

BOSTON SPA PARISH COUNCIL

The Village Hall, 199 High Street, Boston Spa LS23 6AA
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Draft Minutes of the Ordinary Parish Council Meeting held on Monday 20 July 2026 at the Village Hall, Boston Spa at 7.00pm.

Present: Cllrs G Bowen, A Watts, K Blake, S Courts, P Hunt, D Taylor, P Stables.

Apologies: Cllr K Alderson and M Heum.

Absent: Cllr A Brown.

In Attendance: D Marshall (Clerk to the Council)

Guests: Ward Cllr Alan Lamb

There were no members of the public in attendance.

049/26	To accept apologies for absence and approve reasons for absence
	Apologies had been received from Cllrs Alderson and Heum.
	Resolved: That the apologies and reasons for absence be accepted.
050/26	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
	None.
051/26	To receive an update from the Ward Councillors
	- The future of Deepdale Community Centre is under discussion with acceptance that the that building is at the end of its useful life. Availability at venues in Boston Spa such as the Village Hall and Methodist Church is being checked to ensure there is space for the current classes and activities if the Deepdale CC closes. - LCC is chasing the inspector for the appeal raised on the Spa Lane wall treatment - Parking charges in Wetherby are being reviewed and may be withdrawn by the end of the year - There are ongoing issues with young people entering the derelict St Vincent's building and this is becoming a serious concern for surrounding residents who have been advised to call 999 if they observe trespassers in the building. The conditions required by LCC for the demolition of the building were not met by the owner and this was declined in May. Another discharge of conditions has been submitted to LCC but this is yet to be processed. - The HGV camera for Wharfe Bridge is expected to be installed within 8 weeks.
	Resolved: That the updates be welcomed.
052/26	To receive any crime reports or updates from the PACT meeting
	The Wetherby Ward June crime report had been circulated prior to the meeting. Recorded crimes and ASB increased during June but remain consistent with June 2025. There were two burglaries, both in Wetherby and two nuisance adult incidents, one related to travellers and one in Boston Spa. A nuisance alcohol report was received from Wetherby Petrol Station. There was a report of fly-tipping in the vicinity of Wetherby Police Station. Several reports of nuisance bikes were received in both Boston Spa and Wetherby.
	Resolved: That the report be noted.
053/26	Minutes
	i) To confirm the minutes of the ordinary meeting held on 15 June 2026 and review the action list
	194/25 - Review and revise the shop front design guidance - ongoing
	254/25i - Obtain quote for drainage and metal framework and gravel surfacing for Stables Lane car

		park - ongoing 014/26ii - Obtain information on applying for PSPO for dogs on leads - ongoing 035/26ii - To provide an update on the Local Plan housing allocation for Boston Spa - ongoing 036/26iv - Report bikes on pavements to the ASB Team- completed 036/26iv - Include article about bikes on pavements in e-newsletter - ongoing 036/26v - Investigate repair of Moor End SID and new location closer to village centre – ongoing
		Resolved: That the Minutes of the ordinary meeting held on 15 June 2026 be accepted as a true record and the action list updated.
054/26	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.
055/26	Administration and Governance	
	i)	To note changes to the Localism Act 2011 Section 32A, which amends the approach to the publication of Members' addresses in the Register of Interests with the option to opt-in.
		The Clerk advised that the PC that their home addresses have been removed from their published registers of interest in line with the changes to Section 32A. Councillors must contact LCC Electoral Services directly if they wish to opt-in to having their addresses published. The home addresses of Councillors have now been removed from the PC's website.
		Resolved: That the changes to the Localism Act 2011 Section 32A be noted.
	ii)	To consider the creation of a Staffing Committee and its terms of reference
		Cllr Bowen provided details of the proposed Staffing Committee, and a draft Terms of Reference was circulated. It was proposed that the number of Councillors on the committee be increased to 4 and that members be elected at the August meeting.
		Resolved: That the number of Councillors on the committee be increased to four and the Terms of Reference approved with Councillors to be elected at the August meeting.
	iii)	To consider the future recruitment of a Public Open Spaces Manager
		A proposal document was circulated by Cllr Bowen prior to the meeting. It was agreed that the number of green areas and trees now under management of the Council required a dedicated manager to oversee their maintenance. A task and finish group was proposed to pull together a list of responsibilities, person specification, job description and budget for the proposed role.
		Resolved: That the Clerk and Cllrs Bowen, Watts, Taylor and Blake produce the above documents for further consideration at the August meeting.
	iv)	To consider future holiday cover for the Clerk
		The Clerk raised a concern that urgent matters were not being attended to whilst on annual leave and asked that the PC consider hiring a locum clerk to cover her holidays. It was agreed that a Clerk with local knowledge would be the most helpful. The Clerk suggested she contact the Clerks at other local parishes to see if a mutual agreement could be reached on covering each other's holiday periods.
		Resolved: The Clerk to discuss holiday cover with neighbouring Parish Clerks.
056/26	Planning issues	
	i)	To review planning applications and agree responses
		26/03146/FU 3 Coopers Fold – No comment 26/03534/FU 4 Appletree Close – No comment 26/03034/FU Riverside, The Terrace – The Parish Council voted to support this application in the interests of safety and overall improvement to the riverside Spa Baths area 26/03741/FU 2 St Mary's Vale – No comment 26/03244/FU 42 West End – No comment 26/03922/FU 11 Lee Orchards – No comment
		Resolved: That the above comments be approved and submitted to the LCC Planning Portal where appropriate.
	ii)	To receive an update on the Leeds Local Plan
		Cllr Stables provided an update. There is a scoping consultation in process. Cllrs were encouraged to look at the scoping proposals and provide any comments where appropriate.
	iii)	To consider proposed tree planting for the offset of BNG on Parish Council land for 23/0287/FU –

