

BOSTON SPA PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on Monday 18th February 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, S Morritt (Chair), C Taylor

Apologies: Cllr J Lyne

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

Guests: Ward Councillor N Harrington

Five members of the public were in attendance. The Chair welcomed those in attendance and invited them to address the Parish Council. Two representatives of the local businesses raised an issue with the Christmas lights. They acknowledged the need to get more people involved and said they were aiming to set up a working party with retailers with their main objectives being the acquisition of new lights and the reinstatement of the late night shopping event. On behalf of the Parish Council, the Chair welcomed this proposal and confirmed that whilst the PC will continue to provide support, the lead needs to be taken by the traders. Two residents raised concerns in relation to the proposed development on Church Street. These included concern that the development did not appear to do anything (as was required) to maintain or enhance the Conservation area, the density of the development which is significantly greater than the Site Allocation plan, the impact on infrastructure, traffic issues, which are exacerbated by the lack of off-road parking for many existing, loss of green space and the fact that the site appear to be being treated as a brown field infill site even though at least part of it has never previously been built on. The Chair confirmed that the PC would be agreeing its response at the meeting on 18th March and asked for a copy of any comments that were submitted to LCC. Residents asked that representatives of the PC should undertake a site visit prior to finalising its comments. Cllr Harrington provided an update on a number of ongoing issues. In relation to the provision of a CCTV camera on the High Street, she reported that LCC officers had identified a potential location outside Gifted. They would be undertaking further checks and would then submit a costed proposal for consideration by the Ward Councillors and the PC. In relation to the PC's request for a build-out at the Bridge Road/High Street junction, she confirmed that the Ward Councillors had been advised that this would cause problems for buses and delivery vehicles and that they needed to take their decision based on expert advice. Cllr Harrington reported that the Ward Councillors had received emails from residents on Clarendon Road about incidents of anti-social behaviour that had occurred. The importance of ensuring that all incidents were reported to the police and the LCC ASB team was reiterated.

027/19 To accept apologies for absence and approve reasons for absence

Apologies had been received from Cllr Lyne.

Resolved: That the apology was received and consented to

028/19 To receive crime statistics and police matters

A written report had been submitted:

Eleven crimes had been reported – eight criminal damage; one burglary residential; one theft and one theft from motor vehicle.

Cllrs Harris and Gaussen had attended a positive meeting with the police and an officer from the LCC anti-social behaviour (ASB) team to discuss issues relating to the Village Hall and the village generally. A suggestion from the meeting was that the PC could maintain a register of CCTV systems at residential and commercial properties within the village, which could then be used when an incident occurred to check for usable footage. It was acknowledged that there would be resource implications both in setting up and maintaining the system and in making use of it and it was agreed that this was something that needed to be dealt with by the police. It was agreed that it would be useful to produce a separate newsletter focussing on providing information on how residents should respond to incidents of anti-social behaviour.

029/19 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. Cllrs Alderson and Heum declared an interest in relation to the same development due to a close personal friendship with one of the developers.

