

## BOSTON SPA PARISH COUNCIL

### Minutes of the Annual Parish Council Meeting held on Monday 21<sup>st</sup> June 2021 at the Village Hall, Boston Spa at 7.00 pm

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

**Apologies:** Cllrs G Bowen, S Courts, M Harris

**In Attendance:** D Marshall (Clerk to the Council), Jeff Newton (Boston Spa Festival), Adrian Balcombe (Boston Spa Green Group).

**Guests:** Ward Councillor Linda Richards

No members of the public were in attendance. The Chairman welcomed the attendees and Cllr Richards and invited them to address the meeting. Cllr Richards said that a high-level plan of the village centre had been sent to the Parish Council and that she would be holding a meeting with Nick Borrás from Leeds Highways in the coming weeks. Leeds City Council are keen to progress with the work this financial year and this is likely to commence in Spring 2022. Cllr Blake said that the plans had been circulated and that a meeting with the Neighbourhood Planning Group and the Green Group would be arranged for early July so that feedback could be collected and an official response agreed at the next PC meeting on 19<sup>th</sup> July. The plans would then go out for public consultation. Cllr Richards said that the resident only parking on Bridge Close is being progressed and that the Village Centre Plan would provide a good opportunity to address parking issues on the High Street.

Adrian Balcombe attended from the Boston Spa Green Group to provide an update on the 'Closing the Loop' initiative to achieve a plastic free status for Boston Spa. The group has been working with LCC, the Ward Councillors and Wetherby Town Council. Adrian confirmed that the CGG would like to hold a workshop for local business owners at 6pm on Monday 19<sup>th</sup> July prior to the next Parish Council meeting and that a similar event would be held on the 20<sup>th</sup> July at Wetherby Town Hall for Wetherby businesses. The Group will also have a stall on the High Street on the Saturday of the festival and will exhibit at Wetherby Eco Fair.

Jeff Newton from Boston Spa Festival Group attended to discuss the arrangements for the festival now that the Government has decided not to go to Step 4 of lifting lockdown restrictions on June 21<sup>st</sup> (see item 152/21).

<b>143/21</b>	<b>To consider an extension to the term of office for the incumbent Vice Chair (amendment to Standing Order item 5.3).</b>
	Cllr Heum had been re-elected as Vice Chairman at the Annual Parish Council meeting, but it had been found that she had already reached the maximum 3-year term for the position as stipulated in the standing orders. The Chairman asked whether anybody would like to stand for the position. With no nominations, it was agreed that Cllr Heum should be permitted to continue as Vice Chairman for the 2021-22 municipal year and that the three-year maximum term would be reviewed before the next Annual Parish meeting.
	<b>Resolved: That the term of office for the Vice Chairman be extended by a further year</b>
<b>144/21</b>	<b>To accept apologies for absence and approve reasons for absence</b>
	Apologies had been received from Cllrs Bowen, Courts and Harris. Cllr Blake noted that Cllr Gausson had resigned since the last Parish Council meeting.
	<b>Resolved: That the apologies were received and consented to</b>
<b>145/21</b>	<b>To receive declarations of disclosable pecuniary and other interests</b>
	None.
<b>146/21</b>	<b>To confirm the Minutes of the meeting held on 17<sup>th</sup> May 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 – completed 125/21i Produce a submission to support 3 dwellings at 19/05151/FU – Land at Wharfeside – completed

