

BOSTON SPA PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on Monday 21st January 2019 at the Village Hall, Boston Spa at 7.00 pm

Present: Cllrs K Alderson, K Blake, S Courts, T Gaussen, M Harris, M Heum, J Lyne, S Morritt (Chair), C Taylor

Apologies: None

In Attendance: V Hunter (Clerk to the Council), D Marshall (Clerk designate), PCSO E Leighton

Guests: Ward Councillors G Wilkinson, N Harrington

Eight member of the public were in attendance. The Chair welcomed those in attendance and invited them to address the Parish Council. An allotment holder stated that he was concerned about the continuing problem with the water supply at Primrose Hill. The Chair confirmed that a meeting had been arranged on 31st January with representatives of the company who are developing the site. It is hoped that they will agree to continue the previous arrangements but if this is not possible it may be necessary to arrange a separate supply. A resident addressed the Parish Council in relation to the proposed development off Church Street. He advised of his concerns about increased traffic on Church Street and put forward an option that involved extending Stables Lane to provide an alternative access route instead of the proposed St Vincent's entrance and also proposals to provide a lay-by style car park on Church Street to alleviate current parking problems. The Chair advised that the PC would be considering its response as part of the agenda.

001/19 To receive an update on the Parish Councillor vacancies

Further to the resignation of Cllr Beeson and the advertisement of the previous vacancy, Matt Harris had been approached with a view to joining the Parish Council up until the election in May and had expressed his agreement to this. Cllr Gaussen nominated Matt to be co-opted onto the Parish Council, seconded by Cllr Taylor. Matt signed his Declaration of Acceptance of Office and was welcomed to the Parish Council. A copy of the Notification of Disclosable Pecuniary and Other Interests was supplied. This needs to be completed and returned to LCC within 28 days. It was agreed that Cllr Gaussen would act as mentor to Cllr Harris.

Resolved: That Matt Harris be co-opted onto the Parish Council

002/19 To accept apologies for absence and approve reasons for absence

No apologies had been received.

003/19 To receive crime statistics and police matters

A written report had been submitted:

Four crimes had been reported – three criminal damage and one theft

PCSO Leighton also provided an update on work that was ongoing in an attempt to tackle the current spight of anti-social behaviour that was continuing to occur.

004/19 To receive declarations of disclosable pecuniary and other interests

Cllr Taylor declared an interest in relation to the proposed development off Church Street, which was adjacent to her property.

005/19 To confirm the Minutes of the meeting held on 17th December 2018 and review the action list

The minutes had been previously circulated. The following updates to the Action List were noted:

096/18 – see item 009/19 below

123/18 – an initial review has been undertaken but some further work is still required – it was agreed that Cllrs Alderson and Blake should attend the YLCA course on Provision of Routine Visual Play Equipment Inspections and provide further advise following this

175/18 – LCC are considering whether the bins that are being replaced at Stables Lane can be reutilised in these locations

177/18 – Ward Councillors have confirmed that they will provide a grant for the disabled footpath. The required application form has been completed and submitted

225/18 (iii) – outstanding

247/18 – Clarification is required from LCC on what options are available in respect of replacement bins at Stables Lane

249/18 – Ward Councillors are investigating options for the provision of one camera at the Bridge Road/High Street junction. Investigation of wider provision is ongoing

260/18 – following intervention by LCC, the lights now appear to be working

292/18 – a letter has been sent to Boston Spa in Bloom setting out the PC's preferences in relation to the planter outside the library

294/18 (iii) – a first draft protocol has been produced and is currently being reviewed

296/18 - ongoing

Resolved: That the minutes be accepted as a true record and the action list updated

006/19 To review the monthly figures

The figures had been previously circulated.

Resolved: That the figures be accepted as a true record

007/19 To agree the 2019/2020 annual revenue budget and set the Parish precept

The 2019/2020 draft budget had been previously circulated. This included the following growth that had been provisionally agreed in November:

Website upgrade £2,000

Riverside footpath £1,000

Tree works – open spaces £1,200

Bench refurbishment phase 2 £1,000

Riverside – increased general provision for grounds maintenance £600

It was agreed that in view of potential future spending requirements, the precept should be increased to take advantage of the increased tax base. This would result in an unallocated surplus of £1,990.

