

BOSTON SPA PARISH COUNCIL

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

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

Apologies: None.

In Attendance: D Marshall (Clerk to the Council)

Guests: Ward Cllrs Norma Harrington & Alan Lamb

No members of the public were in attendance. The Chairman welcomed Councillors Lamb and Harrington and invited them to address the meeting. Cllr Lamb confirmed that the Deepdale Speed Indication Device had been defective for some time and was believed to a faulty unit. LCC are looking at whether it is still under warranty and can be replaced. The Antisocial Behaviour meeting is due to take place soon and a date is being awaited. Cllr Lamb confirmed that there have been two Wetherby PACT meetings so far, but that holding it before the Wetherby Town Council meeting did not work particularly well. The police have suggested that it would be better to have a standalone meeting, and, rather than PCSOs attending each Parish Council meeting that this meeting be held in a different Parish each month and be led by a more senior police representative. The PC welcomed the proposal and agreed that a member of the Parish Council would attend each meeting.

Cllr Lamb confirmed that he was awaiting feedback from the site visits regarding vantage points and costings for CCTV. Cllr Lamb confirmed that the village centre plan is due to be discussed at the next Ward Members' meeting.

166/19 To accept apologies for absence and approve reasons for absence

None.

167/19 To receive crime statistics and police matters

A written report had been submitted. Seven crimes had been reported in June; four criminal damage, two burglary residential and one burglary business. Issues of anti-social behaviour at Stables Lane and Deepdale have lessened and regular patrols have been conducted. LASBT (Leeds Antisocial Behaviour Team) is now involved in the issue.

168/19 To receive declarations of disclosable pecuniary and other interests

None.

169/19 To confirm the Minutes of the meeting held on 17th June 2019 (*attached*) and review the action list

117/19 - To investigate whether Play Equipment should be independently inspected by Rospa and how much this would cost – ongoing

135/19- To obtain a quote for minor tree works – see 176/19

147/19 - Report back on website development progress- completed. See 174/19

148/19- To discuss potential activities for VE Day 2020 with FOSL and PFVCWG and report back in September- ongoing

149/19 - Undertake Risk Assessment for Stables Lane opening ceremony – completed

152/19i- Obtain quote for reparation of Stables Lane play equipment and seek out vandal-proof BBQ alternatives - ongoing

154/19ii - Hand deliver letters to Shopkeepers regarding Shop Front Guidelines- No longer required. See 180/19iii

154/19iv - Investigate whether funding for Deepdale Bus Shelter could be reallocated elsewhere- ongoing. See 180/19ii

156/19ii- Arrange a meeting to discuss signage at Deepdale Skate Park and Stables Lane- ongoing

159/19 - Arrange for the reparation/replacement of the fence at Primrose Hill allotments – completed.

170/19 To review the monthly figures (*attached*)

The figures had been previously circulated.

Resolved: That the figures be accepted as a true record

171/19 Planning issues

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

Cllr Lamb attended a planning briefing last week, with the view being that the planners will refuse the current application. Cllr Lamb confirmed that the developers are keen to meet with the Parish Council and Ward Councillors to discuss the design of a development that will work for the local community. A meeting will be arranged for this to take place after 4th August.

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

Cllr Lamb confirmed that Leeds Planners are waiting to receive the revised plans from developer, after which there will be a further consultation.

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

Cllr Lamb confirmed that Enterprise Inns have sold the building. As it has been registered as a community asset with LCC by Boston Spa Community Action Group it was believed that the Action Group could have a say in how the building can be used and look at possible options to acquire it. Cllr Gausson agreed to take this forward with LCC.

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

19/04101/FU – 179B and 181A High Street

Extension at back of 179B to match 181A. Conversion at of back of 179B to kitchen for 181A with toilets above serving 179B. Neutral previous comments about kitchen extract and waste bin storage still valid.

19/03937/FU - 22 Oxclose Road

Follow up to 19/01995/FU already approved. Orangery moved to the other side of the house. Provides space previously contested by neighbour.

19/02662/FU – 177 High Street

Neighbour comment on loss of privacy, light and parking notified to PC. PC issued Neutral comment on loss of privacy only. Revised plans issued following LCC planning comments. No further comment.

