

BOSTON SPA PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on Monday 17th June 2019 at the Village Hall, Boston Spa at 7.00 pm

Present: Cllr K Blake (Chair), M Heum, S Courts, K Alderson, J Lyne, M Harris

Apologies: Cllr T Gaussen

In Attendance: D Marshall (Clerk to the Council) PC Tom Goringe, PC Steve Lane.

Guests: Ward Cllr Gerald Wilkinson

Two members of the public were in attendance. The Chairman welcomed the members of the public and Cllr Wilkinson and invited them to address the meeting. Two residents expressed their concerns about a resubmitted planning application for an extension at Church Fields with particular regard to the height of the pitched roof. Cllr Blake confirmed that the Parish Council would review the plans and make a further objection.

Following a second attempted burglary at the Post Office, Cllr Wilkinson confirmed that the installation of CCTV had now been approved by LCC and the cost of the camera would be between £35,000- £38,000. Leeds Watch is working with the Police to decide where the camera should be positioned, with the most likely location being at the junction of High Street and Bridge Road. The final cost will be determined this month. Cllr Wilkinson has also requested a quote for a second camera to be mounted at Stables Lane, which is likely to cost less because the cables will already be in place. Once the consultation prices have been received, Cllr Wilkinson confirmed that the Ward Cllrs would report back to the Parish Council.

Cllr Wilkinson confirmed that the Westwood Way/Hampole Way Zebra crossing has been approved and is going through the formal process with Leeds City Council. Cllr Lyne asked about the buildout proposals that were already in consultation for the junction at Westwood Way. Cllr Wilkinson confirmed that both buildouts will still be included.

Cllr Wilkinson advised that the licence extension for 181A High Street had been granted for 11.30pm, but that planning permission currently only allows the premises to open until 11pm and that this will take precedence. It was confirmed that the Deli/Restaurant will not sell draught beer and that measures will be put in place to prevent smokers from congregating in the Post Office doorway.

Cllr Wilkinson confirmed that the Ward Councillors had agreed to spend £40-45,000 on new playground equipment at Deepdale and that they will be consulting with local residents in regards to the kind of equipment they would like.

139/19 To accept apologies for absence and approve reasons for absence

Apologies had been received from Cllr Gaussen.

Resolved: That the apology was received and consented to

140/19 To receive crime statistics and police matters

A written report had been submitted. Eight crimes had been reported in May; three criminal damage, three burglary residential, one burglary business and one theft of a bicycle.

PC Tom Goringe advised that the public should be reminded to keep doors locked, particularly as burglaries over the past month had occurred when thieves had entered from the front unnoticed when residents had been sat in the back garden. PC Goringe advised that the gas attack on the Post Office cash machine was part of a wider problem with organised crime and was being investigated.

The Chairman and Clerk attended the Wetherby PACT meeting on 11th June together with residents from Boston Spa to discuss the increasing levels of Anti-social behaviour and criminal damage in the village. PC Goringe confirmed that the recent vandalism at Stables Lane to the BBQs, play equipment and allotments is being investigated using CCTV footage from St Mary's School and is not believed to have been caused by youths from the village. The police have met with the owners of Borlocco House and this has now been fully secured with

metal boards and CCTV has also been installed. St Vincent's had also been previously secured but the door has now been taken out. The developers are hoping to receive permission to demolish the building as soon as possible.

Over recent weeks, the Police have been targeting local off-licences with an underage alcohol purchase assessment. PC Goringe was pleased to advise that all shops in Boston Spa had passed.

PC Goringe also advised that PCSO Emma Leighton is leaving her post in Boston Spa to undertake another role in West Yorkshire, and that PCSO Chris Beetham will be her replacement.

141/19 To receive declarations of disclosable pecuniary and other interests
None.

142/19 To confirm the Minutes of the meeting held on 20th May 2019 (attached) and review the action list

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

225/18 (iii) – Costed proposal for CCTV at Stables Lane – See 152/19ii

088/19 – Update on proposed design for new website- Ongoing

090/17 (ii) – Funding report for Boston Spa Festival- Completed. See 149/17 below.

097/19(ii) – Options to prevent unauthorised parking at Church Fields - ongoing

117/19 – To investigate whether Play Equipment should be inspected by ROSPA and cost - Ongoing

117/19 – Confirm whether Deepdale play area is inspected by LCC and how often- Completed

126/19- To affix sign on water butt at Primrose Hill- Completed

127/19iii – Obtain quote for generator at Festival- Completed. See 149/17 below.