	125/21ii Contact the owner of Cora at 162 High Street – completed 133/21 Contact Brooks Ecology regarding the wildflower meadow - completed
	<b>Resolved: That the minutes be accepted as a true record and the action list updated.</b>
<b>147/21</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>148/21</b>	<b>Planning issues</b>
	<b>i) To receive any updates on the revised planning application 19/05151/FU – Land at Wharfeside</b> No update had been received.
	<b>ii) To review the remaining planning applications and agree responses</b>
	21/03708/FU/ 13 River View – No comment 21/03436/FU 218 High Street – No comment 21/04423/FU/ 265 High Street – No comment 21/04579/FU 3 Beeches End – No comment 21/04661/FU 10 Oxclose Road – No comment 21/04684/FU 8 Hampole Way- No comment
	<b>iii) Other planning issues</b>
	<ul style="list-style-type: none"> <li>• Cllr Alderson said that concerns had been raised by a local resident about the height of the new property being constructed next to Wharfe Bridge. Cllr Blake said he would contact the resident to discuss.</li> <li>• Cllr Blake said that he spoken to Elizabeth Cottam, the business owner from Cora at 162 High Street and that she had been very helpful. She has liaised with local residents on Padmans Lane and the residents in the property above. The Parish Council will not object to the licencing application.</li> <li>• Cllr Blake has spoken to the owners of Crown Cottage regarding noise and smoke emanating from the newly opened Crown Hotel car park. Cllr Blake has recommended that the owner speak to Leeds Environmental Health so that they can undertake an assessment.</li> </ul>
<b>149/21</b>	<b>To receive any crime reports or updates from the PACT meeting</b> Cllr Blake said he had attended the last PACT meeting. The Police had reported that crime had remained low and along the levels of the previous month despite the lifting of lockdown.
<b>150/21</b>	<b>Chairman’s Business</b> Cllr Blake noted that Cllr Gausson had resigned after 14 years on the Parish Council and acknowledged the hard work and dedication that Cllr Gausson had shown during his time as Councillor.
<b>151/21</b>	<b>To consider any works required to repair the Boston Spa War Memorial</b> A complaint had been received from a resident regarding frost damage to the War Memorial. The Clerk circulated photographs of the areas that required repair. Cllr Blake Heum advised who it would be best to contact for a quote. <b>Resolved: That the Clerk obtain a quote for stone repairs.</b>
<b>152/21</b>	<b>To consider any arrangements for the Boston Spa Festival</b>
	<b>i) To receive an update on risk assessments</b> Cllr Heum confirmed that she had sent the Risk Assessments from previous years to the Clerk.
	<b>ii) Other issues</b>
	Following the Government’s decision to delay the lifting of lockdown on June 21 <sup>st</sup> , the Clerk had sought clarification from LCC about how events could be run under step 3 restrictions. The restrictions had been circulated prior to the meeting and it was found that the measures in terms of entry and exit points, ticketing, fencing off, track and trace, social distancing and the seated serving of alcohol could not be met by the Parish Council. It was therefore decided that this year’s Party in the Park event would be cancelled, and that the Classic Car event could not be held on the Church Fields car park. Guy Whatmore had confirmed prior to the meeting that the Fun Run would also be cancelled. It was agreed that the Scarecrow Trail, fitness classes, cycle trail, outdoor stalls, street food and church services could go ahead. Jeff Newton said that the Walton Art Group are exploring whether they might be able to manage their exhibition. Jeff is also speaking to the Stew and Oyster about whether there could be street