		Land East of Church Street
		Cllr Blake circulated a proposal following conversations with the developers and Mike Gadd of Boston Spa Green Group for the planting of the following trees: old playground behind Parkfield Drive: 3, Holgate Meadow: 2, Church Fields (CF) adjacent to High St: 8, CF overflow car park: 2, CF bordering wildflower meadow: 7, riverbank by Deepdale Wood: 3. This would be a total of 25 trees with 18 newly planted and 7 replacements for dead and dying trees.
		Resolved: That the proposed numbers and locations of trees be approved.
	iv)	To consider next steps for the S106 agreement for the planning application 23/0287/FU – Land East of Church Street
		Cllr Blake circulated a brief report prior to the meeting. Information from the LCC Planners indicates that the S106 agreement will be negotiated between the planners and the developers and whilst the PC does not need to be part of the discussions, the PC will require a legal agreement for its land to be used to fulfil the BNG offset. The developer will cover the PC's legal costs. Cllrs Blake and Brown are obtaining further information on specialist legal firms who can handle this work and will report back at the next meeting.
		Resolved: That Cllrs Blake and Brown report back at the next meeting.
057/26		Transport & Highways
	i)	To receive an update on the Westwood Way and High Street Traffic Regulation Order
		Cllr Stables provided an update. Representatives from Highways met the three schools and are reviewing comments from the formal consultation before providing responses. If the TRO is approved, it is likely that this will now be implemented during the 2026 Christmas school holidays.
	ii)	To receive an update on proposed planter changes outside Costcutter (Cllr Stables)
		A revised plan for the new planters had been circulated, and Cllr Stables will meet with Boston Spa in Bloom on Monday 24 th August to discuss the plans. Cllr Blake requested he attend the meeting. Concerns have been raised regarding the height of the planters and the increased surface for planting and watering. A new location in Leeds is being sought for the existing planter boxes.
	iii)	To receive an update on the Lane Lodge bus shelter (Cllr Stables)
		The Highways licence for the bus shelter has now been granted. A date for install is being awaited. Cllr Stables said she would chase this up.
	iv)	To receive an update on the Moor End SID (Cllr Stables)
		Cllr Stables had not been provided with an update on the repair of the SID and said she would follow this up.
	v)	Other issues
		Cllr Hunt asked about the resurfacing of the High Street near the Terrace. Cllr Stables said this is on the list awaiting funding in the Highways 5-year plan.
		Resolved: That the updates be welcomed.
058/26		To receive an update on issues concerning Stables Lane and receive any updates from the Friends of Stables Lane Working Group
	i)	To consider a quote for the installation of a replacement climbing rope
		The June inspection reported noted that the rope on the infant's climbing frame was now frayed in need of replacement. A quote had been received from Sutcliffe Play at £84.90 plus labour at £300.00.
		Resolved: That the cost of £384.90+VAT be approved.
	ii)	To consider the Tennis Club water and sewage costs
		A recent enquiry raised by the Bowling Club on their metered water costs revealed that the Tennis Club are currently receiving water and sewerage which is billed to and paid for by the Parish Council. It was considered whether the Tennis Club should be billed annually for a proportion of these costs as the park does not have any toilets and its only water supply is to the allotments tap. The Clerk said she would provide a full summary of water and sewerage costs for consideration at the next meeting. A further concern was raised that members of the public are not currently able to use the tennis courts as agreed in the lease. It was agreed that a letter be sent to the Tennis Club to request an update on how this could be resolved as it is believed that public bookings were withdrawn during Covid but not reinstated.
		Resolved: That a letter be sent to the Tennis Club requesting an update on public use of the Tennis Courts.
	iii)	To receive an update on the car park surface