128/19ii – Take photos of work done to path at Riverside- Completed

128/19iii - To ask Open Country for a quote to de-weed the Riverside - Completed

128/19iii - To get a quote for the reparation/maintenance of benches at Riverside- Completed. See 153/19iii

129/19- To draft a letter to High Street shop keepers to advise them on the new shop front guidelines-completed. See 154/19ii.

135/19 – To obtain a quote for minor tree works- Ongoing

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

143/19 To review the monthly figures (attached)

The figures had been previously circulated.

Resolved: That the figures be accepted as a true record

144/19 Planning issues

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

The planning application is still under consideration by LCC and no update has been received.

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

Cllr Lamb had been in consultation with the planners at LCC and an update is expected at the next Parish Council meeting.

iii) To receive an update on application 17/07917/FU – The Crown Hotel

Cllr Lamb is due to meet with planners at LCC and an update is expected at the next Parish Council meeting.

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

19/01178/FU – 23 Church Fields Close – Previous comment regarding height of roof to be resubmitted.

Other planning applications required no comments from the Parish Council.

145/19 To review training needs for Councillors and Clerk following the release of the H2 YLCA training course list.

The course list had previously been circulated. It was confirmed that there was £85 left in the budget for training this year. No requests were made by councillors for training. The Clerk requested funding to undertake a VAT course be held by YLCA on Wednesday 17th July.

Resolved. That the cost of £45 was approved for the undertaking of a VAT course by the Parish Clerk.

146/19 To review the requirement for MTD (Making Tax Digital) Software and IT equipment for the Parish Council.

A reminder from YLCA had arrived to inform VAT registered councils that they must migrate to HMRC's MTD by the deadline of 1st October. It was recommended that councils who rely on spreadsheets move to using a digital accounting package in order to do this. A quote and a demonstration had been obtained from Scribe, specialist accounting software for Parish Clerks. The annual cost for this would be £347.00 per year. Migrating to this system would also cut down on admin, improve reporting, make auditing easier and reduce the possibility of error when using spreadsheets.

The Parish Council laptop is now more than 6 years old and the fan has started to malfunction. The laptop also uses Windows 7 software, which will no longer be supported by Microsoft after 14 January 2020. It was agreed that quotes would be sought for a new laptop and migration to Windows 10.

Councillors expressed concerns about the number of places where public documents were being stored, such as the Neighbourhood Plan. It was agreed that a secure cloud hosted solution should be considered, where all documents can be stored in a central location.

Resolved: That the cost of £347 for Scribe software be approved and that quotes for a new laptop, Windows software and Cloud hosted storage be obtained for discussion at the next Parish Council meeting.

147/19 To receive an update on progress made to the new Parish Council website

Cllrs Heum and Lyne will meet to discuss transferable content and report back at the next Parish Council meeting.

148/19 To discuss the plans for the celebration of the 75th Anniversary of VE day on 8th May 2020.

A document from YLCA had arrived outlining the celebrations being planned for the 75th Anniversary of VE Day on 8th to the 10th May 2020. It was agreed that the PFVCWG and FOSL would discuss ways that this could be commemorated in their respective committee meetings and report back to the Parish Council with ideas in September.

149/19 Boston Spa festival

i) To receive an update on costs and approve any expenditure

The Parish Council had previously agreed to provide a budget of £700 to promote the festival. (058/19ii)
An invoice had been received for £720 for the printing of leaflets.

Resolved: That the invoice be approved for payment.

ii) To review and approve the cost for the hire of a generator

Although stall holders have agreed to provide their own power, a quote had been obtained at a cost £31.20 for weekend hire of a generator for consideration by the PC in case of a power failure.

Resolved: That the £31.20 be approved for the 2019 Festival and the situation be assessed for review prior to the 2020 Festival.

iii) To review and approve funding to support the Stables Lane Opening Ceremony

A report had been circulated by Cllr Alderson outlining the following costs:

2 Portable Toilets: £70; Marquee: £50; Musician: £60; Decorations: £100; Children's Den Building: £100

Resolved: That the above costs be approved by the Parish Council.

iv) Other issues

- Cllr Wilkinson confirmed that a grant request of £1000 had been approved by Leeds City Council to support the festival.
- Cllr Heum confirmed that she would undertake a risk assessment for the Stables Lane Opening Ceremony.

