

BOSTON SPA PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on Monday 20th January 2020 at the Village Hall, Boston Spa at 7.00 pm

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

Apologies: None.

In Attendance: D Marshall (Clerk to the Council)

Guests: None.

Nine members of the public were in attendance. The Chair welcomed the members of the public and invited them to address the meeting. Two members of the public, one long-standing resident and the proprietor of a local bar and restaurant raised the issue of Christmas lights and decorations in the village. It was felt by both that these had been disappointing in 2019. The proprietor proposed some initial ideas of how funds could be raised to provide more lights in 2020 and had sought some quotes from commercial light fitters. He had asked whether he could manage the project. The Parish Council welcomed his offer and it was agreed that he would return with a plan to present at the February PC meeting for formal approval.

Seven residents from Bridge Road and Bridge Close attended to raise their concerns about the recent proposed changes to parking restrictions from LCC Highways in their area. It is believed that the new yellow lines will do little to prevent unauthorised parking on Bridge Road which is already very heavily congested with a poor flow of traffic that often sees cars mounting the pavement in order to pass. The exit from the High Street car park on Bridge Road is also a serious concern, with vehicles leaving the car park having little regard for passing pedestrians as there are no Give Way signs. One resident advised that she had been hit by a vehicle. The Parish Council advised that it had not been informed of the proposed changes by LCC and it was agreed that the PC would request information which would allow them to take a clearer view on the changes and respond accordingly.

Residents from Bridge Close requested support from the PC to make parking on their road 24-hour resident permit only, something they have been trying to achieve for 19 years. This is due to the number of visitors using the road as an overflow car park where they park on the pavement and frequently block access to the close for waste collection and emergency service vehicles. The problem has also started to increase in the evenings and overnight when people park to visit local restaurants and bars. The Chairman confirmed that the PC would be happy to support resident only parking and would speak to Ward Councillors to see how this could be achieved.

001/20	To accept apologies for absence and approve reasons for absence
	None.
002/20	To receive crime statistics and PACT report
	A written report had been submitted. There were 10 reported crimes in December. One burglary to obtain keys for theft of a vehicle, five burglary residential, one theft from a dwelling, one theft from a vehicle, one criminal damage to a public building and one criminal damage to a residential dwelling.
003/20	To receive declarations of disclosable pecuniary and other interests
	None.
004/20	To confirm the Minutes of the meeting held on 16th December 2019 (<i>attached</i>) and review the action list
	181/19i -Obtain a quote for hoops at Church Fields from the provider of hoops at Stables Lane – completed. 258/19- To visit and assess overhanging trees at Riverside/Lynton Avenue – completed. 285/19ii - To bring back a proposal for signage at Stables Lane together with costs – ongoing 303/19- To bring back alternative quotes for refurbishment works at the Village Hall – ongoing, to be managed by the Village Hall Committee.

