Expenditure**	**Budget Remaining**
IT	**£1,581.00**	£1,016.90	£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**	£1,388.25	-£388.25
Room Hire	**£1,000.00**	£266.00	£734.00
Training	**£2,000.00**	£359.45	£1,640.55
Stationary	**£400.00**	£0.00	£400.00
Bank Charges	**£120.00**	£46.87	£73.13
Internal Audit Fees	**£495.00**	£525.00	-£30.00
External Audit Fees	**£630.00**	£0.00	£630.00
Payroll Support	**£120.00**	£0.00	£120.00
Salaries	**£23,000.00**	£5,236.72	£17,763.28
PAYE	**£5,000.00**	£1,504.69	£3,495.31
Home working Allowance/Mileage	**£750.00**	£130.00	£620.00
Contracted Grounds Maintenance	**£17,000.00**	£3,550.42	£13,449.58
Reactive Grounds Maintenance	**£23,000.00**	£460.07	£22,539.93
Tree Work	**£6,500.00**	£1,150.00	£5,350.00
Playground inspections	**£220.00**	£0.00	£220.00
Reactive Play areas	**£1,500.00**	£0.00	£1,500.00
Summer Baskets	**£1,500.00**	£178.00	£1,322.00
Winter Baskets	**£1,200.00**	£0.00	£1,200.00
Scout Hut Electricity		£0.00	£0.00

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Grants Scheme	**£10,000.00**	£4,930.00	£5,070.00
CMH Grants	**£10,000.00**	£0.00	£10,000.00
LMH Grant	**£10,000.00**	£9,150.00	£850.00
Jun 23 - Hardstand Harewood Road	**£7,000.00**	£0.00	£7,000.00

Woodland Management Plan	**£15,000.00**	£0.00	£15,000.00
Defib training	**£300.00**	£0.00	£300.00
Footpath signage/ improvements	**£8,000.00**	£0.00	£8,000.00
Christmas Lights	**£8,982.00**	£0.00	£8,982.00
Sustainability Agenda	**£2,000.00**	£0.00	£2,000.00
Parish Council Events	**£10,000.00**	£0.00	£10,000.00

Total Base Budget	**£171,148.00**	**£31,373.68**	**£139,774.32**

General Reserves	**£69,933.00**	£997.27	£68,935.73
Earmarked Reserves		£0.00	
Election fund	**£8,000.00**	£0.00	£8,000.00
Land Registry Fees	**£10,000.00**	£0.00	£10,000.00
Solicitors Fees	**£5,000.00**	£0.00	£5,000.00
Linton Crests	**£8,000.00**	£0.00	£8,000.00
Millbeck Contingency repairs	**£5,000.00**	£0.00	£5,000.00
Total Reserves	**£105,933.00**	**£997.27**	**£104,935.73**
Total budget and reserves	**£277,081.00**	**£32,370.95**	**£244,710.05**

CIL Funds	**£145,492.57**		£148,646.05
VAT Paid			£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

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

Clerk's Report – November 2026

1. Actions from Previous Meetings

- **Grounds Maintenance:** The grounds maintenance schedule is currently being prepared.
- **Ad-hoc works:** I am obtaining quotes for works required including some raised by a resident. The quotes will be considered at the next meeting. Any urgent matters will be dealt with accordingly.
- **Adult Fitness Equipment:** I published information in the parish magazine and online requesting feedback on the future of the adult fitness equipment. I have received one response in favour of retaining the equipment. This matter will be included on the next agenda for consideration.
- **Playground Equipment:** I have received the latest playground inspection report and obtained two quotations for the recommended repairs. I am currently seeking a third quotation. This matter will be included on the next agenda for consideration.
- **Tree Survey:** The tree survey was carried out at the beginning of November and I am currently awaiting the report. This will be included on the next agenda.
- **Playground Bin:** The additional bin was due to be delivered last week. However, the supplier has now confirmed that delivery is scheduled for 20 November 2026.
- **Langwith Mews:** I have contacted the solicitor regarding this matter and am currently awaiting a response.
- **Health and Safety:** I have drafted a Health and Safety Policy, which is to be considered. I have also started to draft risk assessments for parish council owned land and activities.
- **Kingfisher Reach Open Space:** I have contacted Leeds City Council as agreed at the previous meeting.
- **Signage:** I still need to walk around the villages and take photographs of the existing signage. I plan to undertake this over the Christmas period, once the higher-priority tasks have been completed.
- **Defibrillators:** Public Access Defibrillators have now been given access to The Circuit and will be inspecting the defibrillator at Linton Memorial Hall. Collingham Memorial Hall has confirmed that it is happy to continue carrying out the checks on its defibrillator. The pads at CMH are due to expire in January, and I will arrange for replacements to be purchased shortly.
- **Mayor's Fund:** I have not yet had the opportunity to prepare the application. I would therefore suggest that the Parish Council considers applying in the next funding round, allowing sufficient time to review the application requirements and prepare the necessary supporting information.
- **Training:** The FOI training course I was booked to attend was cancelled due to low numbers. Unfortunately, I am unable to attend the next available date in December, so I will look to rebook in the new year.
- **Registration of Parish Council Land:** I have sent all the relevant information to the solicitor and have been in contact with them regarding the requirements. They have now allocated a member of their team to deal with the registration.

