

BOSTON SPA PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Monday 20th May 2019 at the Village Hall, Boston Spa at 7.00 pm

Present: M Heum (Vice chair), Cllrs S Courts, T Gausson, K Alderson, J Lyne

Apologies: Cllr S Morrirt, Cllr M Harris

In Attendance: D Marshall (Clerk to the Council)

Guests: Ward Cllr Alan Lamb.

No members of the public were in attendance. The Vice Chair welcomed Councillor Lamb and invited him to address the meeting.

Councillor Lamb advised that he had been speaking to English Heritage and the planners at Leeds City Council following the recent approval of the development at 86 High Street after its refusal at Plans Panel on 11th April. He agreed that more clarity was needed regarding the planning process and to understand how the decision had come to be reversed.

The preparations to hold a youth summit in Wetherby are underway, with young people being brought together to decide how local funds can be spend on youth activities. Cllr Lamb advised that schools in Boston Spa had been approached, but little enthusiasm had been shown. Cllr Lamb confirmed that he was working with the youth service to get young people in Boston Spa involved.

Cllr Lamb confirmed that the free community Wi-Fi had been installed in Wetherby at no cost to the council. A request had been received from a resident in Boston Spa for a similar service. Following concerns that Boston Spa Post Office may be sold to a private developer, Cllr Lamb advised that he would investigate alternative options with the Post Office to maintain a facility in Boston Spa should the current shop be at risk of closure.

108/19 To elect the Chairman and Vice Chairman and to receive the Declarations of Acceptance of Office or, if they are not present, to resolve that such a Declaration be made at or before the next Ordinary meeting of the Council

Cllr Heum proposed Cllr Blake for the position of Chairman, seconded by Cllr Lyne. Cllr Alderson proposed Cllr Heum for the position of Vice Chairman seconded by Cllr Courts. There being no objections or further nominations, Cllr Blake was elected as Chairman and Cllr Heum as Vice Chairman. Cllrs Blake and Heum signed the Acceptance of Office forms. It was agreed that a letter would be sent to Cllr Morrirt to thank him for his many years of hard work on the Parish Council both as a Councillor and Chairman.

Resolved: That the Declarations of Acceptance of Office were accepted.

109/19 To accept apologies for absence and approve reasons for absence

Apologies had been received from Cllrs Morrirt and Harris.

Resolved: That the apologies were received and consented to

110/19 To receive crime statistics and police matters

A written report had been submitted:

Sixteen crimes had been reported – nine criminal damage, three burglary residential, two theft, one burglary business and one vehicle interference. Cllr Gausson confirmed that an air rifle had been used to shoot a hole in the Village Hall Lantern Room window. It was agreed that crime matters would be given prominence in the next Parish Council e-newsletter, with the advice from Inspector Horn that all incidents of Anti-Social behaviour should be reported and that photographs can prove useful as evidence for the Police as stated at the Annual Parish meeting.

111/19 To receive declarations of disclosable pecuniary and other interests

None

112/19 To confirm the Minutes of the meetings held on 15th April (attached) and review the action list
 The minutes had been previously circulated. The following updates to the Action List were noted.
 123/18 - Review the Stables Lane risk assessment following attendance at YLCA course- completed
 225/18 (iii)- Bring back a costed proposal for the provision of CCTV at Stables Lane- ongoing
 043/19 (i)- Contact LCC to obtain advice on measures to prevent vehicle access onto Church Fields POS - ongoing
 066/19- Undertake a safety inspection of the Deepdale Skate park and report back at the next meeting. - completed
 067/19- Follow up with Enviroscope in regards to funding for a Woodland Survey at Riverside. The funding application is now in.
 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 – This has now been passed to the PFVCWG
 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 – Ongoing.
 089/19- To produce slides on the work of the PFVWG for presentation by Cllr Gausson at the Annual Parish meeting.- completed
 090/17 (ii)- To deliver a written report to inform the PC of funding and expectations for the forthcoming festival.- To be delivered at the June meeting.
 092/19- To produce an letter updating allotment holders on the supply of water at Primrose Hill- Completed
 096/19 (ii)- To check availability and propose a number of dates for the Dementia Friendly Induction Course – Organised for 22nd May 2019.
 097/19 (i)- To hand deliver POS letters to residents at Church Fields- Completed.
 097/19(ii)- To bring back alternative options to prevent unauthorised parking at Church Fields.- see 130/18
 105/19- To locate and provide digital artwork for the Boston Spa village crest – completed.
Resolved: That the minutes be accepted as a true record and the action list updated

