

BOSTON SPA PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on Monday 15th March 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 Gaussen, 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 liaised with Cllr Lamb regarding the increase in places at St Edward's Catholic Primary School. It had been confirmed that St Edward's had been chosen for class size expansion because Primrose Lane could not be expanded, however an additional commitment had been made for the expansion of St Mary's C of E Primary School subject to it receiving the necessary investment to improve the buildings.

Following a request that the PC commit CIL monies for the Village Centre plan (see item 062/21) Cllr Blake asked Cllr Richards if it would be possible to receive a report of future anticipated CIL monies from LCC going forward. This was because CIL monies received by the PC from smaller developments in 2020 had come as a surprise and it would be useful to have this information for budget planning. Cllr Richards said she would look into this.

Cllr Blake asked if there had been any update on the reinstallation of CCTV at Stables Lane. Cllr Richards stated that the likelihood of getting another temporary camera was not good, but that the installation of a permanent camera could be investigated. Although the purchase of a permanent camera could be funded by LCC, the ongoing costs would become the responsibility of the Parish Council. Cllr Blake asked Cllr Richards to report back with costings. Cllr Richards said that the PC would also have to make a case for the necessity of a camera and that a privacy assessment would need to be carried out.

Cllr Richards reported that the first phase of the Deepdale orchard planting had taken place successfully on Thursday 11th March and thanked the Clerk for her assistance in helping to deliver the Green Group's project.

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| 057/21 | To accept apologies for absence and approve reasons for absence |
| | None. |
| 058/21 | To receive declarations of disclosable pecuniary and other interests |
| | None. |
| 059/21 | To confirm the Minutes of the meeting held on 15th February 2021 and review the action list |
| | To obtain a date for the completion of a tree survey – completed 015/21i Organise the installation of the bus shelter outside St Mary's Church – ongoing. 018/21ii Install remaining cement bases and bins at Stables Lane Park – completed 040/21ii Obtain information from Green Group on the number of benches needed at Deepdale and their locality within the orchard- ongoing. 041/21ii Organise refurbishment of an information sign at Church Fields and refurbishment of two benches at a cost of £280 - completed 041/21iii Consider an appropriate lead Councillor to manage roads and parking issues – completed 043/21ii To contact Path improvement providers and bring back quotes/proposals for the improvement of the Riverside paths- ongoing. 043/21iii- To present proposed works in accordance with the Woodland Management Plan – ongoing. Resolved: That the minutes be accepted as a true record and the action list updated. |
| 060/21 | To review the monthly figures (attached) |
| | The figures had been previously circulated. |

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| | Resolved: That the figures be accepted as a true record | |
| 061/21 | To consider quotations received for the Village Hall insurance premium and agree the preferred insurer (to follow) | |
| | The long term agreement with Ansvar via Norris and Fisher was due to expire on 26 th March and a renewal quote had been received with no increase on the previous year's cost. The Clerk had obtained two additional two quotes from Hiscox and Aviva and two additional insurers had declined to quote because they could not compete with the existing provider. It was considered that the current provider had offered a good service over the previous 3 years and that responses to enquiries had always been answered promptly. | |
| | Resolved: That the LTA with Ansvar be renewed for 3 years. | |
| 062/21 | To consider the allocation of CIL monies in relation to the Village Centre Plan | |
| | Cllr Blake circulated a proposal from Leeds City Council for the funding of the village centre plan. It was proposed that the £350,000 budget would be comprised of £230k from S106 monies, £60K from LCC and a further £60K from future CIL money which would mainly come from the St Mary's Vale development. LCC asked the PC to approve in principle the use of £60k CIL to meet the £350k target so that the project could made live in April and final designs could be produced. | |
| | Resolved: That the £60,000 CIL monies be dedicated to the Village Centre Plan in principle, subject to agreement with LCC on final plans following consultation with interested parties. | |
| 063/21 | To consider agenda items and speakers for the Annual Parish meeting on Wednesday 5th May | |
| | The agenda and minutes from the May 2019 APM had been circulated. No APM took place in 2020. It was considered that the 2021 meeting should go ahead via Zoom with a focus on the Village Centre Plan, Stables Lane improvements and road and traffic issues. With crime being of increasing concern in the village, it was agreed that the Ward Councillors and a local police inspector also be invited to attend. | |
| | Resolved: That the Annual Parish meeting be held by Zoom to include the above agenda items. | |
| 064/21 | To consider plans for the Boston Spa Weekend Festival 2021 | |
| | i) | To consider a request to use the POS at Church Fields for an organised fun run |
| | | Guy Whatmore, organiser of the 2K annual fund run had asked whether Church Fields could be made available for this year's run, rather than using the road. A proposed route had been supplied and it was confirmed that the route would be clearly marked on the day. The PC considered the idea to be fine in principle, but that homeowners who overlook the route should be informed. |
| | | Resolved: That Church Fields be approved for the 2021 fun run, subject to the residents being notified. |
| | ii) | To consider any plans for party in the park |
| | | Cllr Alderson said he would return with more information at the April meeting. |
| | iii) | Other issues |
| | | None |
| 065/21 | Planning issues | |
| | i) | To receive any updates on the revised planning application 19/05151/FU – Land at Wharfeside |
| | | No update had been received. |
| | ii) | To review the remaining planning applications and agree responses |
| | | 21/01464/FU Green Drift Clifford Road- No comment |
| | | 21/01490/FU 179 High Street – No comment. |
| | | 21/01587/FU 6 St Marys Street – No comment |
| | | 21/01475/FU 223 High Street – No comment |
| 066/21 | To consider any updates from Leeds Education on the proposed increase in class sizes at St Edward's Catholic Primary School. | |
| | Leeds Education confirmed that the September 2020 intake was comprised of 18 children allocated places under faith criteria and 12 non-faith allocated on proximity to home. Leeds EDUC confirmed that the Parish Council's comments have been included in the response to the consultation and will be summarised in the report that is intended to go to Executive Board in April. | |
| | Resolved: That all required information has been received and no further action is necessary from the Parish Council. | |