	<p>307/19 - To review the new website content and make recommendations for any additional content/inclusions. - ongoing</p> <p>309/19- Obtain written quotes to dig a trench at Primrose Hill allotments – completed.</p> <p>309/19- Contact LCC regarding obtaining permission to dig a trench on LCC owned land at Primrose Hill allotments – completed.</p> <p>313/19ii- Provide feedback from PFVCWG on proposed rain shelters – completed.</p> <p>315/19i - To carry out repair works to the Deepdale skate ramp plinth – ongoing.</p> <p>315/19ii - To order a sign for the Deepdale skate park – ongoing.</p>
	Resolved: That the minutes be accepted as a true record and the action list updated
005/20	To review the monthly figures (attached)
	The figures had been previously circulated.
	Resolved: That the figures be accepted as a true record
006/20	To agree the 2020/2021 annual revenue budget and set the Parish precept
	A first draft of the annual budget had been circulated in December 2019 for an amount of £54,142. Minus the LCTS Support grant of £1469.00 for 20/21 this would leave £52,673 to be acquired through the precept. LCC confirmed that the tax base for Boston Spa would be lower this year because it had erroneously included properties in another parish for past two years in the tax base calculation. This meant that a 6.1% increase would be required to meet the requirements of the budget. This would take the annual charge for a Band D property from £24.91 per year in 2019/20 to £26.41 in 2020/21.
	Resolved: That the Band D precept be increased by an additional £1.51 per year.
	Resolved: The proposed budget for 2020/2021 be agreed with a resulting precept of £52,673.
007/20	To consider and accept the revised Grievance and Disciplinary policies (to follow)
	New grievance and disciplinary policies had been circulated by NALC, with a recommendation that the policies be adopted by all Parish Councils for its employees.
	Resolved: That the Grievance and Disciplinary policies be approved and accepted.
008/20	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 19/00664/FU – St Vincent’s/Borlocco House
	No update has been received.
	iii) To review the remaining planning applications and agree responses
	<p>19/07815/FU Pear Tree Cottage, Clifford Road – Neutral Comment.</p> <p>19/07785/FU 16 Beeches End – no comment</p> <p>20/00090/FU 5 Rievaulx Close – no comment</p> <p>19/07920/FU 230 High Street – no comment</p> <p>20/00122/FU 30 Clarendon Road – no comment</p> <p>20/00165/FU 15 Clifford Road – no comment</p> <p>20/00195/FU Stamford Lodge, 7 Whitham Close – no comment</p> <p>20/00224/LI Crown Hotel 128 High Street – Cllr Gausson noted that notifications were yet to be posted on surrounding lampposts. It was agreed that the PC were broadly in support of the application but that it would wait to hear resident’s views before responding. It was recommended that the new owners/developers be invited to meet the PC to talk about their aspirations for the new public house.</p> <p>20/00240/FU 4 Hall Close – no comment.</p> <p>19/07532/LI Willow Green Cottage 263 High Street – no comment.</p>
	Works to Chapel Cottage.
	A resident had reported that works were being undertaken at Chapel Cottage to the rear of the Methodist Church and there were concerns that planning permission had not been sought to make changes to this Grade II listed property. The resident has submitted a letter to the following organisations: Environment Agency, Planning Enforcement Office, Historic England and the Conservation Team at LCC. The complainant noted that ground had been cleared,

	<p>removing all sapling trees, ground coverage and vegetation to the side of the property and that spoil debris is being dumped down the bank towards the river. The resident requested support and assistance from the Parish Council in ensuring that the relevant legislation is upheld. This was agreed to by the Parish Council.</p> <p>Flat 4 Littlecroft, Bridge Close (Case number 19/01030/UCU3) The PC had been notified by Leeds Planning of an appeal from the owner in relation to a breach of planning control to use the property as a holiday letting. It was considered that no response was required by the PC.</p>
	Resolved: The Clerk to submit responses on behalf of the Parish Council to Leeds CC, where appropriate
009/20	To consider the tenders received in respect of the Grounds Maintenance Contracts 2020/2023.
	A report had been circulated setting out the details of the tenders received: Lot 1 – Landscaped, Amenity Areas & Stables Lane Park – one tender had been received from the incumbent contractor, G Baxter & Partners. Lot 2 – Garden Areas – Two tenders had been received with Farm & Land Services offering the lowest price. Lot 3 – Riverside Strimming – one tender had been received from the incumbent contractor, Farm & Land Services. Church Fields mowing – three tenders had been received with Farm & Land Services offering the lowest price. Church Fields Hedges – two tenders had been received with Farm & Land Services offering the lowest price.
	Resolved: That the Grounds Maintenance Contracts 2020/2021 be awarded to G Baxter for Lot 1 and to Farm & Land Services for all remaining lots including Church Fields grassed areas and hedges.
010/20	To receive an update on streetscene matters and public toilets
	Nothing to report.
011/20	To receive an update of the supply of water to the Primrose Hill allotments
	Permission has been given to the PC by LCC to dig a trench for the laying of pipework. Quotes had been sought with the lowest price provided by Danny O'Rourke at £200 per day. It is thought 2-3 days will be required to dig the trench. Cllr Harris confirmed that he would also get a quote for the purchase of the polypropylene pipe.
	Resolved: That the cost of £600 be approved for the digging of a trench
012/20	To receive an update on tree works (Cllr Gausson)
	i) To review findings of an inspection of overhanging trees at Riverside/Lynton Avenue
	An inspection of the trees had taken place by Cllrs Gausson and Blake. No immediate work was considered necessary. It was agreed that Mike Rhodes would be asked to inspect the trees along the riverside on his next visit.
	ii) Other issues
	Cllr Gausson advised that PC should look to replace the removed self-seeded Sycamore at the corner of Clarendon Road. It was agreed that the local Green Group would be approached to see if they would like to have an input.
013/20	To receive an update on riverside issues (Cllr Gausson)
	i) Woodland Survey
	A date is still being awaited for The Forestry Commission to visit the site to approve the Woodland plan.
	ii) Finger Posts
	The Finger posts are nearing completion and will be delivered to Cllr Gausson's house at the end of January. It was agreed that Cllrs Gausson, Harris and Blake will install the posts.
	iii) Village Footpaths
	Cllrs Gausson and Blake received Mike Gadd's proposal to install protected strips to the footpaths which should preferably be made of brush. It had been agreed that bird boxes could be mounted. Cllr Gausson advised that some footpath work should be undertaken, particularly in the area near the bridge which had become very muddy. It was agreed that the Parish Council would fund the crusher run gravel and that Mike Gadd would look to set up a working party.

