

## BOSTON SPA PARISH COUNCIL

### Minutes of the Ordinary Parish Council Meeting held on Monday 21st October 2019 at the Village Hall, Boston Spa at 7.00 pm

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

**Apologies:** None.

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

**Guests:** Ward Cllrs Alan Lamb & N Harrington

Ten members of the public were in attendance. The Chairman welcomed the members of the public and Ward Cllrs Lamb and Harrington and opened the meeting by acknowledging the recent passing of Ward Cllr Gerald Wilkinson. Attendees were then invited to address the meeting. Cllr Lamb confirmed that the CCTV had been approved for Stables Lane for six months and that the position assessment for CCTV on the High Street is being undertaken.

<b>245/19</b>	<b>To accept apologies for absence and approve reasons for absence</b>
	None
<b>246/19</b>	<b>To receive crime statistics and police matters</b>
	A written report had been submitted. There were three reported crimes in the month of September: one burglary residential, one criminal damage to a vehicle and one theft of a motorbike.  PSCO Chris Beetham advised that there had been an unfortunate upturn in ASB since the children had gone back to school. In recent weeks, there has also been an increase in opportunist burglaries. The public were reminded to keep properties and vehicles locked even when at home.
<b>247/19</b>	<b>To receive declarations of disclosable pecuniary and other interests</b>
	None.
<b>248/19</b>	<b>To give notification of any changes in the Members' Register of Interests</b>
	Cllr Alderson advised that he was in ownership of two rental properties in Leeds. An amendment to the Members' Register of Interests has been submitted to LCC.
<b>249/19</b>	<b>To confirm the Minutes of the meeting held on 16<sup>th</sup> September 2019 (<i>attached</i>) and review the action list</b>
	The minutes had been previously circulated. The following updates to the Action List were noted: 148/19 To discuss potential activities for VE Day 2020 with FOSL and PFVCWG and report back in October – completed. 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 – completed. 181/19iii Review Church Fields Maintenance Contract – Ongoing. A meeting is taking place on 22.10.19. 205/19ii To put together a draft agreement/document for users of the Stables Lane Junior Football Pitch – ongoing. 209/19i To put together proposed wording the skate park safety signage – ongoing. 224/19i To organise a meeting to discuss Planning Application 19/05151/FU – Land at Wharfeside – completed. 228/19 To seek feedback from residents and organisations regarding to a Twin Town scheme – ongoing. 229/19 Speak to St Mary's Church regarding leaflet printing for Remembrance Day – completed. 232/19ii To review quote and necessity for replacement bin at Stables Lane – ongoing. 233/19ii Review footpath signage and report back on whether additional fingerposts are required –

	completed. 234/19ii Organise a meeting with Keystone Building Consultancy regarding Bus Stop and shelter improvement proposals.- completed. 235/19 Arrange a meeting with residents to discuss Church Fields hedge.- completed. A Letter had been sent to all residents bordering the High Street hedge. <b>Resolved: That the minutes be accepted as a true record and the action list updated</b>
<b>250/19</b>	<b>To review the monthly figures.</b>
	The figures had been previously circulated.
	<b>Resolved: That the figures be accepted as a true record</b>
<b>251/19</b>	<b>Planning issues</b>
	<b>i) To review the planning application 19/05151/FU – Land at Wharfeside</b>
	A meeting had been held by Parish Councillors on 30 <sup>th</sup> September to understand the various issues concerning the Planning Application. The PC carefully examined the many consultee and public comments on the LCC Planning Portal. The PC's main concerns with the development are its position on Greenbelt land, the site not being included within the SAP and its contravention of the Boston Spa Neighbourhood Plan. Consideration had also been given to a number of serious points raised by Leeds Highways. The Parish Councillors were asked to vote on whether they would support or object to the application. All Parish Councillors voted to object. Cllr Lamb confirmed that the developers had been informed that Leeds Planners will not support the development for a number of reasons, including Greenbelt.
	<b>ii) To receive an update on application 18/06367/FU and 18/06368/LI - 86 High Street</b>
	Cllr Lamb confirmed that the application is now with the Secretary of State because of concerns raised by English Heritage.
	<b>iii) To receive an update on application 19/00664/FU – St Vincent's/Borlocco House</b>
	Cllr Lamb confirmed he had held a meeting with the LCC planners and developers and that LCC is now waiting to receive revised plans. LCC is keen to see that previous feedback has been taken into consideration before plans are made available to the public.
	<b>iv) To review the remaining planning applications and agree responses</b>
	The following applications had been received: 19/05080/FU - 10 West Avenue – No Comments. 19/06178/FU – 2 Fieldhead Court – No Comments. 19/06239/FU – 7 Oxclose Road - Neutral comment. PC has concerns on parking space reduction adding to on-street parking.
	<b>Resolved: The Clerk to submit responses on behalf of the Parish Council to Leeds CC where appropriate.</b>
<b>252/19</b>	<b>To receive an update on the future of the Crown Hotel</b>
	Cllr Gaussen confirmed that no further update had been received from Khalbros, the developers who had been looking to buy the property, but that a rumour had circulated that there had been another buyer. Cllr Lamb asked if the PC would like to meet with LCC's representative for the care/purchase of Assets of Community Value. The PC confirmed that it would hold on this pending the news of whether a buyer had been found.
<b>253/19</b>	<b>To receive an update from the Friends of Stables Lane Working Group (Cllr Alderson)</b>
	<b>i) To discuss any updates in relation to CCTV</b>
	The cable has now been installed to the floodlight at the Tennis Club and the installation of the camera is awaited.
	<b>ii) To receive an update on bins</b>
	Cllr Alderson confirmed that he had received the quote for a new bin and this is under review.
	<b>iii) To review and approve wording/artwork for the honours board</b>
	A copy of the artwork has been circulated for comment. Cllr Blake asked that the recent passing of Cllr Gerald Wilkinson be acknowledged on the board. Cllrs Harrington and Lamb said they

