

BOSTON SPA PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on Monday 19th August 2019 at the Village Hall, Boston Spa at 7.00 pm

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

Apologies: Cllr S Courts

In Attendance: D Marshall (Clerk to the Council), PCSO Chris Beetham

Guests: Ward Cllr Norma Harrington

Five members of the public were in attendance. The Chairman welcomed the members of the public and Cllr Harrington and invited them to address the meeting. One resident expressed concern about the Private Property sign that is affixed to the Spa Baths Building as walkers using the road alongside it believe it relates to the road and feel prohibited from using it. Cllr Gaussen confirmed that the road is a public footpath and part of the Ebor Way that leads from Ilkley to Helmsley. The Councillors agreed that an additional finger post should be purchased to be installed by the side of the road to indicate that it is a public footpath and that the Parish Council would make residents aware of its accessibility via social media and the e-newsletter. One resident enquired about the Parish Council's view on how they thought the Crown Hotel should be purposed. Cllr Gaussen confirmed that the PC is awaiting a response from LCC regarding its registration as an asset of community value. The Chairman confirmed that the PC is unable to give an opinion on the future use of the Crown until a planning application has been made. Two representatives from Illuminating Investments attended the meeting to present revised plans and visual representations of the proposed development 19/00664/FU at the site of St Vincent's/Borlocco House.

193/19	To accept apologies for absence and approve reasons for absence
	Apologies had been received from Cllr S Courts.
	Resolved: That the apologies were accepted and consented to
194/19	To receive crime statistics and police matters
	A written report had been submitted. Ten crimes had been reported in July; three burglary residential, two shop theft, one theft from a motor vehicle, two criminal damage, one public order offence and one report of a dangerous dog. PCSO Chris Beetham confirmed there has been a reduction in criminal damage and ASB at Stables Lane. One resident raised a concern that groups of youths are in possession of cannabis and are congregating in groups near the vicarage. PCSO Beetham confirmed he would raise the issue with PC Gorringe.
195/19	To receive declarations of disclosable pecuniary and other interests
	None.
196/19	To confirm the Minutes of the meeting held on 15th July 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 – completed. See agenda item 205/19iii. 148/19 - To discuss potential activities for VE Day 2020 with FOSL and PFVCWG and report back in September – ongoing 156/19ii- Arrange a meeting to discuss signage at Deepdale Skate Park and Stables Lane - ongoing 171/19 - To organise and attend a consultative meeting with the developers of 19/00664/FU – St Vincent's/Borlocco House – completed. See agenda item 198/19i 171/19i- To contact LCC regarding options for the Crown Hotel following its registration as a Community Asset by Boston Spa Community Action Group – Awaiting a response from LCC. 173/19- To purchase new PC laptop from Deans Computers – completed 175/19- Arrange/attend a meeting with festival organisers regarding finance – completed. 178/19i- Obtain a quote for a camera at Tennis Courts/Car Park. Withdrawn – see agenda item