014/20	To receive an update from the Friends of Stables Lane Working Group (Cllr Alderson)	
	i)	To approve the increase in cost for a vandal-proof honours board
		Following the approval of the cost of £406.00 (253/19iii) for the honours board, a revised quote had been received for the sum of £468.00. It was confirmed that the increase of £62.00 was to cover the cost of vandalproof materials and fixings.
		Resolved: That the increase of £62.00 be approved.
	ii)	Gazebo Shelters
		Boston Spa in Bloom had agreed to donate £1,000 to part fund the second shelter. Cllr Alderson confirmed that the shelters would arrive on 12 th February and that volunteers would be required to erect them.
	iii)	Party in the Park
		Planning has started for this year's Party in the Park at the annual summer festival. Cllr Alderson advised that there would be more music and food and drink outlets this year. Wimbledon will again be shown on the Big Screen with the possibility of showing a film in the evening.
015/20	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 is due to be arranged between Leeds Highways, LCC street Design, the Ward Councillors and the Parish Council in February following the receipt of initial costings in December.
	ii)	To receive feedback on rain shelters
		The design for oak cantilever shelters had been reviewed at the PFVCWG. The committee raised the issue of lack of wind protection and it was asked whether glazing could be installed at the rear and sides secured within a metal frame. Oak by Design had agreed to produce a design for £195, but stated that it would need to be approved for structural strength by an approved engineer/architect. Cllr Gausson advised that Heritage Architects would look at the plans and that a quote would be sought for them to do this.
		Resolved: That the cost of £195 be approved for a revised shelter design with glass
	iii)	To receive an update on arrangements for VE Day
		Cllr Lyne confirmed that a meeting had been arranged in February with the WI.
	iv)	Shopfront Guidelines
		Cllr Lyne confirmed that an email would be sent to shopkeepers to advise them of the Shopfront design guidelines now that the new website is live.
	v)	PC Website Local Business Profiles
		Cllr Lyne circulated an initial proposal for High Street business to have their own profile on the new PC website. A question was raised as to whether this would constitute advertising. It was agreed that the clerk would check this with the YLCA.
	vi)	Other issues
		Cllr Lyne asked permission to approach the Ward Councillors regarding issues that PFVCWG had raised, such as the lack of bus shelters at Boston Spa school and Clifford Moor Road and the missing road sign to Clifford on Bar Lane. This was consented to.
016/20	Church Fields	
	i)	To consider quotes received for the planting and maintenance of sponsored trees
		Three quotes had been received for the supply, planting and maintenance of 12 fruit trees. Farm and Land had provided the lowest price.
		Resolved: that the cost of £2,520 be approved from Farm & Land.
	ii)	To receive an update on hoops to protect the overflow carpark
		A quote had been received from Hartwell Manufacturing for 17 galvanised steel hoops at a cost of £90 each (£1530) plus the cost of installation at £3735.00, totalling £5265. The PC considered the cost prohibitive. It was advised that Hartwell would be happy to manufacture the hoops for £90 each and that a separate contractor could be used for installation. A quote has been received from Danny O'Rourke to set the hoops in postcrete at 4 days work at £200 per day. Cllr

