

BOSTON SPA PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on Monday 18th November 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)

Guests: Ward Cllr N Harrington

Four members of the public were in attendance. The Chair welcomed Cllr Harrington and the members of the public and invited them to address the meeting. One resident enquired as to whether there was any update on the proposed Wharfeside Development. Councillor Blake confirmed that the Parish Council had received no formal communication. Cllr Harrington confirmed that CCTV at Stables Lane has now been installed and that CCTV for the High Street is being progressed. Cllr Blake enquired as to why Church Fields had not been included in the 20mph zone. Cllr Harrington confirmed she would investigate this with Leeds City Council. A local business owner confirmed that they, in conjunction with Costcutter and another business, would pay for the large Christmas tree outside Costcutter and asked if the Parish Council would provide the existing lights. This was agreed to. The business owner asked how much the Parish Council would dedicate to Christmas Lights in 2020. The Chairman confirmed that this would be reviewed as part of the 2020/21 budget considerations.

272/19	To accept apologies for absence and approve reasons for absence
	None.
273/19	To receive crime statistics and police matters
	A written report had been submitted. There were six reported crimes in the month of October: two burglary residential, one criminal damage, two theft from a vehicle and one theft non-specific.
274/19	To receive declarations of disclosable pecuniary and other interests
	None.
275/19	To confirm the Minutes of the meeting held on 21st October 2019 (<i>attached</i>) and review the action list
	The minutes had been previously circulated. The following updates to the Action List were noted: 181/19i - Obtain a quote for hoops at Church Fields from the provider of hoops at Stables Lane- on going 181/19iii- Review Church Fields Maintenance Contract – Ongoing. 205/19ii- To put together a draft agreement/document for users of the Stables Lane Junior Football Pitch – completed. 209/19i- To put together proposed wording the skate park safety signage - ongoing 232/19ii- To review quote and necessity for replacement bin at Stables Lane – to be reviewed in Spring. 253/19 iv- To create a social media post requesting volunteers to assist with bulb planting at Stables Lane. – completed. 254/19ii - To confirm that the new website is encrypted via HTTPS and enquire whether navigation notices are required for third-party sites. – completed. A disclaimer to be added for external links on appropriate pages. 255/19- To discuss BSiB’s participation in the 2020 Christmas lights – completed. 258/19- To visit and assess overhanging trees at Riverside/Lynton Avenue - ongoing 260/19i- To request a quote for 4 x fingerposts – completed. 261/19iv- To bring back a list of activities for consideration on VE Day 2020 – completed 263/19ii Contact manufacturers for advice on fixing skate ramp bolts - completed 268/19 To complete and submit the LCC Planning Process survey - ongoing

276/19	To review the monthly figures (attached)
	The figures had been previously circulated.
	Resolved: That the figures be accepted as a true record
277/19	To consider initial proposals in relation to the 2020/2021 annual budget
	The Chairman requested that the Parish Councillors consider any additional costs that would be incurred in the 2020/21 financial year, with particular emphasis on the maintenance of newly acquired play equipment, costs for upkeep of public open spaces and work that is required to trees. Cllr Lyne also advised that there may be a cost for the maintenance of bus shelters. Cllr Gausson said major works would be undertaken to improve the facilities at the Village Hall and that the VHMC would like to request a contribution from the Parish Council. The Chairman requested that all requests be submitted by early December so that the clerk could put together a draft budget for approval at the next Parish Council meeting prior to its formal adoption in January.
278/19	To agree a Section 137 donation to The Royal British Legion in respect of the Parish Council wreath
	A wreath had been provided by the Royal British Legion to the Parish Council for laying on the Remembrance Day ceremony. It was noted that £75.00 had been allocated in the budget as a donation.
	Resolved: A donation of £75.00 to be made to the Royal British Legion in respect of the Parish Council wreath
279/19	Planning issues
	i) To receive an update on 19/05151/FU – Land at Wharfeside
	No update has been received.
	ii) To receive an update on application 18/06367/FU and 18/6368/LI - 86 High Street
	The Secretary of State had handed the decision to Leeds City Council. An update is being awaited.
	iii) To receive an update on application 19/00664/FU – St Vincent’s/Borlocco House
	No update has been received.
	iv) To review the remaining planning applications and agree responses (to follow)
	19/06380/FU- 21 Fountains Avenue – No comment 19/05863/FU - 6 Green Lea Close – No comment 19/07034/FU - Stoneleigh, Spa Lane – No comment.
280/19	To receive an update on the future of the Crown Hotel
	No update has been received.
281/19	Parish Council Website Development
	i) To receive an update on website development progress
	The final invoice for the website upgrade had been received. Cllrs Lyne and Heum advised that Vision ICT had experienced some issues with setting up the newsletter subscription button, but these should be resolved imminently with an expected go-live date at the end of November. It was agreed that payment of the invoice should be withheld until the project had been completed.
	ii) Other issues
	None
282/19	To receive an update on streetscene matters and public toilets (Cllr Harris)
	<ul style="list-style-type: none"> Cllr Harris advised that the new Box Tree Court would be completed in the spring and that he would speak to the builders regarding the connection of the water supply to the Primrose Hill allotments. Boston Spa in Bloom had confirmed that the new planter box outside the library would be installed shortly and had asked the Parish Council for their views on colour. It was agreed that they should match those outside Costcutter.