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| 067/21 | To receive any crime reports or updates from the PACT meeting | |
| | Cllr Blake attended the PACT meeting in early March. It was reported that there had been an increase in neighbour disputes and fewer issues of anti-social behaviour. There had been more reports of speeding, particularly in Collingham. Cllr Harris stated that speeding was also an issue in Boston Spa on the entry to the village from the Tadcaster side. It is understood that the Ward Councillors fund a police speed camera and have some influence over where it is positioned. It was agreed that the PC would ask the Ward Councillors if they could arrange for police to monitor speeding at the Tadcaster end of the village. Cllr Blake also reported that there had been an increase in the theft of catalytic converters, particularly from Toyota vehicles. | |
| 068/21 | To receive an update from Boston Spa Green Group (Cllr King) | |
| | i) | To receive an update on planting of trees at Deepdale and West End |
| | | Cllr King confirmed that 7 fruit trees had now been planted at Deepdale Park and that the rowan trees for the West Lane avenue will be delivered next week. The remaining 7 fruit trees will be retained by RV Roger for planting in November. Utility surveys have now been carried out on the West Lane grassed area, however the Green Group are now looking for an alternative place for the 7 fruit trees following residents concerns regarding the proposed orchard location. Cllr Blake recommended that the Green Group nominate a project manager/ liaison to work with Leeds City Council on all tree planting and grass maintenance going forward. |
| | ii) | To receive an update the provision of benches for the Deepdale orchard |
| | | Cllr King reported that the Green Group were hoping to crowdfund the benches. Cllr Blake said that it was important that the Green Group liaise with Leeds directly to arrange relevant permissions. |
| | iii) | To receive any updates on the management of grass cutting on Leeds City Council owned roadside verges |
| | | No progress had been made since the last meeting. Cllr Blake said he was happy for Green Group to liaise directly with LCC but to keep the PC updated on what was happening. |
| | iv) | Other issues |
| | | <ul style="list-style-type: none"> • Douglas Yeadon is now collecting Eco Bricks • The Green Group are trying to arrange Geo Caching • An awareness campaign has been launched to prevent parents from leaving engines idling outside school gates • Litter – the Green Group is pressing for more to be done by the government as litter is becoming a national problem |
| 069/21 | To receive an update on highways, parking and streetscene matters | |
| | i) | To receive an update on the installation of a shelter (Cllr Molyneux) |
| | | Cllr Molyneux said she had received a quote from Danny O'Rourke for £337.20 for 4 galvanised steel posts. Given the depth of the footings, it had also become necessary to contact West Yorkshire Combined Authority to see which permissions are required before the digging of the pavement can begin. Cllr Gausson said he would send the contact details to Cllr Molyneux. |
| | | Resolved that the cost of £337.20 for 4 galvanised steel posts be approved. |
| | ii) | To consider any highways and parking issues |
| | | Cllr Molyneux reported that she had received a huge response from the PC's post on Next Door requesting comments on parking and road conditions. Cllr Molyneux said she would put together a report to send to Cllr Richards. Cllr Blake asked Cllr Heum to include an update on the feedback in the monthly newsletter. |
| | iii) | Other issues |
| | | Cllr Harris confirmed that a survey of trees on PC owned land would take place w/c 22 nd March. |
| 070/21 | To receive an update on Allotments (Cllr Harris) | |
| | i) | To consider a request from a resident to film at the allotments |
| | | A Boston Spa resident and Masters Photography student had asked whether it would be possible to take photos at the allotments and learn some of the allotment holder's stories for his final project. It was considered that this would be fine, subject to the allotment holders being made aware in advance. |
| | | Resolved: That the photography session should go ahead and the Clerk to send an email to the allotment holders. |

