

BOSTON SPA PARISH COUNCIL

**Minutes of the Ordinary Parish Council Meeting held on Monday 16th March 2020 at the Village Hall,
Boston Spa at 7.00 pm**

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

Apologies: Cllr M Harris

In Attendance: D Marshall (Clerk to the Council)

Guests: Ward Cllr Linda Richards

Two members of the public were in attendance. The Chair welcomed Ward Cllr Linda Richards and the members of the public and invited them to address the meeting. Cllr Richards announced that she had just returned from a meeting with Leeds City Council regarding the Covid-19 pandemic and that a plan was being developed which would involve local community groups and volunteers in supporting the elderly and most vulnerable. Following the submission of a letter to the Chief Executive of LCC regarding the lack of progress on the Village Centre plan, Cllr Lyne enquired as to whether there had been any further update. Cllr Richards said there had been no official response from LCC, but that the Ward Councillors would still work to progress it.

Adrian Balcombe attended from the Boston Spa Green Group to address any questions from the PC on their proposal for the village to work towards gaining plastic free community status (see agenda item 064/20). A member of the TABS Cricket Club attended to speak in support of their application for funding for a new clubhouse roof (see agenda item 061/20ii)

056/20	To consider a proposal for the management and funding of the 2020 Christmas lights
	No proposal had been received from the High Street proprietor who had asked to manage the project.
057/20	To accept apologies for absence and approve reasons for absence
	Apologies had been received from Cllr M Harris.
	Resolved: That the apologies were accepted and consented to
058/20	To receive declarations of disclosable pecuniary and other interests
	None.
059/20	To confirm the Minutes of the meeting held on 17th February 2020 (<i>attached</i>) and review the action list
	285/19ii To bring back a proposal for signage at Stables Lane together with costs – ongoing 315/19i To carry out repair works to the Deepdale skate ramp plinth – completed. 315/19ii To bring back a quote for safety signage at Deepdale – completed. 011/20 Bring back a quote for polypropylene pipe – completed 012/20ii Seek input from Green Group on replacement tree at Clarendon Road – To be reviewed in the autumn. 015/20ii Obtain revised Oak Shelter Design and organise structural approval – ongoing 031/20 Consider a resolution supporting the journey to gain Plastic Free Community status in Boston completed – see agenda item 064/20. 041/20 To arrange a Yorkshire Water survey for allotments – ongoing. 043/20i To seek feedback and receive proposals from Gala and Festival/FOSL on marquee options – ongoing. See item 071/20ii 044/20ii To distribute Information forms to businesses – completed.
	Resolved: That the minutes be accepted as a true record and the action list updated
060/20	To review the monthly figures (<i>attached</i>)
	The figures had previously been circulated.
	Resolved: That the figures be accepted as a true record

061/20	Funding Requests
	i) To consider a request for financial support for the 2020 Boston Spa Festival
	A request had been received from the festival organisers for funding in line with that granted in 2019. This would be £800 for publicity materials and £1,000 to be sought via a grant for live music and entertainment. Cllr Richards advised that a grant application could still be made, but that all public events were currently under review because of Covid-19. Given circumstances it was agreed that the PC would defer the approval of the £800 until the April PC meeting when it would become clearer as to whether the festival could go ahead.
	ii) To consider a request from TABS for a donation of £1000 towards the replacement of the clubhouse roof
	A request for funding had been received from TABS for the reparation of the Clubhouse roof which had become damaged over the winter, rendering the clubhouse unusable. It had been found that the roof and the ceiling were contaminated with asbestos and that the total cost of replacement would be £6,000, of which the PC had been asked for £1,000. Three councillors raised concerns about the tenure of the cricket ground, given that it only has a rolling one year lease. It was agreed that the Clerk would contact YLCA for guidance on providing funding and that the request would be reviewed at the April meeting.
062/20	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 (to follow)
	20/00898/FU 222 High Street – no comment 20/01085/LI The Estate House, Hall Mews – no comment 20/00897/LI 218 High Street – Neutral comment The PC raised concerns about the lack of off street parking for the three new apartments. It was agreed that this would be raised for Leeds Highways to take note of to avoid the risk of on street parking on the High Street. 20/01055/FU Shires House, 3 Wharfedale Nurseries – no comment. 20/00223/FU Crown Hotel 128 High Street A number of residents on Church Street had approached the Parish Council with concerns regarding parking. It was agreed that the PC, although supportive of the planning application, would submit a recommendation that resident only parking be made available on Church Mews and that double yellow lines be extended from the entrance to Church Street to Church Mews to prevent on street parking. 20/01502/FU 4 Byland Close – no comment.
	Resolved: The Clerk to submit responses on behalf of the Parish Council to Leeds CC where appropriate.
063/20	To consider whether the Parish Council should respond to or comment on licensing applications and planning opening times of restaurants/bars in the village.
	A premises licence - PREM/04510/001 - had been received for the Crown Hotel with requested opening hours to 1.30am on Fridays and Saturdays. A number of residents had written to the PC to express their concerns about the potential for excess noise and drunk and disorderly behaviour given the out of centre location of the pub. After a review of premises licences in Boston Spa, it was found that the latest approved opening time is 1.00am and it was considered that if the Crown had a later licence, it would encourage late night drinkers to make their way to the Crown for last orders after other venues had closed. Although it was conceded that the Parish Council would not normally comment on licensing applications, on this occasion the PC considered resident concerns valid and agreed that a closing time of 1am in line with other venues in the village be recommended.
	Resolved: The clerk to submit a response to LCC recommending that opening hours of the Crown be until 1am.
064/20	To agree a resolution to support the Green Group in gaining the Plastic Free Community status for