113/19 To review the monthly figures (attached)
 The figures had been previously circulated.
Resolved: That the figures be accepted as a true record

114/19 To review and appoint representatives to the following outside bodies:

Village Hall Management Committee (2)- Cllrs Gausson and Heum
 Charity of Richard Dawson (2)- Cllrs Alderson and Courts
 Boston Spa Festival Liaison (1)- Cllr Alderson
 Deepdale Management Association (1) – To be left as a vacancy
 Leeds CC Annual Parish Forum (2)- Cllrs Blake and Heum
 Harewood & Wetherby Wards Town and Parish Council Forum (1) Cllrs Blake and Heum
 Yorkshire Local Councils Association (2) Cllr Blake
 It was agreed that a new role of Boston Spa festival liaison was required and this was accepted by Cllr Alderson.

115/19 To review and agree membership of the Parish Council's Committees and Working Parties and appoint Lead Members

Green spaces, Footpaths & Trees (2) – Cllrs Gausson and Harris
 Stables Lane Development Working Group (2) – Cllrs Alderson and Courts
 People Friendly Village Centre Working Group (2) – Cllr Lyne, Gausson
 Sports Club Liaison (1)- Cllr Courts
 Allotments Lead Member- Cllr Harris
 Streetscene Lead Member- Cllr Harris
 Finance/Internal Control Lead Member- Cllr Courts
 Planning Lead Member (2) Cllr Blake and TBC
 Communications (2)- Cllr Heum and Lyne
 Employment Sub Committee (2) – Cllr Blake and Courts
 Neighbourhood Plan Group (3)- Cllr Lyne, Cllr Blake
 Grove Road Liaison (1) – Cllr Blake
 It was agreed that a Christmas Tree Liaison was no longer required.

- 116/19 To approve the statutory documents**
- i) **Standing Orders** – no changes
 - ii) **Financial Regulations** – no changes
 - iii) **Asset Register** – no changes
 - iv) **Publications Scheme** – no changes
 - v) **Complaints Scheme** – no changes
- Resolved: That the above documents be approved**
- 117/19 To receive an update on the Annual Review of Risk Assessments and confirm any updates required (to follow)**
 The risk assessments had previously been circulated and reviewed. Cllr Blake confirmed that he had updated the Skate Park Risk Assessment to include greater detail following the completion of an Inspection of Play Equipment Course. Cllrs Alderson and Blake advised that Play Equipment should be independently inspected by Rospa. Cllr Blake asked whether the Skate Park was inspected by LCC. Cllr Lamb said he would check this. There were no other revisions to the Risk Assessments.
Resolved: That the risk assessments be agreed
- 118/19 To consider the Internal Auditor’s report to the Parish Council (attached)**
 The report from the Internal Auditor had been circulated. It had been recommended that greater attention be paid in ensuring that cheque stubs are signed by both signatories and that all spend is recorded in the minutes.
Resolved: That the report be welcomed
- 119/19 To approve the Statement of Internal Control for the year ended 31st March 2019 and approve and sign the Annual Governance Statement**
 A report on Internal Controls had been circulated. All internal controls and the internal audit system are considered effective.
Resolved: That the report be accepted and signed by the Chair and Cllr Courts and that section 1 of the Annual Governance and Accountability Return – Annual Governance Statement 2018/2019 be signed by the Chair and Responsible Financial Officer (Clerk)
- 120/19 To approve and sign the Financial Statements for the year ended 31st March 2019 and sign Section 2 of the Annual Return**
 The accounts had previously been circulated. The Annual Governance and Accountability Return had been completed and will be submitted to the External Auditor in accordance with the published timetable.
Resolved: That the Income & Expenditure Account and the Balance Sheet for the year ending 31st March 2019 be approved and the accounts and Section 2 of the Annual Governance and Accountability Return – Accounting Statements 2018/2019 be signed by the Chair and the Responsible Financial Officer (Clerk)
- 121/19 To review the planning applications and agree responses (previously circulated)**
- i) **To receive an update on application 19/00664/FU – St Vincent’s/Borlocco House**
 There has been no update following the submission of the Parish Council’s objection. Cllr Lamb confirmed that there will be a further meeting between ward members and LCC planners before the next meeting with the developers.
 - ii) **To receive an update on application 18/06367/FU and 18/6368/LI - 86 High Street**
 The Parish Council had submitted a further objection on the Leeds Planning Portal. On 15th May, the original rejection was overturned and the development was approved. Cllr Lamb confirmed that he was meeting with LCC Planners to investigate the planning approvals process.
 - iii) **To review the remaining planning applications and agree responses (to follow)**
- 17/07917/FU (Crown Hotel).**
 It was confirmed on 18th April that the appeal rejecting the use of the building as a supermarket had been dismissed by the Planning Inspectorate. Cllr Lamb confirmed that the future of the Crown Hotel was on the agenda to be discussed at the next planning briefing.
9 Grove Crescent South- A revised plan has now been submitted. There are no further comments.
29 Oxclose Road. – A neutral comment will be submitted regarding concerns for the type of roof.
PREM/04336/001 Premises Licence (Café Bospa, 181A High Street)
 An objection had been made by the PC on the LCC Planning Portal following the application to extend the opening hours. Cllr Lamb confirmed that the planning conditions would take precedent over any application to extend opening hours.

