

BOSTON SPA PARISH COUNCIL

**Draft Minutes of the Annual Parish Council Meeting held on Monday 16th May 2022 at the Village Hall,
Boston Spa at 7.00 pm**

Present: K Blake (Chairman), M Heum (Vice chair), S King, G Bowen, S Courts

Apologies: Cllr K Alderson

Not Present: Cllr E Molyneux

In Attendance: D Marshall (Clerk to the Council)

Guests: Ward Councillors Norma Harrington and Linda Richards

No members of the public were in attendance. The Chairman welcomed Ward Councillors Linda Richards and Norma Harrington and invited them to address the meeting. Cllr Richards reported that round bins are no longer appropriate for use by Leeds City Council and that they are slowly being removed and replaced. There is no update yet on when the round bin outside St Mary’s Church will be replaced. Cllr Richards was asked if she would seek an update on the replacement bin at Jackdaw Crag and will report back at the next meeting. Cllr Blake reported that there had been further vandalism at Stables Lane Park. Cllr Richards said she would be happy to support any proposed security plan made by the PC as the issue was getting progressively worse. Regarding the Village Centre Plan, Cllr Richards reported that Highways were seeking to get the PC’s acceptance for the change in road surface material and that a number of TRO’s for Boston Spa, which are part of the same scheme, would be put at risk if the scheme was to be delayed.

092/22	To elect the Chairman and Vice Chairman
	i) To elect the Chairman of Boston Spa Parish Council for next municipal year
	Cllr Bowen proposed Cllr Blake for the position of Chairman, seconded by Cllr Courts. There being no objections or further nominations Cllr Blake was elected as Chairman.
	ii) Chairman to sign declaration of acceptance of office
	Resolved: That the Declaration of Acceptance of Office be signed and accepted.
	iii) To elect the Vice Chairman for the next municipal year
	Cllr Blake proposed Cllr Heum for the position of Vice Chairman, seconded by Cllr King.
	Resolved: That Cllr Blake be elected as Chairman and Cllr Heum be elected as Vice Chairman
093/22	To consider a revision to the existing standing orders (5.3) to extend the maximum term in which the Chairman and Vice Chairman can hold office
	The 3-year limit for both terms of office had been exceeded. It was recommended that a change be made to extend the Chairman’s maximum term of office to 5 years and Vice Chairman’s to 7 years.
	Resolved: That the above change be accepted and the Standing Orders be updated.
094/22	To accept apologies for absence and approve reasons for absence
	Apologies were received from Cllr Alderson.
	Resolved: That the apologies were received and consented to
095/22	To receive declarations of disclosable pecuniary and other interests
	None.
096/22	To confirm the Minutes of the meeting held on 19th April 2022 and review the action list
	075/22 Prepare presentations for Annual Parish Meeting – completed
	076/22 Obtain quotes for portaloos- completed
	080/22ii Meet David Spenceley to determine location of playground and gym safety signs- completed
	080/22 iv Contact Yorkshire Ambulance service to visit lighting column at Stables Lane to investigate feasibility of defib installation- ongoing
	080/22iv Obtain quote for purchase and installation of floodlight- ongoing
	Resolved: That the minutes be accepted as a true record and the action list updated.