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| 071/21 | To receive an update on riverside issues (Cllrs Gausson & Harris) | |
| | i) | To receive an update on the planting of trees at the Riverside Meadow |
| | | Cllr Harris confirmed that Mike Gadd from the Green Group had planted 5 trees in the wide gap near the riverside. |
| | ii) | To consider any quotes or proposals in relation to path improvements |
| | | Cllr Harris said he was liaising with Open Country to obtain quotes, but that with lockdown restrictions still in place that it was too early to approve any volunteer work at present. This would be reconsidered at the April meeting. |
| | iii) | To consider any quotes in relation to work arising from the Woodland Management Plan |
| | | This will be carried forward to the next meeting. |
| | iv) | Other issues |
| | | A report had been received that a male resident has been hitting golf balls into the river from the Thorp Arch bank. It was agreed that Thorp Arch Parish Council should be informed. Members of the PC would remain vigilant in collecting photographic and filmed evidence that would help to identify the culprit so that he can be reported for fly tipping. |
| 072/21 | 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 |
| | | Cllr Alderson confirmed that there had been 20 entries to the competition and that the Friends of Stables Lane had now agreed on a winner. The winner has asked to remain anonymous. Cllr Alderson is now getting some quotes from sign providers for printing. |
| | ii) | To receive an update on the FCC bid for junior play equipment |
| | | Cllr Alderson advised that all paperwork has been submitted and received successfully and that the PC will be informed in June if the bid has been successful. |
| | iii) | To consider one-off hire costs for holiday classes, small groups and events |
| | | Following the confirmation of costs for annual fitness class and sports class licences, a number of companies had asked whether the facility could be hired on one-off hourly basis during the holidays and for children's parties. It was considered that £10 per hour would be a reasonable charge. Resolved: That the hourly rental charge of £10 be approved. |
| | iv) | Other issues |
| | | Cllr Alderson reported that the new BBQ's are now ready to be delivered from the Netherlands. Cllr Alderson thanked the Clerk for sorting out the EORI number to allow the PC to import goods from the EU. |
| 073/21 | To receive an update on any matters relating to Church Fields (Cllr Gausson) | |
| | i) | To consider allowing POS to be used for fitness classes in 2021-22 |
| | | Clifford and Collingham junior football clubs had confirmed they would resume children's football at Stables Lane on 28 th March for the rest of the season. Two fitness companies had also asked whether they could use Stables Lane on a Saturday morning, putting increased pressure on capacity at the playing fields given current social distancing measures. Church Fields had been requested as an alternative location. As there were no complaints in 2020, it was agreed that the land near the car park at Church Fields could be used for fitness classes. Resolved: That the land at Church Fields be authorised for fitness classes on the same annual licence and hourly rates as Stables Lane. |
| | ii) | Other issues |
| | | Cllr Gausson confirmed that Mike Rhodes had trimmed the trees in the hedge and that some additional work had been required, taking the final cost to £650 from the £400 authorised under 207/20ii. Resolved: That the increased cost of £650 be approved. |
| 074/21 | To receive an update on any matters relating to Deepdale Skate Park | |
| | i) | To consider a request from a resident for the installation of safety signs |
| | | Cllr Blake had assessed the current signage and stated that it was adequate. Resolved: That no further safety signage is required at Deepdale skate park |
| 075/21 | To receive an update from the Neighbourhood Planning Liaison Group (Cllr Bowen) | |
| | | Cllr Bowen attended a meeting with PFVCWG who have now proposed a new name of the Neighbourhood Plan Action Group (NPAG). Cllr Harris asked that it be made clear that all communications with LCC |

