

COLLINGHAM with LINTON PARISH COUNCIL

Minutes of the meeting held on Tuesday 7th January 2025 – 7.00pm at Collingham Memorial Hall

Present Councillors: Julie Brown (JB) Chair, Chris Corkhill (CC), Helena Pettit (HP), Marianne Moses (MM) & Peter Burr (Resolution 8554)

Officers: Claire Cooper - Clerk & RFO

Members of the public: 3 members of the public were present.

Public Participation: Two members of the public attending on behalf of Linton Memorial Hall made representation for financial aid to complete drainage works at the hall.

The meeting started at 7.00pm.

8548 To receive apologies and accept reasons for absence

Apologies received: Cllr Emma Askew

Absent: Cllr Scott Bascombe

Apologies for absence accepted.

8549 To receive any declarations of interest from Members

None.

8550 To consider requests received by the Clerk for dispensations under Section 33 of The Localism Act 2011

None.

8551 To consider if any items on the agenda should be discussed in private

None.

8552 To approve as an accurate record the minutes of the meetings of full council on 05/11/24 and 3/12/24, the Staffing Committee meeting on 27/11/24 and the Finance Committee on 18/12/24

Resolved: That the minutes were approved as an accurate record and duly signed by the Chair.

8553 To note the resignation of Councillor Angela Martin and Councillor Debbie Forsythe Conroy

Resolved: Noted with thanks to be extended to both councillors.

8554 To consider the co-option of a new Parish Councillor

The applicant made brief representation to the Parish Council.

Resolved: To approve the applicants request to join Collingham with Linton Parish Council in the role of Councillor.

Voting: 4 Councillors present all voted in favour.

Councillor Peter Burr signed the Acceptance of office and joined the meeting.

8555 To note the Police Report – None available

Resolved: That a community support officer should to be invited to the February meeting.

8556 Village News and Resident Communications

a) To receive the latest resident communication report and consider action as appropriate

Resolved: The report to be updated with agreed actions.

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

Resolved: Clerk to complete the January newsletter and distribute.

8557 Environment and Village Matters

a) To consider priorities for January on the maintenance schedule

Resolved: Tracker updated and priorities to be communicated to the contractor

b) To receive an update on planned repairs to the playground

Noted: Works scheduled for 10th February 2 days, signage to be installed and residents informed.

c) To receive an update on progress on the installation of new hoops and goals

Noted: Works scheduled for early February although this is weather dependant.

d) To receive an update on permissions from LCC to install Linton gateway signage

Noted: The Clerk is still awaiting a response from Leeds City Council for a joint meet onsite.

8558 Finance

a) To receive and consider recommendations from the Finance Committee

- 8537 To consider the adoption of a new banking mandate

Resolved: To replace the existing HSBC bank mandate with a new HSBC bank mandate and to resolve as detailed in the banking mandate extract part 3 attached.

Voting: 5 Councillors present all voting in favour.

- 8542 To consider the 2024 – 2025 budget forecast spend to year-end

A discussion took place with the Clerk noting amendments requested by councillors. The revisions to be presented to the Finance Committee on 20th January.

Noted.

- 8543 1 To consider the 2025 – 2026 proposed final budget figures

A discussion took place with the Clerk noting amendments requested by councillors. The revisions to be presented to the Finance Committee on 20th January.

Noted.

- **8543 2 To consider the approach to spend on Christmas lights for the 2025 display**

A discussion took place on the approach to requesting feedback on the lights from 2024.

Resolved: To create a short survey for review prior to publication. Christmas 2025 is to be added to June 2025 agenda for planning.

Voting: 5 Councillors present all voting in favour

b) To note monies spent using the Clerk/ Chairs' delegated authority to spend

i. Electrician repairs to Orchard Garden Christmas Lights £94.99

ii. Balance of payment for bridge repairs to Archella Ltd £1500 + £1752

iii. Expenses reimbursement for replacement defibrillator pads £82.80

Noted.

c) To note balances and receipts in the cashbook.

Noted.

d) To note any project spend and grant receipts in the cashbook.

Noted.

e) To authorise payment of accounts presented.

Staff Costs	£1853.60
Children's Heart Surgery Fund Donation	£50.00
Collingham Music Association Donation	£50.00
C Williamson Payroll Provider	£31.80

Julian Varley Xmas Lighting Repairs	£ 94.99
Collingham Memorial Hall Defib Pads	£82.80
YLCA Councillor Training	£140.40
Leeds City Council Christmas Lights	£1,864.80
YLCA Councillor Training	£52.60
Archella Bridge Repairs	£3252.00

Resolved: Approved with Chair Julie Brown to create and release all payments until such time as the Clerk/ RFO has administration status on the bank account.

