

## BOSTON SPA PARISH COUNCIL

### Minutes of the Annual Parish Council Meeting held on Monday 17<sup>th</sup> May 2021 at the Village Hall, Boston Spa at 7.00 pm

**Present:** K Blake (Chairman), M Heum (Vice chair), S King, E Molyneux, G Bowen.

**Apologies:** Cllrs M Harris, S Courts, K Alderson, T Gaussen

**In Attendance:** D Marshall (Clerk to the Council)

**Guests:** Ward Councillor Linda Richards

Two members of the public were in attendance. The Chairman welcomed the members of the public and Cllr Richards and invited them to address the meeting. Both residents attended to raise concerns about the new proposed restaurant, Cora, to be situated at 162 High Street. The main concern was the recent licence application PREM/04730/001 to serve alcohol from 8am to 11.30pm 7 days a week which would attract late night drinkers, noise and smokers. It was felt that Boston Spa already had enough bars and restaurants. A resident from Padman's Lane raised concerns about waste disposal from the premises, in particular food and bottles and the times these would be collected. There were also concerns about where outdoor seating would be placed. Cllr Blake explained that the Parish Council were not statutory consultees on licensing applications but that he would contact the restaurant owner to hold an informal discussion about opening times and waste disposal arrangements.

Cllr Linda Richards confirmed that a walk-through site meeting had taken place by highways engineers in Boston Spa and that a detailed design of the village centre plan will be drawn up shortly. Following its production, there will be a consultation with the PC and the Ward Councillors before consultation with the wider community. Cllr Richards said that there was no update on the Church Mews/Church Street resident parking and that she would pursue this. A map of the public waste bins had been provided shortly before the meeting. This has been sent to Cllr Heum who will be taking responsibility for the new and replacement bins. Cllr Richards asked if the PC would liaise with the litter picking group and report back within a month on where new bins are required. Cllr Richards said she had received a report of road flooding at the Moor End side of the village where 4 out of 6 gullies are blocked. These have now been reported to highways for unblocking.

<b>113/21</b>	<b>To elect the Chair and Vice Chair and to receive the Declarations of Acceptance of Office or, if they are not present, to resolve that such a Declaration be made at or before the next Ordinary meeting of the Council</b>
	Cllr Bowen proposed Cllr Blake for the position of Chairman, seconded by Cllr Heum. Cllr Blake proposed Cllr Heum for the position of Vice Chairman seconded by Cllr Molyneux. There being no objections or further nominations, Cllr Blake was elected as Chairman and Cllr Heum as Vice Chairman. Cllrs Blake and Heum signed the Acceptance of Office forms.
	<b>Resolved: That the Declarations of Acceptance of Office were accepted.</b>
<b>114/21</b>	<b>To accept apologies for absence and approve reasons for absence</b>
	Apologies had been received from Cllrs Harris, Alderson, Gaussen and Courts.
	<b>Resolved: That the apologies were received and consented to</b>
<b>115/21</b>	<b>To receive declarations of disclosable pecuniary and other interests</b>
	None.
<b>116/21</b>	<b>To confirm the Minutes of the meeting held on 26<sup>th</sup> April 2021 and review the action list</b>
	015/21i Organise the installation of the bus shelter outside St Mary's Church- ongoing 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 097/21iii To bring back options and prices for wheelie bin speed reduction signs- ongoing 098/21ii To speak to PFVCWG members about the use of the speed gun – completed