19/02265/FU - West Oaks School- Installation of modular classroom building – No comment
19/02247/FU- 6 Grove Crescent South- First floor side extension; single storey rear extension; new walling and window to existing integral store – no comment
19/02516/FU- 267A High Street- New Greenhouse. – no comment
19/02457/FU - 29 Church Street - Extension to gable and dormer window to rear; roof lights to front.- no comment
19/02745/FU- 8 Bownas Road - Single storey side and rear extension- no comment
19/02488/FU- 3 Green Lea Close- Part two storey, part first floor extension to side- neutral comment to be submitted regarding concerns over 2 storey extension.
19/02843/FU - 9 Beeches End - Single storey link extension to side and replacement of window with sliding door – no comment
19/02892/FU- 268 High Street- Replacement garage to rear - no comment.

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

- 122/19 To consider matters arising from the Annual Parish Meeting and agree any action to be taken**
The draft minutes from the Annual Parish meeting had been circulated. Anti-social behaviour and crime had been the key concerns raised by residents. The number of primary school places was also raised. Cllr Lamb confirmed that the school intake would be increased at St Mary's and St Edward's by 10 in 2020, and another 10 in 2021. There had been an unsolicited acknowledgement from a resident about the valuable work the Parish Council had undertaken.
- 123/19 To receive an update on progress made on the new Parish Council website (Cllr Lyne)**
Following a review, it was decided that the existing content could not just be transferred over to a new site. Cllr Lyne is compiling a report of content that should be kept for presentation at the next PC meeting.
- 124/19 To receive an update on the forthcoming Boston Spa Festival (Cllr Alderson)**
Cllr Heum confirmed that she had been going to the Festival meetings. Cllr Alderson advised that he would bring a report detailing PC funding and expectations for the forthcoming festival to the next Parish Council meeting. It was agreed that the entrance to the car park from High Street be closed on the Saturday and Sunday of the festival and that the request should come from Parish Council.
- 125/19 To receive an update on streetscene matters and public toilets (Cllr Harris)**
Cllr Lamb confirmed that a survey had been carried out on the public toilets by LCC and that repair/replacement of the guttering and roof work is scheduled to take place in the summer.
- 126/19 To receive an update on the provision of water to the Primrose Hill allotments (Cllr Harris)**
Following a letter from a resident to Yorkshire Water, a £250 goodwill discount had been offered on the cost of the piping works, but it had been agreed that the £4914.06 +VAT cost would still be too high. The discount will be used later in the year against the cost of the 8m pipe work. Feedback from a resident indicated that allotment holders are not topping up the water butts as requested. It was agreed that Cllr Harris would apply a sign to the water butts to remind the allotment holders. The Norway Maple has been removed by LCC.
- 127/19 To receive an update from the Friends of Stables Lane working group (Cllr Alderson)**
- i) To review and agree charges for the use of Stables Lane for sport/fitness activities**
An enquiry had been made by a fitness instructor regarding the use of Stables Lane for workout classes. Following the submission of typical class numbers and class fees it was agreed that a charge of £5 per class would be made, to be billed monthly.
Resolved: That the cost of £5 per class be charged
 - ii) To review and agree payment for invoices submitted by Groundworks**
Two very late invoices had been received from Groundworks for work completed in the preliminary stage and stage one development of the Stables Lane Community Park in 2017 and 2018. Following a review, it has been confirmed that all work quoted had not previously been billed and had been completed satisfactorily.
Resolved: That the two invoices be paid
Other issues
 - iii) • Anti-social behaviour by youths remains a problem at Stables Lane and the Under 10's only sign**

