

BOSTON SPA PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on Monday 21st March 2022 at the Village Hall, Boston Spa at 7.00 pm

Present: Cllrs K Blake, S Courts, G Bowen, S King

Apologies: Cllr K Alderson, M Heum, E Molyneux

In Attendance: D Marshall (Clerk to Boston Spa Parish Council)

Guests: Ward Councillors Linda Richards and Norma Harrington

Two members of the public were in attendance. The Chairman welcomed Ward Councillors Linda Richards and Norma Harrington and the members of the public and invited them to address the meeting. The two members of the public had attended to express an interest in becoming a Parish Councillor and discuss issues related to disabled access. It was asked whether anything could be done to prevent wheelie bins from being left in the centre of the pavement after being emptied by the LCC waste staff. Cllr Harrington said that the Chief Officer for LCC refuse had attended the most recent Outer Northeast Community Committee meeting and that the repositioning of bins is now being included in the training programme for refuse collectors. This has also been raised as an issue in other areas of Leeds. It was asked whether there was any progress on providing a wheelchair accessible path to the riverside. Cllr Harrington said that Bairbre McKendrick, the Access Officer was looking at options. The issue of cars being parked on the pavement was raised. Cllr Harrington confirmed that, with the exception of London, it is not illegal for motorists to park on the pavement. Drivers are only breaking the law if they are seen driving on the pavement. However, West Yorkshire Police is looking to prevent pavement parking and they now have a leaflet which they can apply to driver's windscreens. Disabled access to Boston Spa High Street shops was raised. Cllr Harrington said that Jack Young from LCC Highways had been looking into this as part of the Village Centre Plan project, but that Boston Spa faces many challenges because a large number of buildings are listed and owners cannot make significant changes to the exterior of the buildings. Cllr Blake said that portable ramps - which can be brought out when needed - would be the best option for Boston Spa. Cllr Harrington stated that these would need to be supplied by the business owners. Cllr Harrington said she would ask Bairbre McKendrick to approach the LCC Business Centre development Officer to see if they had a list of contacts for the businesses so that they could be contacted about having a ramp. Cllr Richards confirmed that the second spate of graffiti at Stables Lane Park had now been removed. Cllr Harrington reinforced the point that all instances of graffiti, vandalism and antisocial behaviour should be reported to the police as this will be used as supporting evidence to justify the reinstatement of a security camera. Cllr Blake asked Cllr Richards if there was an update on the TRO for Church Mews. A member of the public said that parking on Church Street was becoming increasingly worse. Cllr Richards said she would look into it.

044/22	To accept apologies for absence and approve reasons for absence
	Apologies had been received from Cllrs K Alderson, M Heum and E Molyneux
	Resolved: That the apologies were received and consented to
045/22	To receive declarations of disclosable pecuniary and other interests
	None.
046/22	To confirm the Minutes of the meeting held on 21st February 2022 and review the action list
	183/21 Obtain a Wildflower Meadow report from Brooks Ecology - ongoing 229/21 Chase for an update from LCC regarding the installation of a shelter - ongoing 234/21 Obtain quote for skate ramp repairs - completed 032/22i Liaise with FOSL regarding the position and feasibility of a sensory garden - ongoing 032/22v Obtain a quote for the replacement of the dogs of on a lead signs at Stables Lane - ongoing
	Resolved: That the minutes be accepted as a true record and the action list updated.
047/22	To review the monthly figures and end of year forecast
	The Clerk had submitted a written report. The PC can expect a £7,500 underspend in the 2021-22 financial year. This will be put into the general reserve.
	Resolved: That the figures be accepted as a true record