	<b>Resolved: That the minutes be accepted as a true record and the action list updated.</b>
<b>117/21</b>	<b>To review the monthly figures</b>
	The figures had been previously circulated.
	<b>Resolved: That the figures be accepted as a true record</b>
<b>118/21</b>	<b>To appoint representatives to the following outside bodies:</b>
	Village Hall Management Committee – Cllr Heum Charity of Richard Dawson – Cllrs Alderson and Courts Boston Spa Festival Liaison – Cllr Alderson Deepdale Management Association – Cllr Heum Leeds CC Annual Parish Forum – Cllr Blake and Heum Harewood & Wetherby Wards Town and Parish Council Forum – Cllrs Blake and Heum Yorkshire Local Councils Association- Cllr Blake Boston Spa Community Green Group – Cllr King
<b>119/21</b>	<b>To review and agree membership of the Parish Council’s Committees and Working Parties and appoint Lead Members</b>
	Footpaths & trees lead member- Cllr Harris Green spaces Church Fields lead member– Cllr Blake Green spaces Stables Lane lead member– Cllr Alderson Friends of Stables Lane – Cllrs Alderson, Courts and Molyneux Sports Club Liaison – Cllr Courts Allotments Lead Member – Cllr Harris Streetscene Parking / traffic Lead Member – Cllr Molyneux Streetscene Litter / public facilities Lead member – Cllr Heum Finance/Internal Control Lead Member – Cllr Courts Planning Lead Member - Cllr Blake and Harris Communications – Cllr Heum Employment Sub Committee – Cllrs Courts and Blake Neighbourhood Plan liaison Group – Cllrs Bowen and Blake
<b>120/21</b>	<b>To approve the statutory documents</b>
	<b>i) Standing Orders</b> – Changes had been made to remove reference to Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, which now no longer apply
	<b>ii) Financial Regulations</b> – no changes
	<b>iii) Asset Register</b> – The asset register had been updated to include any assets acquired in 2020/21
	<b>iv) Publications Scheme</b> – no changes
	<b>v) Complaints Scheme</b> – no changes
	<b>Resolved: That the above documents be approved and adopted.</b>
<b>121/21</b>	<b>To receive an update on the Annual Review of Risk Assessments and confirm any updates required</b>
	The risk assessments had previously been circulated. There were no revisions to the Risk Assessments.
	<b>Resolved: That the risk assessments be agreed</b>
<b>122/21</b>	<b>To consider the Internal Auditor’s report to the Parish Council</b>
	The report from the Internal Auditor had been circulated. It had been noted that the PC’s current account and Nationwide Building Society savings account balances both exceed the protection limit under the Financial Services Compensation Scheme. It was recommended the Council consider spreading their funds to ensure maximum protection. The Chairman thanked the Clerk for the work she had put into managing the accounts.
	<b>Resolved: That the report be welcomed</b>
<b>123/21</b>	<b>To approve Section 1 - Annual Governance Statement 2020/21 on page 4 of the Annual Governance and Accountability Return 2020/21</b>