- 030/19 To confirm the Minutes of the meeting held on 21st January 2019 and review the action list**
The minutes had been previously circulated. The following updates to the Action List were noted:
123/18 – ongoing
175/18 – LCC have agreed to replace the bin outside Londis in April.
225/18 (iii) – ongoing
247/18 – LCC have confirmed that it is not feasible to install larger bins at Stables Lane
249/18 – ongoing
294/18 (iii) – ongoing
010/19 – Representatives of local businesses had been invited to attend a meeting
013/19 – Ongoing. Cllr Harrington to chase up.
016/19 – Cllr Lyne is still trying to arrange a meeting
Resolved: That the minutes be accepted as a true record and the action list updated
- 031/19 To review the monthly figures**
The figures had been previously circulated.
Resolved: That the figures be accepted as a true record
- 032/19 To agree to write off an irrecoverable debt in relation to the annual newsletter 2018**
One of the advertisers in the Annual Newsletter had ceased trading shortly after the production of the 2018 newsletter and the invoice remained unpaid. It was agreed that in circumstances pursuit of the debt would be a waste of effort.
Resolved: That the debt of £90.00 (inc VAT) be written off
- 033/19 To agree contributions from the Sports Clubs for 2018/2019**
The contributions from the Bowling Club and Tennis Club have been calculated as £500 and £250 respectively.
Resolved: That the contributions from Sports Club as set out above be agreed and that the Clerk should write to the Clubs requesting their contribution
- 034/19 To consider arrangements for the annual review of the system of internal audit and the appointment of the Internal Auditor for 2018/2019**
Following the retirement of the previous Internal Auditor, quotes for the provision the of the internal auditor had been obtained and circulated, using the list maintained by YLCA together with the auditors used by neighbouring Parish Councils. A local Boston Spa resident, Richard Dorsey, who is currently auditor to Clifford Parish Council, had offered to undertake the audit on a voluntary basis. The Clerk confirmed that she had been in contact with Mr Dorsey whose background is in banking and was satisfied that he understood what was required.
Resolved: That Richard Dorsey be appointed as the Parish Council’s Internal Auditor for 2018/2019
- 035/19 Planning issues**
- i) To review the planning applications and agree responses**
The following applications had been received:
19/00237/LI 217 High Street – variation to condition 2 of planning approval 14/04611/LI – no comments
19/00271/FU 164 High Street - conversion of existing bedsit rooms into two apartments – no comments
19/00330/FU 48 Church Street – conversion of existing garage into habitable room – new parking space to be created by removal of existing store – no comments
19/00348/FU 40 Church Mews – detached double garage to the side – no comments
19/00664/FU Former St Vincent’s School/Borlocco House - demolition of existing buildings, conversion of Borlocco House to 10 apartments and erection of 68 dwellings with new access road and landscaping. Per minute 008/19 (i) the following comments had been submitted to the developer following the consultation event:
- 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

It was agreed that the above together with any further comments would be considered at the March meeting and a formal response agreed. LCC had agreed this timescale. It was noted that the Friends of Stables Lane and People Friendly Village Centre working groups had expressed an interest in being consulted and it was agreed that any comments from them needed to be forwarded to Cllr Blake no later than 28th February.

19/00683/FU 25 West End – single storey rear extension – no comments

19/00782/FU Inner Court, 3 Hudson Mews – first floor extension over front porch – no comments

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

ii) To receive an update on the appeal against the refusal of planning application 17/07917/FU (Crown Hotel)

Further to minute 008/19 (ii) the Planning Inspector had been notified that the Parish Council would be represented at the hearing on 19th February and wished to speak in support of decision to refuse the application.

036/19 To consider agenda items and speakers for the Annual Parish meeting on Wednesday 8th May

The following topics were agreed:

Stables Lane (Cllr Alderson); PFVC update (Cllr Lyne); Community Action Plan update; Anti-Social Behaviour Awareness (Cllr Heum);

037/19 To consider quotations received for tree works at Primrose Hill allotments, Stables Lane and the Riverside

Permission had now been received from LCC to undertake tree works at Primrose Hill allotments and the cherries at Stables Lane. Permission for boundary trees at Stables Lane and the Riverside are still awaiting approval. An initial quotation had been received and further quotations were in the process of being obtained. It was noted that the work at the allotments, which was originally being considered due to shading would now be needed if works to provide a water supply (see below) went ahead as the tree roots were in the way of the proposed new water pipes.

038/19 To receive an update on the provision of water to Primrose Hill allotments and agree a way forward

Further to the discussion at the January meeting, Cllr Morrirt had now met with representatives of Housing & Care 21, Yorkshire Water and Leeds City Council to discuss the way forward re continued provision of water to the allotments. Yorkshire Water had confirmed that the allotment site would require its own separate metered supply and a quotation for the provision of a meter at the property boundary was awaited. In addition to this a water supply would need to be provided from the meter to the allotment site. This supply would need to cross Leeds City Council and a grant of easement had been requested. Cllr Morrirt reported that the developers of the former care home, Strategic Team Group, had agreed in principle to provide the necessary pipework as a goodwill gesture to the community and confirmation of this was also awaited. In the short term it was agreed to purchase two water butts at a cost of around £100 to be placed on site and filled by the developers from the site's water supply.

039/19 To receive an update on streetscene matters and public toilets (Cllr Morrirt)

Cllr Morrirt reported that the guttering on the public toilets had still not been repaired. Cllr Morrirt will follow up again with Leeds City Council.