It was agreed to increase the provision for Playing Field repairs from £200 to £800 to take into account the new equipment and also the likely need to make repairs to the Skate Park equipment. This would reduce the unallocated surplus to £1,390.

A request had been received from the Friends of Stables Lane Working Group that the Parish Council consider increasing the precept by a further £5 with the proceeds from the increased precept (£10,270) being ring-fenced towards Phase 2 of the development. In considering this request, it was noted that the Boston Spa precept was currently lower than all of the surrounding villages.

Resolved: That the Band D precept be increased by an additional £5 with the funds ringfenced for the Stables Lane development

Resolved: That subject to the above amendments that the proposed budget for 2019/2020 be agreed with a resulting precept of £51,160

008/19 Planning issues

i) To review the planning applications and agree responses

The following applications had been received:

18/07847/FU 27 Moor Side – single storey side extension – no comments

19/00053/FU 17 Grove Road – alterations including single storey rear extension and enlargement of existing patio to rear – no comments

Several members of the Parish Council had attended a recent consultation event by Stonebridge Homes, who are planning to develop land off Church Street consisting of Borlocco House and grounds, the former St Vincent's School and grounds and a strip of land bordering Stables Lane park between the two sites. The development would consist of more than 60 houses and a decision is required on whether the PC should submit comments at this stage to try and influence the scheme or wait until a formal planning application is submitted. It was agreed that without prejudice to any response from the PC to the formal application, the following comments should be submitted at this stage

- The PC recognises that the land is available for development under the Neighbourhood Plan
- The PC welcomes the opportunity to provide alternative pedestrian access points to the Stables Lane Community Park
- The PC has concerns that the number of houses proposed will have a serious impact on the traffic on Church Street, particularly in relation to traffic exiting from the St Vincent's area of the development

- The PC is concerned about the density of the housing on the land to the rear of the development and believes that the number of houses should be reduced by around 25% with a pro rata reduction in the different sizes of house and for consideration given to including more green space
- The PC believes that further consideration should be given to the design of the access from St Vincent's onto Church Street

In response to the proposal by a resident to provide an alternative entrance to the site via Stables Lane, this was not supported as the extra land needed is currently designated as Green Space within the Neighbourhood Plan and it was also not considered desirable to route vehicles alongside the newly created toddler play area.

It was noted that planning application 18/06581/FU 181a High Street had been approved but that conditions had been imposed in line with those that the Parish Council had requested. In particular it was confirmed that the approval was for use A3 (restaurant) and not A4 (drinking establishment).

Resolved: The Clerk to submit responses on behalf of the Parish Council to Leeds CC where appropriate

ii) To agree arrangements in relation to attendance at the appeal against planning application 17/07917/FU (Crown Hotel)

Notification had been received that an informal hearing would take place in Leeds on 19th February. It was confirmed that the Parish Council would be represented and would wish to speak in support of decision to refuse the application.

009/19 To approve the business case for the upgrade to the Parish Council website and consider quotations for the work

Further to Minute 096/18, a business case for upgrading the Parish Council's current website had been produced and circulated. This identified the need to simplify the design of the site and make it easier and more intuitive to navigate. The new website would include search functionality to help browsers find the specific information they require more easily. Quotes for the upgrade had been obtained from two suppliers. The best value quote was from the current supplier and this was recommended both in terms of cost and the ease of progressing the upgrade.