19/01178/FU – 23 Church Fields Close

PC commented on porch and rear extension. Revised plan submitted with no porch and modified rear extension. PC were to resubmit comment about rear extension, however application approved just after PC meeting, so no comment made.

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

172/19 To receive an update on progress made in the migration of Parish Council accounting to Scribe Software

All Parish Council receipts and payments for the 19/20 financial year have now been uploaded to Scribe. As of next month, all PC finances will be managed through Scribe, with reports generated by the system. The Parish Council is now MTD compliant.

173/19 To consider quotes for a new PC laptop, Windows Software and Cloud hosted storage

Four quotes had been received from ebuyer, PC World, PC Crew and Deans Computers, with consideration given to cloud storage, Windows Software and Antivirus. It was considered that the best value could be offered by Dean Computers, with Office 365 and Anti-virus bought online.

Resolved: That a budget of £350 be agreed for a new laptop, £80 per year for Office 365 and £30 per year for Anti-virus.

174/19 To receive an update on progress made to the new Parish Council website

The framework for the website has now been developed on a staging site with new imagery. The link to the site has been circulated to the Cllrs for comments and Cllr Lyne is awaiting feedback on layout and navigation.

175/17 Boston Spa festival

i) To receive an update the success/outcomes of the festival

Cllr Alderson confirmed that the festival had been a great success, with the weather providing high attendance and participation. New events, such as the fun run and the local sellers’ market had received very positive feedback.

ii) Other issues

It was agreed that members of the festival committee would meet with the Chairman, Parish Clerk and Cllr Alderson to ensure a robust financial process is in place for the 2020 Festival.

- 176/19 To receive an update on tree works**
- i) To review quotes for minor tree works**
A tree survey was undertaken by BHA in October 2018 in which recommendations had been made for non urgent tree works. It was decided that 3 quotes would be sought for the work to be undertaken towards the end of the summer.
Resolved: That the following companies would be approached for quotes: M Rhodes, Bardsey Trees and Farm and Land.
 - ii) Other issues**
None.
- 177/19 To receive an update on streetscene matters and public toilets (Cllr Harris)**
No issues were reported.
- 178/19 To receive an update from the Friends of Stables Lane Working Group (Cllr Alderson)**
- i) To discuss any updates in relation to CCTV**
Cllr Courts advised that he would report back at the next meeting.
 - ii) To receive an update on any reparations to equipment following vandalism**
The child's play equipment has now been fixed, and the fence palings and broken gates repaired by a local joiner. It was reported that the original fence palings and base wood had not been affixed properly and that the mortar in the BBQ's had been of the wrong mixture, causing weakness which allowed them to be kicked over. It was recommended that Brambledown, the original contractor be contacted to discuss the matter.
Resolved: That Cllr Alderson contact Brambledown to make them aware of the issues.
 - iii) To discuss options for the replacement of BBQs**
Cllr Alderson has explored a number of options for portable/ part-fixed BBQ's which can be positioned closer to the picnic tables.
Resolved: That Cllr Alderson circulate options for alternative BBQ's and circulate them for consideration at the next Parish Council meeting.
 - iv) Other issues**
Goal posts are due to be mounted ahead of Clifford Juniors using the field for football in the autumn. It was agreed that a seasonal fee would be charged to the club and the Clerk would look at what had been charged in previous years.
Resolved: That the Clerk report back with previous fees at the next meeting
Cllr Alderson reported that one of the bins had been fire damaged and needed replacing, with additional bins required.
Resolved: That Cllr Harris will contact LCC for replacement of the damaged bin and FOSL will return with quotes for additional bins.
The hard work and dedication of the FOSL team had been recognised by the Parish Council and it was agreed that a letter of thanks be sent.
Resolved: That the Clerk draft a letter of thanks for circulation
- 179/19 To receive an update on riverside issues (Cllr Gaussen)**
- i) To receive an update on the progress of the Enviroscope Woodland Survey**
Enviroscope has now been sent the area maps and overhead photos and work on the survey is commencing this week.
 - ii) Other issues**
It has been confirmed that Open Country will come and undertake the work to tidy the path sides on August 2nd.
- 180/19 To receive an update from the People Friendly Village Centre working group (Cllr Lyne)**
- i) To receive an update on the progress of the Boston Spa Village Centre plan**
This is currently with LCC Highways. .
 - ii) To receive an update on whether funding can be retained/transferred from that originally allocated for a digital signage bus shelter at Deepdale.**
Cllr Lyne had been advised that the Section 106 agreement dictated that funding could not be transferred to another location. Cllr Gaussen confirmed that there had been historical negotiations which had allowed

the transfer of the bus shelter money to another location, and this likely occurred around 2012. It was agreed that the Clerk would look back at the minutes to see if this had been recorded.

