

BOSTON SPA PARISH COUNCIL

The Village Hall, 199 High Street, Boston Spa LS23 6AA
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10 May 2022

The Annual Meeting of Boston Spa Parish Council will be held in the Lantern Room of the Village Hall on **Monday 16th May 2022 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.

092/22	To elect the Chairman and Vice Chairman
	i) To elect the Chairman of Boston Spa Parish Council for next municipal year
	ii) Chairman to sign declaration of acceptance of office
	iii) To elect the Vice Chairman for the next municipal year
093/22	To consider a revision to the existing standing orders (5.3) to extend the maximum term in which the Chairman and Vice Chairman can hold office
094/22	To accept apologies for absence and approve reasons for absence
095/22	To receive declarations of disclosable pecuniary and other interests
096/22	To confirm the Minutes of the meeting held on 19th April 2022 and review the action list
097/22	To review the monthly figures
098/22	To appoint representatives to the following outside bodies:
	Village Hall Management Committee (2) Charity of Richard Dawson (2) Boston Spa Festival Liaison (1) Deepdale Management Association (1) Leeds CC Annual Parish Forum Harewood & Wetherby Wards Town and Parish Council Forum Yorkshire Local Councils Association Boston Spa and Wetherby Green Group Liaison
099/22	To review and agree membership of the Parish Council's Committees and Working Parties and appoint Lead Members
	Footpaths & trees lead member- (1) Green spaces Church Fields lead member- (1) Green spaces Stables Lane lead member- (1) Friends of Stables Lane - (3) Sports Club Liaison - (1) Allotments Lead Member Streetscene Parking / traffic Lead Member Streetscene Litter / public facilities Lead member Finance/Internal Control Lead Member Planning Lead Member - (1) Communications - (1) HR/ Employment Committee - (2) Neighbourhood Plan liaison Group - (2)

100/22	To approve the statutory documents	
	i)	Standing Orders
	ii)	Financial Regulations
	iii)	Asset Register
	iv)	Publications Scheme
	v)	Complaints Scheme
101/22	To receive an update on the Annual Review of Risk Assessments and confirm any updates	
102/22	To confirm the period of the Exercise of Public Rights to inspect the unaudited accounts for year ended 31 March 2022	
103/22	To approve Section 1 - Annual Governance Statement 2021/2022 on page 4 of the Annual Governance and Accountability Return	
104/22	To approve and sign the Financial Statements for the year ended 2021/22 together with Section 2 - Accounting Statements 2021/22 on page 5 of the Annual Governance and Accountability Return	
105/22	To consider the Internal Auditor's report to the Parish Council	
106/22	Financial matters	
	i)	To approve the donation under S137 expenditure to Boston Spa in Bloom - £500 (annual donation)
	ii)	To consider the cancellation of the Zoom subscription
	iii)	To consider the acceptance of a grant from WYCA on behalf of Boston Spa Green Group for the funding of the Big Bike Fix under Section 137.
107/22	To consider matters arising from the Annual Parish Meeting and agree any action to be taken	
108/22	Planning issues	
	i)	To review planning applications and agree responses 22/02749/FU 3 Riverside Walk 22/02542/FU Former School, Church Street 22/03099/FU 10 Wickham Avenue
109/22	To receive any crime reports or updates from the PACT meeting	
110/22	To consider any arrangements for the Boston Spa Festival	
	i)	To consider a request to close the High Street entrance to the Millennium Gardens Car Park on Saturday 9th and Sunday 10th July.
	ii)	To approve expenditure for the hire of 2 x standard toilets and 1 x accessible toilets for two days (including servicing) at £390.
111/22	To receive an update on riverside issues	
	i)	To consider a report that the cover panel is missing from the fish pass and that debris is blocking the main channel and eel pass.
	ii)	Other issues
112/22	To receive an update on any matters relating to Church Fields	
113/22	To receive an update on highways, parking and streetscene matters	
	i)	To receive an update on the installation of a shelter
	ii)	To consider any highways and parking issues
	iii)	To consider a complaint regarding grass and paths on land at Fountains Avenue

114/22	To receive an update on issues concerning Stables Lane and receive any updates from the Friends of Stables Lane Working Group		
	i)	To consider a budget for the purchase of lighting and security equipment	
	ii)	To consider an annual increase of £200 to the grass cutting contract to allow for hand cutting around the junior play area	
	iii)	To approve an increase in costs for the installation of play and gym equipment safety signs at £794	
	iv)	To receive an update on the installation of a defibrillator	
	v)	Other issues	
115/12	To receive an update on the repair of Boston Spa War Memorial and confirm a change of contractor		
116/22	To receive any updates on the Village Centre Plan		
117/22	To receive reports from members who have attended other committees and meetings		
118/22	Exchange of Information – to raise any emerging issues		
119/22	Clerk's verbal report		
120/22	To note correspondence received – items of interest		
121/22	To approve responses/action to items of correspondence		
122/22	To receive late items of correspondence		
123/22	To approve payments and receipts in accordance with the budget		
	D Marshall	Salary & Expenses	TBC
	Brooks Ecology	Wildflower meadow maintenance and report	£2,700.00
	Boston Spa in Bloom	Annual donation	£500.00
	The Job Man	Playground sign installation and Holgate Lane bollard	£834.00
	K Alderson	Stables Lane gate padlock keys	£12.00
	The Sign Shed	Playground and outdoor gym safety signs	£303.60
	Scribe (Starboard Systems)	Accounting software – annual subscription	£416.40
	Wharfe Valley Garden Maintenance	Millennium Gardens and High Street car park April	£170.00
	Receipts		
	Allotment holder	Allotment Rent	£6.25
	Principal Fitness	Stables Lane fitness class hire	£60.00
	Leeds City Council	CIL Monies	£19,724.60
124/21	To receive items for the next Parish Council meeting on Monday 20th June 2022		