has been removed from the play area by vandals. Cllr Gausson confirmed that the new tree protectors seem to be working against vandalism. It had been reported that a plastic bottle filled with stones had been thrown into the bowling club, narrowly missing a bowler. This has been reported to the police. A resident with experience of working with problem youths has come forward and has volunteered to give advice on how to handle disruptive teens.

- The plans for the opening ceremony of the festival are coming together and Cllr Alderson will report back at next PC meeting. It was noted that a generator will be needed and it was requested that Parish Council provide the funds for this. Costings will be provided at the next meeting.

128/19 To receive an update on riverside issues (Cllr Gausson)

i) Conversion of two beech trees to Eco Poles at riverside

A date is still to be confirmed as to when this will take place.

ii) Progress on making path wheelchair friendly

Progress is ahead of schedule and the path just needs to be wacker plated. It was agreed that Cllr Harris and Cllr Gausson would take photos to support the grant application and inform residents in the next Parish e-newsletter.

iii) Other issues

- Cllr Gausson confirmed that the riverside is starting to grow weeds. It was proposed that a small fund to put aside so that a local gardener could keep weeds to a minimum. Cllr Gausson confirmed that he would approach Open Country to get an idea of costs.
- Cllr Blake noted that some of the benches required a re-paint. It was agreed that he would approach the previous maintenance company to get a quote.

129/19 To receive an update from the People Friendly Village Centre working group (Cllr Lyne)

i) Review shop front design guidance

Guidelines for shop fronts had previously been circulated for review by the councillors. It was agreed that these would be put on the Parish Council website and a letter would be sent to retailers to advise them.

Resolved: That the shop front guidelines be accepted and that Cllr Lyne would draft a letter to be reviewed at the next Parish Council meeting.

ii) Receive an update on village centre redesign

Three designs are being produced for the village centre redesign. These are expected to be available in the summer.

ii) Other issues

No further updates had been received regarding when the build-outs and 20mph zone would be installed. Cllr Lamb said he would check on progress and report back at the next meeting.

130/19 Church Fields

i) To consider a request made by a resident for use of public space

Following a request from a resident that their pony be allowed to use the POS, it had been confirmed by email that land with amenity to the public cannot be put to private use.

ii) To review progress on funding for a bus shelter outside St Mary's Church

This has now been referred to the PFVCWG.

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

Following the receipt of a quote for hooped barriers, it was agreed that alternatives should be explored.

Toby Ware has offered to look at this and it was agreed that £150 was an appropriate fee for the undertaking of the work. Jonathan Davis from the Arium will also come back with further options.

iv) Other issues

None.

131/19 To receive reports from members who have attended other committees and meetings

Cllr Gausson and Heum attending the Village Hall Committee meeting. It was confirmed that works would be undertaken to improve the toilet facilities and create a wider entrance to café, which is now being used by WiSE. Toby Ware is looking at layout options that will also include an accessible toilet. The cost will be in the region of £50,000 and Leeds CC may provide some funding. The position of the changing places facility was also

being considered, with the gents in the Jubilee Room being a possibility.

