

BOSTON SPA PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on Monday 15th April 2019 at the Village Hall, Boston Spa at 7.00 pm

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

Apologies: Cllr K Blake

In Attendance: D Marshall (Clerk to the Council), PCSO E Leighton.

Guests: Ward Cllr Alan Lamb

Seven members of the public were in attendance. The Chair welcomed Cllr Lamb and the members of the public and invited them to address the meeting. Five residents attended to express a concern that land near their properties on Gas Works Lane may be subject to future development. It was noted that the area is within green belt. Cllr Morritt advised that the Parish Council cannot react to speculation about future developments, but that residents' views will be taken very seriously should a planning application be made. Cllr Lamb advised he was not aware of any plans to develop the land. Cllr Lamb also reported that he was confident that the Hampole Way / Westwood Way crossing is to be confirmed as being included in this year's business-as-usual capital programme, and if for some reason a problem occurred that it would be funded by the Church Fields money.

Two residents raised concerns about crime and antisocial Behaviour in the village following a recent break in to their summer house in the vicinity of Clifford Road. An update from PCSO E Leighton confirmed that the Police were aware of the issue. Cllr Lamb confirmed that he had met with Inspector Horn to reinvigorate the PACT meetings which had been successful in Wetherby and suggested it would be useful if the inspector attended the PC meetings in person to encourage members of the public to become more engaged in issues relating to crime. The Parish Council welcomed the proposal.

079/19 To accept apologies for absence and approve reasons for absence

Apologies had been received from Cllr Blake.

Resolved: That the apology was received and consented to

080/19 To receive crime statistics and police matters

A written report had been submitted:

Five crimes had been reported – one theft from a shop, one theft from a motor vehicle, one criminal damage and two burglaries.

Police continue to patrol the antisocial hotspot areas, visit youth clubs and pay home visits to youths causing ASB. Since the police and Leeds City Council Antisocial Behaviour Team (LASBT) delivered prohibition notices to several youths last month there has been a noticeable decrease in calls to the police. Two youths have been to court and have been found guilty of 12 offences and have since been given a probation order.

081/19 To receive declarations of disclosable pecuniary and other interests

None.

082/19 To confirm the Minutes of the meeting held on 18th March 2019 (attached) and review the action list

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

123/18- Review the Stables Lane risk assessment following attendance at YLCA course - To take place on following the completion of an inspection course on 24th April.

175/18- Discuss with LCC the replacement of the current bins at Millennium Gardens- completed.

225/18 (iii)- Bring back a costed proposal for the provision of CCTV at Stables Lane- ongoing.

013/19- Contact LCC for an update of the repair to the damaged guttering- completed.

043/19 (i)- Contact LCC to obtain advice on measures to prevent vehicle access onto Church Fields POS - Ongoing

062/19- To obtain a revised quotation from Yorkshire Water at Primrose Hill allotments following a resurvey – Completed

066/19- Undertake a safety inspection of the Deepdale Skate park and report back at the next meeting – Ongoing.

067/19- Follow up with Enviroscope in regards to funding for a Woodland Survey at Riverside – ongoing

069/19(ii)- To investigate POS for Church Fields and pull together a plot plan in order that residents can be made aware of Parish Council ownership of public land and boundaries – completed.

069/19 (iv)- Investigate bus shelter options for the St Mary's Church bus stop that will complement the streetscene on the High Street and follow up with Ward Councillors regarding funding - ongoing

071/19- Request a greater traffic warden presence in the village, particularly around the junction of Bridge Road/ High Street to mitigate problems with sightlines – completed.

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

083/19 To review the monthly figures (attached)

The figures had been previously circulated.

Resolved: That the figures be accepted as a true record

084/19 Planning issues

i) To receive an update on application 19/00664/FU – St Vincent's/Borlocco House

The Parish Council submitted its objection to LCC Planning on 19th March. No timescale has been given as to when the proposed development will be reviewed at plans panel.

ii) To receive an update on application 18/06367/FU and 18/6368/LI - 86 High Street

Cllr Alan Lamb attended the LCC Plans Panel on 11th April, the outcome being that planning permission was refused. Reasons for the rejection included the inappropriate type and mix of housing and the contravention of the Boston Spa Neighbourhood Plan. English Heritage provided a strong historical objection. A meeting has been arranged with senior planners, following which there may be an appeal.

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

No update has been received as to when a decision will be made on the appeal.

iv) To receive an update on the Parish Council's response to application 19/001178/FU – 23 Church Fields Close following a site visit by Cllr Blake.

