

BOSTON SPA PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on Monday 15 January 2024 at the Village Hall, Boston Spa at 7.00 pm

Present: Cllrs K Blake (Chairman), G Bowen (Vice chair), S Courts, K Alderson, D Taylor, E Alderson, M Heum. Cllr Stables arrived at 19:09.

Apologies: None.

In Attendance: D Marshall (Clerk to the Council)

Guests: Ward Councillors Norma Harrington & Alan Lamb.

No members of the public were in attendance.

170/23	To accept apologies for absence and approve reasons for absence
	None.
171/23	To note declarations of interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests (DPI) in the business to be transacted at this meeting
	Cllrs E and K Alderson, P Stables and D Taylor all declared a non-pecuniary interest in 157/23ii 23/02872/FU – Land East of Church Street and 157/23iii 23/03008/FU - Former School, 27 Church Street. Cllrs Heum and Alderson declared a non-pecuniary interest in Planning Application 23/07297/FU - 146 High Street.
	Resolved: That the interests be noted and the above councillors excluded from a vote on such matters.
172/23	To receive an update from the Ward Councillors
	Cllr Lamb said he had met with Chris Proctor from LCC Highways who will meet with COLAS on Friday regarding the loose pavers on the High Street car park entrance. COLAS are responsible for any remedial work for up to 12 months after project completion. Cllr Blake said he had an updated snagging list which had been sent to Highways. Some road line markings are still outstanding at Bridge Close and Church Mews as well as the marking of some disabled parking spaces. Cllr Lamb is holding a meeting regarding the Westwood Way TRO on 16 th January. The revised TRO is likely to be a pared back version of the original. The new Deepdale play equipment has now been installed and the relocation of the footpath next to the skate park will be completed by the end of March. Cllr Lamb said he was holding discussions with LCC regarding EV charging solutions for residents who have no off-street parking. Cllr Stables said that the Waste Management Team will be visiting the village to reassess the locations of the yellow plastic and proposed orange cup recycling bin.
173/23	To confirm the Minutes of the meeting held on 18 December 2023 and review the action list
	140/23v- Include inconsiderate parking flyer in e-newsletter – ongoing 141/23i - Produce specification for Stables Lane Car Park resurfacing - completed. 161/23iii - Liaise with schools regarding Church Fields overflow car park - ongoing
	Resolved: That the minutes be accepted as a true record and the action list updated.
174/23	Chairman’s Update
	Cllr Blake welcomed Cllrs E Alderson and D Taylor as new Councillors for 2024. It was noted that Cllr King had resigned from the PC on 31 st December 2023.
175/23	Financial matters
	i) To review the monthly figures and bank reconciliation
	The report had been circulated prior to the meeting.
	Resolved: That the figures be accepted as a true record.
	ii) To consider the 2024-25 draft budget
	The Tax Base and LCTS Grant has now been confirmed by LCC. The LCTS is £1,632. The Tax Base has dropped from 2005.3 in 2023/24 to 1,990.2 in 2024/25, meaning an equivalent loss of 15