8559 Organisational matters

a) To discuss the Parish Council involvement in the existing community Flood Defence Committee

A discussion took place on the current arrangements as they are understood.

Resolved: To make enquiries as to the Chair of the Flood Committee and arrange a meeting to facilitate discussions on the needs of the committee and how the Parish Council could help going forward.

b) To note the response from the insurance company on the matter of the liability arising from adoption of the Station Lane Footbridge

Noted: Work is now required to update the asset register in its entirety as numerous assets appear to be based on historic information and require checking.

8560 Training

a) To note that Cllr Pettit and the Cllr Askew will be attending a YLCA Assertiveness training course in January (The Clerk has handed her seat on the course to Cllr Askew due to limited availability).

Noted.

b) To consider any further training requests look at costs and number

Resolved: That the training budget be revisited to reflect the increased number of new councillors and the current interest in attending training.

8561 Planning

a) To adopt the Terms of Reference for the Planning Committee

Resolved: Adopted

Voting: 4 councillors voted in favour 1 councillor abstaining

b) To confirm membership of the Planning Committee

Noted: Cllrs Marianne Moses, Emma Askew, Peter Burr and Julie Brown, with any other Councillors not be present to be asked in due course.

c) To receive and consider the new planning applications, and note updates to the planning report

24/07300/FU | Single storey side extension | Linfield Northgate Lane Linton Wetherby LS22 4HS

Noted.

24/07141/FU | Demolition of garage to form single storey garage extension to side | 45 Hollybush Green Collingham Wetherby LS22 5BE

Resolved: To object with all Councillors present being in favour.

d) To receive any update on the Miller Homes/ Ridge Meadows development.

None.

8562 Highways

a) To note feedback from the LCC Highways meeting on 16 December 2024

Cllr Julie Brown advised that the meeting had been informative with a communication that the Highways team would be reporting to Parish Councils bi-monthly going forward. Leeds City Council also requested that all Parish Council Clerks use a specific email address to ensure their concerns were logged, referenced and reported effectively within this report.

b) To consider the manner in which the Highways information will be presented at future meetings and how this information will be captured and reported.

A discussion took place.

Resolved: That the bi-monthly report be the primary report brought to the Parish Council meeting. The Clerk is to capture all issues on a local tracker, report them via the dedicated email address and track them through using Leeds City Councils own report to present bi-monthly at full Parish Council meetings.

Voting: 5 Councillors present all voting in favour

8563 Items for next agenda

- i. Preliminary discussions on the refurbishment of Linton telephone box
- ii. A review of the proposed survey for Christmas lighting for 2025
- iii. Proposals to create two working parties:
 - Beck Wood
 - Events

8564 Next Meeting

The next ordinary meeting will be held on Tuesday 4th February 2025, at Collingham Memorial Hall.

Noted.

The meeting closed at 8.50pm.

Signed *Julie Brown*

Chair

Date 23rd January 2025

8556 Resident Communications

December carried over	Resident enquiry in to benches missing from riverside in Beck Wood	Ongoing	Resident asked if the benches would be put back for her disabled mother to be able to access this area	Wrote to resident as Cllr Pettit advised she had been unable to reach them
January	Kingfisher Reach	Closed	Request for details of grant application process, and further feedback	Provided paperwork for improvements and re issued previous response from Parish Council
January	Accessible Defib organisation	Closed	Request for funding to get Tesco Express defib back in service and hosted	Provided paperwork on 09/12/2025
January	Request for footpath alongside Cromwell pub to be restoned	Closed	Request for top up of stone Cromwell pub - Church lane	Scheduled a tidy up for January 2025
January	Crabtree Green - gate access to field	Closed	Resident advised that resident has installed gate to field and is moving tractor traffic over this and leaving debris on the road	Advised to speak to neighbour and could escalate to LCC if necessary. No further communications received.
January	RAF Boston Spa	Closed	Request to ask for information from residents via facebook	Acknowledged and posted on facebook.
January	Xmas lights Glebe brightness and colour	Closed	Resident reported complaints at bright Blue, SG changed to Red and green	Changed to white on 12/12/2024
January	Xmas Lights Shops	Closed	Resident advised lights not on in front of shops	Resolved 11/12/2024
January	Linton Telephone Box Library	Closed	Resident offering to look after this	Cllr Moses to meet resident.
January	Resident report of unsafe working - Linton Common	Closed	Complaint of unsafe and anti social working	Reported to LCC Planning Enforcement
January	Harewood Road speeding	Closed	Damaged road surface outside the Cromwell pub and towards to the beck bridge and lack of response from	Clerk to report to highways and add to highways report.