Resolved: That the clerk report back with any findings at the next meeting.

iii) Other issues

Following a discussion about the use of paper, it had been decided that the Shop front guidelines would be distributed by email only.

181/19 Church Fields

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

A site plan had been developed by Keystone for the installation of hoops. A quote from Broxap for the metal hoops had been received, but was considered expensive. Cllr Alderson confirmed that he would get a quote from provider of the cycle hoops at Stables Lane.

Resolved: That a further quote to sought for the provision of hoops.

ii) Other issues

Trees

Following interest from a resident in sponsoring a tree at Stables Lane, it was discussed whether sponsored trees could be offered at Church Fields. The PC agreed this was a good idea and that the public opinion should be sought to gauge possible interest.

Resolved: That social media and e-newsletter be used to ask for resident feedback.

Church Fields Hedge

Two residents had written to express concerns about the length of the hedge and ivy growing within it. Cllr Gausson had instructed the current maintenance company to clear overgrown areas for gateways and branches overhanging pedestrian areas with further works to replace Snowberry and Elder in Autumn. It was agreed that original specification for the landscape maintenance contract at Church Fields should be reviewed to see whether additional work is required.

Resolved: Cllrs Blake, Gausson and Harris to review existing maintenance contract.

182/19 Deepdale Skate Park

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

Wicksteed confirmed that the skate ramp would now be repaired w/c 22nd July 2019.

ii) To review the need for Skate Park Safety Signage

Ongoing.

183/19 To review the recent communication from The Leeds Local Access Forum relating to Historic Rights of Way.

A letter had arrived from LCC to advise all Parish Councils of the cut off date of 2026 for the claiming of historic rights of way, with a request that Parish Councils undertake an investigation within their parish to identify any routes. It was agreed that Social Media and the e-newsletter would be the best way of asking the public if they knew of historical paths that had become disused.

Resolved: Cllr Lyne to request information via social media communications.

184/19 To receive reports from members who have attended other committees and meetings

Cllr Blake attended the YLCA Joint Annual Meeting on 13th July. It was reported that much of the meeting had been dedicated to discussing the assistance YLCA offers in making changes to legislation.

Cllr Gausson attended the Village Hall Committee meeting, where repairs to the lantern roof had been discussed and it had been enquired as to whether any funds were available from the Parish Council. Cllr Blake confirmed that there was no money in the 19/20 budget, but if works were considered urgent and the Village Hall were unable to fund them that a contribution towards the funding of repairs could be brought before the Parish Council for consideration.

185/19 Exchange of Information – to raise any emerging issues

- A recent email from a walker reported that the Boston Spa Riverside Cliffs: Rocks and Landscape walking route had been closed at Thorp Arch Estate with a locked gate. Cllr Terry Gausson confirmed that this was because of concerns over dogs being walked through areas with livestock. It was agreed that the West Yorkshire Geological Trust, who designed the leaflet would be contacted to see if the leaflet could be amended.

- Cllr Alderson advised that there had been a Save the Planet event at the Festival and that a Climate Change/ Green Group would be established.
- Cllr Blake requested that the PC give consideration as to where a glass recycling bank could be positioned towards the east side of the village.

