

Collingham with Linton Parish Council – Operational Plan 2019

Purpose of the Parish Council:

To ensure Collingham and Linton remain safe and retains pleasant places by maintaining and developing the villages in line with residents' views articulated in the village plans and Neighbourhood Plan, by carrying out the duties of the Parish Council under the rules and regulations contained within the Local Government Act 1972. This includes:

1. Spending monies properly on maintenance and improvement of our assets and other items within the Parish for the benefit of all our residents.
2. Allocating CIL funds appropriately and in line with Village Plans and the Neighbourhood Plan
3. Putting in place governance procedures to demonstrate our compliance with appropriate practice as described in the Act.
4. Litter picking, grass cutting, tree management and general maintenance of those parts of our village shown on Map 1 and Map 2.
5. Considering and responding as necessary to Planning Applications.
6. Liaising with Leeds City Council with regard other village matters which are Leeds responsibility such as highways and footways, highway drainage, waste collection, planning enforcement and environment protection.
7. Liaising with our Ward Councilors.
8. Liaising with residents about Parish Council matters.
9. Representing the residents when concerns are raised about the safety, security and quality of our environment.
10. Disseminating information to residents through a number of mediums including the PC website, newsletters, Facebook and Twitter.

Finances:

The Parish Council budget is produced in November to inform the decision on precept sums to be requested from Leeds.

The following income is budgeted by the Parish Council:

	2019/20
1. Precept -	£91,965
2. Rents -	£7,825
3. Interest -	£85
4. Grants -	£9,300
4. Total -	£109,175

The following expenditure is budgeted:

	2019/20
1. Maintenance, grass cutting, litter picking etc -	£16,711
2. Mortgage for purchase of Glebe Field to 2025, 5.875%pa	£19,586
3. Clerk's salary and other admin costs -	£17,154
4. Projects and grants to community causes -	£52,148
5. Total -	£105,599

It is estimated that year end reserves will be around £79k which is £29k above the long-term target included in our financial procedures. The surplus funds will be utilized on larger projects in the future subject to community agreement for example the teen space project described below.

In the future additional small sums may be generated by Community Infrastructure Levy (CIL) contributions. This is to be spent on infrastructure projects ie footpaths, parking, gateway features etc. Six figure sums can be expected from the developments at Leeds Road, Collingham and Ridge Meadows in Linton. Neither development seems likely to commence until at least 2020 and there is significant doubt with respect to the latter as Leeds CC are investigating a possible judicial review.

Projects

The Parish Plan, Village design Statement and Neighbourhood Plans have progressively identified projects for the improvement of Collingham and Linton. The main focus for our projects 2019/20 will be:

- Implementation of the Shops Village Centre Project
- Completion of Beck Woods Improvements.
- Implementation of the bike track in Beck Woods
- Improvements to the appearance of Collingham centre
- Enhancement of the Glebe Field
- Continued support for both Memorial Halls
- Development of a space for teens on land adjacent to CALSA
- To continue supporting traffic management strategies for both villages
- Completion of improvements to Bishopdale Copse
- Further enhancement of the children's playground
- Support for CALSA in its development plans
- Improvement of car parking arrangements at Church Lane
- Installation of Speed Indication device along Linton Lane

The projects we hope to see progressed in the next three years will be:

Project Description	Responsible Group
A tree management strategy is required to include fully updated review of Tree Preservation Orders together with ongoing tree protection and replacement. Registration of any important hedgerows. Attempts will be made to improve Bishopdale copse.	Environment
<p>Consider registering community assets as listed in both Neighbourhood Plans.</p> <ul style="list-style-type: none"> ▪ Post Office ▪ Doctor's surgery ▪ Shops and services Hastings and Elizabeth Court ▪ Nursery Schools ▪ Public House the Half Moon may be closing ▪ Bus shelter adjoining the Windmill Inn; Bus shelters in general throughout the villages ▪ The village pump at Muddy Lane, Linton, and ▪ White post and rail fencing on Main Street junctions with Stammergeate and Northgate Lane in Linton. ▪ Bishopdale Copse 	Planning
Improvements for parking on Church Lane have now commenced. Quality permeable paving materials for parking should will be provided on Church Lane to prevent erosion of the grass verges.	Environment/LCC
Provide a Plan showing Green space and public access in the display board in front of Collingham Memorial Hall.	Public Rights of Way
Install Guard rails on Linton Road where ginnels emerge from Beck Lane.	Environment/LCC
To continue to maintain Linton Village Green, following its development.	Parish Council
Make improvements to poorly surfaced sections of Stammergeate Lane to allow pedestrians safe access to Collingham avoiding the use of Main Street, which has sections of no pavement. This is a requirement of the Ridge Meadows development.	LCC through a section 106 agreement

Project Description	Responsible Group
Construct the missing footway sections and improvement to existing footway from north of Kiln Hill to the Linton Memorial Hall and a continuation of the footway along Linton Lane to give improved pedestrian access to Wetherby. This is a requirement of The Ridge Meadows development.	LCC through a section 106 agreement
Major maintenance works at Collingham Memorial Hall to commence summer 2019	Collingham Memorial Hall Trustees
Continued maintenance and improvements work at Linton Memorial Hall. The Parish Council will help to fund an extension for a storage area.	Linton Memorial Hall Trustees and Parish Council
Populate the Parish Council web site with information about local facilities and services. Website now updated. Facebook page set up. Twitter to be established Spring 2019. PC to continue developing its own newsletter.	Communication
The condition of footways will be surveyed, and a programme of maintenance agreed with Leeds City Council.	Footpath/Environment, LCC
Ensure control of HGV access. This is ongoing and may take a number of years.	Environment and LCC
Improvements to Harewood Road Collingham including crossing point at the Half Moon, possibly larger islands to be installed in places. Julian are you ok to comment here? Islands and zebra crossing have been installed. Improvements to junction will be made at some point as a requirement of the Leeds Road development.	LCC through a section 106 agreement
Improve the broadband speed and connectivity throughout the areas.	BT
Attractive features on and adjacent to the highway to indicate to road users they are entering a built-up area (known as Gateway features). Encourage safe driving. Possible sites include Kiln Hill, Linton, Northgate Lane, Main street, Harewood Road and Wattle Syke Collingham. Will be reviewed in line with any 20MPH implementation.	LCC, lobby by Parish Council
Lighting for community safety reasons to ginnels and footpaths, for example between Highcroft and Harewood Road.	Footpath/LCC
Local Centres Project – The PC have accessed LCC funding to improve local shopping environment.	LCC/Parish Council
Development of Teen Project – Develop a project for teens on land adjacent to CALSA. Research and costings underway. The project will be phased in, using CIL and PC funding.	Parish Council

Project Description	Responsible Group
Beck Wood Bike Project – PC have responded to demands from teenagers regarding development of a bike track in Beck Woods. Currently being developed.	Parish Council
Development of Glebe Field – Proposals to enhance the environment at Glebe field, incorporating planting and seating areas.	Parish Council

It may only be possible to make good progress with some of these projects following fund raising or sponsorship and volunteer work.

Method of Operation:

Councillors will be elected or co-opted onto the Parish Council. Councillors are all unpaid public servants with legal duties to discharge.