	A report on Internal Controls had been circulated. All internal controls and the internal audit system are considered effective.	
	<b>Resolved: That the report be accepted and that section 1 of the Annual Governance and Accountability Return – Annual Governance Statement 2020/2021 be signed by the Chairman and Responsible Financial Officer (Clerk)</b>	
<b>124/21</b>	<b>To approve and sign the Financial Statements for the year ended 20/21 together with Section 2 - Accounting Statements 2020/21 on page 5 of the Annual Governance and Accountability Return 2020/2021.</b>	
	The accounts had previously been circulated. The Annual Governance and Accountability Return had been completed and will be submitted to the External Auditor in accordance with the published timetable.	
	<b>Resolved: That the Income &amp; Expenditure Account and the Balance Sheet for the year ending 31<sup>st</sup> March 2021 be approved and the accounts and Section 2 of the Annual Governance and Accountability Return – Accounting Statements 2020/2021 be signed by the Chairman and the Responsible Financial Officer (Clerk)</b>	
<b>125/21</b>	<b>Planning issues</b>	
	<b>i)</b>	<b>To receive any updates on the revised planning application 19/05151/FU – Land at Wharfeside</b>
		Cllr Blake stated that Leeds Highways had reduced its objections on the LCC Portal and that three new dwellings would be more readily justified. It was recommended that the PC put in a supplementary neutral comment to state that 3 houses were more acceptable if the green belt was not built on.
	<b>ii)</b>	<b>To review the remaining planning applications and agree responses</b>
		21/02509/FU 1 Moor End – No comment 21/03512/FU 18 Oxclose Road – No comment 21/03437/LI 218 High Street- No comment 21/03513/FU 20 Oxclose Road – No comment 21/03585/FU The Studio, Stables Lane – No comment PREM/04730/001 – Licencing application for Cora, 162 High Street It was agreed that Cllr Blake would contact the restaurant owner to get more information.
	<b>Resolved: The Clerk to submit responses on behalf of the Parish Council to Leeds CC where appropriate.</b>	
<b>126/21</b>	<b>To receive any crime reports or updates from the PACT meeting</b>	
	Cllr Blake attended the PACT meeting. Crime had been fairly average over the past month. Some speed monitoring had been put at the Tadcaster end of the village but no serious issues of speeding had been found.	
<b>127/21</b>	<b>To consider any arrangements for the Boston Spa Festival</b>	
	<b>i)</b>	<b>To consider a request to close the High Street entrance to the Millennium Gardens Car Park on Saturday 10<sup>th</sup> July.</b>
		As in previous years, the car park entrance should be closed to accommodate the big screen for Saturday's Wimbledon.
	<b>Resolved: That the car park entrance be closed and the Clerk submit the request to LCC.</b>	
	<b>ii)</b>	<b>To approve expenditure for the printing of leaflets, scarecrow trail maps, banner/posters and live music at a total cost of £1,920 and to agree to an apply for a LCC Wellbeing Grant to cover these costs.</b>
		<b>Resolved: That the above costs be approved and a Wellbeing Grant Applied for. It was agreed that if a grant could not be obtained, that the PC would cover the above costs from its budget.</b>
	<b>iii)</b>	<b>To approve expenditure for the hire of temporary toilets at £290.00, children's Inflatable play equipment at £360.00 and a portable generator at £55.00 for Party in the Park.</b>
		<b>Resolved: That the above costs be approved for funding by the Parish Council.</b>
<b>128/21</b>	<b>To receive an update from Boston Spa Green Group (Cllr King)</b>	
	<b>i)</b>	<b>To consider quotes for wheelie bin speed 'slow down' stickers</b>
		Cllr King said she was gathering a number of options to be presented at the next PC meeting.
	<b>ii)</b>	<b>Other issues</b>
		Cllr King confirmed that boats would not be used during the river clean to avoid disturbing fish

		and nesting wildlife.
<b>129/21</b>	<b>To receive an update on highways, parking and streetscene matters</b>	
	<b>i)</b>	<b>To receive an update on the installation of a shelter (Cllr Molyneux)</b>
		Cllrs Molyneux and Blake confirmed that they had spoken to Cllr Richards and were pursuing the relevant permissions for installation.
	<b>ii)</b>	<b>To consider any highways and parking issues</b>
		Cllr Molyneux reported that a number of highways issues had now been resolved. There had been reports of pot holes on roads that adjoin Clifford Moor Road and these have now been reported.
	<b>ii)</b>	<b>To consider locations for the placement of Ward Councillor funded bins</b>
		Cllr Linda Richards circulated a map for feedback before the next meeting.
<b>130/21</b>	<b>To receive an update on Allotments (Cllr Harris)</b>	
	<b>i)</b>	<b>To consider a request for a dog waste bin and dog waste fine sign on the Westwood Way to Church Street path</b>
		It was agreed that LCC fine signs might act as a deterrent. It was agreed that the Clerk would approach LCC for costs.
	<b>ii)</b>	<b>Other issues</b>
		Nothing to report.
<b>131/21</b>	<b>To receive an update on riverside issues (Cllrs Gaussen &amp; Harris)</b>	
	<b>i)</b>	<b>To consider any quotes or proposals in relation to path improvements</b>
		Cllr Harris had given apologies prior to the meeting. No written report had been received. This will be carried over to the next meeting.
	<b>ii)</b>	<b>Other issues No update</b>
		Nothing to report.
<b>132/21</b>	<b>To receive an update on issues concerning Stables Lane and receive any updates from the Friends of Stables Lane Working Group (Cllr Alderson)</b>	
	<b>i)</b>	<b>To receive an update on the reinstallation of a temporary camera</b>
		No update had been received.
	<b>ii)</b>	<b>Other issues</b>
		Nothing to report.
<b>133/21</b>	<b>To receive an update on any matters relating to Church Fields (Cllr Harris)</b>	
		Cllr Blake said he was concerned about the Wildflower Meadow and would contact Brooks Ecology to see what their plans are for maintenance this year.
<b>134/21</b>	<b>To receive an update on any matters relating to Deepdale Skate Park</b>	
		Nothing to report.
<b>135/21</b>	<b>To receive reports from members who have attended other committees and meetings</b>	
	<b>i)</b>	<b>To receive any updates from the Village Hall Management Committee (Cllr Gaussen)</b>
		Cllr Heum said the hall were looking forward to gradually reopening following the staged release of lockdown.
	<b>ii)</b>	<b>To receive any updates from the Neighbourhood Planning Liaison Group (Cllr Bowen)</b>
		Nothing to report.
<b>136/21</b>	<b>Exchange of Information – to raise any emerging issues</b>	
		Cllr Blake confirmed that Yorkshire Water had been to investigate the stagnant pool of water near Wharfedale Hall and had also mended the utilities cover outside Box Tree Court so that it was no longer a trip hazard.
<b>137/21</b>	<b>Clerk's verbal report</b>	
		Nothing to report
<b>138/21</b>	<b>To note correspondence received – items of interest</b>	
		Nothing to report