	<ul style="list-style-type: none"> • Cllr Blake advised that the bench outside the St Mary's Church needed repair and that benches at Millennium Gardens were in need of cleaning. Cllr Blake agreed he would obtain a quote for the work.
283/19	To receive an update on tree works (Cllr Gausson)
	i) To review findings of an inspection of overhanging trees at Riverside/Lynton Avenue
	Cllrs Gausson and Blake agreed that they would meet to inspect the trees along the Riverside.
	ii) Other issues
	An apology had been received from the contractor that tree works had not yet been undertaken. It was advised that the felling of the tree at Clarendon Road would be completed in late November and that the Riverside Beech Eco poles would occur in the winter.
284/19	To receive an update on riverside issues (Cllr Gausson)
	i) To consider a quote received for 4 new finger posts
	The designs and a quote had been received from S Taylor and Son for £1,080.40 + VAT for 4 finger posts to match existing posts installed on the Riverside. These would be positioned along the Riverside at the corner of Spa Baths, by Hawthorn Cottage and at Wharfeside, with an addition single finger post at Church Fields.
	Resolved: That the cost of £1080.40 be approved for the purchase of 4 finger posts.
	ii) To receive an update on the progress of the Enviroscope Woodland Survey
	Enviroscope had apologised for the delay and confirmed that the survey would be completed by the end of November.
	iii) Other issues
	None.
285/19	To receive an update from the Friends of Stables Lane Working Group (Cllr Alderson)
	i) To discuss any updates in relation to CCTV
	CCTV has now been installed at Stables Lane. There is sign affixed to the lighting column with an email address for people to call if there is an incident.
	ii) To review any findings from the Annual Inspection report
	The annual inspection reports had been received from the Play Inspection Company for play equipment at Stables Lane and the Skate Park at Deepdale. The report outlined no major issues at Stables Lane but recommended signage be mounted concerning risk. Cllr Alderson confirm that FOSL were in discussion regarding signage required for the whole park, and that a report and request for funding would be submitted to the Parish Council for approval.
	iii) To consider a request for final payment to contractors of Stables Lane development
	Cllr Alderson confirmed that Brambledown, the contractors who undertook the Stables Lane refurbishment had returned to undertake a final inspection and remedy any outstanding issues which included the lining coming up under the gravel paths. It was also noted that the picnic table tops had become marked and that Woodscape had agreed to apply a treatment at no cost. The final payment of £3008.12 + VAT (a % retention held back by the PC during the project) is now due for payment to Brambledown. Following consideration of the above remedial work, it was agreed that the invoice should now be paid. Cllr Alderson confirmed that he would request the invoice.
	Resolved: That the final cost of £3008.12 for completion of the Stables Lane project be approved for payment.
	iv) To consider a draft agreement for junior football pitch hire (to be circulated)
	A draft of the football pitch agreement had previously been circulated. Cllr Alderson advised that the goal posts would be stored in the Bowling Club and would need to be mounted and removed before and after each match. It was also noted that the PC do not make pitch markings and that this would be undertaken by the football club. It was confirmed that the booking form would need to be changed for the cost of £200 per season.
	Resolved: That the Football Pitch agreement be approved subject to the above amendments.
	v) To receive an update on the LCC Park grant application to fund outdoor shelters
	No update has been received.
	vi) Other issues

