

BOSTON SPA PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on Monday 18th January 2021 at 7pm.

In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 this meeting was held virtually using Zoom.

Present: Cllr K Blake (Chair), T Gausson, K Alderson, M Heum, M Harris, S King, G Bowen, E Molyneux, S Courts

Apologies: None

In Attendance: D Marshall (Clerk to the Council)

Guests: Ward Cllr Linda Richards

No members of the public were in attendance. The Chairman welcomed Ward Cllr Linda Richards and invited her to address the meeting. Cllr Richards said she had spoken to Adam Ward from Leeds Planning Services regarding planning application 19/05151/FU – Land at Wharfeside. It was advised that although a new planning statement had been received from the developer, no new plans have been submitted that will address the existing issues with layout and accessibility. An extension on consultation has been given until 29th January and LCC will gratefully welcome any comments from the Parish Council.

Cllr Richards said she had met with Gary Bartlett, Chief Officer of Leeds Highways and Transportation regarding the village centre plan. It had been confirmed that there were several funding pots available including the now resurrected local centre programme and that £350,000 could also be made available from CIL monies from housing developments that are now underway. Gary Bartlett is keen to involve the Parish Council and put together a timeline to progress the project.

Cllr Richards confirmed that she had also discussed finance for the new Community Orchard at Deepdale and had received an agreement in principle for the funding of trees and planting. Cllr Blake asked about the closure of Bridge Road following the emergency gas works and enquired as to when it might reopen. Cllr Richards said that an update had been requested but that nothing had been received. Cllr Blake requested information about S106 monies from completed developments and whether it would be possible to see what the money had been allocated to and what it could potentially be used for. Cllr Richards said she would investigate and report back to the Parish Council.

001/21	To accept apologies for absence and approve reasons for absence
	None
002/21	To receive declarations of disclosable pecuniary and other interests
	None
003/21	To confirm the Minutes of the meeting held on 21stth December 2020 (<i>attached</i>) and review the action list
	286/20 To obtain a date from Farm & Land for the planting of replacement trees at the Church Fields Square and Avenue - ongoing 305/20 To consider any training requirements from the YLCA January and February training list – completed. 308/20i Bring back revised quotes for the construction and installation of 1 x bus shelter- completed. 308/20i Liaise with Oak by Design to reduce bus shelter order to 1 x eastbound shelter- completed. Cllr Gausson asked for an amendment to item 309/20ii concerning a shelter outside 122 High Street to include a note that the residents could not give permission for the shelter roof to overhang the boundary wall and for any rainwater to drain into the yard. He also asked that it be made clear that the quotes received were for installation and not build.
	Resolved: That the above amendments to the December 2020 minutes be accepted and the action list updated.
004/21	To review the monthly figures and quarterly summary (<i>attached</i>)

