

BOSTON SPA PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on Monday 18 March 2024 at the Village Hall, Boston Spa at 7.00 pm

Present: Cllrs K Blake (Chairman), G Bowen (Vice chair), E Alderson, M Heum, S Courts. Cllr Stables arrived at 19.03.

Apologies: Cllr K Alderson and D Taylor.

In Attendance: D Marshall (Clerk to the Council)

Guests: Ward Cllr Alan Lamb.

No members of the public were in attendance.

214/23	To accept apologies for absence and approve reasons for absence	
	Apologies had been received from Cllrs K Alderson and D Taylor	
	Resolved: That the apologies be accepted and consented to	
215/23	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 had all previously 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. Cllr Courts declared an interest in the proposed Low Mills Farm Retirement Village.	
	Resolved: That the interests be noted and the above councillors excluded from a vote on such matters.	
216/23	To receive an update from the Ward Councillors	
	<ul style="list-style-type: none"> • Wattlesyke roundabout has now been resurfaced. An update is being awaited on when the contractors will return to resurface Grange Moor roundabout. • The Parish Council were asked to think of any public areas where EV Chargers can be installed. • The Ward Councillors are continuing to meet with Westwood Way residents. There will be a new consultation on the revised TRO. 	
217/23	i)	To confirm the Minutes of the ordinary meeting held on 19 February 2024 and review the action list
		Cllr Blake proposed a revision to item 200ii - 23/02872/FU - Land East of Church Street to read that the development ticks the boxes for the SAP Policies, not the NP Policies.
		Resolved: That the above amendment be made, and the updated minutes accepted as a true record.
		161/23iii Liaise with schools regarding Church Fields overflow car park Cllr Stables- ongoing 177/23ii Organise Planning meeting with Cllrs Bowen and Courts to discuss 23/02872/FU – ongoing 202/23ii Speak to Gala Committee regarding 50% contribution to street bunting – completed
		Resolved: That the action list be updated.
218/23	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 receive the 2023-24 end of year forecast
		The Clerk circulated a report prior to the meeting. The PC’s expenditure will be c £18,000 over its income in 2023-24. This is due to investments in Village Hall improvements, essential tree works and Christmas lighting. These costs have been taken from the PC’s reserves.
	iii)	To consider recommendations for savings accounts
		The Clerk and Cllrs Blake and Courts met on 13 th March. A number of savings accounts had been proposed for consideration. It was agreed that the updating of signatories for each of the