8557 Maintenance Priorities

Location	Description	Priority	Completed	Comments to January
Bench adjacent to Well – Northgate lane	Secure once new one provided	Low		
Land behind 2 Millbeck Green	Tree stump seat	Low		
Linton Green Space	Dead Tree to be removed. Leave stump for seating around?	Low		
Beck pedestrian bridge at end of Church Lane	Replace rotted planking. Major refurb by contractor of Station Lane bridge.	Medium		Complete January
Footpath Church Lane to Main Street	Cutback verge creep on narrow /older section	Medium		Spring 2025
Beck Wood footpath by Beck	Replace/ repair damaged footpath edging	Medium		
Northgate Farm Main Street Linton	Railings need the green staining cleaning off them	Medium		
Winter planting	Needs watering	High		Ongoing
Northgate Lane Beck	Following on from strimming please can the debris be removed to reduce flood risk	High		January
Northgate Lane junction	Paint white stones in verge	Weather dependent		Spring 2025
Linton Memorial Hall	Strim by beck adj tennis courts	Medium		January
Church lane from Cromwell pub footpath	The public footpath to Church Lane from Cromwell's beer garden is getting very muddy again, and could do with a repeat application of	Medium		Spring 2025
Replace latch of pedestrian gate in Beck Wood and complete repairs on fence	Snapped	Low		Original supplier
Fallen branch on grass opposite	Millbeck Green estate Ref 9009231 for the Forestry Team. Advised will attend site w/c 13/01	Reported 27/12		Tree Enquiries<Tree.Enquiries@leeds.gov.uk>
Finished floor level difference on new bridge	Reported to installer, rubber lip to be installed to create ramp access.	Reported 27/12		Archella
Tree fallen in ginnel adjacent to CalSA	Instructed CP to remove and provide price asap	High		January



Bank use only - web form
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@SISMA / SIIMAN

Mandate for General Organisations

Section 3: Resolutions

You confirm that on:

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 the Organisation passed the following resolutions*:

*If the Organisation has a management committee, the resolutions must have been passed by the relevant management committee of the Organisation.

- 1) The Bank is authorised to act on the following agreements/instructions (**Instructions**) entered into or given by those persons specified by the Organisation (each a **signatory** and together **signatories**) for giving those Instructions as follows:

Instructions

- instructions to make payments on behalf of the Organisation including signing, issuing or authorising cheques, inter account transfers, standing orders, direct debits and electronic payments irrespective of whether the accounts are in credit or debit (even if the payment causes an account to be overdrawn or exceed any agreed overdrawn limit);
- any instruction to stop a payment on any account in accordance with the applicable provisions in the account terms and conditions;
- any agreement(s) signed on behalf of the Organisation for or relating to electronic and/or telephone banking services of any kind whatsoever, and the Organisation acknowledges and accepts there's a power to delegate (including the power to sub-delegate) the operation of these services as set out in the terms and conditions governing these services. These services are extensive; for example, they include making payments, administering accounts and applying for new products and services including credit;
- enter into any agreement(s) signed on behalf of the Organisation for or relating to debit, credit, charge or any other card facilities of any kind whatsoever, and the Organisation acknowledges and accepts there's a power to delegate (including the power to sub-delegate) as set out in the terms and conditions governing these card facilities;
- any agreement(s) signed on behalf of the Organisation for or relating to credit facilities of any kind whatsoever, including borrowing facilities, overdraft facilities and other transactions which have the commercial effect of borrowing;
- instructions to deliver any item held on behalf of the Organisation by the Bank in safe keeping; and
- any other instructions in respect of any other transactions with the Bank (including administering the accounts (detailed in Part 1 Section 2 of this mandate) and opening or closing additional account(s) or services(s)).