	music on Millennium Gardens. Jeff Newton expressed his disappointment at the cutting back of the festival events, particularly as costs had been incurred in the printing of leaflets that could not now be used. Cllrs Blake and Alderson thanked Jeff for his hard work and dedication and accepted that the costs were inevitable given the changing Covid-19 situation.
<b>153/21</b>	<b>To receive an update from Boston Spa Green Group</b>
<b>i)</b>	<b>To consider quotes for wheelie bin speed 'slow down' stickers</b> Cllr King had contacted Leeds City Council who have agreed to supply 50 signs for free. It was agreed that uptake would be monitored before the PC make a decision on whether to order more signs.
<b>ii)</b>	<b>Other issues</b> Cllr King said that the Green Group had been focussing on encouraging people to make lifestyle changes to reduce packaging waste and that they were promoting the iWharfe project to clean up the river.
<b>154/21</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> <b>Linda spoke to Nick Borrás and LCC will likely get some money for the section 50 works.</b> Cllr Molyneux had spoken to Cllr Richards who had confirmed it was likely that LCC Highways would provide funding for the section 50 works.
<b>ii)</b>	<b>To receive an update on placement/allocation of new or replacement bins</b> Cllr Heum circulated a list and map of public bins in the village. It was found that most bins will not need replacing and simply need a good clean or refurbishment. It was agreed the list would be sent to Cllr Linda Richards. Cllr Alderson said that the bins at Stables Lane were becoming full very quickly and that a large compactor bin would be welcomed. Cllr Blake said he was keen for some of the bin funds to go towards compostable waste bins and asked Cllr Heum to liaise with the Green Group.
<b>iii)</b>	<b>To consider any highways and parking issues</b> Cllr Molyneux stated that the potholes at Moor End have been reported to LCC for repair. Car parking on the High Street remains an issue and this will hopefully be addressed within the Village Centre Plan. Signs have now been mounted on the West Side of the High Street near the A1/M to advise of dates for surface dressing.
<b>155/21</b>	<b>To receive an update on Allotments (Cllr Harris)</b> Nothing to report.
<b>156/21</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 submitted a written report prior to the meeting. Cllr Harris has liaised with Mike Gadd from the Green Group regarding upgrading some of the riverside footpaths. The first section for priority is the 125m from near the weir to where the path forks. Cllr Harris arranged meetings on-site with The Conservation Volunteers and Open Country. Quotes and designs are being awaited from both organisations.
<b>ii)</b>	<b>To agree a budget of £600 for the felling of a dead tree at Holgate Meadow</b> A quote for £450 had been received from Matt Sellars. Two further contractors had been approached but quotes had not been received. <b>Resolved: That the quote of £450 be approved.</b>
<b>iii)</b>	<b>Other issues</b> Cllr Blake said that the strimming the riverside path had not taken place this year because of a request from the Green Group. It is now overgrown. Cllr Blake asked Cllr King if she could ask the Green Group as to when the area should be cut.
<b>157/21</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 regarding the installation of the camera. An update had been requested from Cllr Richards for the next meeting.
<b>ii)</b>	<b>To approve the PC's contribution of £8,599.04 towards a grant of £79,991.04 for junior play equipment</b> Cllr Alderson announced that the grant from the FCC communities Fund had been approved and

