

COLLINGHAM with LINTON PARISH COUNCIL

Minutes of the meeting held on Tuesday 4th February 2025 – 7.00pm at Collingham Memorial Hall

Present: Councillors: Julie Brown(Chair), Chris Corkhill, Helena Pettit, Marianne Moses, Emma Askew, Peter Burr & Scott Bascombe

Officers: Claire Cooper - Clerk & RFO

Members of the public: 1

Public Participation: None

The meeting started at 7.00pm.

8584 To receive apologies and consider the approval of reasons given for absence. None.

8585 To receive any declarations of interest from Members. None.

8586 To consider requests received by the Clerk for dispensations. None.

8587 To consider if any items on the agenda should be discussed in private. None.

8588 To approve as an accurate record the minutes of the Extra ordinary meeting on 23/01/2025
Resolved: That the minutes were approved as an accurate record and duly signed by the Chair.

8589 To receive such items that the Chair may wish to lay before the Council

- a) To discuss the requirement for a volunteer for the Parish magazine distribution in Linton
Noted: To ask for volunteers via Linton Residents Association, and also make a request via Facebook/ website/ newsletter.
- b) To receive an update on the management at CaLSA
Noted with sadness the passing of the Chairman of CaLSA Nigel Cooke. It was acknowledged that he had made an extensive contribution to the community over many years and the Parish Council wish to extend their condolences to his family.
- c) To report that Sports and recreation awards nominations are being sought
Noted: To ensure that CaLSA have received the correspondence.
- d) To consider matters concerning the footbridge Health & Safety requirements
Noted: A response to the enquiry on H&S design requirements for the bridge repairs has been received from NALC. An extract of which is below.

"The Health and Safety at Work etc. Act 1974 places a general duty on employers (or duty holders, such as councils) to ensure, as far as is reasonably practicable, the safety of all individuals who may use the structure. Even though the bridge has been repaired on a like-for-like basis, the council has a responsibility to ensure the bridge is safe for public use."

Additionally:

- The Occupiers' Liability Act 1957 requires that the council, as the owner or manager of the bridge, take reasonable steps to ensure the safety of lawful visitors, including children, elderly individuals, and disabled persons.
- Building Regulations 2010, specifically Approved Document K (Protection from falling, collision, and impact), outlines requirements for guarding heights and structural integrity, even for non-building structures like bridges.

Under the Equality Act 2010, public authorities must make reasonable adjustments to ensure accessibility for individuals with disabilities. This applies to public infrastructure, including bridges

Resolved: That having given consideration to the full response from NALC the Parish Council are satisfied that the work completed covers these criteria and no further work is required on the bridge.

Voting: 6 Councillors present with all voting in favour.

8590 Police Matters

- To receive the police report. **Noted.**
- To consider the response from the community police to the invitation to attend meetings

Resolved: To invite the community police to attend one meeting and arrange the date.

Voting: 6 Councillors present with all voting in favour.

- To consider Cllr Askew's proposal to enter into conversation with Harewood Parish Council around their use of speed guns

Resolved: To arrange to meet Councillor's from Harewood Parish Council and report back ahead of any formal proposal.

Voting: 6 Councillors present with all voting in favour.

Cllr Scott Bascombe joined the meeting at 7.32pm.

8591 Village News and Resident Communications

- To receive the latest resident communication report and agree action as appropriate. **Noted.**
- To consider the introduction of a communication plan and decide on items to be included in the next newsletter

Resolved: To adopt the tabled schedule, with adjustments as discussed. To include mention of grants made, works completed and local environmental facilities available to residents.

Voting: 7 Councillors present with all voting in favour.

- To approve the draft survey for feedback on the 2024 Christmas lights

A discussion took place on the actual purpose of the survey.

Resolved: Cllr Moses to create a new survey to request feedback on Parish Council installed lighting rather than Christmas lighting and table for discussion in March.

Voting: 7 Councillors present with all voting in favour.

8592 Environment and Village Matters

- To consider priorities for February's maintenance schedule

Resolved: The following items to be instructed for February:

1. Approach/ prices to be sought for repairs to hole identified adjacent to CaLSA
2. Bench installation
3. Height barrier repairs *instructed under Clerks delegated authority prior to meeting
4. Concrete repairs on entry/ exit points to footbridge

- b) To consider the approach to summer planting for 2025
Resolved: Cllr Burr to develop the scheme and present three quotations at the March Parish Council meeting.
- c) To note the update on fencing repairs
Noted: That the works are now complete and the final invoice is on the payment schedule for authorisation to pay.
- d) To note the date of 10th February for planned repairs to the playground
Noted: That works will be completed over two days with Cllr Corkhill to liaise with contractors onsite.
- e) To receive an update on the planned installation of hoops and goals
Noted: A date of w/c 24th February 2025 has been given for start onsite.
- f) To receive an update on permissions required to install gateway signage
Resolved: To write to residents of properties adjacent to the land asking if they own the land/ for any objections before any further monies expended
Voting: 6 Councillor in favour, 1 Councillor abstained
- g) To note that the planting in Beck Wood by Azure Trees has started
A discussion took place with works having been checked by Cllr Pettit.
Noted: Council to pay for trees planted at a cost of £2,450, and Cllr Pettit to meet Azure Trees onsite to resolve outstanding issues prior to settling final sum.
- h) To note the feedback from the Flood Committee to the Parish Councils meeting request
Resolved: The Parish Council accepted the response from the Flood Committee and do not wish to ask for a seat on the committee.
Voting: 7 Councillors present with all voting favour.