150/19 To receive an update on tree works

i) Conversion of Beech to Eco Poles at Riverside

It was agreed that this work would be undertaken after the nesting season.

ii) Fallen tree at Riverside

Cllr Harris confirmed he had instructed Mike Rhodes to remove the tree and make the area safe as a matter of urgency.

iii) Tree inspection following resident concerns

Concerns regarding a number of trees had been made by residents in which Cllr Gausson had made site visits. None of the trees required urgent work, but it was agreed that quotes would be sought for the

undertaking of minor tree works towards the end of the summer.

151/19 To receive an update on streetscene matters and public toilets (Cllr Harris)

Nothing to report.

152/19 To receive an update from the Friends of Stables Lane Working Group (Cllr Alderson)

i) To discuss recent incidents of Antisocial behaviour

A spate of vandalism on the weekend of 8-9th June saw the BBQ's demolished, as well as damage caused to the children's play equipment and the removal of the under 10's sign. Cllr Harris confirmed that he had piled up the bricks and removed the broken part from the child's play equipment. It was agreed that a new part be ordered from the manufacturer to be paid for using money from the repairs budget. It was agreed that the BBQ's would not be rebuilt in their current form and that more vandal-proof options should be investigated. The Under 10's sign will be remounted.

ii) To review the need for CCTV following increased vandalism

Following a discussion by FOSL and the Tennis Club, the Tennis Club agreed to part fund the mounting of a camera, which would be positioned in the Tennis Club facing outwards. It was agreed that FOSL would find the most appropriate solution and report back to the Parish Council.

153/19 To receive an update on riverside issues (Cllr Gaussen)

i) To receive an update on the progress of the Enviroscope Woodland Survey

The forms for the Countryside Stewardship Agreement had been submitted to the Rural Payments Agency and the PC is now awaiting approval of funding.

ii) To review and approve a quote for trimming footpath sides and keeping paths clear

It was confirmed that Open Country would charge £200 per day for the undertaking of the work.

Resolved: That the cost of £200 be approved.

iii) To review and approve a quote for the cleaning and reparation of benches at the Riverside

Cllr Blake confirmed that he had been in touch with Boston Spa Cubs and that they would clean the benches on 25th June, with paint touch-ups carried out by Cllr Blake.

154/19 To receive an update from the People Friendly Village Centre working group (Cllr Lyne)

i) To review the response from LCC on the requested extension of the 20mph zone and agree a response

Following the Parish Council's request to extend the proposed 20mph zone to the junction of the Church Fields car park access road with High Street in the west and to Spa Surgery in the east, LCC confirmed that the extension would be made in the west. The request for the extension to the east had been rejected on the basis that having the terminal point closer to the village centre will have a greater impact on drivers approaching the village.

Resolved: The PC were satisfied with the explanation from LCC and agreed that no further action was necessary.

ii) To review and approve a drafted letter advising local shopkeepers about shop front guidance

A letter had been circulated. It had been advised by Cllr Heum that the PC had email addresses for the majority of shop keepers and that the link to the guidance document could be sent my email. Cllr Lyne confirmed that he would like to hand deliver a letter ahead of the email in order that shop keepers could ask questions and be shown a paper version of the document. Cllr Lyne suggested that a paper copy also be kept at the library should shopkeepers wish to look at it.

Resolved: That the letter be approved and printed, together with two printed versions of the guidance to be used as reference and that an email be sent with a link to a digital version of the guidance document.

iii) To receive an update on the progress of the Boston Spa Village Centre plan

The plans are still being reviewed by the traffic engineer at LCC and the PC is awaiting an update from Cllr Lamb.

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

Following the funding agreement from LCC of £30,000 to spend on a bus shelter, it had been found that the agreed bus shelter location is not outside St Mary's Church but outside Deepdale where funding had originally been agreed for a shelter with digital signage. The bus stop at Deepdale does not have space for a shelter. Cllr Lyne agreed to see if the funding could be re-allocated to another location or whether the funding would be lost.

v) Other issues

None.

155/19 Church Fields

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

A quote of £200 had been received to specify the design and planting of trees at Church Fields. The need for such a barrier to prevent access was discussed and the quote considered too high.

Resolved: That the quote be rejected and that the situation with parking and access be monitored over the summer for further review in Autumn 2019.

ii) Other issues

Trees near the carpark area had been damaged by recent strimming. It was agreed that Cllr Gausson would speak to the contractor to review any damage caused and for them to carry out any remedial work.