The Councillors employ a part-time salaried Clerk. Their duties are outlined below:

<p style="text-align: center;">Clerk to the Parish Council</p> <p style="text-align: center;">Ensure the affairs of the Parish Council are carried out legally.</p> <p style="text-align: center;">Maintain Financial records including annual accounts and audit.</p> <p style="text-align: center;">Prepare and monitor against Standing Orders and other Parish Council procedures.</p> <p style="text-align: center;">Agendas, minutes and action log</p> <p style="text-align: center;">Minutes will record the items that have been resolved but will not record the discussions held.</p> <p style="text-align: center;">Preparing and sending correspondence on behalf of the Councillors.</p> <p style="text-align: center;">Responding to enquiries and complaints and forwarding to appropriate councilors or Leeds City Council officers.</p> <p style="text-align: center;">To be responsible for the PC's marketing strategy and production of communications</p> <p style="text-align: center;">To ensure data protection procedures are implemented and monitored correctly</p> <p style="text-align: center;">Display minutes and agenda in Village Notice boards and be included on the Parish Council website.</p> <p style="text-align: center;">To ensure all Policies are in place and updated regularly</p>

7 Councilors for Collingham 3 for Linton, including Chair and Vice Chair

Attend monthly Meetings of The Parish Council (usually the first Tuesday).

To lead agreed projects according to interest and time constraints

Attend an annual Parish meeting which is an opportunity for residents to participate in reviewing the Council's performance and agreeing objectives for the following year.

Raise items for inclusion on meeting agenda. Only items included on the agenda can be discussed at meetings.

From time to time attend other meetings for example the Outer North East Leeds Parish Council Forum.

Monitored expenditure against an annual budget. Agree expenditure by resolution at meetings. On rare occasions for example emergency tree surgery, the Clerk may agree to spending of up to a value £1,000.

Display minutes and agenda in Village Notice boards and be included on the Parish Council website.

Communicate via The Magazine.

Special items will be communicated by email and or newsletter.

An action log will record items not concluded from one month to the next, and allow decision making to be tracked.

Finance	Environment	Planning	Communication
Set annual budgets, review records at least quarterly, implement the grants application process and ensure spending represents value for money. Risk Assessment and Insurance	Communicate with contractors to ensure the village environment is maintained in an appropriate condition. This will include grass cutting, tree maintenance, litter picking and occasional fencing and wall repairs. Liaison with our Footpath Action Group and Flood Committee. Consideration is being given to include highway and pavement issues in this subcommittee.	Review of planning applications and comment as necessary. Conservation issues and Neighbourhood Plans. Community Infrastructure levy sums and processes.	Text for The Magazine. Monthly PC Newsletters Maintenance of the website, and Facebook. Introduction of Twitter Improvements to the website to ensure user friendly and up to date. Resident newsletter list

Members of the public may make representations; these must be limited to five minutes in time and agreed by the Chair. Members of the public may listen to the proceedings of the meeting.

Queries can be raised by residents at any time by email, letter or telephone.

In addition to the above, Linton and Collingham benefit from the work undertaken by the following other committees:

1. Linton Village Society
2. Linton Memorial Hall Trustees
3. Collingham Memorial Hall Trustees
4. Collingham Methodist Church
5. Orchard Gardens Trustees
6. Footpath Action Group
7. Flood Protection Committee
8. CALSA Management Committee, and the many sports clubs in Collingham and Linton
9. The Parochial Church Council.

Assets to be Maintained by the PC:

The assets to be maintained by the Parish Council are:

1. Glebe Field
2. Children's play area, outdoor gym and the junior football pitch at CALSA.
3. Hedges and Gates on the perimeter of CALSA.
4. Woodland adjacent to Linton Road, Beck Wood including the footpath to Church Lane.
5. Beck Wood bike track.
6. Footpaths but not footways within Collingham centre.
7. Public open space in Linton including Linton Village Green, the triangle, site of pump on Muddy Lane and Sodom Lane.

See Maps 1 and 2.

What can residents do to support the Parish Council?

We are all jointly responsible for helping to make sure Collingham and Linton remain safe and pleasant places to live. Please help by:

1. Supporting Community events and functions.
2. Driving carefully and respectfully through the villages.
3. Parking considerately – not on pavements or obstructing driveways.
4. Maintaining your property including cutting back vegetation from pathways and roads.
5. Reporting to LCC deficiencies in their service for example litter collection, potholes and badly maintained footpaths and bridleways.
6. Attending the Annual Parish Meeting.