		would submit appropriate wording to commemorate his service as a Ward Councillor. Cllr Alderson requested funds to purchase the board at a cost of £406 + VAT.
		<b>Resolved: That the cost of £406 be approved for the purchase of an honours board.</b>
	<b>iv) Other issues</b>	
		<ul style="list-style-type: none"> <li>An application for the funding of £2,000 has been made to the Leeds Park Fund for the purchase of two Gazebo shelters.</li> <li>A member of FOSL had completed the entry for the Dalesman Village of the Year Award. Boston Spa has made the shortlist of 14.</li> <li>BSiB has offered to donate and plant 1000 snowdrops and crocuses at the park on the weekend of 26/27 October. BSiB has asked for volunteers.</li> </ul>
<b>254/19</b>	<b>Parish Council Website Development</b>	
	<b>i) To receive an update on website development progress</b>	
		Cllrs Heum, Lyne and the Clerk undertook website training on 7 <sup>th</sup> October during which some changes were identified that would make the site more user friendly. Functionality had been requested which will allow certain users restricted access to update a certain page or number of pages on the site and a quote had been received for £75 to apply the change. Cllr Heum and Lyne explained the ways in which this would benefit both the PC and third-party users. The PC were in favour of incorporating the function.
		<b>Resolved: That the cost of £75 be approved.</b>
	<b>ii) Other issues</b>	
		The Clerk enquired as whether the site will have an SSL certificate and whether a note should be put in place to advise people using the site that any links may go to third-party sites which are not encrypted. Cllr Lyne confirmed that he would check this with Vision ICT.
<b>255/19</b>	<b>To review options/quotes for Christmas lights in the village centre and agree budget</b>	
		A group of Boston Spa shopkeepers had informed the PC that they were unable to find the volunteers to coordinate the purchase and installation of Christmas trees. Cllr Heum contacted Leeds Lights, a division of LCC that provides Christmas lighting with a view to providing a Christmas light display. Millennium Gardens had been determined as the best location because of its central position and access to power. Two quotes had been received to place lights on the three trees: £1,135+vat for two sets of lights per tree and £1,572+vat for three sets. It was confirmed that shopkeepers would be sent a letter to inform them that the PC would no longer provide trees and that the PC could provide lights and instructions should they wish to purchase and mount their own tree. A request to support the purchase of lighting had been made by BSiB and the Ward Councillors. Cllr Blake confirmed that he would contact BSiB to invite their participation/sponsorship in 2020 and that the Clerk would contact Cllr Harrington to request financial support this year.
		<b>Resolved: That the cost of £1572.00 for three sets of lights per tree be approved.</b>
<b>256/19</b>	<b>To confirm dates for next year's meetings.</b>	
		The 2020-21 proposed meeting dates had previously been circulated. The following dates were agreed: 2020- 6 <sup>th</sup> May (Annual Parish Meeting), 18 <sup>th</sup> May (Annual Parish Council Meeting), 15 <sup>th</sup> June, 20 <sup>th</sup> July, 17 <sup>th</sup> August, 21 <sup>st</sup> September, 19 <sup>th</sup> October, 16 <sup>th</sup> November, 21 <sup>st</sup> December. 2021 - 18 <sup>th</sup> January, 15 <sup>th</sup> February, 15 <sup>th</sup> March.
<b>257/19</b>	<b>To receive an update on preparations for Remembrance Day (Cllr Heum)</b>	
		Cllr Heum confirmed that arrangements had been put in place for 10 <sup>th</sup> November and that a further meeting would be held on 28 <sup>th</sup> October between Steve Morritt, Cllr Blake and Cllr Heum to confirm final arrangements.
<b>258/19</b>	<b>To receive an update on tree works (Cllr Gaussen)</b>	
		Cllr Gaussen confirmed that M Rhodes now has time to undertake the conversion of two beeches on the Riverside to Eco Poles and fell the small Sycamore at the corner of Clarendon Road. Cllrs Gaussen and Blake agreed that they would assess the trees at the Riverside which overhang a garden on Lynton Avenue.