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| | regarding the Village Centre Plan are made by the Parish Council and not directly between NPAG and LCC. | | |
| 076/21 | To receive reports from members who have attended other committees and meetings | | |
| | i) | To receive an update from the Village Hall Management Committee (Cllr Gausson) | |
| | | Nothing to report. | |
| 077/21 | Exchange of Information – to raise any emerging issues | | |
| | | <ul style="list-style-type: none"> A resident had requested that a bin be placed at Jackdaw Crag because of the number of dog walkers dropping waste bags. Cllr Gausson said that there had been a bin at the top of the path at Jackdaw Crag, but that it had been burnt out around two years ago. It was agreed that the PC would ask LCC to replace the bin. | |
| 078/21 | Clerk's verbal report | | |
| | The Clerk confirmed that the 2021 annual newsletter has now been completed and will go to print on 16 th March. | | |
| 079/21 | To note correspondence received – items of interest (to follow) | | |
| | Nothing to report | | |
| 080/21 | To approve responses/action to items of correspondence | | |
| | None | | |
| 081/21 | To receive late items of correspondence | | |
| | None | | |
| 082/21 | To approve payments and receipts in accordance with the budget | | |
| | D Marshall | Salary & Expenses | £1061.34 |
| | YLCA | End of Year Accounts Training | £30.00 |
| | The Job Man | Info sign and bench refurbishment | £280.00 |
| | Open Country | Riverside path step building | £629.00 |
| | Richard Renier | Bus shelter footing structural design | £200.00 |
| | Vision ICT | Operation Forth Bridge Website Preparation | £42.00 |
| | WiSE | Richard Dawson Trust Donation | £144.62 |
| | RV Roger | Trees – Deepdale Orchard | £497.00 |
| | Mike Rhodes | Tree works – Church Fields hedge | £780.00 |
| | HMRC | PAYE & NI Q4 | £70.14 |
| | Norris & Fisher | Village Hall Insurance | £2171.44 |
| | Receipts | | |
| | Boston Spa Bowling Club | Stables Lane Annual Contribution | £735.00 |
| | Boston Spa Tennis Club | Stables Lane Annual Contribution | £145.00 |
| 083/21 | To receive items for the next Parish Council meeting on Monday 19th April 2021 | | |
| | None | | |
| 084/21 | Parish Clerk annual pay review (NB the meeting will not be open to members of the public for this item) | | |
| | The Clerk's pay grade had been reviewed by Cllr Courts and Blake. It was found that the Clerk was currently being paid below the recommended grade and that the pay grade should be revised to NJC SCP18 (LC2). The Clerk's weekly hours had been increased to 16 in April 2020 and it was considered that this was now a required amount to fulfil the number of responsibilities that the job now involved. | | |
| | Resolved: That the Clerk's hourly rate be revised to SCP18 from 1st April 2021 and that weekly contracted hours be maintained at 16. | | |
| Next Meeting | The next Parish Council meeting will be held on Monday 19th April 2021 by Zoom. | | |
| Closure | There being no further business the Chair declared the meeting closed at 20.55 hours. | | |

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ACTIONS

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| | 18th January 2021 | |
| 015/21i | Organise the installation of the bus shelter outside St Mary's Church. | Cllr Molyneux |
| | 15th February 2021 | |
| 043/21ii | To contact Path improvement providers and bring back quotes/proposals for the improvement of the Riverside paths. | Cllr Harris |
| 043/21iii | To present proposed works in accordance with the Woodland Management Plan | Cllr Gausson |
| | 15th March 2021 | |
| 067/21 | To request police speed monitoring on east entry to village | Cllr Blake |
| 069/21ii | Compile report on road surface issues for Cllr Richards | Cllr Molyneux |
| 069/21iii | Report back on results of tree survey and any required works | Cllr Harris |
| 072/21i | Bring back quotes for printing of Cohen's Chemist Sign | Cllr Alderson |

OUTSTANDING ACTIONS FROM LEEDS CITY COUNCIL

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| 19/08/20 | Receive expected date for adoption of Church Fields by Leeds City Council | |
| | 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 Application 19/05151/FU – Land at Wharfeside | |
| 16/03/2021 | To receive designs for the village centre plan | |