

COLLINGHAM with LINTON PARISH COUNCIL

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

Present: Councillors: Julie Brown(Chair), Chris Corkhill, Helena Pettit, Marianne Moses, Emma Askew, Peter Burr, Scott Bascombe(7.05pm)

Officers: Claire Cooper - Clerk & RFO

Members of the public: 1

Public Participation: None

The meeting started at 7.00pm.

8600. To receive apologies and accept reasons for absence. None.

8601. To receive any declarations of interest from Members. None.

8602. To consider requests received by the Clerk for dispensations. None.

8603. To consider if any items on the agenda should be discussed in private. None.

8604. To approve as an accurate record the minutes of the Parish Council meeting on 04/02/2025

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

Cllr Bascombe joined the meeting at 7.05 pm.

8605. To receive such items that the Chair may wish to lay before the Council

Noted: The Chair's planned absence 26th March to 4th June.

8606. 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: 7 Councillors present with all voting in favour.

Cllr Anthea Powell signed the acceptance of office and joined the meeting.

8607. Police Matters

a) To receive the police report. Noted.

b) To note the response from the community police and confirm the requested meeting as Wednesday 2nd April at 7pm

Noted: The Clerk is to write to the Wetherby Ward & Harewood Ward Sergeant with the questions the Councillors would like to ask at this meeting.

c) To receive a verbal report on the meeting between Cllrs Pettit & Askew and Harewood Parish Council on the subject of speed guns

Noted: There were no significant details to share or decisions required by council at this time.

8608. Village News and Resident Communications

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

Resolved the following actions:

i). To advise the resident that the parish council signage at CaLSA will be reviewed and signage refreshed as necessary.

Voting: 8 Councillors present with 7 in favour and 1 abstaining

ii). To advise the resident that the tarmacking of the land adjacent to the beck would be investigated further.

Voting: 8 Councillors present with 7 in favour and 1 abstaining

iii). The resident volunteer to manage Linton Telephone Box library to be contacted again prior to readvertising.

Post meeting note: The resident has responded and Cllr Moses has been in touch to discussed further.

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

Noted: The following items to be included- Welcome our new councillor, volunteers required for Linton parish magazine distribution, recycling facilities available, two further councillor vacancies, projects completed in the parish.

c) To consider next steps with discussions on the Parish Council owned lights

Resolved: Cllr Burr to provide a report on the operation and issues with Glebe Field lights ahead of any further discussions.

Voting: 8 Councillors present with 7 voting in favour and 1 abstaining.

8609. Playgrounds and Open Spaces (POS)

a) To receive a verbal report from the committee on their first meeting and consider any immediate recommendations for actions tabled from the meeting

Noted: Cllr Pettit provided a brief overview of the first committee meeting. The minutes from this meeting will be presented at the April Full Parish Council meeting.

Recommendations:

i) To request that Cllr Corkhill complete the review of the 2024 playground inspection report and confirm any outstanding actions.

Noted: Cllr Corkhill agreed to complete checks on the playground items.

ii) To instruct Hyperion Tree Services to complete maintenance to trees in Glebe Field at a cost of £500 (ref 0114).

Resolved: To accept the POS Committee recommendation.

Voting: 8 Councillor present with 8 voting in favour

iii) To advise the Parish Council that sign off of planting in Beck Wood by Azure Trees is complete and the balance of £4,200 should be paid.

Resolved: To accept the POS Committee recommendation.

Voting: 8 Councillor present with 8 voting in favour

b) To note priorities identified by the POS committee for the March maintenance schedule.

Noted: The maintenance schedule was reviewed and annotated to be presented to full council. The Committee advised that they had requested that all works identified be priced and quotations confirmed prior to completing the work.

8610. Environment and Village Matters

- a) To receive the statement from the insurance company and consider next steps in the repair of the sink hole on land adjacent to CalSA**

Noted: That the insurance company are reviewing the application and will advise in due course. The insurance company have advised the Parish Council should not engage in conversations around liability ahead of their decision.

- b) To receive the report on the planning for summer planting for 2025**

The report was discussed in some detail.

Resolved: The quotation for £855 provided by Atrium be approved and the work instructed.

Voting: 8 present with 7 voting in favour and 1 abstaining.

Resolved: To approve a quotation for £170 for 4 additional hanging baskets following the receipt of a written quotation.

Voting: 8 present with 7 voting in favour and 1 abstaining.

- c) To note completion of the planned repairs to the playground**

Noted: Two outstanding items to be closed by Kompan.

- d) To receive an update on the ongoing installation of hoops and goals**

Noted: Works are ongoing and will complete next week.

- e) To consider a proposal from Cllr Askew to install replacement Collingham signage**

Proposal withdrawn

8611. Finance

- a) To consider the grant application received from Collingham Memorial Hall following the public presentation on 27th February 2025**

Feedback was received from Councillors attending the presentation and a discussion took place.

Resolved: To seek clarification on a number of items within the proposal and re-table at a future meeting following a response from the applicant.