		Band D properties. The current required budget is £74,150. This would equate to a cost of £37.26 per Band D property per year. This is an increase £7.13 on 2023/24 or 23.7%.
		Resolved: That the 2024-25 precept be approved at £74,150.
	iii)	To consider the increase in the Clerk's contacted hours to 18 per week commencing 1st April 2024.
		Resolved: That the increase in hours be approved.
	iv)	To consider the distribution of a £82.88 donation received from the Richard Dawson Trust
		It was proposed by Cllr Alderson that the donation be given to WiSE as in previous years.
		Resolved: That the donation of £82.88 be given to WiSE.
176/23		Administration & Governance
	i)	To consider the allocation of Parish Councillor responsibilities
		A list of responsibilities was circulated prior to the meeting. The following Councillors were proposed to fill vacancies left by the resignation of Cllr King. Friends of Stables Lane – D Taylor, Deepdale Management Association - Cllr Heum, Allotments Lead – D Taylor. Cllr E Alderson was proposed for Social Media management.
		Resolved: That the above responsibilities be accepted.
	ii)	To consider a draft Social Media policy
		A draft social media policy has been circulated prior to the meeting. It was agreed that the policy be accepted, but that adjustments could be made once learnings had been taken from the increased use of Facebook and Next Door as communication channels.
		Resolved: That the draft Social Media policy be accepted.
177/23		Planning issues
	i)	To review planning applications and agree responses 23/07297/FU - 146 High Street- Cllr Blake proposed that neutral comment be supplied to show support for the reutilisation of empty retail premises on the High Street. 23/07672/FU 6 Bridge Close – No comment
	ii)	To consider application 23/02872/FU - Land East of Church Street
		Cllr Blake had written to Leeds Planners to obtain an update. A detailed response has been received regarding the outstanding information that is required from the developers by LCC. Cllr Blake proposed a meeting with Cllrs Bowen and Courts to discuss a response from the PC.
		Resolved: That Cllrs Blake, Bowen and Courts meet to consider a PC response.
	iii)	To receive an update on 23/03008/FU - Former School, 27 Church Street
		Cllr Blake advised the PC that the application had been refused by the LCC Planners on 20th December 2023.
		Resolved: The Clerk to submit responses on behalf of the Parish Council to Leeds CC where appropriate.
178/23		To receive any crime reports or updates from the PACT meeting
		Cllr Harrington said there had been no PACT meeting in January and that the December and January crime reports would be available at the February PACT meeting,
179/23		To receive an update on highways, parking and streetscene matters
	i)	To consider the Highways maintenance schedule for 2024-25 and the amended provisional list of sites for 2025-26 to 2028-29
		Resolved: That the Highways maintenance schedule be welcomed.
	ii)	To review the High Street Christmas lighting
		Cllr Blake circulated a report of 2023 lighting positions. It was proposed that three further lights be installed on the lamp posts in the gap between Pine Tree Avenue and the Village Hall and that two poppy lights be ordered to replace two of the Tommys at the memorial in 2024.
		Resolved: That the above recommendations be accepted.
180/23		To receive an update on issues concerning Stables Lane and receive any updates from the Friends of Stables Lane Working Group

	i) To consider costs associated with emergency works to the slide panel
	A quote had been received from Sutcliffe Play for £1,423.70 for a replacement slide entry panel, carriage and installation. Any missing clips and fixings will also be replaced for this cost.
	Resolved: That the quote of £1,423.70 be accepted.
	ii) To consider annual hire charges for 2024-25 fitness and sports class licences
	The Clerk circulated the 2023-24 hire charges. It was proposed that the cost be increased by 5% in 2024-25 to reflect inflation.
	Resolved: That the hire charges be increased by 5%.
	iii) To receive an update on car park surfacing
	A specification had been circulated by Cllr Blake following the last meeting. The details of two further suppliers had been obtained to be approached for quotes.
	Resolved: That the specification be approved and two further quotes obtained.
	iv) To consider the application and submission documents for a Green Flag award
	The Clerk had circulated the application document prepared by Keith Jackson prior to the meeting. It had been confirmed that there would be no cost for the application.
	Resolved: That the application for the Green Flag Award be welcomed.
	v) Other issues
	Play Area surfacing
	Following the review of the annual play inspection report, the Clerk had contacted a specialist surfacing provider to inspect the sunken lattice matting which had been identified as a safety risk. Rubber mulch was proposed as the most suitable alternative, although patching within the existing rubber lattice matting would not be possible due to creation of an uneven surface and potential trip hazards. It was considered that the double swing set, seesaw and areas around the small and large multi play areas be the priority. Individual pricing had been provided and the installers had stated that a discount could be made if multiple areas were laid at the same time. It was proposed that the installer be asked to complete the above work within a budget of £10,000.
	Resolved: That the installer be asked to complete the above work for £10,000.
	vi) Sponsored Trees
	Cllr Alderson said he had a number of sponsors for new trees on the park. It was proposed that £200 be requested per tree in line with the recent sponsored trees at Church Fields. Mike Gadd of Boston Spa Green Group said he had two Juniper Trees that could be supplied and planted at a cost of £35.
	Resolved: That the price for sponsorship of each tree be £200 and the cost of £35 be accepted.
181/23	To consider any issues regarding Church Fields or public open spaces
	i) To receive an update on access to the overflow car park by schools (Cllrs Taylor & Stables)
	Cllr Stables said there was no update at present and that she would be meeting with Westwood Way residents on 16 th January.
	ii) To consider a budget of £300 for the purchase of a chainsaw and hedge trimmer to be donated to Boston Spa Green Group.
	Cllr Stables said that this was still under consideration by the Green Group due to the cost of the insurance for the use of the equipment by volunteers.
182/23	To consider any riverside issues
	<ul style="list-style-type: none"> Cllr Stables reported that some of the footpath edging is missing on the path behind St Mary's Church. The Clerk advised that there was also missing edging near Deepdale. It was recommended that the Conservation Volunteers be asked to do a site visit and quote for remediation work. Cllr Stables reported that the collapsed wall near Spa Baths is owned by the residents in the property behind and they are currently awaiting an insurance claim before it can be rebuilt. The area has been made safe in the meantime.
183/24	Green Issues
	i) To consider a request to circulate advice regarding wood burning stoves
	A number of complaints had been received by Cllr Stables regarding smoke being emitted from chimneys and log burning stoves. It was recommended that an education piece from Boston Spa Green Group be included in the e-newsletter to discourage residents from burning damp wood.
	Resolved: That the above recommendation be accepted.