- **Willow tree and fence at Mill Beck:** I am currently awaiting the tree survey report to establish what work is required. Once the report has been received, councillors can consider the necessary works and associated quotations. The fencing quotes will need to be considered once the access requirements for the tree works have been established, to ensure the fencing does not need to be removed or altered again.

2. Finance & Administration

Works and expenditure approved between meetings under delegated powers:

- Procurement support and administration services: £2,512.50.
- Music licence for the Christmas event: £52.39.
- Replacement Defibrillator Pads: £75.00. I was made aware that the defibrillator at Tesco had been used and that Public Access Defibrillators had set up a GoFundMe appeal to raise funds for replacement pads. I proposed that the Parish Council cover the cost of the replacement pads to ensure the defibrillator could be returned to service as quickly as possible. Given the health and safety implications, I approved the expenditure under delegated powers, using Section 137 funds.

3. Tasks Undertaken Between Meetings

- **Toy Train at Beck Wood:** The toy train has been repaired by a local resident.
- **Bishopdale Copse:** A resident contacted the Parish Council in August regarding overgrown areas at Bishopdale Copse. I contacted Leeds City Council at the time and chased a response. They have now confirmed that any trees obstructing the footpath will be cut back as part of their winter maintenance programme.
- **Collingham Methodist Church:** The church has raised concerns regarding a tree located on Parish Council-owned land adjacent to its property. I am currently obtaining quotations for the necessary work.

4. Planning

I would like to make you aware of the following appeal which is to be dealt with by the Written Representations Part 1 procedure and no further comments can be submitted.

6017835 (26/02864/FU)	Wharfe Ghyll Linton Common Linton Wetherby LS22 4JD	Retrospective permission for demolition of existing side conservatory and western side extension; two storey rear extensions; single storey side extension; alterations to fenestration; rooflights to front; removal of chimneys.

6. Additional Information for Agenda Items

- **Item 11a - Royal Garden Party 2027**

  For the 2027 Royal Garden Party (usually held in May), nominations are invited from local councils and parish meetings in West Yorkshire.

  Please note that being nominated to YLCA for the Royal Garden Party does not automatically mean that the person the council has nominated will be offered a ticket. All nominations will be viewed by the YLCA Royal Garden Party working group early in 2026.

Collingham with Linton Parish Council
Bank Reconciliation as at 31.10.2026
Prepared by Becky Crabtree 16.10.2026

Balance per bank statements as at 31.10.2026

Unity Account - Instant Access	£282,862.41	
Unity Account - Current T2	£10,531.54	
		£293,393.95
Unpresented cheques		
Closing balance per bank statements		**£293,393.95**
CASH BOOK		
Opening balance		£226,248.40
Receipts		£110,668.43
Payments to date		£43,522.88
Closing balance as per cash book as at 31.10.2026		**£293,393.95**

Difference £0.00

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

	2026-2027	Actual per month		
Receipts	**Approved Budget**	**Oct**	**Total income**	**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**	£0.11	£2,724.97	
CIL			£3,153.48	
Grants			£500.00	
Rent	**£11,183.00**	£5,400.60	£8,075.90	
Other		£8.24	£328.08	
	£109,569.00	**£5,408.95**	£110,668.43	