186/19 Clerk's verbal report

- The Village Hall Broadband contract had been renewed with the existing provider at a reduced cost of £18.08 (+VAT) per month.
- The broken fence panel at Primrose Hill allotments has been replaced with hawthorns, which will grow to match the existing hedge border. Garden stakes had been purchased to support the stems at a cost of £10.00
- At the recent inspection the allotments at Primrose Hill, it was found that the connection to the hose reel and the connection to the hosepipe at the entrance of the building site has both been broken. Residents will be sent a letter to remind them to take care with the equipment and report any breakages. New Hozelock parts have been purchased at a cost of £58.00.
- With the Stables Lane opening ceremony taking place on Sunday 14th July, it was agreed that the broken fencing caused by vandalism should be repaired as a matter of urgency. The cost of £275 was agreed by the Chairman and Parish Clerk and work was undertaken by M Kay Landscaping.
- The padlock for the bollard at Deepdale had been broken. A new padlock has been purchased for £18.50.
- The PC's incumbent PAYE software, Brightpay, which had previously been free, now incurs an annual charge of £58.80. It has been agreed that this cost will be paid and the software reviewed next July to see if there is a cheaper alternative available.
- The allotments have received three new applicants this month, taking the waiting list to six.

187/19 To note correspondence received – items of interest (to follow)

188/19 To confirm that Clerk's six-month review had now been completed.

Resolved. That the Clerk's salary should be increased by one SCP with effect from 1st July 2019.

189/19 To approve responses/action to items of correspondence

None.

190/19 To receive late items of correspondence

None.

191/19 To approve payments and receipts in accordance with the budget

D Marshall	Clerk's salary and expenses	£705.80
Wharfe Valley Garden Maintenance	Millennium Gardens & Car Park July	£144.00
Scribe	Accounting Software – Annual Cost	£416.40
YLCA	VAT Training Course	£45.00
Martin Kay Landscaping	Repairs to fences and gates at Stables Lane	£275.00
G Baxter & Partners	Landscaped & Amenity Areas Maintenance	£3,600.00
G Baxter & Partners	Stables Lane Maintenance	£984.00
Keystone Building Consultancy	Church Fields Car Park Segregation Proposals	£150.00
Douglas Yeadon Hardware	Tree stakes for allotment boundary repair	£10.00
Douglas Yeadon Hardware	Replacement padlock for Deepdale bollard	£18.50
Scott Courts – Expenses	Brightpay PAYE Software	£58.80

Receipts

Workoutlikeamum	Use of Stables Lane June	£90.00
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192/19 To receive items for the next Parish Council meeting on Monday 19th August 2019

None. New items to be received by Friday 9th August.

Next The next Parish Council meeting will be held on Monday 19th August 2019 at 7.00 pm at Boston Spa Village

Meeting Hall.

Closure There being no further business the Chair declared the meeting closed at 21.23 hours.

Signed _____

Date 19th August 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
17th June 2019		
148/19	To discuss potential activities for VE Day 2020 with FOSL and PFVCWG and report back in September	Cllrs Alderson & Lyne
156/19ii	Arrange a meeting to discuss signage at Deepdale Skate Park and Stables Lane	Cllrs Blake and Alderson
15th July 2019		
171/19	To organise and attend a consultative meeting with the developers of 19/00664/FU – St Vincent's/Borlocco House	Cllr Blake
171/19i	To contact LCC regarding options for the Crown Hotel following its registration as a Community Asset by Boston Spa Community Action Group	Cllr Gausson
173/19	To purchase new PC laptop from Deans Computers	Cllr Courts
175/19	Arrange/attend a meeting with festival organisers regarding finance	Cllrs Blake and Alderson
178/19i	Obtain a quote for a camera at Tennis Courts/Car Park	Cllr Courts
178/19ii	Contact Brambledown to discuss weaknesses in fence and BBQ's	Cllr Alderson
178/19iii	Circulate quotes/options for alternative BBQ's	Cllr Alderson
178/19iv	Obtains quotes for new bins at Stables Lane	Cllrs Alderson & Harris
180/19iii	Distribute an email to Shopkeepers regarding shop frontage	Cllr Lyne
181/19i	Obtain a quote for hoops at Church Fields from the provider of hoops at Stables Lane	Cllrs Alderson & Gausson
181/19ii	Seek public feedback/opinion on interest in sponsoring a tree at Church Fields	Cllrs Lyne and Heum
181/19iii	Review Church Fields Maintenance Contract	Cllrs Blake, Gausson & Harris
183/19	Request public input into Leeds Local Access Forum/ Public Rights of Way	Cllrs Lyne & Heum