

## BOSTON SPA PARISH COUNCIL

The Village Hall, 199 High Street, Boston Spa LS23 6AA

Tel: 07864 649565 Email: [clerk@bostonspapc.org.uk](mailto:clerk@bostonspapc.org.uk) [www.bostonspapc.org.uk](http://www.bostonspapc.org.uk)

13<sup>th</sup> May 2025

The Annual Meeting of Boston Spa Parish Council will be held in the Lantern Room of the Village Hall on **Monday, 19th May 2025 at 7.00pm.**

Members of the public are entitled to be present and attendance by residents is welcomed.

Prior to the first item on the agenda there will be an opportunity for members of the public to address the Parish Council. The members will take these representations into account when agenda items are discussed but are not required to make a response. This session will last for a maximum of 20 minutes after which members of the public will no longer be permitted to address the Parish Council unless specifically invited by the Chairman.

<b>001/25</b>	<b>To elect the Chairman and Vice Chairman</b>	
	i)	To elect a Chairman of the Council for the 2025-26 municipal year and to receive the Chair's signature on the Declaration of Acceptance of Office or, if they are not present, to resolve to receive the Declaration at the next ordinary meeting of the Parish Council.
	ii)	To elect the Vice Chairman for the next municipal year
<b>002/25</b>	<b>To accept apologies for absence and approve reasons for absence</b>	
<b>003/25</b>	<b>To note declarations of interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests (DPI) in the business to be transacted at this meeting</b>	
<b>004/25</b>	<b>To receive an update from the Ward Councillors</b>	
<b>005/25</b>	<b>To receive any crime reports or updates from the PACT meeting</b>	
<b>006/25</b>	<b>To confirm the Minutes of the meeting held on 28<sup>th</sup> April 2025 and review the action list</b>	
	193/24v	Contact Rural Roots regarding car park surface - Cllrs Blake & K Alderson
	211/24ii	Measure wall at 122 High Street - Cllr Stables
	229/24vii	Obtain Direct Debit form from HMRC - Cllr Courts
<b>007/25</b>	<b>Financial matters</b>	
	i)	<b>To review the monthly figures and bank reconciliation</b>
<b>008/25</b>	<b>Annual Governance and Accountability Return</b>	
	i)	To consider the 2024-25 internal auditor's report
	ii)	To confirm the period of the Exercise of Public Rights to inspect the unaudited accounts for year ended 31 March 2025
	iii)	To approve Section 1 - Annual Governance Statement 2023-24 on page 4 of the Annual Governance and Accountability Return
	iv)	To approve and sign the Financial Statements for the year ended 31 March 2025 together with Section 2 - Accounting Statements 2024-25 on page 5 of the Annual Governance and Accountability Return
<b>009/25</b>	<b>To review and agree membership of the Parish Council's Committees</b>	
	i)	Finance Committee
	ii)	Neighbourhood Planning Advisory Committee
	iii)	Community Events Committee

<b>010/25</b>	<b>To review and agree membership of the Parish Council's Working Parties and allocation of responsibilities</b>	
	Friends of Stables Lane Working Group (FOSL) - (3) Resilience Planning (1) Sports Club Liaison - (1) Allotments (2) Streetscene/ Highways / Drainage(1) Finance & Internal Control (3) Planning Lead Member Communications - (2) HR/ Employment - (2) Public Open Spaces and trees (1)	
<b>011/25</b>	<b>To appoint representatives to the following outside bodies:</b>	
	Village Hall Management Committee Charity of Richard Dawson (2) Boston Spa Festival Liaison (2) Deepdale Management Association (1) Leeds CC Annual Parish Forum (1) Harewood & Wetherby Wards Town and Parish Council Forum (2) Yorkshire Local Councils Association (2) Boston Spa and Wetherby Green Group Liaison (1)	
<b>012/25</b>	<b>Planning issues</b>	
	i)	To review planning applications and agree responses 25/02656/FU      4 Lee Orchards 25/02314/FU      216 High Street
<b>013/25</b>	<b>Community Events</b>	
	i)	To receive an update from the Events Committee (Cllr Alderson)
	ii)	To receive an update on Christmas lights (Cllr Blake)
<b>014/25</b>	<b>Highways and streetscene</b>	
	i)	To receive an update on the Westwood Way Traffic Regulation Order (Cllr Stables)
	ii)	To receive an update on bus shelters
	iii)	To receive an update on bench installation at West Oaks School
<b>015/25</b>	<b>To receive an update on issues concerning Stables Lane and receive any updates from the Friends of Stables Lane Working Group</b>	
<b>016/25</b>	<b>To consider any issues regarding Church Fields or public open spaces</b>	
<b>017/25</b>	<b>To consider any riverside issues</b>	
<b>018/25</b>	<b>Allotments</b>	
	i)	To consider the latest inspection report (Cllrs Bowen and Taylor)
<b>019/25</b>	<b>To receive any updates from the Neighbourhood Planning Advisory Committee (NPAG)</b>	
<b>020/25</b>	<b>To receive reports from members who have attended other committees and meetings</b>	
<b>021/25</b>	<b>Exchange of Information – to raise any emerging issues</b>	
<b>022/25</b>	<b>To note correspondence received and approve any responses/ action to items of correspondence</b>	
<b>023/25</b>	<b>To approve payments and receipts in accordance with the budget</b>	

	D Marshall	Salary & WFH Allowance	£1,453.30
	Wharfe Valley Garden Maintenance	Millennium and Memorial Gardens Maintenance Feb-April 2025	£536.00
	Clear Councils	Annual Insurance Premium	£1,357.07
	Entertainment in the Spa	Silver band contribution – VE Day	£225.00
	D Kemp	Bus Shelter Clean	£15.00
	PA Images	Image Licence	£200.00
	<b>Receipts</b>		
	Leeds City Council	Annual Precept & LCTS Grant	£80,073.00
	Stop Cocks	Newsletter Advert	£38.40
	HMRC	VAT Refund Q4	£3,005.12
	Allotment Holder	Allotment Rent	£7.74
	Leeds City Council	Parish Paths Grant	£265.00
	Nationwide BS	Savings Interest	£2,368.62
	NatWest	Savings Interest	£244.85
<b>024/25</b>	<b>To receive items for the Ordinary Parish Council meeting on Monday 16th June 2025</b>		