	Boston Spa
	Adrian Balcombe from the Green Group attended to answer any questions on the Green Group's proposal for the PC to support its work for Boston Spa to become a plastic free community. The PC reviewed the previously submitted document and agreed its support. It was recommended that a member of the Green Group become a member of the PC to drive forward green initiatives and represent the interests of the Green Group.
	Resolved: That the PC supports the resolution to start the journey towards becoming a plastic free community.
065/20	To consider a proposal for the installation of free Wi-Fi in the village
	No proposal has been received from the telecoms company. This will be carried forward to the next PC meeting.
066/20	To receive crime statistics and PACT report
	A written report had been received. There were twelve crimes reported in the month of February: four burglary residential, four public order offences, two thefts of vehicles via theft of keys from properties, one theft from a shop and one criminal damage.
067/20	To receive an update on streetscene matters and public toilets (Cllr Harris)
	Cllr Blake noted that the roof of the public toilets was now being repaired by LCC.
068/20	To receive an update on Allotments (Cllr Harris)
	i) To receive an update on water connection at Primrose Hill
	The deeds for the allotment land had been submitted to LCC and a grant of Easement has now been applied for. Cllr Richards confirmed that she would work to expediate this with LCC.
069/20	To receive an update on riverside issues (Cllr Gausson)
	i) To receive an update on the Woodland Plan
	Cllr Gausson confirmed that the Forestry Commission have now inspected the Woodland areas and proposed plan and feedback is being awaited.
	ii) To consider a request from the Deepdale Committee to sponsor fingerposts
	Members from the Deepdale Committee inspected the fingerposts and agreed to provide sponsorship. A plaque will be mounted on each fingerpost to acknowledge the committee's support. Cllr Gausson confirmed that the contractor mounting the posts had recently undergone an operation, but that the posts are expected to be installed soon.
	iii) Other issues
	A proposal had been received from members of the Green Group for the planting of trees on open space near the riverside. Cllr Gausson advised that this would be a good position for new trees and recommended that a tree plan be drawn up as part of the woodland plan for planting in the autumn.
070/20	Public Open Space
	i) To review a request from a resident for the trimming of a beech tree
	A resident at Fieldhead Paddock submitted a request for the PC to pay for trimming of a beech tree on PC owned land in the vicinity of their property. A recent tree inspection reported the tree to be in excellent condition. Cllrs Gausson and Harris inspected the site and it was considered that no work was necessary.
	Resolved: That the resident's request for the trimming of the beech tree be declined.
071/20	To receive an update from the Friends of Stables Lane Working Group (Cllr Alderson)
	i) To consider quotes for the construction of Gazebo Shelters
	Quotes had been sought from two providers for the construction of the Gazebo Shelters. The following costs were considered to be the cheapest: Concrete bases: £620.00. Building gazebos: £1500.00 & £400.00 extra for fitting plates. Metal supports and bolts etc: £450.00. It was recommended that a contingency of 10% be applied to cover all costs.
	Resolved: That the overall sum of £3,300 be approved for the building of Gazebo shelters.