Cllr Blake made a site visit and comments from the PC were submitted to the LCC Planning Portal on 27th March.

v) To review the remaining planning applications and agree responses (to follow)

19/01415/FU - 49 Grove Crescent - Part two storey, part single storey front, side and rear extension- no comment.

19/01533/FU- 13 Parkfield Drive- Single storey side extension; single storey side and rear extension; loft conversion with dormer windows- no comment.

19/01906/FU- 9 Grove Crescent South- Part two storey, part single storey front/side/rear extension including integral garage - There are concerns about overdevelopment of the site. Cllr Blake will visit the site and make an assessment.

19/01995/FU- 22 Oxclose Road- Single Storey rear orangery – no comment.

19/01867/FU- 29 Oxclose Road - Single Storey side/rear extension – There are concerns that the rear extension could be intrusive to neighbours and possibly cover a first floor window. In the absence of Cllr Blake, the chair requested that this be discussed at the next PC meeting before submitting a comment.

19/02095/FU- 49 Moor Side – No Comment.

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

085/19 To review proposals for the investment of the Parish Council's surplus funds

An updated report had been circulated setting out options for the investment of the Parish Council's surplus funds following the receipt of £190,557.42 from Taylor Wimpey in March 2019. The report recommended that this sum, together with Parish Council reserves of £118,000 be invested in two long-term deposit accounts, dedicating £85,000 to each to be fully covered by FSCS. The remaining sum should be placed into an instant access savings account. This would then leave £27,000, plus the value of the

2019/20 precept available in the Parish Council's current account.

Resolved: The following deposits be agreed – Nationwide Building Society - £110,000 at 0.5% (instant access); Cambridge & Counties Bank - £85,000 at 2.3% (5 year fixed term); Julian Hodge Bank – £85,000 at 1.5% (3 year fixed)

- 086/19 To approve the donation under S137 expenditure to Boston Spa in Bloom - £500 (annual donation)**
A request had been made by Boston Spa in Bloom for an annual donation of £500. It was agreed that BSiB should provide an update on how the money will be spent, particularly in relation to Stables Lane and the village library.
Resolved: That the annual donation to Boston Spa in Bloom be agreed subject to the above update
- 087/19 To approve the annual subscription to the Yorkshire Local Councils Association (£803.00)**
The increase in the annual subscription had been previously notified.
Resolved: That the subscription to YLCA be renewed for a further year
- 088/19 To agree a way forward on the commencement of work on the new Parish Council website (Cllrs Lyne & Heum)**
A quote from the current website provider had been received in January for the sum £1,750 which has been approved (009/19). Next steps for the projects were reviewed and it was decided that a PC member would take responsibility for the management of the project.
Resolved: Cllr Lyne agreed to manage the website migration
- 089/19 To approve the agenda for the Annual Parish Meeting on Wednesday 8th May (attached)**
The agenda and minutes from the May 2018 APM had been circulated. It was agreed that focus of the 2019 meeting should be on the Stables Lane improvements and the actions of the People Friendly Village Centre group. With crime being of increasing concern in the village, it was agreed that the Ward Councillors and a local police inspector be invited to attend.
Resolved: That the Agenda was agreed
- 090/17 To receive an update on forthcoming Village Community Events**
- i) Boston Spa Gala**
Following correspondence with the gala organisers, it was confirmed that the gala will use the PC PA system.
 - ii) Boston Spa Festival**
The festival organisers have accepted the offer of funding of £700. Following a receipt of a list of activities that are due to take place on Parish Council land, Cllr Alderson will attend a meeting held by the festival organisers on 16 April to check that all insurance obligations will be met. It was agreed that a written report be produced to inform the PC of funding and expectations for discussion at the next Parish Council meeting.
- 091/19 To receive an update on tree works at Stables Lane and The Riverside (Cllr Gaussen)**
- i) Removal of Norway Maple at Primrose Hill allotments**
Cllr Lamb confirmed that Leeds City Council own the tree and the land on which the tree sits and that he would seek for LCC to fund the cost of its felling.
 - ii) Other issues**
It was confirmed that the Stables Lane tree works have been completed. A date is awaited for works to convert two trees at the riverside to Eco Poles.
- 092/19 To receive an update on the provision of water to the Primrose Hill allotments (Cllr Morrill)**
A letter had been sent to all allotment holders on 28th March to advise them that two water butts are now in place to be filled by requesting the hosepipe from the site manager at The Strategic Team Group development. Following the quote received from Yorkshire water on 25 February for £1379.34, it was ascertained that a new survey would have to be undertaken following confirmation that LCC land across which the supply would need to cross was adopted. The new quote to run pipework 45m from adopted land into the allotment land has since been received for the sum of £4914.06 +VAT. As the path will change with the ongoing development, it was recommended that Yorkshire Water undertake the initial work to install the 8m pipe across the land adopted by Leeds Council, with further work to be undertaken in

November 2019 when the development has been completed.