		<ul style="list-style-type: none"> Words of remembrance will be added to the honours board for Ward Councillor Gerald Wilkinson. Revised artwork will be received shortly. The Festival Committee have agreed to give a donation of £1,400 to the Stables Lane fund to make further improvements to the park. A specification will be drawn up for the ongoing maintenance of Stables Lane, costs for which will be considered as part of the 2020/21 budget.
286/19	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
		A meeting was held on 12 th November at the Village Hall which was attended by Jenny Fisher, Principal Design Officer from Leeds City Council and Nick Hunt from Leeds Highways. Members of the PC and Ward Cllrs Alan Lamb and Norma Harrington were also in attendance. A new design was presented for the village centre that will create a paved area between 169-179 High Street that will partly extend into Bridge Road. This would include a kerb to create a distinction between the road and pedestrian areas. The paved area would extend into Millennium Gardens and would replace some of the existing car parking area to create a plaza. This would eventually be complemented by the conversion of the existing dated toilet block to a sheltered seating area which would maintain its tiled roof and the installation of a new toilet block to include disabled facilities at the rear of 169 High Street where there is an existing storage building. Questions were raised to the feasibility of whether the High Street entrance to the car park could be closed off, and whether there was the potential to extend or improve the current entrance on Bridge Road. Leeds Highways agreed that they would investigate this, but would also produce an alternative to the plan which would not involve the closure of the High Street entrance. Nick Hunt agreed that the new village centre design would be passed to a quantity surveyor for them to look at appropriate materials and they will return with costs for the paved area. A new plan will be supplied for build outs and alternative double yellow line markings with options against costs. Following the completion of the 20mph zone, It was considered that fewer buildouts may be required and only in places where sightlines are particularly poor.
	ii)	To receive an update on the S106 funds transferred to LCC for bus stop improvements
		An email had been received from Leeds City Council to confirm the S106 Deed of Variation had been acknowledged and that the £30,000 was still available to the PC to improve bus shelters. The question was raised as to whether any shelters not installed by Metro would still be maintained by them if the Parish Council chose to install those of its own design to complement the streetscene. It was also considered how the Parish Council would find the funds for future maintenance. It was advised by LCC that any bus shelter improvements would need to be approved by West Yorkshire Passenger Transport. Cllr Lyne will contact WYCA via Cllrs Harrington and Lamb and report back at the next PC meeting.
	iii)	To receive an update on buildouts and the 20mph speed limit
		The 20mph speed limit work has now been completed.
	iv)	To receive a proposal for potential activities on VE Day 2020
		Cllr Lyne advised that the PFVCWG will hold a tea dance in the Village Hall as the weather may not make Stables Lane a good location for an event in May. Cllr Lyne confirmed that the Village Hall had been booked from 3pm-7pm on Friday 8 th May to fall in line with the celebrations on VE Day website. Boston Spa WI has been approached and have agreed to manage the catering and Jazz in the Spa have been contacted about a 40's group for music. The schools have been asked if they would like to undertake a media project, which would involve interviewing older people in village who have memories of wartime. Initial discussions have taken place about an exhibition of war-time vehicles in the car park.
	v)	To receive an update on the twin town scheme
		This is now on hold temporarily as new applications to become a twin town do not open until February 2020.
	vi)	Other issues
		<ul style="list-style-type: none"> The Happy to Chat sign has now been mounted on the library bench. Feedback has been positive.
287/19	Church Fields	

	i)	To receive an update on the review of the Church Fields Maintenance contract
		Cllrs Gausson, Blake and Harris reviewed the maintenance contract and have provided amendments. The Parish Clerk will include these in the new invitation to tender document for 2020 which will be circulated for approval at the next PC meeting.
	ii)	To receive an update on the proposed tree plan
		A tree plan is now being progressed by Keystone Building Consultancy.
	iii)	To receive an update on hedge replanting and maintenance
		Following a review of Church Fields maintenance, the following quotes had been requested and received from the existing maintenance contractor: <ul style="list-style-type: none"> • £780 to replace some sections of the High Street Hedge. • £300 to replace two dead trees on Hampole Way and supply a watering system • £50 for the replacement of small plants around the square
		Resolved: That the quote totalling £1130.00 be approved for the undertaking of the above work.
	iv)	Other issues
		The wildflower management contract which was originally put in place by Taylor Wimpey is due to expire in 2020. It was agreed that the Clerk would contact Peter Brooks Ecology to obtain a copy of the specification and get an idea of costs for continued maintenance for the next three years.
288/19		Deepdale Skate Park (Cllr Blake)
	i)	To review any findings from the Annual Inspection report
		The Play Inspection Company have now completed their inspection of the Skate Park. It was noted in the report that the plinth on the skate ramp is now slightly loose. Following a discussion with the manufacturers, it was recommended that a hole be dug to be filled with concrete or resin in which to secure the plinth. Cllr Gausson advised that he knew a contractor who would be able to undertake the work and would obtain a quote.
	ii)	To receive an update on reparation of loose plinth bolts on skate ramp
		See above.
	iii)	To receive an update on safety signage
		Cllrs Blake and Alderson will produce a list of signage for both Stables Lane and Deepdale Skate Park.
	iv)	Other issues
		None.
289/19		To receive reports from members who have attended other committees and meetings
		<ul style="list-style-type: none"> • Cllrs, Blake, Courts, Lyne and the Clerk attended a visit to Martin House on November 4th to view the initial plans to expand the hospice site to include better facilities and improved parking. The PC agreed to write a letter of thanks and to support improvements subject to planning conditions. • Cllrs Blake, Courts, Lyne, Gausson and the Clerk attended a tour of the British Library on 12th November to learn more about the facilities and the library's proposal to replace some of the old munition buildings on the site. • Cllr Alderson attended the Wetherby and Wharfedale Rotary club to talk about the improvements to Stables Lane Community Park following its sponsorship of a tree. • The Clerk attended a Climate Change workshop held by Leeds City Council.
290/19		Exchange of Information – to raise any emerging issues
		<ul style="list-style-type: none"> • The Christmas lights have now been mounted on the trees in Millennium Gardens. It was noted that the lights had not be arranged as expected and that the Clerk would contact Leeds Lights to ask them to improve their distribution and change the lights to multicoloured rather than white. • Cllr Gausson stated that the three Christmas trees that are usually mounted outside the