	<p>205/19i 178/19ii - Contact Brambledown to discuss weaknesses in fence and BBQ's – Withdrawn. See item 205/19iv 178/19iii- Circulate quotes/options for alternative BBQ's - ongoing 178/19iv- Obtains quotes for new bins at Stables Lane – ongoing. See item agenda item 205/19v 180/19iii- Distribute an email to Shopkeepers regarding shop frontage – pending website upgrade 181/19i- Obtain a quote for hoops at Church Fields from the provider of hoops at Stables Lane – ongoing. 181/19ii -Seek public feedback/opinion on interest in sponsoring a tree at Church Fields - ongoing 181/19iii- Review Church Fields Maintenance Contract- ongoing. 183/19- Request public input into Leeds Local Access Forum/ Public Rights of Way –ongoing Resolved: That the minutes be accepted as a true record and the action list updated</p>
197/19	<p>To review the monthly figures (attached) The figures had previously been circulated Resolved: That the figures be accepted as a true record</p>
198/19	<p>Planning issues</p>
	<p>i) To receive an update on application 19/00664/FU – St Vincent's/Borlocco House</p>
	<p>Cllrs Blake and Gausson attended a meeting with the developers on 5th August 2019, following which representatives from Illuminating Investments attended the PC meeting to circulate the revised plans. The owners of the land confirmed that they are also residents of Boston Spa and are keen to create a development that is welcomed by the village. Changes to the plans include altered boundaries, reduced density and reduced number of houses south of Borlocco House and the planting of additional trees. The developers are keen to provide an entrance into the development through Stables Lane and St Mary's Street. Cllrs Lyne and Gausson requested further information and visuals on how the development would look from the eastern side and at the entrance to Stables Lane. The Chairman advised that he like to attend a meeting between the developers, Leeds Planners and the PC before any further comment could be given. A date for the meeting is being awaited from Cllr Alan Lamb.</p>
	<p>ii) To receive an update on application 18/06367/FU and 18/6368/LI - 86 High Street</p>
	<p>Revised plans are still being awaited.</p>
	<p>iii) To review the remaining planning applications and agree responses</p>
	<p>Five planning applications had been received. Cllr Blake had circulated the applications received this month with a recommendation of no comments.</p>
	<p>Resolved: No comments are required on this month's planning applications.</p>
199/19	<p>To receive an update on the Crown Hotel (Cllr Gausson) Cllr Gausson confirmed that he was still awaiting a response from LCC regarding the Crown being registered as an asset of community value. An open day for potential buyers had been held at the premises.</p>
200/19	<p>Parish Council Website Development</p>
	<p>i) To review the additional cost one-off cost of £75 to add a search box</p>
	<p>Following circulation of the new staged site, it was recommended that a search facility be added to the site to aid residents when looking for information. Resolved: That the cost of £75 be approved.</p>
	<p>ii) Other issues</p>
	<p>None</p>
201/17	<p>Boston Spa Festival</p>
	<p>i) To review and approve costs incurred by the festival organisers for reimbursement through the LCC grant.</p>
	<p>A grant had been approved by Leeds City Council for sum of £1,000 towards Festival costs. Festival Co-ordinator, Geoff Shaw had submitted the following invoices for costs incurred that</p>

		should be reimbursed once the grant has been received: £660 for Live Music, £227.50 for the cost of event setup and cleaning by the Village Hall staff and £123.12 for the printing of stickers and posters to promote the event.
		Resolved: That the reimbursement of £1010.62 be approved.
	ii) Other issues	
		A meeting has been arranged for Wed 21 st August for Cllrs Blake and Alderson to meet with the festival organisers regarding arrangements for the 2020 festival.
202/19	To consider a request from the Village Hall Committee for funding of repairs to the lantern roof	
		Quotes had been received from two companies to provide scaffolding to facilitate the external cleaning and painting of the lantern roof. These were for £3,800.00+VAT and £650.00, both of which had been considered prohibitive. As an experienced roofer, David Spenceley has offered to carry out the work using rigging and ropes at a cost of £380.00.
		Resolved: That the cost of £380.00 be approved.
203/19	To receive an update on tree works	
	i) To review and approve a quote for minor tree works	
		Quotes had been requested from three tree surgeons for tree works to be carried out in residential woodland areas. One had declined to quote. The remaining two quotes were for £835+VAT from Farm & Land Services and £800 +VAT from Mike Rhodes.
		Resolved: That the quote from Mike Rhodes for £800 be approved.
	ii) Other issues	
		Whilst reviewing the trees in the residential areas it was noted that the tree recommended for felling at Clarendon Road was positioned within the conservation area and that permission would need to be sought for its removal.
		Resolved: That Cllr Gausson apply to LCC for permission to fell the tree.
204/19	To receive an update on streetscene matters and public toilets (Cllr Harris)	
		<ul style="list-style-type: none"> Confirmation had been received from LCC that work to repair the roof of the toilet building would take place after the school holidays. Cllr Gausson raised a concern that the gullies had become full of leaves, increasing the risk of flooding in high rainfall. Cllr Harrington recommended that the PC raise this with LCC Environmental Services and Flood Reduction.
205/19	To receive an update from the Friends of Stables Lane Working Group (Cllr Alderson)	
	i) To discuss any updates in relation to CCTV	
		The Ward Councillors have agreed to fund the camera at Stables Lane. This is now awaiting ratification by LCC at the September meeting.
	ii) To consider the proposed charges for the use of the Junior Football Pitch	
		Costs for the use of similar facilities had been circulated by Cllr Alderson with the recommendation that £200 be applied for the cost of using the pitch and football posts for the season and £20 should be applied for one-off usage.
		Resolved: That the above costs be agreed. Cllr Alderson is to put together a draft agreement for users of the pitch.
	iii) To consider quotes received for an Annual Inspection of Play Equipment.	
		Three companies had been approached to quote, with one no-responder. ROSPA had quoted a charge of £395 and The Play Inspection Company, £95.
		Resolved: That the Play Inspection Company will undertake one inspection of Stables Lane and one inspection of the Deepdale Skate Park annually at a cost of £95 each and that the first inspection should take place in October.
	iv) Other issues	
		<ul style="list-style-type: none"> It had been confirmed to Cllr Harris by LCC that no funding could be provided for bins at Stables Lane. Cllr Harrington advised that the Ward Councillors could potentially provide the fund and that details should be submitted by email. After inspecting the fence panels, it was agreed that the Parish Council would add