048/22	Planning issues	
	i)	To review the planning applications and agree responses
		22/01184/FU Kingswood House, Chestnut Avenue – No comment 22/01350/FU 8 Grove Crescent South- No comment 22/01497/FU Chapel Cottage High Street- No comment 22/01494/FU 303 High Street- No comment
		Resolved: No planning application responses required this month.
	ii)	Other planning issues
		It was reported that there were no further updates on the Planning Applications 21/08894/FU-Land East of Church Street or 19/05151/FU – Land at Wharefside
049/22	To receive any crime reports or updates from the PACT meeting	
	Cllr Harrington reported that the last meeting was mainly attended by local Parish Councillors. Crime is generally down across the whole Wetherby Ward. Cllr Harrington said that PCSO Gaynor Duffy will retire soon and it is hoped that a replacement PCSO will be found.	
	The Ward Councillors had asked the police to undertake some speed monitoring in the village in March. This was done at several locations including Clifford Moor Road and Clarendon Road. On Clarendon Road, three motorists were found to be slightly over the speed limit and a fourth motorist was dealt with for a defective tyre. On the High Street, five motorists were dealt with for a range of offences: one person was reported to court for using a mobile phone, two motorists were given warnings for being slightly over the speed limit, one motorist was reported for having no insurance and a motorist was reported for an insecure load.	
050/22	To receive an update on the repair of Boston Spa War Memorial	
	The Clerk said that that all documents had now been received by the War Memorials Trust for the grant application and that a grant decision will be made at the end of April.	
051/22	Community Events	
	i)	To receive an update on any planned events for the Queen’s Platinum Jubilee
		Cllr Blake attended the Outer Northeast meeting Jubilee meeting. The Village will host a Scarecrow Trail and several other events are being organised by the Crown and St Mary’s Church. The Clerk said these will be promoted on the PC website. A member of the public asked about the organisation of street parties. Cllr Richards said that road closures were not being advised on through-roads and that cul-de-sacs and residential roads were a better option. There is a dedicated email address at LCC to send all applications for road closures.
	ii)	To consider a request to borrow the PA System from Boston Spa Gala
		Boston Spa Gala will take place on St John’s School field on 11 th June. The PC agreed that the Gala had looked after the equipment well previously.
		Resolved: That the request to borrow the PA system be approved.
	iii)	To consider a request for £500 of additional funding for the Boston Spa Festival
		The Festival Group had asked whether an additional £500 could be made available from PC funds to pay for an alternative venue now that the Village Hall improvements will take place during July and August. The Clerk confirmed that the Outer Northeast Communities Committee had approved the grant application for £2,950 which would free up some of the PC’s funds for community events.
		Resolved: That the request for £500 of additional funding be approved
052/22	To consider agenda items and speakers for the Annual Parish meeting on Wednesday 4th May	
	The Clerk confirmed that Kate Garratt from The Greenhouse Agency will attend the meeting to talk about the Voltage Optimisation Project. Cllr Blake said that he would present a Chairman’s report. Cllr Bowen volunteered to provide an update on the Village Centre Plan. Cllr Bowen requested that a Ward Councillor attend the meeting to hold a Q&As session on what they do for the residents and how they work with LCC. Cllr Richards agreed to attend. It was agreed that Cllr Alderson would be asked to provide an update on Stables Lane Park and that a senior police officer be asked to attend to update residents on crime.	
	Resolved: That the above agenda items for the Annual Parish Meeting be accepted	
053/22	To receive an update on riverside issues	
	Two trees had been reported as damaged or fallen as a result of recent storms. A PC owned tree has	