	The figures had been previously circulated. The Clerk reported forecasted underspend of £6,660 in the 2020/21 budget at the end of the third financial quarter.
	Resolved: That the figures be accepted as a true record
005/21	To agree the 2020/2021 annual revenue budget and set the Parish precept
	LCC confirmed that it expected its core Council Tax to increase by 1.99% in 2021/22. It was recommended by the Clerk and Chairman that the Parish Council increase its precept in line with this at 2%. This would see a Band D Property be charged £26.94 per year, an increase of 53p on 2020/21. This would result in precept funds of £53,800. LCC confirmed that the 2021/22 Boston Spa LCTS grant would be £1540. This would give a total of £55,340 in funds, leaving a shortfall of £2689 against the proposed £58,029 budget. It was recommended that the £2689 shortfall be taken from the PC's general reserve.
	Resolved: That the Band D precept be increased by 53p per year. Resolved: The proposed budget for 2021/2022 be agreed at £58,029 with a resulting precept of £53,800 and £2689 to be taken from reserves.
006/21	To consider a request from Leeds City Council for feedback on its proposed 2021/22 budget
	Cllrs confirmed that they had read the survey which has been available for the public to respond to. Although there were no concerns over the proposed increases for Core Council Tax and the Adult Social Care Precept, Cllr Blake asked whether a breakdown could be requested on how much Council Tax was being obtained from each ward within the Leeds City Council area.
	Resolved: That Clerk request a Council Tax receipt breakdown for each ward from LCC.
007/21	To consider arrangements for the annual review of the system of internal audit and the appointment of the Internal Auditor for 2020/2021
	The 2018/19 and 2019/20 auditor, Richard Dorsey, had been asked to quote and a further three quotes had been sought from internal auditors on the YLCA list. Richard Dorsey was considered to have delivered a high standard of service in previous years, offered a competitive price and as a Boston Spa resident would be within a safe travel distance if any physical documents were required for inspection.
	Resolved: That Richard Dorsey be appointed as the Parish Council's Internal Auditor for 2020/21.
008/21	To consider a list of expenses submitted by the Chairman from the 2018-19, 2019-20 and 2020-21 financial years.
	Itemised receipts to the value of £185.12 had been submitted by the Chairman for costs incurred for repairs, spare keys and maintenance items for the parks over the last 3 years. The Clerk confirmed that the expenses were genuine and that all works had been completed. The Clerk reminded the Parish Council members that all receipts should be submitted within a month of purchase of goods and only for items that had previously been approved at a Parish Council meeting.
	Resolved: That the reimbursement of expenses to a value of £185.12 be approved.
009/21	To review and approve any training for the Councillors and Clerk following the release of the latest YLCA training course list.
	Cllr Molyneux asked to attend the 'Off to a flying start' webinar for new councillors at a cost of £48.00
	Resolved: That the cost of £48.00 be approved.
010/21	To elect members and agree the terms of reference for the Neighbourhood Planning Liaison Group
	The Terms of Reference had previously been circulated. It was proposed that the Neighbourhood Planning group be led by Cllr Gail Bowen with members to include Cllr Keith Blake, Penny Stables from Boston Spa Green Group and Jeff Newton from the PFVCWG.
	Resolved: That the Terms of Reference be accepted and the above members be elected to the Neighbourhood Planning Liaison Group.
011/21	Planning issues
	i) To receive any updates on the revised planning application 19/05151/FU – Land at Wharfedale
	Following the update from Cllr Richards, it was agreed that the Parish Council would submit a further comment reasserting its concerns on layout and accessibility.
	ii) To receive any updates on the revised planning application 19/00664/FU – St Vincent's/Borlocco House
	No update had been received. The Clerk advised that she had been made aware of further vandalism and arson at the former St Vincent's School and that the Fire Service had attended on

		4 th January.
	iii)	To consider application 21/00065/TR for the felling of a beech tree at 86 High Street
		Cllr Blake had written to Richard Lapish at LCC to express the Parish Council's concerns that the original survey undertaken on tree at the new Park Lane Development listed it only for trimming. The PC agreed to raise a formal objection to the felling of the beech tree.
	iv)	To review the remaining planning applications and agree responses
		20/08597/FU Oldworks House Wharfeside- No comments 21/00088/FU 179 High Street- No comment 21/00201/FU 1 Bridge Close- No comment
		Resolved: The Clerk to submit responses on behalf of the Parish Council to Leeds CC, where appropriate.
012/21	Chairman's Business	
	Nothing to report.	
013/21	To receive the crime report and any updates from the PACT meeting	
	A consolidated report had been received for the whole of the Wetherby Ward. In the month of December there had been 38 crimes reported. 14 x public order offences, 6 x assault, 4 x criminal damage, 4 x theft from a shop, 2 x drug offences, 2 x burglary residential, 2 x burglary business, 2 x theft non-specific, 1 x theft of a motor vehicle and 1 x interference with a motor vehicle.	
	Cllr Blake attending the PACT meeting on 5 th January. Concerns had been raised by Boston Spa and other Parish Councils that the info on the crime website is two months out of date and does not include enough information to report on at Parish Council meetings. It was agreed that the Clerk would contact Cllr Harrington to express the PC's concerns and to see if there was another way to obtain the required information.	
014/21	To receive an update from Boston Spa Green Group (Cllr King)	
	<ul style="list-style-type: none"> • Cllr King confirmed that the Big Bike fix went ahead. 30 bikes had been collected which will be mended at home by Green Group members. The bikes will be distributed to needy areas in Leeds once the lockdown is over. • The paper cup bin design competition is now open for entries. • Cllr King said that the Green Group were disappointed that they could not make any bird boxes currently due to lockdown, but that people are welcome to take wood to make them at home. • Cllr Blake advised that if additional funding was required for the Deepdale Orchard that he would welcome the PC to make a contribution and that all requests should come via the PC to be formally approved at a PC meeting. 	
015/21	To receive an update on green spaces, streetscene matters and public toilets (Cllrs Harris, Gausson & Molyneux)	
	i)	To consider costs for build and fitting of shelters (Cllr Molyneux)
		Two revised quotes had been received for the installation of one shelter; one for £340 and one from a trained carpenter at £400. It was considered that the trained carpenter's experience would be of greater value in the erection of such a high value structure.
		Cllr Molyneux confirmed that Richard Renier will complete the footing designs by the end of the month. Richard Penny from Oak at Design, the manufacturer, had also asked for the details of the installer so that they could liaise with them to explain the installation. Cllr Gausson offered his premises for the delivery of the shelter.
		Resolved: That the quote of £400 be accepted for the shelter installation and that the shelter be delivered to the premises of Cllr Gausson.
	ii)	Other issues
		Cllr Blake said he had spoken to Cllr Richards regarding the future anticipated CIL monies from the 86 High Street Development. Cllr Blake proposed that the monies be put towards the Village Centre Plan if monies could not be found elsewhere and asked whether the PC had any objections. All members of the Parish Council were in agreement that the S106 monies could be used for this project.
		Resolved: That resulting CIL monies from the 86 High Street development be approved for use by LCC in the Village Centre Improvement Plan.