<b>139/21</b>	<b>To approve responses/action to items of correspondence</b>		
	None.		
<b>140/21</b>	<b>To receive late items of correspondence</b>		
	None.		
<b>141/21</b>	<b>To approve payments and receipts in accordance with the budget</b>		
	D Marshall	Salary & Expenses	£930.01
	Leeds City Council	Deepdale Rowan Trees	£189.00
	BHA Trees	Tree Survey – Landscaped areas	£900.00
	Scribe	Accountancy Software Subscription	£416.40
	Richard Dorsey	Internal Audit Fee	£200.00
	Leeds City Council	Westwood Way Allotments Rent	£52.00
	<b>Receipts</b>		
	Leeds City Council	Parish Paths Grant	£241.00
	Grannon	Stables Lane Sports Class Hire	£60.00
	Borrow My Stuff	Newsletter Advertising	£90.00
	Leeds City Council	CIL Monies – 86 High Street	£19,724.60
<b>142/21</b>	<b>To receive items for the next Parish Council meeting on Monday 21st June 2021</b>		
	It was noted that this would be Cllr Gausen's last meeting in office.		
<b>Next Meeting</b>	<b>The next Parish Council meeting will be held on Monday 21<sup>st</sup> June 2021 at the Village Hall.</b>		
<b>Closure</b>	<b>There being no further business the Chair declared the meeting closed at 20.43 hours.</b>		

#### ACTIONS

	<b>18<sup>th</sup> January 2021</b>	
015/21i	Organise the installation of the bus shelter outside St Mary's Church.	Cllr Molyneux
	<b>15<sup>th</sup> February 2021</b>	
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 Gausen
	<b>26<sup>th</sup> April 2021</b>	
097/21iii	To bring back options and prices for wheelie bin speed reduction signs	Cllr King
	<b>17<sup>th</sup> May 2021</b>	
125/21i	Produce a submission to support 3 dwellings at 19/05151/FU – Land at Wharfeside	Cllr Blake
125/21ii	Contact the owner of Cora at 162 High Street	Cllr Blake
133/21	Contact Brooks Ecology regarding the wildflower meadow	Cllr Blake

#### OUTSTANDING ACTIONS FROM LEEDS CITY COUNCIL

<b>19/08/20</b>	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.	
<b>21/09/20</b>	To receive an update on Planning Application 19/05151/FU – Land at Wharfeside	
<b>16/03/21</b>	To receive designs for the village centre plan	
<b>21/05/21</b>	To investigate the reinstallation of the temporary camera at Stables Lane	