	2026-2027	Actual per month		
Payments	**Approved Budget**	**Oct**	**Total Expenditure**	**Budget Remaining**
ADMINISTRATION				
IT	**£1,581.00**	£269.36	£1,286.26	£294.74
IT Hardware Allowance	**£500.00**	£23.00	£277.00	£223.00
Telephone contract	**£350.00**		£53.29	£296.71
Insurance	**£2,000.00**		£1,449.57	£550.43
Subscriptions	**£1,000.00**		£1,440.25	-£440.25
Room Hire	**£1,000.00**		£266.00	£734.00
Training	**£2,000.00**	£35.00	£679.65	£1,320.35
Stationary	**£400.00**	£7.30	£7.30	£392.70
Bank Charges	**£120.00**	£7.00	£60.87	£59.13
Internal Audit Fees	**£495.00**		£525.00	-£30.00
External Audit Fees	**£630.00**		£315.00	£315.00
Payroll Support	**£120.00**		£35.10	£84.90
STAFF COSTS				
Salaries	**£23,000.00**	£1,290.79	£7,591.26	£15,408.74
PAYE	**£5,000.00**	£395.76	£2,207.77	£2,792.23
Home working Allowance/Mileage	**£750.00**	£212.80	£368.80	£381.20
MAINTENANCE				
Contracted Grounds Maintenance	**£17,000.00**	£720.23	£4,545.88	£12,454.12
Reactive Grounds Maintenance	**£23,000.00**	£1,092.40	£1,562.67	£21,437.33
Tree Work	**£6,500.00**		£1,150.00	£5,350.00
Playground inspections	**£220.00**		£0.00	£220.00
Reactive Play areas	**£1,500.00**	£660.00		£840.00
Summer Baskets	**£1,500.00**		£838.00	£662.00
Winter Baskets	**£1,200.00**		£0.00	£1,200.00
GRANTS				
Grants Scheme	**£10,000.00**		£4,930.00	£5,070.00
CMH Grants	**£10,000.00**		£0.00	£10,000.00
LMH Grant	**£10,000.00**		£9,150.00	£850.00
HISTORIC PROJECTS				
Jun 23 - Hardstand Harewood Road	**£7,000.00**		£0.00	£7,000.00
PROJECTS				
Woodland Management Plan	**£15,000.00**		£0.00	£15,000.00
Defib training	**£300.00**		£0.00	£300.00
Footpath signage/ improvements	**£8,000.00**		£0.00	£8,000.00
Christmas Lights	**£8,982.00**		£0.00	£8,982.00
Sustainability Agenda	**£2,000.00**		£0.00	£2,000.00
Parish Council Events	**£10,000.00**		£0.00	£10,000.00
Total Base Budget	**£171,148.00**	**£4,713.64**	**£38,739.67**	**£131,748.33**
RESERVES				
General Reserves	**£69,933.00**		£2,997.27	£66,935.73
Earmarked Reserves			£0.00	
Election fund	**£8,000.00**		£0.00	£8,000.00
Land Registry Fees	**£10,000.00**		£0.00	£10,000.00
Solicitors Fees	**£5,000.00**		£0.00	£5,000.00
Linton Crests	**£8,000.00**		£0.00	£8,000.00
Millbeck Contingency repairs	**£5,000.00**		£0.00	£5,000.00
Total Reserves	**£105,933.00**	**£0.00**	**£2,997.27**	**£102,935.73**
Total budget and reserves	**£277,081.00**	**£4,713.64**	**£41,736.94**	**£234,684.06**

CIL Funds	**£145,492.57**			£148,646.05
VAT Paid				£1,317.54
VAT Received				£0.00

VAT Amount	£1,785.94
Actual Payments as of October 2026	£43,522.88
Actual income as of October 2026	£110,668.43

Planning Matters

Decisions made by Leeds City Council since the meeting held on 5 October 2026

Application Reference	Address	Proposal	Comment	Decision
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.	Approved
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.	Approved
26/04679/FU	Windmill Inn Main Street Linton Wetherby LS22 4HT	retrospective application for the Formation of play area with climbing structure	Collingham with Linton Parish Council supports this planning application.	Refused
26/05153/FU	Lady Elizabeth Hastings Church Of England Primary School Linton Road Collingham Wetherby LS22 5BS	Change of use of former school bungalow from C3 Residential to E(f) Early Years Day Nursery; single storey extensions to front and side; cladding to front, side and rear; alterations to fenestration and roofing; new ramped access and cycle store; associated landscaping	Collingham with Linton Parish Council supports this planning application.	Withdrawn
26/05076/FU	Keldholme Linton Lane Linton Wetherby LS22 4HL	Replacement wall to front boundary	Collingham with Linton Parish Council has no objections to this planning application.	Refused
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.	Approved
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.	Approved