	ii)	To review marquee proposals and agree a budget
		Cllr Alderson confirmed that he had met with the organisers of the Boston Spa Gala and Festival regarding options for the purchase of a marquee. Quotes for a 20m x 10m marquee of a robust standard for public use were quoted to be in the region of £4,000 and would also require a lot of storage space. With the current Covid-19 pandemic threatening the cancellation of public events, it was considered that hiring a marquee would be a more prudent option this year and that decisions regarding purchase be deferred until 2021. Cllr Richards advised that Bramham scouts had recently acquired a marquee which they may consider lending. Cllr Courts said that he would follow this up with the scout group.
	iii)	To consider proposals for replacement BBQs
		Cllr Alderson had sought two quotes for mounted BBQs from overseas suppliers as the design required is not available in the UK. An American company had quoted for 2 x Pedestal Barbeques at \$925 (£620.91 at current conversion rate) and a Dutch based company had quoted 580 Euros (£512.28). Hartwell Engineering had been approached to build BBQ's of the same design and a quote is being awaited. It was agreed that UK manufacture would be the better option, given that freight could be interrupted because of Covid-19. The PC considered £550 be reasonable for two BBQ's and that Hartwell's proposal would be reviewed at the next PC meeting.
		Resolved: That £550 be approved for the purchase of two BBQ's
	iv)	Great British Spring Clean event
		A group litter picking event has been organised by Penny Stables at Boston Spa Green Group under the direction of Cllr Kevin Alderson on Saturday 28 th March. A risk assessment and volunteer form has been produced and it is hoped that the event can still go ahead despite the Covid-19 outbreak.
072/20		To receive an update from the People Friendly Village Centre working group (Cllr Lyne)
	i)	To receive an update on the design of rain shelters
		A suitable design has been produced which has received broad approval. This now needs to be approved by a structural engineer and the Village Centre Working Group.
	ii)	To receive an update on arrangements for VE Day
		It was agreed by the PC that the event should be cancelled following advice from the government on public gatherings in light of the Covid-19 pandemic.
	iii)	To receive an update on the twin town scheme
		No update had been received. Cllr Lyne agreed that he would follow this up and report back at the next PC meeting.
073/20		Church Fields
	i)	To receive an update on the installation of hoops
		Hoops are currently being manufactured and an installation date is being awaited.
	ii)	To consider design options for a sponsored bench
		Cllr Gausson had made a recommendation for bench design which will be sent to the sponsors for their approval.
074/20		Deepdale Skate Park (Cllr Blake)
	i)	To receive an update on reparation of loose plinth bolts on skate ramp
		Cllr Blake confirmed that this work has now been completed.
	ii)	To receive an update on safety signage
		Two safety signs have been ordered at a cost of £35.65.
075/20		To confirm the arrangements for Operation London Bridge and agree any budget required
		A meeting had been held by the Ward Councillors for the local Parish Councils on 4 th March to provide guidance on procedure. The Clerk confirmed that she had spoken to the Rev. Nick Morgan and that St Mary's Church would host a book of condolence. A black tablecloth, framed photo and folder with loose pages will be provided by the Parish Council. It was agreed that the war memorial outside the village hall would be the best position for laying of flowers. Cllr Blake confirmed that the union flag would be removed from outside the village hall once notification had been received.
076/20		To receive reports from members who have attended other committees and meetings

	<ul style="list-style-type: none"> The Clerk and Chairman attended the Outer North East Climate Change workshop and Outer North East forum on 4th March. 																																										
077/20	Exchange of Information – to raise any emerging issues																																										
	<p>Covid-19</p> <p>The Clerk circulated a draft Business Continuity document. It was acknowledged that the situation is changing quickly and that further information was being awaited from NALC and the YLCA as to whether Parish Council meetings would still go ahead or whether legislation would be changed so that Parish Council meetings could be held online. An update is also being awaited on whether Annual Parish meetings can be postponed until later in the year.</p> <p>In the event that Parish Council meetings cannot take place, it was agreed that decisions could be delegated to the clerk, in consultation with the chairman and vice-chairman, or in the event that they become incapacitated, in consultation with two nominated councillors.</p> <p>A Business Continuity outline was circulated, which was agreed by the councillors. A scheme of delegation is to be produced by the clerk.</p>																																										
078/20	Clerk's verbal report																																										
	Nothing to report.																																										
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	None																																										
080/20	To approve responses/action to items of correspondence																																										
	None																																										
081/20	To receive late items of correspondence																																										
	None																																										
082/20	To approve payments and receipts in accordance with the budget																																										
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083/20	To receive items for the next Parish Council meeting on Monday 20th April 2020																																										
	None. New items to be received by Friday 10 th April 2020.																																										
Next Meeting	The next Parish Council meeting will be held on Monday 20th April 2020 at 7.00 pm at Boston Spa Village Hall.																																										
Closure	There being no further business the Chair declared the meeting closed at 21.22 hours.																																										

ACTIONS

	18th November 2019	
285/19ii	To bring back a proposal for signage at Stables Lane together with costs	Cllr Alderson
	20th January 2020	
012/20ii	Seek input from Green Group on replacement tree at Clarendon Road	Cllr Gausson
015/20ii	Obtain revised Oak Shelter Design and organise structural approval	Cllr Gausson
	17th February 2020	
041/20	To arrange a Yorkshire Water survey for allotments	Cllr Harris
	16th March 2020	
071/20ii	To speak to the local scout groups about marquee availability	Cllr Courts
072/20iii	To provide an update on the Twin Town scheme	Cllr Lyne