184/23	Allotments		
	i)	To receive an update the allotments (Cllrs Taylor & Bowen)	
		Cllrs Bowen and Taylor confirmed that they would be holding an allotments meeting on 17th January.	
185/23	Neighbourhood Planning Advisory Committee (NPAG)		
	i)	To receive any updates from NPAG (Cllr Bowen)	
		The Deepdale public consultation will take place on Saturday 27 th January. Cllr Bowen said she would mount the banner at Deepdale. Cllr Taylor said he would assist with the roadside signs.	
186/23	To receive reports from members who have attended other committees and meetings		
		<ul style="list-style-type: none"> Cllr Bowen had she had organised a meeting with the members of the Village Centre Liaison Group. There are still concerns about HGV signage. Cllr Harrington said that Highways would be undertaking a complete review of all HGV signage in Wetherby over the coming months. 	
187/23	Exchange of Information – to raise any emerging issues		
		None.	
188/23	To note correspondence received and approve any responses/ action to items of correspondence		
		The list of correspondence was circulated prior to the meeting.	
		Resolved: That the list of correspondence be noted.	
189/23	To approve payments and receipts in accordance with the budget		
	D Marshall	Salary & Expenses	£1,095.08
	The Play Inspection Company	Annual playground and skate park inspections	£342.00
	Wharfe Valley Garden Maintenance	Millenium and Memorial Gardens Maintenance Nov & Dec	£336.00
	Deepdale Community Centre	Hire Charge – NPAG Consultation	£35.00
	Information Commissioners Office	Data protection renewal fee	£35.00
	Leeds City Council	Memorial Bench	£924.00
	Receipts		
	The Richard Dawson Trust	Donation	£82.88
	Love Productions	Filming Donation – Stables Lane Park	£20.00
		Resolved: That the above payments be approved.	
190/23	To receive items for the Ordinary Parish Council meeting on Monday 19 February 2024		
		None.	
Closure	There being no further business the Chairman declared the meeting closed at 21:05 hours.		

Signed _____ Date _____

ACTIONS

	20th November 2023	
140/23v	Include inconsiderate parking flyer in e-newsletter	Cllr Heum
	18th December 2023	
161/23iii	Liaise with schools regarding Church Fields overflow car park	Cllr Stables
	15th January 2024	
176/23ii	Provide Facebook login to Cllr E Alderson.	Cllr Heum

177/23ii	Organise Planning meeting with Cllrs Bowen and Courts to discuss 23/02872/FU - Land East of Church Street	Cllr Blake
180/23iii	Obtain two further quotes for Stables Lane car park surfacing	Cllrs Alderson & Blake
183/23	Include advice regarding wood burning in e-newsletter	Cllr Heum