097/22	To review the monthly figures
	The figures had been previously circulated.
	Resolved: That the figures be accepted as a true record
098/22	To appoint representatives to the following outside bodies:
	Village Hall Management Committee – Cllr Heum Village Centre – Cllr Bowen Charity of Richard Dawson – Cllrs Alderson and Courts Boston Spa Festival Liaison – Cllr Alderson Deepdale Management Association – Cllr King Leeds CC Annual Parish Forum – Cllr Heum Harewood & Wetherby Wards Town and Parish Council Forum – Cllrs Blake and Heum Yorkshire Local Councils Association- Cllrs Blake and Bowen Boston Spa and Wetherby Green Group Liaison – none
	Resolved: That the above appointments be accepted
099/22	To review and agree membership of the Parish Council’s Committees and Working Parties and appoint Lead Members
	Footpaths & trees lead member- Cllr Blake Green spaces Church Fields lead member– Cllr Blake Green spaces Stables Lane lead member– Cllr Alderson Friends of Stables Lane – Cllrs Alderson, Courts and King Sports Club Liaison – Cllr Courts Allotments Lead Member - Cllr Bowen Streetscene and highways – Cllr Blake Finance/Internal Control Lead Member – Cllr Courts Planning Lead Member – Cllr Blake Communications – Cllr Heum HR/ Employment Committee – Cllrs Blake and Courts Neighbourhood Plan Liaison Group – Cllrs Blake and Bowen
	Resolved: That the above memberships be accepted
100/22	To approve the statutory documents
	i) Standing Orders The Clerk noted the change approved under item 093/22 and changes to the model Standing Orders 12.4 and 12.7 which had been reworded to provide clarification.
	ii) Financial Regulations – No changes
	iii) Asset Register - The asset register had been updated to include any assets acquired in 2021/22
	iv) Publications Scheme – No changes
	v) Complaints Scheme – No changes
	Resolved: That the above documents be approved and adopted.
101/22	To receive an update on the Annual Review of Risk Assessments and confirm any updates required.
	The risk assessments had previously been circulated. There were no revisions to the Risk Assessments.
	Resolved: That the risk assessments be approved
102/22	To confirm the period of the Exercise of Public Rights to inspect the unaudited accounts for year ended 31 March 2022
	The period for the exercise of public rights is proposed for Monday 13th June 2022 to Friday 22nd July 2022.
	Resolved: That the above dates be accepted.
103/22	To approve Section 1 - Annual Governance Statement 2021/2022 on page 4 of the Annual Governance and Accountability Return
	A report on Internal Controls had been circulated. All internal controls and the internal audit system are considered effective.
	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)

104/22	To approve and sign the Financial Statements for the year ended 21/22 together with Section 2 - Accounting Statements 2021/22 on page 5 of the Annual Governance and Accountability Return
	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.
	Resolved: That the Income & Expenditure Account and the Balance Sheet for the year ending 31st March 2022 be approved and the accounts and Section 2 of the Annual Governance and Accountability Return – Accounting Statements 2021/2022 be signed by the Chairman and the Responsible Financial Officer (Clerk)
105/22	To consider the Internal Auditor’s report to the Parish Council (attached)
	The report from the Internal Auditor had been circulated. No areas of concern were found.
	Resolved: That the report be welcomed
106/22	Financial matters
i)	To approve the donation under S137 expenditure to Boston Spa in Bloom - £500 (annual donation)
	The PC were pleased to support the work of Boston Spa in Bloom and the work of its volunteers.
	Resolved: That the annual donation of £500 to Boston Spa in Bloom be agreed
ii)	To consider the cancellation of the Zoom subscription
	The clerk had asked whether the Zoom subscription could now be cancelled as it was no longer required.
	Resolved: That the Zoom subscription be cancelled.
iii)	To consider the acceptance of a grant from WYCA on behalf of Boston Spa Green Group for the funding of the Big Bike Fix under Section 137.
	West Yorkshire Combined Authority had approved a grant for £5,000 which the Green Group had asked that PC to accept on its behalf. The Parish Council had requested that a report be submitted by the Green Group for planned spend per quarter for 2022/23 and that the monies be transferred to the Green Group on a quarterly basis, this being subject to invoices and a monitoring report being received for the previous period.
	Resolved: That the above proposal be accepted and the grant money transferred to the Green Group in instalments.
107/22	To consider matters arising from the Annual Parish Meeting and agree any action to be taken
	A resident had asked about the unkept paths and long grass on green land at Fountains Avenue. It had been ascertained that LCC were responsible for grass cutting but the paths were of an unknown responsibility. It was agreed that the Clerk would contact LCC Highways to check the ownership of the paths.
108/22	Planning issues
i)	To review planning applications and agree responses
	22/02749/FU 3 Riverside Walk – No comment 22/02542/FU Former School, Church Street – It was agreed that an extension be requested so that the Parish Council could give the application its full consideration 22/03099/FU 10 Wickham Avenue- No comment 22/03103/FU 21 Carleton Drive- No comment
ii)	Other issues
	It had been noted that planning applications 21/06207/FU - Borlocco House and 21/08894/FU - Land East of Church Street had now been refused. Cllrs expressed their concerns that the refusals meant the derelict buildings on both sites would now attract further vandalism and anti-social behaviour. Cllr Blake recommended that a meeting be organised between the PC, Ward Councillor Alan Lamb and the planners to discuss the future of the sites.
	Resolved: The Clerk to submit responses on behalf of the Parish Council to Leeds CC where appropriate and to request meetings with the relevant parties.
109/22	To receive any crime reports or updates from the PACT meeting