132/19 Exchange of Information – to raise any emerging issues

None.

133/19 Clerk’s verbal report

- The insurance claim for the damaged Skate Ramp at Deepdale has now been received for £2566.66 with the figure of £250 policy excess applied to the £2816.66 amount claimed for repairs. The excess will be taken from the playing fields repairs budget.
- The Annual Boston Spa Crime figures report had been provided by Wetherby Police. In the 2018/19 year there had been 109 crimes committed: 20 burglary residential, 6 burglary business, 7 theft of a motor vehicle, 10 theft from a motor vehicle, 17 theft other and 49 criminal damage. This was compared to 81 crimes overall in 2017/18.
- A cheque has now been signed by two signatories for the deposit of £84,990 to be made into the Cambridge and Counties Parish Council Savings Account. (085/19) . A test deposit had previously been made for £10 using internet banking, but it was found that a cheque was a more appropriate way to transfer the funds.
- It had been noted by Cllr Morrith that the Village Hall Union Flag had become rather faded. Permission was sought to purchase a replacement flag at a cost of £57 plus VAT. This cost had been approved.
- Allotments –a letter had been sent to an allotment holder whose plot appeared not to be being cultivated. The allotment holder has since given up the allotment, which is in the process of being re-let.

134/19 To note correspondence received – items of interest

There had been a number of enquiries from the public regarding trees on Parish Council land. It was agreed that some minor works would need to be undertaken. An enquiry had come from a resident at the Riverside regarding a concern about overhanging trees.

135/19 To approve responses/action to items of correspondence

Cllr Gausson confirmed that he would get a quote for the minor works. It was agreed that the resident at Riverside should consult a tree expert, given that the trees are not considered to be dangerous.

136/19 To receive late items of correspondence

None.

137/19 To approve payments and receipts in accordance with the budget

D Marshall	Clerk’s salary & Expenses	£750.59
Came & Company	Insurance renewal 2019	£1239.50
Wharfe Valley Garden Maintenance	Millennium Gardens/High Street car park - April	£108.00
Groundworks	Stables Lane Village Park Landscape Services	£3121.20
Groundworks	Stables Lane Village Park Landscape Services	£1101.60
Leeds City Council	Church Fields planting and landscaping	£12733.3
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Farm & Land Services	Church Fields Maintenance	£400.80
Receipts		
Oasis School of HR	Newsletter Advert	£60.00
Leeds City Council	Parish Paths Grant	£241.00
Axa Insurance	Insurance claim for Deepdale skate ramp repair	£2566.66

138/19 To receive items for the next Parish Council meeting on Monday 17th June 2019

None. New items to be received by Friday 7th June.

Next Meeting The next Parish Council meeting will be held on Monday 17th June 2018 at 7.00 pm at Boston Spa Village Hall

Closure There being no further business the Chair declared the meeting closed at 21.10 hours

Signed _____

Date 17th June 2019

Chair

ACTIONS

	17th September 2018	
225/18 (iii)	Bring back a costed proposal for the provision of CCTV at Stables Lane	Cllr Alderson
	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
090/17 (ii)	To deliver a written report to inform the PC of funding and expectations for the forthcoming festival.	Cllr Alderson
097/19(ii)	To bring back alternative options to prevent unauthorised parking at Church Fields.	Cllr Gaussen
	20th May 2019	
117/19	To investigate whether Play Equipment should be independently inspected by Rospa and how much this would cost	Cllr Alderson
117/19	To confirm whether Deepdale skate park is inspected by LCC and how often.	Cllr Blake
126/19	To affix a sign on the water butts at Primrose Hill	Cllr Harris
127/19iii	To obtain a quote for the cost of a generator for the festival	Cllr Alderson
128/19ii	To take photos of work to path at Riverside	Cllrs Gaussen and Harris.
128/19iii	To ask Open Country for a quote to de-weed the Riverside	Cllr Gaussen
128/19iii	To get a quote for the reparation/maintenance of benches at Riverside	Cllr Blake
129/19	To draft a letter to High Street shop keepers to advise them on the new shop front guidelines	Cllr Lyne
135/19	To obtain a quote for minor tree works	Cllr Gaussen