7. Volunteering to join a sub-committee or project volunteer group.
8. Ensure dog foul is collected and disposed of responsibly.
9. Behave in a respectful manner and appreciate the PC does not accept any form of abusive behavior, that being written, verbal or acts in which councillors are intimidated.

Supporting Documents:

1. Parish Plan
2. Village Design Statement
3. Linton Neighbourhood Plan
4. Collingham Neighbourhood Plan
5. Linton Conservation Area Appraisal and Management Plan
6. Collingham Conservation Area Appraisal and Management Plan

Parish Council Calendar

January	Grants to the Council may be considered through-out the year Financial Statement 3
February	Precept Application Ask for hanging basket quotation Meet Highways Loan repayment Christmas lights monitoring form
March	VAT Return
April	Prepare year end accounts and Annual Return Internal audit
May	Annual Meeting of the Parish Council – elect Chair etc. Annual Parish Meeting – update public on progress with this plan. Meet Highways
June	Churches together Collingham Gala
July	Annual meeting with CALSA management committee
August	Meet Highways Christmas lights monitoring form
September	Annual review of Risk Assessments Remembrance Service – organise wreaths VAT Return Loan repayment
October	Financial Statement 2 Start preparations for Christmas lights turn on Set salary budget for following year Arrange EA annual river inspection Prepare 2020 calendar and book meeting venues
November	Remembrance Day Service Clerk to present budget for following year.

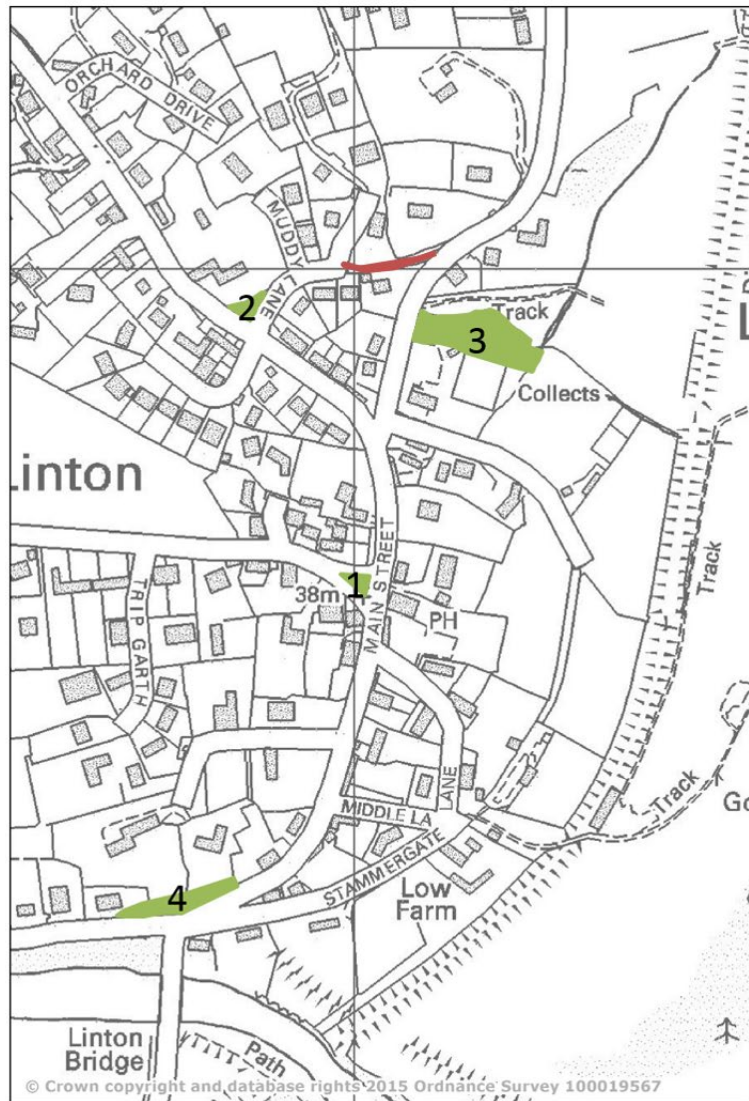
	Meet Highways CIL monitoring report Book hall for meetings
December	Christmas lights turn on in Collingham and Linton

