

COLLINGHAM with LINTON PARISH COUNCIL

Email: Clerk@collinghamlintonparishcouncil.gov.uk

There will be a meeting of Collingham with Linton Parish Council in Collingham Memorial Hall on 6th May 2025 at 7pm where the following business will be transacted

Claire Cooper

Clerk to Collingham with Linton Parish Council

Members of the public are welcome to attend a Public Session at the beginning of the meeting for a maximum of 15 minutes.

Agenda

1. To elect the Chairman of the Council

**Sections 15(2) and 34(2) of the 1972 Act (for England and Wales respectively) provide that the Chair of a local council must be elected from among the councillors as the first business of the annual council meeting in May. They remain in office until their successor is elected (at the following meeting unless in the interim they resign, die or otherwise vacate office).*

2. To receive the Chairman's Declaration of Acceptance of Office

3. To elect the Vice Chairman

4. To receive any declarations of interest from Members

**Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Collingham with Linton Parish Council Code of Conduct for Members and by the Localism Act 2011.*

5. To consider requests received by the Clerk for dispensations under Section 33 of The Localism Act 2011

6. To receive apologies and consider acceptance of reasons for absence

7. To consider if any item on the agenda will be discussed in private

**Public Bodies (Admission to Meeting Act 1960) 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 confidential nature of the business to be transacted.*

8. To approve as an accurate record the minutes of the Parish Council meeting on 2nd April 2025

9. To review committee terms of reference including delegated authority (attached)

a) Finance Committee

b) Staffing Committee

c) Planning Committee

d) Playgrounds & Open Spaces Committee

10. To review committee structures and confirm both members and the chair to serve on the committees(attached)

- a) Finance Committee
- b) Staffing Committee
- c) Planning Committee
- d) Playgrounds & Open Spaces Committee
- e) Substitute committee representatives

11. To review and adopt:

a) Standing Orders v1.1(attached)

b) Financial Regulations v1.1(attached)

12. To complete a review of representation on or work with the following external bodies and arrangements for reporting back

- a) City and Parish liaison - Chairman (by default)
- b) YLCA & NALC
- c) PACT
- d) LCC Highways
- e) LCC PROW Paths Partnership Scheme (P3)
- f) Parish Magazine
- g) Linton Residents Association
- h) Collingham BID
- i) Orchard Gardens Trust Committee

13. To consider the recommendation from the Finance Committee to approve the asset register

14. To consider the recommendation from the Finance Committee to approve arrangements for insurance cover in respect of all insured risks for 25-26

15. To complete a review of the council's subscriptions to other bodies

- YLCA – members subscription
- ICO – members subscription
- Freethought – Office365 subscription of users
- Vision ICT – Website Hosts

16. To consider the adoption of the Civility and Respect pledge(attached)

17. To resolve that the Clerk shall complete a total a review of the council's policies, procedures and practices with the priority being to be in respect of creating/ updating the;

- a) Freedom of information and data protection policy
- b) Transparency Policy
- c) Reserves Policy
- d) Media Policy
- e) Training Policy

f) Risk Management Policy & Risk Assessment

18. To note the council's arrangements for holding and accessing legal documents.

a) Minutes – West Yorkshire Archives

b) Title deeds & leases, contracts & legal documentation – Filed with the Clerk

19. To fix the dates and times of ordinary meetings of the Council for 2025 – 2026(attached)

20. To resolve that the Clerk should in future issue all public notices to a nominated councillor to display, with an understanding of the requirements associated with this {in line with LGA 1972 Schedule 12 Para 10(2)(a) – A council must give at least three clear days' notice to the public by posting a notice, giving the time, date and place of the meeting, in a conspicuous place in the parish}

21. Finance

a) To note the update to banking arrangements

b) To note the internal control's check completed on 10th April 2025 and consider any recommendations from the Finance Committee

c) To note the 2024/25 internal audit report and consider any recommendations from the Finance Committee

d) To resolve to approve and sign the 2024/25 Annual Governance Statement

e) To resolve to approve and sign the 2024/25 Accounting Statement

f) To note the Year End Accounts for 1 April 2024 – 31 March 2025

g) To note the Year End Budget position 1 April 2024 – 31 March 2025

h) To note the bank reconciliation to 30th April 2025

i) To note the transfer of £10,000 from the Business Money Manager to Business Current Account on 17/04/2025

j) To note budget spend for 2025 – 2026 year to date

k) To note there were no monies spent using the Clerk/ Chairs' delegated authority

l) To authorise payment of accounts presented

m) To further consider the grant application received from Collingham Memorial Hall(summary attached)

n) To consider the grant application received from Collingham Methodist Church for £250 to be used in organising the 100th Anniversary Celebration (attached)

22. Police Matters

a) To note the police crime statistics report (attached)

23. Village News and Resident Communications

a) To receive the latest resident communication report and agree action as appropriate(attached)

b) To consider items to be included in the next newsletter

24. Environment and Village Matters

- a) To note the update on the sink hole identified on the non- definitive footpath adjacent to Millbeck Green(attached)
- b) To consider the proposal from Cllr Pettit, on behalf of the Glebe Field working party, that a celebratory event take place on 24th May 2025 at the Glebe Field to mark 25 years since the land was acquired by the Parish Council and subsequently the loan being repaid, the event being primarily as the attached proposal, and further that a budget of up to £750 be resolved for this event
- c) To authorise the spend of £700 on maintenance to the Linton telephone box(attached)

25. Organisational matters

- a) To receive the councillor's correspondence report and consider action as appropriate(attached)

26. Training

To note training completed in April, and any tabled requests for future training

- Clerk CiLCA modules {Introduction and Legislation}
- Cllr Julie Brown, S106 and CiL Funding 11 June £27.40

27. Planning

To receive and consider any new planning applications received prior to the meeting, and note updates to the planning report (attached)

5/02042/FU | Single Storey Rear Extension and Dormer Window to Rear | 5 South View
Collingham Wetherby LS22 5DF

<https://publicaccess.leeds.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=STZ53RJBMN700>

28. To note any requests for items for the next agenda

29. The next meeting will be held on Tuesday 3rd June at Collingham Memorial Hall