It was agreed that the decision would be communicated to allotment holders via letter and the demand for water from the two water butts be monitored.

- 093/19 To receive an update on streetscene matters and public toilets (Cllr Morrill)**
- Cllr Lamb has organised an LCC survey to be carried out on the roof of the public toilets.
 - It was confirmed that the lights at Millennium Gardens will be fixed within the next 4-6 weeks.
- 094/19 To receive an update from the Friends of Stables Lane Working Group (Cllr Alderson)**
- A formal risk assessment of Stables Lane will be scheduled following the completion of a playground risk assessment course on April 25th
 - Junior Football pitches have now been marked out. Goal posts will be erected shortly.
 - Boston Spa in Bloom has offered to plant some flowers at Stables Lane. Options are being discussed.
 - Carol Taylor has organised regular litter picking, which has now commenced.
- 095/19 To receive an update on riverside issues (Cllr Gausson)**
- Enviroscope is still having difficulties obtaining funding for the woodland survey through the online service.
 - Funding of £1,451.94 was approved by the Outer North East Community Committee to cover the cost of making the Riverside Path wheelchair friendly. Work on this will commence on 14th May for completion by the end of May.
- 096/19 To receive an update from the People Friendly Village Centre working group (Cllr Lyne)**
- 20mph speed limit and build-outs**
A request to extend the 20mph zone on Boston Spa High Street was submitted to LCC on 25th March. LCC is still collating all responses and the scheme engineer is preparing an appropriate response along with any potential design changes. LCC cannot give an accurate timeframe for the works at the present time.
 - Dementia Friendly Induction Course**
It was agreed that all Parish Councillors, members of the PFVCG and Ward Councillors attend a one hour dementia friendly induction training course. The Village Hall was approved as a venue and Cllr Lyne will return with suggested dates.
 - Review shop front design guidance (attached)**
Cllr Lyne circulated a proposal for Boston Spa shop front designs and an outline Village Centre Plan. It was agreed that the Parish Council would provide feedback at the next meeting.
 - Changing Places funding availability for disabled toilet refit**
The Village Hall committee confirmed that it would like to receive the Changing Places grant to improve the disabled toilet in the village hall. This is being organised by Cllr Lamb.
 - Other issues**
Cllr Lyne attended a recent meeting with the Ward Cllrs and representatives from LCC to discuss the village centre redesign. Feedback was very positive and it was requested that three designs be produced to be presented at a public exhibition for consultation with residents.
- 097/19 Church Fields**
- To review and agree on the communication to residents who have plots immediately adjacent to the hedge on High Street.**
Plot layouts and a letter had been circulated to inform residents of the Parish Council's ownership and maintenance of public open space at Church Fields. Cllrs Gausson and Blake agreed that letters would be hand delivered to help build relationships with residents and answer any questions.
Resolved: The letter was approved.
 - To review progress on funding for a bus shelter outside St Mary's Church**
Ongoing.
 - To consider options to preventing unauthorised parking on the overflow car park and public open space.** A quote had been received from Broxap for hooped barriers. It was agreed that alternatives

would be sought by Cllr Gausson for review and discussion at the next meeting.

iv) Other issues

None.

098/19 Deepdale Skate Park

i) To receive an update to repairs to the skate ramp following vandalism in 2018

A quote has been received from the manufacturers of the skate ramp, Wicksteed, for £2816.66 + VAT. A claim has been raised with the insurance company and this is being processed.

ii) To receive an update on the nearby footpath between West End and High Street

The path was inspected by Cllr Blake and this has been reported to Ward Cllr Gerald Wilkinson.

iii) Skate Park Safety Signage

This is to be reviewed following a review of the play areas inspection assessment to be undertaken by Cllrs Blake and Alderson following training on 25th April.

099/19 To receive an update on issues in relation to the Grove Road development (Cllr Morrirt)

No issues to report.

100/19 To receive reports from members who have attended other committees and meetings

Cllr Blake attended a meeting with Leeds City Council Town and Parish Planning to receive a general update on planning issues.

- It was reported that The Core and SAP are under review with regard to numbers and the trend is downwards, however this will not affect current planning.
- S106 and CIL: some of the details are being reviewed but no major changes
- LCC planning requested that all planning comments be submitted through the public access portal as it decreases workload and allows comments to be viewed immediately.