		accounts should be the priority before the Parish Council considers the movement of funds in May following the maturity of the Cambridge & Counties 5-year savings bond. Cllr Stables said there was an app to check the ethicality of banks and building societies and that she would provide the details.
		Resolved: That savings accounts be reconsidered at the May meeting
	iv)	To consider the Parish Council's internal controls checklist and financial risk assessment
		All internal controls and the internal audit system were found to be effective.
		Resolved: The Council accepted the reports, which were duly signed by the Chairman, Cllr Courts and the Clerk.
219/23	Administration and Governance	
	i)	To consider a quote of £243 for the printing of the 2024 Annual Parish Newsletter
		Resolved: That the quote of £243 from Parish Magazine Printing be accepted.
	ii)	To consider agenda items and speakers for the Annual Parish meeting on Wednesday 15 May
		The following items were suggested for inclusion: An update on the Neighbourhood Plan by Cllr Bowen, A Green Group update from Adrian Balcombe, Chairman's report from Cllr Blake and an update on the BEET (Boston Spa Energy Efficiency Trial) from Keith Jackson.
		Resolved: That the above topics be covered in the APM.
	iii)	To consider a draft Biodiversity Policy
		A draft biodiversity policy had been circulated prior to the meeting.
		Resolved: That the biodiversity policy be adopted.
	iv)	To consider a draft Communications and Social Media strategy
		A resident engagement plan from 2018 had been circulated prior to the meeting. It was proposed that Cllr E Alderson review the plan and provide suggested updates and improvements for consideration at the April meeting.
	v)	To consider the updated asset register 2024
		The updated list was circulated prior to the meeting.
		Resolved: That the updated asset list be accepted.
220/23	Planning issues	
	i)	To review planning applications and agree responses
		24/00830/FU Beech Tree Cottage, 3 Springfield- No comment
		24/00378/FU 6 Bridge Close- No comment
		24/01047/FU 46 Moor Side- No comment
		24/01045/FU 8 St Marys Vale- No comment
		24/01270/FU 20 Grove Crescent- No comment
		24/01324/FU 15 Fieldhead Paddock- No comment
		24/01394/FU 11 Holly Road- No comment
		23/07297/FU 146 High Street – The Parish Council had previously submitted a neutral comment on the application for change of use and creation of 3 flats. Comments made by Highways and the Access Officer had raised objections because of the lack of parking and disabled access. This building has always had these issues despite its commercial and/or residential use classification. Rather than see the application refused and the building remain empty, the PC proposed to change its response from neutral to support.
		Resolved: The Clerk to submit responses on behalf of the Parish Council to Leeds CC where appropriate.
	ii)	To receive a notification of an emerging proposal for an Integrated Retirement Community (IRC) and Care Home at Low Mills Farm
		Royal Pilgrim contacted the PC to advise that a Public Consultation will take place in March for Low Mills Farm. The PC has advised the company that any discussions should be held directly with LCC as part of the 2040 Local Plan consultation.
	iii)	To consider 24/01137/TR – removal of Leyland Cypress boundary hedge and felling of Portuguese Laurel at 26 Hall Mews
		Cllr Stables said she had visited the resident who resides next to the hedge. Unfortunately, there is no protection for hedges on residential land and the PC and/or Ward Councillors are not able to raise an objection. Residents at Hall Mews are now planning to meet directly with the landlord,

		Places for People.
	iv)	To consider application 23/02872/FU - Land East of Church Street
		Cllr Blake apologised that he had not arranged a meeting with Cllrs Bowen and Courts to discuss the above application. It was agreed that the deadline for submission of comments would be checked, and a meeting would be arranged as soon as possible.
221/23		To receive any crime reports or updates from the PACT meeting
		The Clerk said she had not received a Crime report for February. Cllrs Blake and Stables attended the February PACT meeting where the issue of drug dealing on Grove Road was discussed. This is being addressed by the Police.
222/23		Community Events
	i)	To consider the funding of new bunting
		Cllr Taylor consulted the Gala Committee and they had agreed to provide £175 towards new bunting. This would leave the Parish Council to contribute £325 towards the £500 cost.
		Resolved: That the PC's contribution to the bunting be £325.
223/23		To receive an update on issues concerning Stables Lane and receive any updates from the Friends of Stables Lane Working Group
		<ul style="list-style-type: none"> • Cllr Blake stated that work on car park surfacing is expected to start in April. Boston Spa in Bloom will provide planters for the edge of the overflow car park. • Cllr Stables had consulted St Mary's School regarding the creation of an entrance to the park from the rear of the school. Unfortunately, this has been declined as the old bungalow is being converted into a classroom and space is required at the rear for access.
224/23		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 reported that there had been no progress and asked this be removed from the agenda.
	ii)	To consider a missing bollard for the overflow car park and replacement signage
		St Mary's Church had reported that one bollard had gone missing, and one had been damaged together with the car park sign, possibly because of a vehicle collision. It was proposed that the bollards be replaced with an iron gate which would be easier to open and more visible to drivers. A budget of £1,600 was proposed for the purchase and installation of the gate to be taken from the Church Fields Reserve. Cllr Blake said he would liaise the Job Man to obtain a quote for the work.
		Resolved: That a budget of £1,600 for the purchase and install of a gate be approved.
	iii)	Other issues
		Yellow Recycling Bins
		Cllr Stables received a proposal back from LCC Environmental Services to move the yellow bin at Millennium Gardens to the left side of the library near the cycle hoops. An additional yellow bin can be placed next to the existing waste bin at the entrance of Stables Lane Park near the tennis courts. LCC do not have any orange cup recycling bins available at present.
		Resolved: That the above proposal for the yellow bins be accepted.
225/23		To consider any riverside issues
		A resident reported that the riverside path at the bottom of Wharfeside is now extremely muddy. The resident will contact the LCC PROW Team to see if there is any funding for surface improvements.
226/23		Neighbourhood Planning Advisory Committee (NPAG)
	i)	To receive any updates from NPAG
		Cllr Bowen reported that the online public consultation will be launched at the end of March. NPAG will next meet on 22 nd April.
227/23		To receive an update on Village Centre Plan issues
		<ul style="list-style-type: none"> • Cllr Blake said there is still no update on the remedial work from COLAS. Yorkshire Water has assessed the drainage issues outside Yeadon's and have declared that it is not their sewer at