		<p>additional screws rather than report the issue to Brambledown.</p> <ul style="list-style-type: none"> • Cllr Alderson confirmed that the goal post bases would be installed during the August Bank Holiday. • Cllr Blake confirmed that would arrange to have concrete poured for the remounting of the under 10's only sign for the children's playground.
206/19	To receive an update on riverside issues (Cllr Gausson)	
	i)	To consider an email from a resident concerning the gravel island in the River Wharf
		An email had been received from a concerned resident regarding the build-up of gravel in the River Wharf which has resulted in an island which seems to be increasing in size. Cllr Gausson confirmed that this could increase the risk of flooding in high rainfall as the river now flows in two channels and that higher water levels could erode the riverside footpath. It was agreed that the Environment agency should be contacted.
		Resolved: That the Clerk write to the Environment Agency and Thorp Arch Parish Council to make them aware.
	ii)	To receive an update on the progress of the Enviroscope Woodland Survey
		Enviroscope has confirmed that work on the survey has begun, with completion expected at the end of September.
	iii)	Other issues
		Cllr Gausson advised that there had been a dead tree lying on the weir for some time and that this could also cause a problem during high rainfall. It was agreed that the Clerk submit a picture to the Environment Agency.
207/19	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
		An update is being awaited from LCC.
	ii)	To receive an update on whether funding can be retained/transferred from that originally allocated for digital signage
		The deed of variation signed in 2014 has now been submitted to LCC and the date on which the transfer of the £30,000 Section 106 funds was made is awaiting confirmation. A quote has been received from Keystone Building Consultancy outlining a proposal for the installation of two bus shelters. The cost of stage 1 (the preparatory stage) was quoted at £245.
		Resolved: That the quote of £245 be accepted and that preparatory work should commence.
	iii)	To receive an update on buildouts and the 20mph speed limit
		Cllr Gausson confirmed that residents at Westwood Way had received letters from LCC to confirm that work would commence on the crossing in September. Cllr Harrington advised the PC that a representative from Leeds Highways would be attending the next Wetherby Ward meeting and that an update would be received on the installation of build outs on High Street and the Leeds-wide implementation of the 20mph speed limit zones.
	iv)	To receive an update on proposed action to become a Dementia Friendly Village
		Cllr Harrington confirmed that Wetherby is working towards becoming a Dementia Friendly Ward and that a number of training/ advisory workshops will take place over the coming year.
	v)	Other issues
		Cllr Lyne inquired whether there were any plans to install electrical charging points for cars in the village. Cllr Harrington confirmed that LCC had surveyed the area to find the most suitable locations and that a report had been produced. Cllr Harrington said she would send this report on to the PC.
208/19	Church Fields	
	i)	To consider options to prevent unauthorised parking on the overflow car park and public open space
		Cllr Gausson is awaiting information from Cllr Alderson.
	ii)	To receive public feedback on tree sponsorship
		It was agreed that this would be included in the next Parish Council e-newsletter.
	iii)	Other issues