		No update had been received.
059/26	To consider any issues regarding public open spaces	
	i)	To consider the hedge cutting contract
		The Clerk circulated a report detailing the numerous failed attempts in getting the new contractor to tend to the hedges despite several onsite visits, emails and phone calls since February. The Clerk expressed her disappointment that there is still no confirmation that the contractor ever intends to carry out the work. Alternative contractors and volunteers have undertaken urgent work to clear the allotments path and pavement edges, but a tractor and flail is required to carry out the cutting of the main hedges. Enquiries placed with alternative contractors have been unavailing. Parish Councillors were asked to provide suggestions for possible contractors as the Church Fields/High Street hedge is now in serious need of attention.
		Resolved: That alternative contractors be sought for the hedge cutting.
	ii)	To consider box tree moth damage at Millennium Gardens
		The Clerk circulated a report and photographs provided by Wharfe Valley Garden Maintenance concerning the damaged box tree hedge. This has been caused by caterpillars eating the vegetation. This usually occurs the spring and summer, with the hedges recovering the winter. It was proposed that no action be taken this year, but that a biological pesticide be used in spring 2027 to prevent the caterpillars from returning.
		Resolved: That Wharfe Valley Garden Maintenance be asked to explore the use of biological pesticides.
060/26	Village Centre	
	i)	To receive an update on the gulley outside 169 High Street
		Cllr Blake provided an update. The blocked gulley was due to a tree root, plastic bottles and silt which have now been removed. The gulley should now run freely from 169 High Street to the top of Bridge Road. The pipe is only 6 inches wide so may reach capacity under heavy rainfall and be exposed to tree root issues in the future. It is not possible to install an inspection chamber as the pipe is beneath other services.
		Resolved: That the update be noted.
	ii)	To consider the cost of a new gulley at the Millennium Gardens loading bay
		A new gulley installed near the loading bay would help to improve water flow. Whilst the Parish Council cannot directly fund this, it could be taken from the CIL monies held for the Village Centre snagging repairs. Cllr Blake said this was being discussed with LCC.
		Resolved: That a further update be awaited.
	iii)	To consider the use of the Stables Lane overflow car park for Sainsbury's contractors
		The Parish Council had been asked if it would host the welfare facilities for the contractors on the overflow car park whilst work is being undertaken on the conversion of 169 High Street.
		Resolved: That the contractors be permitted to use the overflow car park at Stables Lane Park.
061/26	To consider any riverside issues	
		It had been noted that a tree had fallen over the top bank at Jackdaw Crag on 26 th June. Cllr Stables has contacted PROW to obtain advice on the banking. The Clerk has contacted the Environment Agency regarding the tree and whether it should be removed from the river.
062/26	Allotments	
	i)	To consider the latest inspection report
		No issues were reported with the plots. The Clerk and Cllr Taylor have applied gorilla tape to the gate to seal any sharp points created by the chicken wire.
063/26	Community Events	
	i)	To receive feedback on the Party in the Park Event
		Cllr Watts provided an update. The Events Committee met on 16 th July to discuss learnings from the event. Feedback had been very positive with higher attendance than in previous years. Monies raised from donations and pitch fees total £1,265 and these will be put into the Stables Lane Park Reserve. Special thanks were given to Cllr Watts and Deborah Marshall for all their efforts in organising the event and to the Parish Councillors who volunteered on the day. The classic car gathering raised £450 and Cllr Taylor said he would write a note of thanks to the organiser, Keith