156/19 Deepdale Skate Park

i) To receive an update to repairs to the skate ramp following the receipt of an insurance claim

Wicksteed are awaiting the delivery of materials, with confirmation made on 4th June that this is expected to take 4 weeks. Repairs are due to be made in early July.

ii) To review the need for Skate Park Safety Signage

Following a request from a resident, Cllr Blake had inspected the skate park. It was confirmed by Cllr Wilkinson that LCC do not inspect the Skate Park and that this is the responsibility of the PC. Cllrs Blake and Alderson agreed to arrange a meeting to discuss signage, which could be provided by LCC.

157/19 To receive an update on issues in relation to the Grove Road development (Cllr Blake)

Cllr Blake attended the Grove Road forum and confirmed that damage made by Miller Homes to the nearby roads is being discussed by Leeds City Council. The foundations for the final properties have now been put in place and the development is due to be completed by September. A resident has complained about the exit from Grove Road on to the High Street and has requested double yellow lines be placed on the opposite side of the road. This request has been passed to LCC. Cllr Blake confirmed he would attend the next forum in July.

158/19 To receive reports from members who have attended other committees and meetings

None.

159/19 Exchange of Information – to raise any emerging issues

An allotment fence panel at Primrose Hill had been damaged and reported by an allotment holder. It was agreed that a local handyman be contacted to repair or replace the fence.

160/19 Clerk's verbal report

- Following the expiration of the O2 contract for the Parish mobile phone, a new tariff had been selected that will reduce the monthly cost to £10 + VAT
- The latest bill from Yorkshire Water for Stables Lane shows the PC account to be £93.40 in credit. No payment is required for this period.
- A letter has been delivered to the tenant of the neglected plot at the Stables Lane allotment.
- Plot 7 at Primrose Hill has now been let to a new tenant following notification from the previous tenants that they were not able to continue.
- The cheque for £84,990 has been processed by Cambridge and Counties Bank and is now in the Parish Council savings account.

161/19 To note correspondence received – items of interest (to follow)

None.

162/19 To approve responses/action to items of correspondence

163/19 To receive late items of correspondence

None.

164/19 To approve payments and receipts in accordance with the budget

Resolved: All payments approved for payment

D Marshall

Clerk's salary and expenses

£621.08

Open Country	Works to make Riverside Path Wheelchair Accessible	£1451.94
Wharfe Valley Garden Maintenance	Millennium Gardens/ High Street Car Park May	£162.00
M Rhodes	Trees works at Stables Lane	£1,200.00
S Morritt	Union Flag	£86.12
Print Leeds	Leaflets for Boston Spa Festival	£720.00
Vision ICT	Parish Council Website redesign	£1050.00

Receipts

Village Hall	Insurance Recharge Costs	£237.55
WiSE Cafe	Insurance Recharge Costs	£62.69
Workoutlikeamum	Stables Lane usage	£18.00

165/19 To receive items for the next Parish Council meeting on Monday 15th July 2019.

New items to be received by Friday 5th July.

Next Meeting The next Parish Council meeting will be held on Monday 15th July 2019 at 7.00 pm at Boston Spa Village Hall

Closure There being no further business the Chair declared the meeting closed at 21.03 hours.

Signed _____

Date 15th July 2019

Chair

ACTIONS

	20th May 2019	
117/19	To investigate whether Play Equipment should be independently inspected by Rospa and how much this would cost	Cllr Alderson
135/19	To obtain a quote for minor tree works	Cllr Gausen
	17th June 2019	
147/19	Report back on website development progress	Cllrs Lyne & Heum
148/19	To discuss potential activities for VE Day 2020 with FOSL and PFVCWG and report back in September	Cllrs Alderson & Lyne
149/19	Undertake Risk Assessment for Stables Lane opening ceremony	Cllr Heum
152/19i	Obtain quote for reparation of Stables Lane play equipment and seek out vandal-proof BBQ alternatives	Cllr Alderson
154/19ii	Hand deliver letters to Shop keepers regarding Shop Front Guidelines	Cllr Lyne
154/19iv	Investigate whether funding for Deepdale Bus Shelter could be reallocated elsewhere	Cllr Lyne
156/19ii	Arrange a meeting to discuss signage at Deepdale Skate Park and Stables Lane	Cllrs Blake and Alderson
159/19	Arrange for the reparation/replacement of the fence at Primrose Hill allotments	Cllr Harris