8593 Finance

- a) To consider a Grant application from Linton Memorial Hall
Resolved: To authorise £5,000 upon receipt of an invoice for drainage works at Linton Memorial Hall with further consideration to be given at a later date to any application made based on evidence of alternative funding having been secured. The Parish Council propose to consider any such applications on a match funding basis.
Power to spend: *Local Government (Miscellaneous Provisions) Act 1976, S19*
Halls: Provision of building for public meetings and functions, for indoor sports or physical recreation, or for use of clubs or societies having recreational, social or athletic objects.
Voting: 7 Councillors present with all voting in favour.
- b) To note monies spent using the Clerk/ Chairs' delegated authority to spend
 - i. The purchase of a laptop to upload SID data
 - ii. Clerks overtime for January @ 20 hours agreed with the Chair via email
 - iii. Clerks expenses
 - iv. Repairs to height barrier in Beck Wood car park**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	£1635.20
Expenses	£ 437.52
Bardsey Tree Services	£ 252.00

YLCA Inv 2965	£52.60
YLCA Inv 2979	£64.00
Grahams Landscapes Fencing	£5,645.00 (Paid upon completion)
YLCA Inv 3018	£70.20
Grahams Landscapes Fencing	£2,975.00
PWLB	£9,793.13(Direct debit)
Chris Parks January Invoice	£1,230.00
Royal British Legion Poppy Appeal*	£45.00
YLCA Inv 3044	£26.30
Azure Trees Part Payment Beck Wood	£2,450.00
C Williamson Payroll	£21.20

* Including approval of Royal British Legion request for donation of monies for Poppy Wreaths.

Resolved: Authorised with Cllr Brown to create and release all bank payments until such time as the Clerk/ RFO has administrative status on the bank account.

- f) To note receipt of CiL19/07608/RM £177,697.50. **Noted.**

8594 Organisational matters

- a) To confirm that the method for sharing councillor meetings documentation
Resolved: That the summons and all paperwork will be issued electronically for all Councillors. The Clerk will produce paper copies of agendas for the meeting only.
Voting: 7 Councillors present with all voting in favour.
- b) To note the updated schedule of Parish Council and committee meetings for 2025
Noted.
- c) To receive the councillors correspondence report and consider action as appropriate
Noted.
- d) To consider the approach to the recruitment of three additional councillors
A discussion took place where it was noted that at present only one co-option position can be advertised as LCC have not given permission for the further positions to be filled via co-option.
Resolved: That an advertisement be placed using the notice boards, Facebook, website and newsletter.
Voting: 7 Councillors present with all voting in favour.
- e) To consider the proposal for a Playgrounds and Open Spaces Committee and its intended responsibility for the development of a Management Plan for Beck Wood
A discussion took place with the example of a management plan be circulated to the committee members.
Resolved: That the Committee be formed with Cllr Pettit as chair, Cllr Moses and Cllr Askew as members. The first meeting to be scheduled for 4th March at 5.30pm.
Voting: 7 Councillors present with all voting in favour.
- f) To receive a report on plans for the Annual Parish Meeting and discuss its format
Noted: Cllr Brown advised that the latest presentation will be circulated for comments and the item be added to the March agenda for further discussion.
- g) To note the Clerks annual leave week commencing 10th February 2025 for one week
Noted.

8595 Training

- a) To receive feedback on training completed in the previous month. **Noted.**
- b) To note the enrolment of the Clerk for the CiLCA qualification with a requirement of five hours working time each week from March until November 2025. **Noted.**
- c) To consider any tabled requests for training

A discussion took place on the Parish Councils priorities between now and April with a sum available to be tabled at the March meeting. **Noted.**

8596 Planning

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

1. 24/07330/FU/NE Construction of structural integration to link two detached garages Collingwood Hill Crest Collingham
2. 24/07300/FU/NE Single storey front extension Linfield Northgate Lane Linton

Noted.

b) To receive an update on the Ridge Meadows development

Noted:

8597 Highways

Leeds City Council issued the report to the Parish Council on 4th February. This will be tabled at the March meeting.

Noted.

8598 Items for next agenda

1. To discuss policies adopted/ to be adopted for the Parish Council
2. To consider the grant application for Collingham Memorial Hall
3. To appoint a Councillor to complete the Internal Controls checks for 2024 - 2025

8599 Next Meeting

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

The meeting closed at 8.55pm

Signed *Julie Brown* **Chair**

Date 04/03/2025