	<p>fallen on to land at Deepdale Lodge and a quote of £450 had been received from Bardsey Trees for its removal.</p> <p>A tree along the footpath with a large crack had been reported but had been found to be on land of unknown ownership. Cllr Blake had reported this to LCC Parks but they could not discern who was responsible. Cllr Harrington recommended that this be reported to Richard Lapish at LCC with a request for the tree to be felled so that it does not pose a danger to the public.</p>
	Resolved: That the quote of £450 be approved for the removal of one fallen tree and a further tree be reported to LCC Tree Services.
054/22	To receive an update on any matters relating to Church Fields
	<p>i) To consider a quote for £250 for the planting of a Prunus Padus (bird cherry) in recognition of the work of Terry Gausson</p> <p>It was proposed that the tree be planted alongside the other new trees near to St Mary's Church.</p> <p>Resolved: That the quote of £250 be accepted.</p>
	<p>ii) Other issues</p> <p>None reported.</p>
055/22	To receive an update on highways, parking and streetscene matters
	<p>i) To receive an update on the installation of a shelter</p> <p>The shelter is now in storage. It was agreed that the Clerk would liaise with LCC regarding the ongoing permissions for installation.</p>
	<p>ii) To receive an update on car park signage at Church Fields Car Park</p> <p>Cllr Blake confirmed that LCC are being waited on to mark the disabled spaces.</p>
	<p>iii) To consider a budget of £300 for the replacement of plants and shrubs at Millennium Gardens</p> <p>Cllr Blake had consulted with Wharfe Valley Garden Maintenance regarding the sparsity of plants and shrubs, some of which had now died. A quote had been received for replacement plants at a cost of £300.</p> <p>Resolved: That the quote of £300 be accepted.</p>
056/22	To receive an update on issues concerning Stables Lane and receive any updates from the Friends of Stables Lane Working Group (Cllr Alderson)
	<p>i) To consider feedback from FOSL regarding a sensory garden</p> <p>Cllr Alderson will report back at the next meeting.</p>
	<p>ii) To consider the purchase and installation of a defibrillator</p> <p>The Clerk had circulated an offer of funding of £300 towards a defibrillator for sports clubs. It was confirmed that the defib would require a power connection and that the Tennis Club Pavilion would not be a suitable location as it is behind a gate which is locked and not accessible by the public. Cllr Blake suggested that the floodlight tower might be a good location as it had previously had a power lead installed to it for the security camera. The Ward Councillors said there was MICE funding available should they be asked to part fund the defibrillator.</p> <p>Recommended: That Cllrs Blake and Courts report back on the feasibility of attaching a defibrillator cabinet to the floodlight tower.</p>
	<p>iii) To consider the response to a complaint regarding the new play equipment</p> <p>A resident had raised concerns about gaps in the new Junior Play Equipment which has been designed for children aged over 5. Sutcliffe Play had been consulted and had confirmed that the Treetops Mangrove Play Equipment is designed for juniors rather than infants and has been designed to EN1176-1:2017 Part 1 in all respects. It is fully certificated to this standard by TUV in Hamburg and a safety certificate had been provided to the PC. It was agreed that signage should be put in place to advise parents of the age appropriateness of both sets of play equipment.</p> <p>Resolved: That the Clerk obtain quotes for new safety signage</p>
057/22	To receive an update on any matters relating to Deepdale Skate Park
	<p>i) To consider a quote of £1,000 for skate ramp repairs</p> <p>Cllr Blake presented a quote for £1,000 but reported that there had now been additional vandalism to the skate ramp and that a whole board now needs to be replaced. The supplier will inspect the damage during its visit and provide a quote for board replacement. Cllr Blake confirmed that he had affixed hazard warning tape to the ramp.</p> <p>Resolved: That the initial quote of £1,000 be accepted.</p>