	<p>fault. LCC now needs to investigate its drainage further.</p> <ul style="list-style-type: none"> A number of traders have expressed their concerns regarding the addition of a further disabled parking space, which they believe may affect footfall. Peter Mudge of Leeds City Council is liaising with the traders directly. 		
228/23	To receive reports from members who have attended other committees and meetings		
	<ul style="list-style-type: none"> Cllr Stables said that a Community Litterpick is being held by the Boston Spa Green Group at 10am to midday on Saturday 23rd March. Cllr Bowen said she had been invited to the Leeds Festival meetings and that she would start to attend the meetings in July to keep the PC informed of any traffic plans 		
229/23	Exchange of Information – to raise any emerging issues		
	<ul style="list-style-type: none"> The bin on Church Street near the entrance to the allotments has been reported missing. Cllr Stables has asked for a replacement. Cllr Stables has asked the PC to provide locations where fruit trees can be planted Cllr Stables confirmed that grassed area at the entrance to Box Tree Court on Westwood Way is unsuitable for tree planting and that planters will be provided as an alternative. 		
230/23	To note correspondence received and approve any responses/ action to items of correspondence		
	<ul style="list-style-type: none"> One resident has raised a complaint about the road conditions on Grove Road. Cllr Blake is liaising with Highways. 		
231/23	To approve payments and receipts in accordance with the budget		
	D Marshall	Salary & Expenses	£1,094.98
	TCV	Riverside path improvement	£1,026.38
	HMRC	PAYE Q4	£180.21
	Scotton Trees	Riverside tree works	£7,200.00
	K Alderson	Bin Bags	£11.60
	K Blake	Stakes, Batteries, Tape	£24.59
	Wharfe Valley Garden Maintenance	Millennium & Memorial Garden Maintenance Jan – March	£709.00
	WiSE	Richard Dawson Trust Donation	£82.88
	D Marshall	2023-24 payslip v S/O difference	£3.14
	Receipts		
	Allotment Tenant	Allotment Rent	£11.66
	Resolved: That the payments be approved.		
232/23	To receive items for the Ordinary Parish Council meeting on Monday 15 April 2024		
	None.		
233/23	Parish Clerk annual pay review (NB the meeting will not be open to members of the public for this item)		
	Resolved: That the Clerk's pay rate be increased to SCP21 from 1 st April 2024 in line with the contract of employment and a provisional 2.5% increase be given in anticipation of the annual cost of living increase.		
Closure	With no further business the Chairman declared the meeting closed at 21:00		

Signed _____ Date _____

ACTIONS

15 th January 2024		
177/23ii	Organise Planning meeting with Cllrs Bowen and Courts to discuss 23/02872/FU - Land East of Church Street	Cllr Blake

	18th March 2024	
219/23i	Produce a report of recommendations for the update of the resident engagement strategy and use of social media	Cllr E Alderson
224/23ii)	Obtain quote for installation of entrance gate at Church Fields overflow car park	Cllr Blake