		that a tender document was now being put together for the purchase of junior play equipment. Cllr Blake thanked Cllr Alderson for all his hard work in putting together the bid application.
		<b>Resolved: That the PC's contribution of £8,599.04 be approved.</b>
	iii)	<b>To consider a budget of £1,000 for the junior play equipment tender process.</b>
		Cllr Alderson said that Toby Ware had kindly given up his time to put together the tender and that no costs were expected as part of the process. It was agreed that it would be useful to have a contingency in case of any costs arising.
		<b>Resolved: That the budget of £1,000 be approved.</b>
	iv)	<b>To consider a quote for £300 for the mounting of BBQs and sign reparation.</b>
		Two quotes had been received at a value of £300 and £301.
		<b>Resolved: That the quote of £300 be approved from the Job Man</b>
	v)	<b>Other issues</b>
		<ul style="list-style-type: none"> <li>The Clerk reported that Stables Lane has continued to increase in popularity with a Women's rounders match now taking place on Tuesday evenings. Clifford Ladies Football team will also be using the pitch for practice over the summer. St Mary's PTA have asked to hold a brownie sale in the last week of the summer term and there have been a number of enquiries regarding children's parties.</li> <li>Cllr Alderson said there had been a lot of litter and requested a budget of £200 for the purchase of a trolley to carry the full rubbish bags. This was approved by the Parish Council.</li> <li>LCC's graffiti team will remove the offensive word that had been spray painted on the ceiling of the gazebo shelter.</li> </ul>
<b>158/21</b>		<b>To receive an update on any matters relating to Church Fields</b>
	i)	<b>To consider a request from St Mary's Church to use Church Fields for a children's picnic</b>
		The Church had asked whether the green space could be used at the end of the summer term for a children's socially distanced picnic.
		<b>Resolved: That the request to use the field be approved</b>
	ii)	<b>Other issues</b>
		<ul style="list-style-type: none"> <li>The Clerk reported that there had been a number of complaints regarding how long the grass had been left to grow and the resulting number of cuttings.</li> <li>Cllr Blake said he had met with residents from Church Fields regarding the crumbling limestone garden walls and that the residents were awaiting a response from Taylor Wimpey.</li> </ul>
<b>159/21</b>		<b>To receive an update on any matters relating to Deepdale Skate Park</b>
		Nothing to report.
<b>160/21</b>		<b>To receive reports from members who have attended other committees and meetings</b>
	i)	<b>To receive any updates from the Village Hall Management Committee</b>
		Cllr Heum said that no comments had been received from the public about the Village Hall charity status. Cllr Heum enquired as to whether there had been any progress with the new Village Hall Wi-Fi. Cllr Blake said he would follow up with Jamie Hullah from Touch Telecom.
	ii)	<b>To receive any updates from the Neighbourhood Planning Liaison Group</b>
		Cllr Blake stated that a meeting would be arranged for early to mid-July to discuss the Village Centre Plan.
<b>161/21</b>		<b>Exchange of Information – to raise any emerging issues</b>
		Cllr Alderson reported that a resident had reported a concern about Church Fields footpath and whether a fence would be erected to prevent children running or cycling on to the road. Cllr Blake said he would pass a request on to Highways.
<b>162/21</b>		<b>Clerk's verbal report</b>
		Nothing to report.
<b>163/21</b>		<b>To note correspondence received – items of interest (to follow)</b>
		None
<b>164/21</b>		<b>To approve responses/action to items of correspondence</b>
		None

<b>165/21</b>	<b>To receive late items of correspondence</b>		
	None.		
<b>166/21</b>	<b>To approve payments and receipts in accordance with the budget</b>		
	D Marshall	Salary & Expenses	£930.01
	The Sign Shed	Bus Shelter Sign	£11.80
	Kevin Alderson	Stables Lane Sign printing	£132.90
	Scott Courts	Brightpay Payroll Software	£58.80
	HMRC	Q1 Tax and NI	£128.64
	FCC Environment	Stables Lane Play Equipment Grant – 10% Contribution	£8,599.04
	Clark	Allotment Refund	£8.75
	<b>Receipts</b>		
	Business Stream	Stables Lane Water Refund	£323.83
	Cambridge & Counties	Annual Savings Account Interest	£2,125.57
	Leeds City Council	Leeds Housing Deepdale Orchard Donation	£450.00
	Go Fund Me/ J Newton	Stables Lane Donation	£4.60
	Broadbent	Allotments Rent	£8.75
<b>167/21</b>	<b>To receive items for the next Parish Council meeting on Monday 19<sup>th</sup> July 2021</b>		
	None.		
<b>Next Meeting</b>	<b>The next Parish Council meeting will be held on Monday 19<sup>st</sup> July 2021 at the Village Hall.</b>		
<b>Closure</b>	<b>There being no further business the Chair declared the meeting closed at 20.36 hours.</b>		

#### ACTIONS

<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
<b>21<sup>st</sup> June 2021</b>		
154/21i	Chase for confirmation of LCC funding for section 50 bus shelter installation works	Cllr Molyneux
154/21ii	Submit bin list to Cllr Richards and liaise with green group regarding funding/placement of compostable materials waste bins	Cllr Heum
156/21ii	Seeks clarification from Green Group as to when riverside should be strimmed	Cllr King
160/21i	Speak to Touch Telecom regarding Wi-Fi for Village Hall and High Street	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>21/05/21</b>	To investigate the reinstallation of the temporary camera at Stables Lane	