		Cllr Gausson advised that residents at Church Fields had asked about the removal of the ivy and weeds from the hedge.
		Resolved: That Cllr Gausson ask Farm & Land for advice and quote for removal.
209/19	Deepdale Skate Park	
	i)	To review the need for Skate Park Safety Signage
		Cllr Blake confirmed that there was a requirement to provide a safety sign at the park and a signs manufacturer/ installer had been identified. Wording would be put together for the PC's approval.
		Resolved: Cllr Blake to provide proposed wording for the sign to be reviewed at the next PC meeting.
	ii)	Other issues
		The skate ramp has now been fully repaired.
210/19	To review and approved increased costs from PKF Littlejohn LLP for the 2018/19 external audit	
		Following the conclusion of the 2018/19 External Audit, the invoice from the external auditor had been received for £600.00 + VAT. This higher cost was due to the Parish Council falling to into a higher income bracket following the receipt of the £190,000 from Taylor Wimpey in that financial year.
		Resolved: That the £600 cost be approved for payment.
211/19	To receive reports from members who have attended other committees and meetings	
		None.
212/19	Exchange of Information – to raise any emerging issues	
		<ul style="list-style-type: none"> • Cllr Blake confirmed that Cllr Harris will act as substitute at future PACT meetings if he is unable to attend. Cllr Alderson offered to attend in Cllr Harris' absence. Cllr Harrington advised that dates of the new PACT meetings are being awaited from the police. • Volunteers from the PC had been requested to help with the preparations for the November Remembrance Day Parade. Cllr Heum agreed that she would represent the Parish Council. • Following a notification from Yorkshire Ambulance Service that the defibrillator at the library had been removed, Cllr Heum has checked the cabinet and can confirm the defibrillator's return and full working order.
213/19	Clerk's verbal report	
		Nothing to report.
214/19	To note correspondence received – items of interest (to follow)	
		<ul style="list-style-type: none"> • An invitation had been received from the British Library at Thorp Arch for Cllrs to take a tour of the site in November and suitable dates had been requested. • A request had been received by a representative at Usbourne Books as to whether the Parish Council would give permission to hold a "Read, Hide and Seek" Event. • The PC had received an invitation to attend the Leeds North East Community Forum on Thursday 3rd October.
215/19	To approve responses/action to items of correspondence	
		<ul style="list-style-type: none"> • The Clerk is to confirm to the British Library that the evenings of Tuesday 12th and Tuesday 19th November are most suitable • The PC confirmed they had no issue or opinion on the book event. • Cllr Blake confirmed that he would attend the Leeds North East Community Forum.
216/19	To receive late items of correspondence	

	A resident had submitted an enquiry regarding work being undertaken at the Fish Pass on Leys Lane as heavy construction vehicles are still visiting the site after many months. It was agreed that the Parish Clerk would seek information from the Environment Agency as to when works are expected to be completed.		
217/19	To approve payments and receipts in accordance with the budget		
	Resolved: All payments approved for payment		
	D Marshall	Clerk's salary and expenses	£768.74
	Wharfe Valley Garden Maintenance	Millennium Gardens & Car Park July	£144.00
	Douglas Yeadon	Hose replacement parts for allotments	£59.10
	Kevin Alderson	Expenses- Festival Generator Hire	£37.50
	Anne Watts	Expenses – Festival Decorations	£61.40
	Farm & Land Services Ltd	Church Fields Maintenance	£360.00
	PKF Littlejohn LLP	2018/2019 External Audit Fee	£720.00
	Deans Computers	Parish Council Laptop & setup	£458.02
	Sutcliffe Play	Springie Handle	£19.17
	Open Country	Riverside Footpath Clearance	£200.00
	Wicksteed	Skate Ramp Repairs	£3379.99
	Farm & Land Services	Church Fields and Riverbank August	£699.60
	Receipts		
	G Whatmore	Portaloo Donation - Festival	£70.00
	Workoutlikeamum	Stables Lane Donation	£25.10
	Leeds City Council	Riverside Path Grant	£1451.94
	Festival Ice Cream Van	Stables Lane Donation	£380.00
	Keith Jackson	Stables Lane Donation	£470.00
	Tony Barker & Sons	Newsletter Advert	£90.00
	Stew & Oyster	Portaloo Contribution - Festival	£84.00
	Workoutlikeamum	Stables Lane Usage – July	£90.00
218/19	To receive items for the next Parish Council meeting on Monday 16th September 2019		
	None. New items to be received by Friday 6 th September.		
Next Meeting	The next Parish Council meeting will be held on Monday 16th September 2019 at 7.00 pm at Boston Spa Village Hall.		
Closure	There being no further business the Chair declared the meeting closed at 20.45 hours.		

Signed _____

Date 16th September 2019

Chair

ACTIONS

	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	
178/19iii	Circulate quotes/options for alternative BBQ's	Cllr Alderson

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
	19th August 2019	
203/19ii	To submit an application to LCC for the felling of a Sycamore at Clarendon Road	Cllr Gausson
205/19ii	To put together a draft agreement/document for users of the Stables Lane Junior Football Pitch.	Cllr Alderson
205/19iv	To submit an email to the Wetherby Ward Councillors requesting funding for bins at Stables Lane.	Cllr Harris
209/19i	To put together proposed wording the skate park safety signage	Cllr Blake