101/19 Exchange of Information – to raise any emerging issues

It was agreed that a letter should be sent to Councillor Gerald Wilkinson to wish him a successful recovery following a recent illness.

Cllr Morrirt announced his last day as current Chairperson and Councillor would be 8th May. Responsibilities would be distributed to the re-elected Parish Councillors as follows:

Allotments: Cllr M Harris

Village Hall Flagpole: Cllr K Alderson

PA Equipment: Cllr S Courts

Festival: Cllr M Heum

Streetscene: Cllr T Gausson

102/19 Clerk's verbal report

- The Annual Parish Newsletter has now been printed. Invoices have been sent out to the advertisers and payments have been received from Kirby's and Clifford Moor Pet Hotel.
- Spa Surgery paid £38.00 for a hanging basket in error. It was agreed that we would forward this payment to Boston Spa in Bloom.
- In preparation for the annual internal audit, the auditor had been sent the relevant documents ahead of the Parish Council internal audit meeting on 14th May.
- The Clerk will be attending two training sessions in April, the LCC Code of Conduct and register of interests training on 23/04 and The Clerks' Induction Day on 26/04.

103/19 To note correspondence received – items of interest (to follow)

A request has arrived from a fitness trainer to ask if she can use Stables Lane and Church Fields to hold some outdoor fitness sessions in the summer.

104/19 To approve responses/action to items of correspondence

It was agreed that that Stables Lane Community Park would be the most appropriate location and that a

contribution towards the use of the park would be requested, based on number of participants and cost to each participant.

105/19 To receive late items of correspondence

A request had been made for the use of the Parish Crest by a teacher at St Mary's Primary School for a year 2 project. The request was approved and it was agreed Cllr Morrirt would locate the digital artwork.

106/19 To approve payments and receipts in accordance with the budget

D Marshall	Clerk's salary and expenses	£561.81
Boston Spa in Bloom	2019/2020 sponsorship	£500.00
YLCA	2019/2020 subscription	£803.00
Parish Magazine Printing	Annual Newsletter	£103.50
Vision ICT	Annual Web and email hosting	£454.20
S Morrirt	Refund- Hose and Hose Cart for allotments	£49.50
Receipts		
Miller Homes	Stables Lane Contribution	£1,000
Leeds City Council	Precept 2019/20	£51,160.00
Leeds City Council	LCTS Grant 2019/20	£1444.00
Kirby's Builders Merchants	Annual Newsletter Advert	£90.00
Clifford Moor Pet Hotel	Annual Newsletter Advert	£36.00

107/19 To receive items for the next Parish Council meeting on Monday 20th May 2019

None.

Next Meeting The next Parish Council meeting will be held on Monday 20th May 2019 at 7.00 pm at Boston Spa Village Hall

Closure There being no further business the Chair declared the meeting closed at 21:20 hours

Signed _____

Date 15th April 2019

ACTION LIST

	21st May 2018	
123/18	Review the Stables Lane risk assessment following attendance at YLCA course	Cllr Alderson
	17th September 2018	
225/18 (iii)	Bring back a costed proposal for the provision of CCTV at Stables Lane	Cllr Alderson
	18th February 2019	
043/19 (i)	Contact LCC to obtain advice on measures to prevent vehicle access onto Church Fields POS	Cllr Gausen
	18th March 2019	
066/19	Undertake a safety inspection of the Deepdale Skate park and report back at the next meeting.	Cllr Blake
067/19	Follow up with Enviroscope in regards to funding for a Woodland Survey at Riverside.	Cllr Gausen
069/19 (iv)	Investigate bus shelter options for the St Mary's Church bus stop that will complement the streetscene on the High Street and follow up with Ward Councillors regarding funding.	Cllr Gausen
	15th April 2019	
088/19	To present a proposed design for the new website with a list of recommendations of content that should be retained or discontinued from the existing website	Cllr Lyne
089/19	To produce slides on the work of the PFVWG for presentation by Cllr Gausen at the Annual Parish meeting.	Cllr Lyne
090/17 (ii)	To deliver a written report to inform the PC of funding and expectations for the forthcoming festival.	Cllr Alderson
092/19	To produce an letter updating allotment holders on the supply of water at Primrose Hill	Cllr Morritt
096/19 (ii)	To check availability and propose a number of dates for the Dementia Friendly Induction Course	Cllr Lyne
097/19 (i)	To hand deliver POS letters to residents at Church Fields	Cllrs Gausen & Blake
097/19(ii)	To bring back alternative options to prevent unauthorised parking at Church Fields.	Cllr Gausen
105/19	To locate and provide digital artwork for the Boston Spa village crest	Cllr Morritt