040/19 To receive an update from the Friends of Stables Lane Working Group (Cllr Alderson)

Minutes of the meeting held on 29th January had been circulated. Cllr Alderson reported that work was planned to mark parking bays to encourage more responsible parking. Cllr Gausen asked whether any progress had been made in establishing a pedestrian access at the south east (school) corner of the site.

Cllr Alderson confirmed that no further progress had been made but that the issue remained on the agenda. It was noted that the School's Chair of Governors had now joined the working group.

041/19 To receive an update on riverside issues (Cllr Gausson)

- Enviroscope are still having problems submitting the grant application on the Rural Payments Agency online system
- The steps on the riverside footpath have been mended by the volunteer group
- Arrangements have been made with local scouts to clean the information panels

042/19 To receive an update from the People Friendly Village Centre working group (Cllr Lyne)

Minutes of the meeting held on 5th February had been circulated. The group is looking at what is required to make Boston Spa a Dementia Friendly Village.

It was noted that the proposals in respect of introducing 20 mph speed limits within the village had now been received. As well as residential streets, the proposals included a stretch of the High Street from St Mary's Church to Stables Lane. Clarification had been requested on the extent to which the restrictions would be indicated by signage or road markings.

043/19 Church Fields

i) To consider options to preventing unauthorised parking on the overflow car park and public open space

Cllr Gausson advised that the LCC officers who came to check the POS prior to the start of the tree planting are happy to supply suggestions of possible protection measures. It was agreed to take up this offer.

ii) Other issues

- The outstanding Deed of Covenant, which had been delaying the handover, has now been received. This has been signed and returned to the PC's solicitor so it is likely that the handover will happen soon.
- The replacement trees are in the process of being planted. A complaint has been received from a resident about the proximity of one of the trees to her property. It was confirmed that the planting is in accordance with the plan approved by Leeds City Council as part of the original planning approval.

044/19 To receive an update on issues in relation to the Grove Road development (Cllr Morrill)

Nothing to report.

045/19 To receive reports from members who have attended other committees and meetings

Cllr Heum had attended the Outer North East Town & Parish Council Forum. A representative from the police had attended to provide an update on reported crimes. The need for all crimes to be reported was again stressed.

046/19 Exchange of Information – to raise any emerging issues

None.

047/19 Clerk's verbal report

- The annual newsletter is close to being finalised
- Places have been booked on the YLCA Play Area Inspection training for Cllrs Alderson and Blake and on the Clerk's Induction day for the new Clerk
- All outstanding Christmas tree money has now been received

048/19 To note correspondence received – items of interest

049/19 To approve responses/action to items of correspondence

It was agreed that Cllr Harris would co-ordinate the PC's response to the Great British Spring Clean.

050/19 To receive late items of correspondence

None.

051/19 To approve payments and receipts in accordance with the budget

Resolved: All payments approved for payment

Yorkshire Water	Application fee – allotment water supply	£155.60
Leeds City Council	Rent – West End Estate (direct debit)	£25.00
Information Commissioner	Data Protection registration renewal (direct debit)	£35.00
V Hunter	Clerk’s salary	£529.16
D Marshall	Clerk’s salary	£494.80
YLCA	Play inspection training	£160.00
WGC Landscapes Ltd	Tree planting – Stables Lane (valuation 1)	£8,901.91
Yorkshire Water	Stables Lane playing fields	£270.18
Vision ICT	Website changes - Operation London Bridge	£42.00

Receipts

Taylor Wimpey	Tree contribution	£11,000.00
Christmas trees		£110.00

052/19 To receive items for the next Parish Council meeting on Monday 18th March 2019

Festival grant application

Next Meeting The next Parish Council meeting will be held on Monday 18th March 2019 at 7.00 pm at Boston Spa Village Hall

Closure There being no further business the Chair declared the meeting closed at 20.55 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	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	
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	
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
	18th February 2019	
028/19	Produce supplementary newsletter focussing on anti-social behaviour	Cllr Heum
035/19	Submit comments to Cllr Blake on Church Street planning application by 28 th February	All
043/19 (i)	Contact LCC to obtain advice on measures to prevent vehicle access onto Church Fields POS	Cllr Gausen
047/19	Invite the local traders to submit an article on their Christmas plans for the annual newsletter	Cllr Heum