		Gausson advised that a removable barrier would be required at the far end and that a cost would be sought for review at the next PC meeting.
		Resolved: That a budget of £2,500 be approved for the installation of hoops to be taken from the Church Fields reserve.
	iii)	To receive an update on tree and hedge works
		Remedial hedge work has now been completed. It was agreed that any further work this year would only be to trim back the existing hedge and achieve a consistent height.
	iv)	Other issues
		An enquiry had been put to Leeds Planning as to whether there were any restrictions on planting an orchard at Church Fields. It was confirmed that no planning permission would be required. After consideration, it was agreed that Church Fields would not be the best location to plant an orchard, but that other areas could be made available. It was considered that empty open triangle at Wickham Avenue might make a better location where there is already a number of trees. It was agreed that this would be take forward for further discussion.
017/20		Deepdale Skate Park (Cllr Blake)
	i)	To receive an update on reparation of loose plinth bolts on skate ramp
		Cllr Blake confirmed that weather conditions are too cold for the resin to set, but that work would be undertaken when the weather gets warmer.
	ii)	To receive an update on safety signage
		A quote for the cost of a sign will be brought to the February PC meeting.
	iii)	Other issues
		Nothing to report.
018/19		To review the recently proposed changes to parking regulations and agree a response
		It had been noted that proposed changes to parking restrictions and waiting times had been posted on lampposts in the village by Leeds Highways but that the Parish Council had received no communication regarding the changes. Photographs of the signage had been circulated by Cllr Harris. It was agreed that further information would be requested from LCC Legal Development before the PC could prepare a response.
019/20		To receive reports from members who have attended other committees and meetings
		<ul style="list-style-type: none"> Cllr Blake attended a meeting with Touch Telecom regarding the feasibility of installing free wi-fi in the village. A proposal will be received for review at the next PC meeting. Cllr Gausson attended the VHM meeting and advised that the kitchen roof had required repair over Christmas because of a leak. £140.00 was requested from PC funds to cover the cost. This was approved.
020/20		Exchange of Information – to raise any emerging issues
		Nothing to report.
021/20		Clerk's verbal report
		<ul style="list-style-type: none"> Requests have now been sent out to all organisations to request their articles for April's Annual Parish Council newsletter. The deadline is 14th February. Advertisers will be sent their invitations shortly.
022/20		To note correspondence received – items of interest (to follow)
		None.
023/20		To approve responses/action to items of correspondence
024/20		To receive late items of correspondence
025/20		To approve payments and receipts in accordance with the budget
	D Marshall	Clerk's salary and expenses
		£651.70

	Farm & Land Services	Tree Maintenance Church Fields	£480.00
	Farm & Land Services	Hedgerow Replacement Church Fields	£936.00
	Wharfe Valley Garden Maintenance	Millennium Gardens/ High Street Maintenance Dec	£126.00
	Mike Rhodes	Tree Works – public open spaces	£2040.00
	FDB Design	Stables Lane Honours Board	£561.60
	Dunster House	Gazebo Shelters – outstanding balance	£2864.38
	Receipts		
	Richard Dawson Trust	Donation	£144.48
	Allotment Holder	Allotment Rent	£22.50
	Leeds Community Foundation	Parks Grant – Stables Lane Gazebo Shelter	£1814.99
026/20	To receive items for the next Parish Council meeting on Monday 17th February 2020		
	None. New items to be received by Friday 7 th February 2020.		
Next Meeting	The next Parish Council meeting will be held on Monday 17th February 2020 at 7.00 pm at Boston Spa Village Hall.		
Closure	There being no further business the Chair declared the meeting closed at 21.28 hours.		

ACTIONS

	18th November 2019	
285/19ii	To bring back a proposal for signage at Stables Lane together with costs	Cllr Alderson
	16th December 2019	
307/19	To review the new website content and make recommendations for any additional content/inclusions.	Cllrs Heum & Lyne
315/19i	To carry out repair works to the Deepdale skate ramp plinth	Cllr Blake
315/19ii	To bring back a quote for safety signage at Deepdale.	Cllr Blake
	20th January 2020	
011/20	Bring back a quote for polypropylene pipe	Cllr Harris
012/20ii	Seek input from Green Group on replacement tree at Clarendon Road	Cllr Gausson
013/20ii	Erect and set fingerposts at Riverside	Cllrs Gausson, Blake and Harris
015/20ii	Obtain revised Oak Shelter Design and organise structural approval	Cllr Gausson
016/20ii	Bring back quote for a removable barrier at Church Fields	Cllr Gausson
018/19	Review new parking restrictions and propose/submit response to LCC	Cllrs Lyne, Blake, Harris, Gausson

Signed _____
Chair

Date 17th February 2020