016/21	To receive an update on Allotments (Cllr Harris)
	Nothing to report.
017/21	To receive an update on riverside issues (Cllrs Gausson & Harris)
i)	To consider quotes for the planting of trees at the Riverside Meadow
	Cllr Harris confirmed that quotes would be obtained later in the spring as more urgent tree works are currently required.
ii)	To consider an increased quote of £260 for the repair of the information board at Jackdaw Crag
	The Clerk reported that the final invoice had come in at £300 as the board had required more materials for repair than initially expected due to excess rotting of the wood.
	Resolved: That the cost of £300 be approved.
iii)	To consider riverside path maintenance
	<ul style="list-style-type: none"> Cllr Gausson reported that Open Country are closed again because of lockdown and a new date for the installation of steps at Jackdaw Crag and near St Mary's Church could not be confirmed at present. Cllr Harris said that he had been approached by Mike Gadd at Boston Spa Green Group as to whether the Riverside volunteer group could undertake work to improve the paths by laying gravel and improving edges. The PC agreed that it was wise to hold off such work until the current restrictions had lifted.
iv)	Other issues
	Cllr King raised concerns about the number of dogs who are left to walk on Church Fields and the riverside without being on a lead. The amount of dog mess is also an increasing concern. Cllr Blake recommended to Cllr Heum that a notice be included in the next e-newsletter to remind residents to keep dogs under control and clean up their dog mess.
018/21	To receive an update on issues concerning Stables Lane and receive any updates from the Friends of Stables Lane Working Group (Cllr Alderson)
i)	To receive an update on the sign competition
	The Clerk confirmed that 4 entries had been received for the sign competition. Cllr Courts recommended that the Scouts, Brownies and Guides be approached to see if they would like to take part as they had been meeting virtually.
ii)	To receive an update on new bins
	Cllr Alderson confirmed that the 4 new bins had been delivered. Cllr Blake requested a budget of £40 for cement to create fixing bases.
	Resolved: That a budget of £40 be approved for the purchase of cement mix.
iii)	Other issues
	Cllr Alderson confirmed that the volunteer's litter picking rota now includes the emptying of the new bins and that there were plenty of volunteers willing to help.
019/21	To receive an update on any matters relating to Church Fields (Cllr Gausson)
i)	To receive an update on the replacement of failed trees at the Square and Avenue
	Cllr Gausson advised that he had chased Farm & Land but that no response had been received in regards to the above works, however work has now begun to remove and replace the hedge outside 101 High Street.
ii)	To consider a quote for extension of mesh grass protector
	A quote of £195.00 + VAT per 10 x 2m roll (including labour) had been received for mesh grass protector. Cllr Blake requested that work to be commissioned for the installation of 3 rolls; one for the end of the car park to fill the gaps, on the left of the square and an additional roll to extend the path.
	Resolved that a total cost £585 to approved for mesh grass protector.
iii)	To consider a quote for 3 x Wild Service Trees: Sorbus Torminalis for the SuDs bowl
	Farm and Land confirmed that they were not able to obtain Sorbus Torminalis because of lockdown and had recommended Swedish Whitebeam as an alternative. Cllr Gausson stated that he was not happy with the alternative and had found another supplier of the Sorbus Torminalis (Hilliers) who could provide the 3 trees. It was expected that the total cost including planting would be £750.
	Resolved: That a budget of £750 be approved for the purchase and planting of 3 x Sorbus