Resolved: That the business case for the upgrade to the PC website be approved and the quotation from the current supplier Vision ICT in the sum of £1,750 be accepted

010/19 To review the Parish Council involvement in the provision of Christmas trees on the High Street and consider whether this should continue in future years

For many years, the Parish Council has organised the provision of Christmas trees on the High Street. This task has taken a considerable amount of effort which included obtaining orders/signed agreements, issuing invoices, ordering the trees, transporting them to the High Street, installing them in early December and removing and disposing of them in January. The number of trees varies from year to year but is in excess of 30 trees. Following dissatisfaction that has been expressed on social media at what is provided it was decided to review the Parish Council's future involvement. It was noted that in Wetherby and Bramham the provision of Christmas decorations was lead by the Business Association and Community Action Group respectively with minimal involvement from the Parish Council. A number of local businesses had expressed an interest in being more involved and it was agreed that the Parish Council should invite them to a future meeting to discuss their ideas and how things could be progressed.

011/19 To consider LCC proposals in relation to traffic mitigation and agree a response

Proposals from LCC had finally been received and had been circulated for consideration. A response from the PFVCWG to the proposals had also been circulated for consideration. It was agreed that the following response should be submitted to LCC:

- The addition of build outs is welcomed but clarification is required that these are physical build outs
- CON-02 - Bridge Road/High Street junction – the Parish Council would like to see physical build outs here, particularly on the Tomfoolery side as cars park close to the junction (despite yellow lines) restricting sight lines. The PC believe that the yellow lines should be extended further along the High Street to the start of the parking bays
- CON-03 - Grove Road/High Street junction shows yellow lines – the preference here would be for physical build outs

- CON-05 – The provision of the additional disabled space needs to be reviewed as it appears to restrict on-street parking for residents. The current disabled bay is no longer needed as we believe it was installed for a resident who is now deceased. Our preference would be for a single disabled bay directly outside the surgery, with yellow lines opposite to avoid a bottleneck
- CON-08 – makeup of the proposed build outs needs to be confirmed
- Any lines agreed should be the “pale” conservation area yellow
- The proposals do not include the new crossing at Westwood Way, which has already been agreed and which is to be funded separately. Confirmation is required that this can be incorporated seamlessly once funding is made available.

Resolved: That the Clerk should submit a response to LCC as set out above

012/19 To consider the dates for 2019/2020 Parish Council and Annual Parish meetings

The following dates were agreed:

2019 – 8th May (Annual Parish meeting), 20th May (Annual Parish Council meeting); 17th June; 15th July; 19th August; 16th September; 21st October; 18th November; 16th December
 2020 – 20th January; 17th February; 16th March; 20th April

013/19 To receive an update on streetscene matters and public toilets (Cllr Morrill)

- The lights in Millennium Gardens now appear to be working again
- The repair to the damaged guttering on the toilets remains outstanding – Cllr Morrill to contact LCC for an update

014/19 To receive an update from the Friends of Stables Lane Working Group (Cllr Alderson)

- WGC have completed the planting of the new trees. An updated plan showing the position of the trees has been requested from Groundworks
- An application is being submitted by Mike Rhodes for works to the trees on the north and west boundaries of the field
- Cllr Gausson has submitted an application for works to the Cherry trees near to the nature area
- A summary of the current funding position had been produced and circulated
- The final vacancy on the FOSL Group, that of representative for St Mary’s School, has been filled by their Chair of Governors
- The first FOSL Group meeting will be on January 29th

015/19 To receive an update on riverside issues (Cllr Gausson)

- No further action has been taken on finger posts
- Enviroscope have submitted an application for a grant to carry out a woodland survey
- Dates in May have been agreed with Open Country to carry out the upgrade to the riverside footpath, which is being funded by LCC grant
- A discussion took place on the merits of using volunteers as opposed to local contractors to undertake minor works on the riverside. It was agreed that if willing and able volunteers were available, the Parish Council should take advantage of these in order to achieve the maximum from its limited budget

016/19 To receive an update from the People Friendly Village Centre working group (Cllr Lyne)

- A meeting had taken place with an officer from LCC to discuss the availability of grants to make shops more accessible to people with disabilities. It was confirmed that the responsibility for providing access lies with the shop owners. It was agreed that Cllr Lyne would speak to Ward Cllr Alan Lamb, who is currently doing something in Wetherby
- Discussions are currently taking place with the local police about wider provision of CCTV within the village