	Village Hall have always been funded by the Parish Council and asked for them to be funded this year. This was agreed by the Parish Council.		
291/19	Clerk's verbal report		
	<ul style="list-style-type: none"> Following the distribution of letters to shopkeepers regarding Christmas trees, three requests have been received for the PC Christmas tree lights. 		
292/19	To note correspondence received – items of interest (to follow)		
	<ul style="list-style-type: none"> Following the Remembrance Day procession on 10th November, Steve Morrith had submitted a final guidance document for future Remembrance Sundays. 		
293/19	To approve responses/action to items of correspondence		
	<ul style="list-style-type: none"> The PC acknowledged receipt of the document and reported that the memorial service had gone exceptionally well. Praise was given to Steve Morrith for organising the event and providing the guidance document for use in future years. 		
294/19	To receive late items of correspondence		
	None		
295/19	To approve payments and receipts in accordance with the budget		
	D Marshall	Clerk's salary and expenses	£649.80
	The Play Inspection Company	Annual Outdoor Equipment Inspection – Deepdale Skate Park and Stables Lane	£228.00
	Vision ICT	Second instalment – website upgrade	£1050.00
	Cardiac Science	2 x sets adult defibrillator pads	£76.74
	G Baxter & Partners	Landscaped and Amenity Areas Maintenance	£3,117.60
	G Baxter & Partners	Stables Lane Maintenance	£1252.80
	Yorkshire Water/Business Stream	Stables Lane Water	£189.46
	Nationwide Building Society *	Transfer of PC funds to PC Savings Account	£110,000
	Royal British Legion	Wreath Donation	£75.00
	Receipts		
	Various	Allotment Rents	£59.41
	Boston Spa Tennis Club	CCTV Cable Contribution	£142.50
	*Approved on 15.04.19 085/19		
	A resolution had been taken to remove retired Cllrs C Taylor and S Williams as signatories from the PC Natwest Current account.		
	Resolved: All payments approved for payment		
296/19	To receive items for the next Parish Council meeting on Monday 16th December 2019		
	Requests for the 2020/21 budget. All other items to be received by Friday 6 th December.		
Next Meeting	The next Parish Council meeting will be held on Monday 16th December 2019 at 7.00 pm at Boston Spa Village Hall		
Closure	There being no further business the Chairman declared the meeting closed at 20.53 hours		

Signed _____
Chair

Date 16th December 2019

ACTIONS

	15th July 2019	
181/19i	Obtain a quote for hoops at Church Fields from the provider of hoops at Stables Lane	Cllrs Alderson & Gausсен
	19th August 2019	
209/19i	To put together proposed wording the skate park safety signage	Cllr Blake
	21st October 2019	
258/19	To visit and assess overhanging trees at Riverside/Lynton Avenue	Cllrs Gausсен & Blake
268/19	To complete and submit the LCC Planning Process survey	Cllr Blake
	18th November 2019	
277/19	Submit requests for funding for 2020/21 budget	All
281/19i	Confirm a go-live date for the new website	Cllr Lyne
282/19	Contact Strategic team group regarding water supply connection at Primrose Hill allotments	Cllr Harris
282/19	Obtain a quote for the reparation of the St Mary's Church bench and cleaning of benches outside the library.	Cllr Blake
285/19ii	To bring back a proposal for signage at Stables Lane together with costs	Cllr Alderson
285/19iii	Request the receipt of the final invoice from Brambledown	Cllr Alderson
285/19iv	Provide revisions to draft agreement/document for users of the Stables Lane Junior Football Pitch.	Cllr Alderson
285/19vi	Provide recommendations on any revisions required to the Stables Lane maintenance contract	Cllr Alderson
286/19ii	Contact WYCA via Cllrs Harrington and Lamb regarding Bus Shelter design	Cllr Lyne
288/19i	Obtain a quote for the digging of hole and affixing of skate ramp plinth in resin/concrete	Cllrs Blake and Gausсен