<b>259/19</b>	<b>To receive an update on streetscene matters and public toilets (Cllr Harris)</b>
	Cllr Harris confirmed that all gullies had now been unblocked.
<b>260/19</b>	<b>To receive an update on riverside issues (Cllr Gaussen)</b>
	<b>i) To review the proposal for the installation of Finger Posts on village footpaths.</b>
	Cllr Harris produced a recommendation document for three new Riverside finger posts, one at the corner of Spa Baths, one by Hawthorn Cottage and one at Wharfeside and an additional post at Church Fields. It was agreed that a quote would be brought for approval at the next PC meeting.
	<b>iv) Other issues</b>
	Cllr Gaussen advised that the new Boston Spa Green Group has launched a new sub-group to look after trees and hedges and that they had been advised to send any suggestions for improvements to the PC.
<b>261/19</b>	<b>To receive an update from the People Friendly Village Centre working group (Cllr Lyne)</b>
	<b>i) To receive an update on the progress of the Boston Spa Village Centre plan</b>
	No update has been received.
	<b>ii) To receive an update on the S106 funds transferred to LCC for bus stop improvements</b>
	Cllr Lamb advised that LCC had confirmed that the S106 Church Fields funds of £30,000 had gone beyond the five-year deadline and were only allocated to two bus stops. Parish Councillors reminded Cllr Lamb that a deed of variation had been signed in 2014 that gave the Parish Council freedom to provide improvements to any bus stops in Boston Spa. Cllr Lamb said that he would chase acknowledgement of the deed of variation from LCC, and that should money be refused that the Ward Councillors would find a way to provide it.
	<b>iii) To receive an update on buildouts and the 20mph speed limit</b>
	Cllrs Blake and the Clerk attended a meeting with Cllr Harrington and Nick Hunt, LCC Traffic Engineer on 11 <sup>th</sup> October. It was advised that previous proposed buildouts did not comply with LCC design guidance. A secondary proposal had been put forward to extend the visibility splay to 45m at junctions, however this would drastically reduce the number of parking spaces on the High Street and require double yellow lines to be applied on the opposite kerb. A meeting has been arranged by Cllr Harrington and Leeds Highways to discuss the matter with Boston Spa Councillors on 12 <sup>th</sup> November.
	<b>iv) To receive an update on potential activities for VE Day 2020</b>
	A number of proposals have been suggested by the PFVCWG for activities on VE Day. It was confirmed that Stables Lane would be the best location for such an event which could involve a community picnic or "street party". The group had asked whether funding could be made available to fund live 1940's style music. Cllr Lyne agreed to return with proposed activities at the next PC meeting.
	<b>v) To receive an update on the twin town scheme</b>
	Cllr Lyne confirmed that J Steele is looking after the scheme and a plan will be provided following the next PFVCWG meeting on 5 <sup>th</sup> November.
	<b>vi) Other issues</b>
	None.
<b>262/19</b>	<b>Church Fields</b>
	<b>i) To receive public feedback on tree sponsorship for public open space</b>
	Three residents had expressed an interest in sponsoring a tree and had asked for pricing. The need for a tree plan was discussed and Cllr Gaussen advised that this could be produced by Guy Morrison at Enviroscope for a cost of £200.
	<b>Resolved: That the cost of £200 be approved for a tree plan.</b>
	<b>ii) To receive an update of the maintenance of the hedge</b>
	Letters had been sent to Church Fields residents whose properties border the hedge to advise them of its replacement. An email had been received from a resident at Hampole Way regarding