		Jackson.	
		Resolved: That the feedback be welcomed.	
	ii)	To consider any changes to the 2026 Christmas lights	
		Cllr Blake circulated the 2025 plan with some minor adjustments for 2026. A query was raised regarding the soldier and poppy lights that are mounted outside the village hall which are only lit for two weeks around Armistice Day. Feedback from the public had been mixed and it was proposed that these be replaced with Christmas lights which would be lit throughout the festive season. The Clerk suggested that a soldier light be positioned at ground level near the memorial which could be lit for Armistice.	
		Resolved: That a ground level soldier light be explored for the memorial.	
064/26	To receive any updates from the Emergency and Resilience planning group (Cllr Watts)		
	i)	To consider a draft agreement from the Village Hall for use as an emergency rest centre	
		A draft Memorandum of Understanding (MoU) had been supplied by the Village Hall CIO for comments. The CIO have requested several changes and assurances from the Parish Council, including payment of costs for room use, utilities and an indemnity against damage. Costs are being awaited from the CIO so that these can incorporated into the PC’s annual budget. Cllr Watts said she would send feedback to the CIO.	
		Resolved: That Cllr Watts provide feedback from the PC on the proposed changes to the MoU.	
	ii)	To receive an update	
		Cllr Watts provided an update. A 45-page draft Emergency and Resilience Plan has now been drawn up which Cllr Watts is hoping to condense. A Parish Councillor is required to be the lead in an emergency and Cllr Hunt offered to take up this position. The group now has between 16-18 volunteers who will provide their knowledge and services in case of an emergency.	
		Resolved: That the update be welcomed and Cllr Hunt take the lead position in the event of an emergency.	
065/26	To receive reports from members who have attended other committees and meetings		
	Cllr Blake attended the Leeds YLCA Branch meeting. The Leeds Branch will be merged into a single branch called the West Yorkshire branch which will consist of Leeds, Calderdale, Bradford and Kirklees.		
066/26	Exchange of Information – to raise any emerging issues (matters on which no decision can be taken at this meeting)		
	None.		
067/26	To note correspondence received and approve any responses/ action to items of correspondence		
	A list of correspondence had been circulated prior to the meeting.		
	Resolved: That the correspondence be noted.		
068/26	To approve payments and receipts in accordance with the budget and note any receipts		
	Wetherby Skip Hire	Festival skip	£250.00
	Kompan	June Playground and Skate Park Inspections	£174.00
	Wybone	2 x anti-vandal bins	£1,259.98
	O’Rourke Gardening	Stables Lane car park post	£70.00
	Wharfe Valley Garden Maintenance	Millennium and Memorial Gardens Maintenance May-June	£372.00
	Brass Brigade	Festival performance fee	£200.00
	Lofthouse Brass Band	Festival performance fee	£200.00
	Receipts		
	B Aston	Millennium Gardens Bench Sponsorship	£1,748.40
	Total Sports	Festival pitch fee	£36.00
	JRC Entertainment	2027 circus booking fee	£600.00
	Resolved: That the payments be approved and the receipts be noted.		
069/26	To receive items for the next ordinary Parish Council meeting on Monday 17th August 2026.		
	None received. Cllrs Stables and Courts gave their prior apologies.		

Closure	The Chairman declared the meeting closed at 21:28.

Signed _____ Date _____

ACTIONS

	19th January 2026	
194/25	Review and revise the shop front design guidance	Cllrs Brown and Blake
	20th April 2026	
254/25i	Obtain quote for drainage and metal framework and gravel surfacing for Stables Lane car park	Cllr Heum
	18th May 2026	
014/26ii	Obtain information on applying for PSPO for dogs on leads	Cllr Stables
	15th June 2026	
035/26ii	To provide an update on the Local Plan housing allocation for Boston Spa	Cllr Stables
036/26iv	Include article about bikes on pavements in e-newsletter	Cllr Heum
036/26v	Investigate repair of Moor End SID and new location closer to village centre	Cllr Stables
	20th July 2026	
057/26iii	Follow up on bus shelter installation date	Cllr Stables
059/26i	Provide suggestions of hedge cutting contractors	All