058/22	To receive any updates on the Village Centre Plan		
	<p>Cllr Bowen circulated a written report. A meeting was held on 9th March by LCC with local businesses to discuss parking/access issues relating to the proposed village centre development. The meeting was attended by the Ward Councillors, Cllrs Blake and Bowen and representatives from Retreat, Yeadon's, the Stew and Oyster and CostCutter as well as Jack Young, Engineer at LCC and Peter Mudge, Neighbourhood Centres Co-ordinator at LCC. A new plan for the Village Centre had been circulated. The main discussion focussed on the removal of parking spaces outside Yeadon's and access for deliveries for businesses on the High Street in the context of the proposal to create a clearway in the centre of the village. Various options were discussed for car parking and a discussion held on whether the central car park should be designated short stay with Stables Lane and Church Fields used for longer stay. Jack Young reported that materials displayed at the consultation meeting would have to be reconsidered as they were now felt not to be sufficiently robust and durable. Concern was expressed about the timing of the work and the impact it would have on businesses. It was suggested, and the suggestion appeared to be accepted by LCC, that August would be a good time to conduct the work. Jack Young will arrange for a survey of parking to be conducted and look at recommendation for improved parking signage. It was confirmed that the current delays would not prejudice the implementation of the village centre work. The PC considered the revised circulated plan. No concerns or issues were raised.</p>		
	Resolved: That the PC accept the revised plan provided by LCC Highways.		
059/21	To receive reports from members who have attended other committees and meetings		
	<ul style="list-style-type: none"> Cllr Heum circulated a written report from her attendance at the Village Hall CIO meeting. VHMC are working hard to collate quotes for the refurbishment works following the success of the FCC grant application (£100,000). Work is due to commence early in July and will run until 9th September. There will be some disruption to bookings. Cllr Bowen attended the Leeds Festival Meeting. No concerns regarding the Leeds festival had been raised by Boston Spa Parish Council or the electorate. 		
060/21	Chairman's Business		
	<ul style="list-style-type: none"> The Clerk and Chairman attended a meeting with ITV/World Productions who will be filming a police drama in the village w/c 18th April. No road closures are planned. ITV had offered to make a donation to a local charity by way of thanks. It was agreed that WiSE would be the most appropriate charity. 		
061/22	Exchange of Information – to raise any emerging issues		
	The Clerk reported that the 2022 Annual Parish Newsletter has now been produced and will be printed this week. Paper copies will be available from Yeadon's, CostCutter, The Library and the Village Hall.		
062/22	To note correspondence received – items of interest (to follow)		
	None		
063/22	To approve responses/action to items of correspondence		
	None		
064/22	To receive late items of correspondence		
	None		
065/22	To approve payments and receipts in accordance with the budget		
	D Marshall	Salary & Expenses	£1,228.59
	HMRC	PAYE & NI Q4	£128.84
	Boston Spa Man & Van	Removal and storage of bus shelter	£320.00
	The Conservation Volunteers	Riverside footpath	£5040.00
	Wharfe Valley Garden Maintenance	Millennium Gardens and High Street Car Park Maintenance February	£123.50
	Farm & Land	Church Fields Maintenance	£276.00
	The Job Man	Info Sign refurb at Deepdale and Weir	£180.00
	Receipts		
	Boston Spa Tennis Club	Stables Lane Annual Contribution	£232.00

066/22	To receive items for the next Parish Council meeting on Tuesday 19th April 2022
	No items received.
067/22	Parish Clerk annual pay review
	Cllr Courts and Blake attended the Clerk's annual appraisal on 17 th March. In line with the Clerk's contract of employment, it was agreed the Clerk should move up one spinal point to SCP19. Given that the 2021-22 annual pay increase had just been approved, it was recommended that a 2% annual increase be applied in anticipation of the 2022-23 national pay increase decision.
	Resolved: That the Clerk's salary be increased by one spinal point to SCP19 plus a pay increase of 2% commencing in April 2022.
Next Meeting	The next Parish Council meeting will be held on Tuesday 19th April 2022.
Closure	There being no further business the Chairman declared the meeting closed at 20:34 hours

ACTIONS

	19th July 2021	
183/21	Obtain a Wildflower Meadow report from Brooks Ecology	Cllr Blake
	20th September 2021	
229/21	Chase for an update from LCC regarding the installation of a shelter	Cllr Blake
234/21	Obtain quote for skate ramp repairs	Cllr Blake
	21st February 2022	
032/22i	Liaise with FOSL regarding the position and feasibility of a sensory garden	Cllr Alderson
032/22v	Obtain a quote for the replacement of the dogs of on a lead signs at Stables Lane	Cllr Alderson
	21st March 2022	
056/22i	Report back on the feasibility of mounting a defibrillator on the Tennis Court floodlight at Stables Lane.	Cllrs Court and Blake

OUTSTANDING ACTIONS FROM LEEDS CITY COUNCIL

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.	
17/11/21	To investigate proposed improvements of the Millennium Gardens public toilets.	
20/01/22	Investigate disappearance of rubbish bins at St Mary's Church at entrance to Stables Lane Park	
21/02/22	To request the use of the mobile SID for Clarendon Road	
21/02/22	To request more 20mph signs for Clarendon Road	
21/02/22	To request that disabled spaces be marked out at the Church Fields Car Park	
21/02/22	To request better signage to the Church Fields car park	