		ownership of the hedge surrounding the Hampole Square. Cllrs Gaussen and Blake will meet on 22 <sup>nd</sup> October to discuss ownership of public areas, POS maintenance and review the contract for next year.
	iii)	<b>Other issues</b>
		None.
<b>263/19</b>	<b>Deepdale Skate Park</b>	
	i)	<b>To receive an update on safety signage (Cllr Blake)</b>
		Cllr Blake advised that he was awaiting guidance and recommendations from the Annual Playground inspection before proceeding with the purchase of a sign. The inspection is due to take place before the end of October.
	ii)	<b>Other issues</b>
		During Cllr Blake's safety inspection it had been found that bolts had come loose on the skate ramp plinth. Cllr Blake said he would contact the skate ramp manufacturers for advice and to see whether a temporary fix could be applied.
<b>264/19</b>	<b>To receive reports from members who have attended other committees and meetings</b>	
		<ul style="list-style-type: none"> <li>Cllr Gaussen attended the Village Hall Committee meeting. Following an incident of vandalism, the Committee had agreed to install another CCTV camera outside the hall. Cllr Gaussen confirmed that the kitchen refurbishment will go ahead shortly and that the Village Hall is pursuing the refurbishment of toilets and the addition of a "Changing Places" Toilet.</li> <li>Cllr Blake attended the Outer North East Council Forum on 3<sup>rd</sup> October. The main issues raised concerned the Police and a lack of feedback following the report of incidents. Other issues included fly tipping and environmental matters, with Leeds CC declaring a climate change emergency.</li> </ul>
<b>265/19</b>	<b>Exchange of Information to raise any emerging issues</b>	
		Nothing to report.
<b>266/19</b>	<b>Clerk's verbal report</b>	
		<ul style="list-style-type: none"> <li>An invitation had been received from St Martin's Hospice for the Parish Councillors to view and discuss its plans for expansion. This has been confirmed for the evening of 4<sup>th</sup> November.</li> <li>A meeting has been arranged by LCC to discuss the Village Centre Plan and buildouts. This will take place on 12<sup>th</sup> November.</li> <li>Two new tenants have been allocated allotments at Primrose Hill. Two allotment rents remain outstanding.</li> </ul>
<b>267/19</b>	<b>To note correspondence received – items of interest (to follow)</b>	
		A Planning survey had been received from LCC to gain feedback on its online planning portal and the Leeds Planning Process.
<b>268/19</b>	<b>To approve responses/action to items of correspondence</b>	
		It was agreed that the PC would complete the survey and include it in the next e-newsletter for residents to submit their own feedback.
<b>269/19</b>	<b>To receive late items of correspondence</b>	
		None.
<b>270/19</b>	<b>To approve payments and receipts in accordance with the budget</b>	
	<b>Resolved: All payments approved for payment</b>	
	D Marshall	Clerk's salary and expenses £661.29
	Wharfe Valley Garden Maintenance	Millennium Gardens & Car Park September £153.00

	P Collier Electrical	Cable connection for CCTV	£342.00
	G Shaw	Festival Live Music & Publicity	£1010.62
	H & J Sutcliffe	Installation of socket at Village Hall	£78.00
	<b>Receipts</b>		
	Various	Allotment Rents	£463.84
	Boston Spa Village Hall	Refund of grant for 2018 electrical works	£1,000
	Workoutlikeamum	Stables Lane Usage August	£24.00
	Leeds City Council	Festival Grant	£1,000
	Workoutlikeamum	Stables Lane Usage Sept/Oct	£48.00
<b>271/19</b>	<b>To receive items for the next Parish Council meeting on Monday 18<sup>th</sup> November 2019</b>		
	Cllrs to consider items for next year's budget. All items to be received by Friday 8 <sup>th</sup> November.		
<b>Next Meeting</b>	<b>The next Parish Council meeting will be held on Monday 18<sup>th</sup> November 2019 at 7.00 pm at Boston Spa Village Hall</b>		
<b>Closure</b>	<b>There being no further business the Chairman declared the meeting closed at 20.53 hours</b>		

Signed \_\_\_\_\_  
Chair

Date 18<sup>th</sup> November 2019

#### ACTIONS

	<b>15<sup>th</sup> July 2019</b>	
181/19i	Obtain a quote for hoops at Church Fields from the provider of hoops at Stables Lane	Cllrs Alderson & Gausson
181/19iii	Review Church Fields Maintenance Contract	Cllrs Blake, Gausson & Harris
	<b>19<sup>th</sup> August 2019</b>	
205/19ii	To put together a draft agreement/document for users of the Stables Lane Junior Football Pitch.	Cllr Alderson
209/19i	To put together proposed wording the skate park safety signage	Cllr Blake
	<b>16<sup>th</sup> September 2019</b>	
232/19ii	To review quote and necessity for replacement bin at Stables Lane	Cllr Alderson
	<b>21<sup>st</sup> October 2019</b>	
253/19 iv	To create a social media post requesting volunteers to assist with bulb planting at Stables Lane.	Cllr Lyne
254/19ii	To confirm that the new website is encrypted via HTTPS and enquire whether navigation notices are required for third-party sites.	Cllr Lyne
255/19	To discuss BSIB's participation in the 2020 Christmas lights	Cllr Blake
258/19	To visit and assess overhanging trees at Riverside/Lynton Avenue	Cllrs Gausson & Blake
260/19i	To request a quote for 4 x fingerposts	Cllr Harris
261/19iv	To bring back a list of activities for consideration on VE Day 2020	Cllr Lyne
263/19ii	Contact manufacturers for advice on fixing skate ramp bolts	Cllr Blake
268/19	To complete and submit the LCC Planning Process survey	Cllr Blake