Voting: 8 Councillors present with 6 voting in favour and 2 abstaining

- b) To consider the grant application received from Collingham Community Cinema for the sum of £420.95 to cover their annual insurance premium**

Resolved: To seek clarification on a number of items within the proposal and re-table at a future Parish Council meeting

Post meeting note: The Collingham Community Cinema have withdrawn their application and will be looking at alternative proposals.

- c) To request a Parish Councillor to complete the Internal Financial Controls audit**

Noted: Cllr Bascombe will complete this.

- d) **To note monies spent using the Clerk/ Chairs' delegated authority to spend**
i. Clerks expenses
Noted.
- e) **To note balances and receipts in the cashbook. Noted.**
- f) **To note any project spend and grant receipts in the cashbook. Noted.**
- g) **To receive the projection on spend to the end of the current financial year. Noted.**
- h) **To authorise payment of accounts presented**

Staff Costs	Clerk's Salary	£1,040.55
HMRC	Clerk's Tax and NI	£288.05
Claire Cooper	Clerk's Expenses	£68.78
Azure Trees	Beck Wood Payment 2	£4,200.00
Chris Parks	February 2025 Maintenance invoice	£520.00
PWLB	Glebe Field Loan – DD	£9,793.13
Kompan Lets Play	Playground repairs Inv 259583	£5,109.15
Kompan Lets Play	Playground repairs Inv 259819	£1,291.20

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.

8612. Organisational matters

- a) **To receive the Councillors correspondence report and consider action as appropriate. Noted.**
- b) **To discuss and agree the plan for the Annual Parish Meeting**
Noted: Cllr Brown working with Cllr Moses has completed the draft presentation. This is to be reviewed by the Councillors for further consideration and comment. The Councillors will work on this presentation and report back to April's full council.
- c) **To confirm a Councillor member to join the Staffing Committee**
Noted: Cllr Powell appointed.

8613. Training

- a) **To note available funds for training prior to 31st March 2025 as £300, and any tabled requests for further training**
i.Cllr Brown Planning for the Future- Navigating the new planning framework £35 + vat 29th October 2025
ii.Cllr Askew – Talking Tables £70 21st March 2025
iii.Cllr Burr requested Microsoft Office 365 training and a Desktop license for Office
Noted: Training to be arranged, and price for desktop license to confirmed prior to decision.

8614. Planning

- a) **To receive and consider the new planning applications, and note updates to the planning report**
25/00613/FU | Erection of single storey front and side extension | Willows Crabtree Green Collingham Wetherby LS22 5AB.

Noted.

25/00491/FU | Demolition of existing front conservatory and single storey side extension, erection of part two storey part single storey side and front extension including solar panels, fenestration alteration to side, and new front gates. | The Grange Harewood Road Collingham Wetherby LS22 5BL .

Resolved: Objection to be uploaded to the LCC planning portal.

Voting: 8 Councillors present, with 5 in favour of objection and 3 abstaining.

25/00678/FU | New soil and vent pipe to front elevation | Fullerton House Main Street Collingham Wetherby LS22 5AS.

Noted.

Voting: 8 Councillors present, with 1 objection.

25/02027/FU/NE / Saas Fee Crabtree Hill Collingham.

Noted.

25/00986/FU/NE 69 Brookside Collingham.

Resolved: Objection to be uploaded to the LCC planning portal.

Voting: 8 Councillors present, with 7 in favour of objection and 1 abstaining.

Noted: That the Chair requested the meeting be extended to 9.15pm to allow for completion of the agenda.

*SO 3{v} A meeting shall not exceed a period of 2 hours. Should the meeting need to be extended, the Chair will seek permission of the meeting for an agreed extension in order to complete the meeting.

Voting: 8 Councillors present, with 8 voting in favour.

b) To consider any response to the revised construction management plan condition application 24/06581/COND - Ridge Development

Resolved: That the comments received from the Ward Councillor aligned to the Parish Councils own view with the addition of a request for consideration of disruption to the transport routes, controls on noise (specifically in relation to stone movement and crushing) and confirmation of the method LCC intend to implement to enforce the limitations and commitments made in the plan.

Voting: 8 Councillors present, with 7 in favour and 1 abstaining.

8615. Highways

a) To consider and agree on any actions required as a result of the updated Highways report received from Leeds City Council on 4th February 2025

Noted: Cllr Brown has offered to lead on the Highways Report from June 2025.

8616. Items for next agenda

- a) To consider the report on the Parish Council's current policies and identify priorities for the introduction of any additional policies required and the revisions to the existing documents (deferred from March)
- b) To discuss the approach to updating the Parish Council's current asset register ahead of the AGAR submission
- c) To receive a progress report on the Year End cash position and details of receipts and payments carried forward to 2025 – 2026
- d) To receive the minutes and consider any recommendations from the Finance, Staffing and POS Committee meetings

8617. Next Meeting

The next meeting will be held on Wednesday 2nd April 2025, at Collingham Memorial Hall.

The meeting closed at 9.10pm.

Signed: *Marianne Moses* Chair

Date: 2nd April 2025