		Tormalis.	
	iv)	Other issues	
		The resident's memorial bench for the path near the riverside is due to arrive on 20 th January. A quote of £150 had been received from installation plus an expected cost of £150 for ground anchors	
		Resolved: That the cost of £300 to be approved for the installation of the bench.	
020/21	To receive an update on any matters relating to Deepdale Skate Park (Cllr Blake)		
	Nothing to report.		
021/21	To receive reports from members who have attended other committees and meetings		
	Cllr Gausson stated there were just a few minor jobs to be completed before the new Village Hall toilets are reopened.		
022/21	Exchange of Information – to raise any emerging issues		
	EDUC had contacted the PC to make them aware of a consultation to permanently extend the reception class size from 20 to 30 pupils at St Edwards Catholic Primary School. Cllr Courts had asked whether the money to fund this would come from S106 monies. Cllr Richards said she would investigate and report back at the next PC meeting.		
023/21	Clerk's verbal report		
	The Clerk confirmed that a number of submissions had been received for the Annual Newsletter and that she would be holding a Zoom meeting with Cllr Heum on 19 th January to discuss the monthly digital newsletter and advertising.		
024/21	To note correspondence received – items of interest (to follow)		
	The Clerk advised that she had been contacted by the British Library to organise a Zoom meeting so that architects of the new buildings can give the Cllrs an overview of the improvements to the site and answer any questions. It was agreed that 28 th January at 4pm would be the best time and that Cllrs Blake, Bowen and Molyneux would attend.		
025/21	To approve responses/action to items of correspondence		
026/21	To receive late items of correspondence		
	The Clerk said that Thorp Arch Parish Council had contacted Boston Spa PC prior to the meeting regarding creating a plan to tackle the Climate Emergency. Cllr Blake agreed to review the email confirm any actions at the next PC meeting.		
027/21	To approve payments and receipts in accordance with the budget		
	D Marshall	Salary & Expenses	£773.79
	Wybone Limited	4 x Wooden Slatted Bins	£944.96
	ICO	Data Protection Renewal	£40.00
	The Job Man	Jackdaw Crag Info Board Refurb	£300.00
	Receipts		
	Richard Dawson Trust	Charity Donation	£144.62
028/21	To receive items for the next Parish Council meeting on Monday 15th February 2021		
	None.		
Next Meeting	The next Parish Council meeting will be held on Monday 15th February 2021 by Zoom.		
Closure	There being no further business the Chair declared the meeting closed at 20.42 hours.		

ACTIONS

	16th November 2020	
286/20	To obtain a date from Farm & Land for the planting of replacement trees at the Church Fields Square and Avenue.	Cllr Gausson
	To obtain a date for the completion of a tree survey	Cllr Harris
	18th January 2021	
015/21i	To co-ordinate liaison between Richard Renier, Richard Penny and Danny O'Rourke for the installation of the bus shelter outside St Mary's Church.	Cllr Molyneux
017/21i	Obtain quotes for trees at Riverside Meadow	Cllr Harris
018/21ii	Install cement bases and bins at Stables Lane Park	Cllrs Blake & Alderson
024/21	Attend Zoom meeting on 28 th January with British Library	Cllrs Blake, Bowen and Molyneux

OUTSTANDING ACTIONS FROM LEEDS CITY COUNCIL

19/08/20	Receive expected date for adoption of Church Fields by Leeds Highways	
	To receive an update on the approval of resident-only parking on Bridge Close and Church Mews.	
21/09/20	To receive an update on Planning Applications 19/05151/FU – Land at Wharfeside and 19/00664/FU – St Vincent's/Borlocco House	
19/09/20	To receive a response to the complaint submitted regarding 86 High Street, mud on road and contractor vehicles parked on roadside	
18/01/21	To receive next steps for the development of the Village Centre Plan	
	To report on whether S106 monies are being used for the extension of the reception class size at St Edwards Primary School.	
	To report back on S106 monies from completed developments and see what the money had been allocated to and what it could potentially be used for.	