Useful Contacts:

Parish Council matters	Parish Clerk - Tina Womley or website www.clpc.info	Email: CLPCclerk@gmail.com Tel : 0113 289 3624
Ward Councilors	Matthew Robinson Ryan Stephenson Samuel Firth	Matthew.robinson@leeds.gov.uk Ryan.stephenson@leeds.gov.uk Sam.firth@leeds.gov.uk
Planning Enforcement	Carlton MacKenzie	Planning.enforcement@leeds.gov.uk
COMPLIANCE ISSUES- Such issues as illegal advertising signs and hedges need cutting etc.	Outer North East Leeds Contact – Mark Jefford	mark.jefford@leeds.gov.uk
HIGHWAY- Drainage	Jessica Hodgson or direct to drainage Mick Johnson	Jessica.Hodgson@leeds.gov.uk Michael.Johnson2@leeds.gov.uk Gully.referrals@leeds.gov.uk
HIGHWAY – pot holes		highways@leeds.gov.uk
HIGHWAY - maintenance		Steven.Parry@leeds.gov.uk
HIGHWAY signs	David Aspinall	David.aspinall@leeds.gov.uk
LITTER BINS and LITTER issues.	John Woolmer or Jessica Hodgson Simon Norman	Jessica.Hodgson@leeds.gov.uk John.woolmer@leeds.gov.uk Mark.gray@leeds.gov.uk Ene.members@leeds.gov.uk
Dog Fouling		Report to Leeds via their website: Do it online/environmental issues/litter and dog fouling or click link below Link to Leeds Dog Fouling Page
Footpath and bridleway issues	Ben Cornelly Roger Brookes	Benjamin.cornelly@leeds.gov.uk Roger.brookes@leeds.gov.uk
Parks and Countryside	Simon Fosdick	Simon.fosdick@leeds.gov.uk 0113 3957445
Tree Preservation	Richard Lapish	Richard.lapish@leeds.gov.uk



Christmas Lights	Henry Rhodes	0113 2323215
River/Beck issues and annual visit. Flooding concerns	National Customer Contact Centre – ENVIRONMENT AGENCY - Emily Armitage	0800-80-70-60 Emily.armitage@environment-agency.gov.uk
West Yorkshire metro	Martin Coyle	coyle@westyorks-ca.gov.uk
Police	PCSO	susan.broadwell@westyorkshire.pnn.police.u k 111 non-emergency calls for example anti- social behavior.

Map 1: Assets to be Maintained in Linton



Reference No.	Description
1	Village Green Triangle on Trip Lane
2	Northgate Lane Green with Village Pump
3	Land adjacent to Linton Tennis Club and Linton Memorial Hall Land – (following completion of project).
4	The Daffodil Bank and Old Road

5. Northgate Lane – wildflower planting, trees and hedgerow behind where access is no longer possible for tractor

	Footpath maintained by PC
	Grass/vegetation maintained by PC

Map 2: Assets to be Maintained in Collingham



Reference No.	Description
1	Linton Road Woods – grass, trees, fencing, paths and car park.
2	Glebe Field – grass, trees, gates walls
3	Play Area and Junior Football pitch – grass, trees and path.
4	CALSA – fences and hedge.
5	Common land adjacent to Harewood Road bridge

	Footpath maintained by PC under paths partnership scheme
	Grass/vegetation maintained by PC