Option 2: Any two signatories **together**



Applications December 2024				
Application Number	Address	Description	Proposed Parish Council Response	
24/07141/FU/NE	45 Hollybush Green Collingham Wetherby	Demolition of existing detached garage to form single storey garage extension to side		Due 9th Jan
24/07300/FU/NE	Linfield Northgate Lane Linton	Single storey side extension		Due 14th Jan
Decisions Made and Earlier Applications Still Pending				
Application Number	Address	Description	Decision	
19/07608/RM/NE and 21/09834/COND, 21/01460/COND	Land At Leeds Road Collingham Wetherby	including landscaping and construction methods. Note archaeological investigation in Jan 22 and tree clearance in Feb22. A number of concerns have been shared with Miller Homes. Consent agreement or approval required by Condition 16 to app 14/00315/OT 811106-008 Tree strategy AR-5090-03 approved.	Conditional ongoing	
24/05500/FU	Lynwood Harewood Road Collingham	Removal of existing dormer; Hip to gable extension with windows to side; addition of dormers with windows to rear and roof light to front	Approved	
24/05203/FU/NE	Sevenstones The Avenue Collingham	Alterations to windows to existing openings to front, rear and sides, including replacement of a timber framed window to uPVC	Approved	
24/05193/FU/NE	The Croft 7 Jewitt Lane Collingham	Demolition of rear conservatory and dormer to front; replacement single storey rear extension; new dormers with windows to front and rear incorporating juliet balcony and addition of roof light to rear;addition of door to front and amendments to fenestration; conversion of integral garage to habitable rooms; new cladding materials; new hard and soft landscaping to front and rear.	Approved	
24/05677/FU	Cherry Cottage Main Street Linton	Car port to side; conversion of garage to habitable accommodation; new lobby; amended garden room; alterations to fenestration	Approved	
24/05094/FU/NE	Garth Cottage Trip Lane Linton	Partial demolitions of existing rear extensions; New single storey rearinfill extension and associated new windows; two storey side/rear extension incorporating dormer window to rear and roof lights to front; amendments to fenestration including additions to both sides; enlarged patio to rear	Approved	
24/05884/FU/NE	The Grange Harewood Road Collingham	Demolition of an existing conservatory and side extension; part two storey and part single storey side extension	Refused	
21/05525/COND	Ridge Meadows Northgate Lane/Tibgarth Linton	Discharge of conditions related to development of 25 houses. Flood Risk Management approval granted Dec 23. Will seek meeting with Kebbell and or LCC to discuss construction methods and access. New information provided end Jan covers many of the issues raised.	Refused	
Planning Appeals				
Application Number	Address	Description	Summary of current position	
23/05857/CLP	Spring Hill Linton Lane Linton	Certificate of Proposed Lawful Development for a single storey side extension and a detached outbuilding to the rear. To form an office, gym and swimming pool in the rear garden.	LCC refused on the grounds that the works require significant engineering that is not permitted development, therefore a planning application should be made. Appeal by written representations, comments by 28th March.	APP/N4720/X/24 /3338374
Planning Enforcements				
Case Number	Address	Date Received by LCC	Current Status (new actions in red)	
24/01193/US3	Main Street Collingham	24/10/2024	Installation of illuminated sign - Karo Barbers	
24/01193/US3	Main Street Collingham	24/10/2024	Installation of sign - Capri Pizzeria	
23/00112/UHD2	Wharfe Ghyll Linton Common	10/01/2023	The home owner has been informed that the platform at the river side requires planning permission but so far no application has been submitted.	
24/00836/NCP3	Wild Cherries	24/12/2024	22/00313/FU/NE - clear windows where they should be opaque, email sent. Ongoing since July with LCC advising they would be replaced. Acknowledgement letter received 24/12	
24/00764/US3	Windmill Inn	25/07/2024	Unauthorised sign. Case closed, no significant impact.	HISTORIC
23/01039/UHD3	38 Brookside	03/10/2023	Fencing blocking sight lines.	HISTORIC
24/00667/NCP3	Bridgewood Green	12/06/2024	Compliance check: condition 26 (Construction Method Statement- routes of construction traffic) under outline approval 14/00315/OT	HISTORIC
24/00618/NCP2	Bridgewood Green	24/06/2024	Non-compliance with condition 27 (construction hours) under outline approval 14/00315/OT	HISTORIC
24/01280/NCP2	Wharfe Ghyll Linton Common	19/11/2024	Compliance check: plans and conditions under approval 23/06952/FU. Advised as no Breach 24/12 Case closed	CLOSED
24/01281/NCP2	Wharfe Ghyll Linton Common	19/11/2024	Compliance check: permitted development review Advised no breach 09/12/2024 case closed	CLOSED