- 017/19 Church Fields**
- i) **Further to Minute 292/18 to consider the quotations for the provision of replacement trees at Church Fields Public Open Space**
 Following the meeting in December, the Parish Council has now received the agreed contribution of £11,000 from Taylor Wimpey towards the replacement of the failing trees and the PC could, therefore, now proceed with the work. Quotations from three contractors had been previously circulated with the lowest value quoted being that of The Arium (Leeds City Council)
Resolved: That the quotation from The Arium in the sum of £13,643.53 be accepted with the additional cost being funded from general reserves pending the receipt of the commuted sum
- ii) **To consider options to preventing unauthorised parking on the overflow car park and public open space**
 Item deferred.
- iii) **Other issues**
 None.
- 018/19 To receive an update on issues in relation to the Grove Road development (Cllr Morrirt)**
 Issues were still occurring occasionally with drivers taking the wrong route to the site.
- 019/19 To receive reports from members who have attended other committees and meetings**
 None.
- 020/19 Exchange of Information – to raise any emerging issues**
 Cllr Morrirt advised that the new PA system has now been collected and is available for use.
 Cllr Gaussen advised that an application had now been submitted to Leeds City Council for permission to remove a tree adjacent to the Primrose Hill allotments. A meeting had been arranged with a representative of Housing & Care 21 to discuss this further.
- 021/19 Clerk’s verbal report**
- All tree payments and signed agreements have now been received
 - Reasonable response to request for newsletter articles, requests to advertisers will be going out later this week
 - Payment for two Christmas trees is outstanding
- 022/19 To note correspondence received – items of interest**
- 023/19 To approve responses/action to items of correspondence**
 None.
- 024/19 To receive late items of correspondence**
 None.
- 025/19 To approve payments and receipts in accordance with the budget**
Resolved: All payments approved for payment
 * Approved item 298/18
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| V Hunter | Clerk’s salary and expenses | £529.36 |
| K Alderson | Expense reimbursement re Stables Lane tree planting contract | £84.00 |
| Wharfe Valley Garden Maintenance | Millennium Gardens/High Street car park – December | £118.48 |
| WiSE* | Richard Dawson Trust donation | £140.46 |
| Farm & Land Services Ltd | Church Fields hedge maintenance | £696.00 |
| Leeds City Council | MICE funding reimbursement | £424.76 |
| Receipts | | |
| Charity of Richard Dawson | Donation | £140.46 |
| Taylor Wimpey | Tree replacement contribution | £11,000.00 |
| Christmas trees | | £50.00 |

- 026/19** **To receive items for the next Parish Council meeting on Monday 18th February 2019**
Christmas on the High Street, Tree Inspection Policy, Access to Church Fields overflow car park. Any new items to be received by Friday 8th February
- Next Meeting** **The next Parish Council meeting will be held on Monday 18th February 2019 at 7.00 pm at Boston Spa Village Hall**
- Closure** **There being no further business the Chair declared the meeting closed at 21.25 hours**

Signed _____
Chair

Date 18th February 2019

ACTION LIST

	21st May 2018	
123/18	Review the Stables Lane risk assessment following attendance at YLCA course	Cllr Alderson
	19th July 2018	
175/18	Discuss with LCC the replacement of the current bins at Millennium Gardens and the provision of an additional bin outside Londis	Cllr Morrirt
	17th September 2018	
225/18 (iii)	Bring back a costed proposal for the provision of CCTV at Stables Lane	Cllr Alderson
	15th October 2018	
247/18	Chase LCC re clarification of options available for replacement bins at Stables Lane	Cllr Morrirt
249/18	Investigate options, costs and funding for the provision of CCTV within the village	PFVC Group
	17th December 2018	
294/18 (iii)	Produce a Tree Inspection protocol	Cllr Gausen
	21st January 2019	
010/19	Invite local businesses to a future meeting to discuss the provision of Christmas decorations on the High Street	Cllr Heum
013/19	Contact LCC for an update of the repair to the damaged guttering	Cllr Morrirt
016/19	Speak to Cllr Alan Lamb about disabled access	Cllr Lyne