	No member of the PC had attended the May meeting. Cllr Harrington said that a new report is being produced by the police with the crime stats and that this would be forwarded to the Parish Councils. Cllr Harrington stated again that it is important that all residents who witness crime and vandalism report it and not depend on a neighbour or representative to do this. This allows the level of crime and the numbers of people being affected to be more accurately represented in the reports.
110/22	To consider any arrangements for the Boston Spa Festival
	i) To consider a request to close the High Street entrance to the Millennium Gardens Car Park on Saturday 9th and Sunday 10th July.
	A further request had been received for the closure of the entrance on the afternoon and evening of Saturday 4 th June (Jubilee Weekend) so that a jazz band can perform.
	Resolved: That the closure of the entrance be approved on the above dates and times and the Clerk to submit the request to Leeds Parking Services.
	ii) To approve expenditure for the hire of 2 x standard toilets and 1 x accessible toilets for two days (including servicing) at £390
	The Parish Council considered the toilets to be a necessity for the festival given the lack of facilities at Stables Lane.
	Resolved: That the above quote be accepted
111/22	To receive an update on riverside issues
	i) To consider a report that the cover panel is missing from the fish pass and that debris is blocking the main channel and eel pass.
	Resolved: That the Environment Agency be contacted.
	ii) Other issues
	None
112/22	To receive an update on any matters relating to Church Fields
	<ul style="list-style-type: none"> A Wildflower Meadow report has now been received from Brooks Ecology. Cllr Blake will meet with them in May to consider its future maintenance. The Church Fields grass has now been mowed, but this has fallen behind schedule. It was agreed that Farm and Land would be reminded again that the grass should be cut fortnightly.
113/22	To receive an update on highways, parking and streetscene matters
	i) To receive an update on the installation of a shelter
	The Clerk reported that the matter had been passed to Craig Forrester from NPS who was now liaising directly with Richard Renier and Oak by Design to receive the necessary information to issue a permit.
	ii) To consider any highways and parking issues
	None.
	iii) To consider a complaint regarding grass and paths on land at Fountains Avenue
	This had been considered under item 107/22
114/22	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 consider a budget for the purchase of lighting and security equipment
	No report had been received. A report will be presented at the next meeting.
	ii) To consider an annual increase of £200 to the grass cutting contract to allow for hand cutting around the junior play area
	The contractor had reported that the standard mower could not be used around the perimeter of the soft surface on the play area and that this would have to be cut by hand.
	Resolved: That the annual increase of £200 be approved.
	iii) To approve an increase in costs for the installation of play and gym equipment safety signs at £794
	The previous approved cost was £560. An additional 4 signs had been mounted and costs had increased for the digging of holes, postcrete and materials.
	Resolved: That the increased cost be accepted.
	iv) To receive an update on the installation of a defibrillator
	Cllr Heum reported that she was in contact with Yorkshire Ambulance Service and would report back at the next meeting.

	v)	Other issues	
		None.	
115/12		To receive an update on the repair of Boston Spa War Memorial and confirm a change of contractor	
		The War Memorials Trust has approved a grant of £2,030. This was subject to the PC accepting the cheapest quote for the work which had been provided by LDC restoration for £2,700.	
		Resolved: That the quote of £2,700 from LDC restoration be accepted.	
116/22		To receive any updates on the Village Centre Plan	
		An email had been received from Jack Young on 3 rd May recommending a change of material for the road surface from block pavements to ULTicolour, a coloured asphalt. This had been presented by the Highways Board following a meeting in which the long-term maintenance and the construction methodology of the carriageway had been assessed. It was found that block pavements, whilst looking good, do not withstand the impact of large traffic volumes and HGVs or buses. With High Street being an 'A' classified route (A659) carrying an average of 9000 vehicles per day, any surface course material which is laid has to be able to withstand the loads and turning movements applied to it. It was felt that the same aesthetic appearance can be achieved with ULTicolour, which is more durable and retains its colour. The Parish Council expressed its disappointment that pavements were no longer a realistic option but respected the Chief Highways Officers decision on the change of material.	
		Resolved: That the Parish Council accepts the Highways Board's decision for the laying of ULTicolour on the road surface.	
117/22		To receive reports from members who have attended other committees and meetings	
		<ul style="list-style-type: none"> • Cllr Heum said she'd attended the Village Hall meeting and that the hall was proving very popular. There were no issues to report. 	
118/22		Exchange of Information – to raise any emerging issues	
		Cllr Harrington said that the Ward Councillors were looking for alternative funds for the island at the entrance of Riverdale Gardens to prevent the turning of HGV's. The Highways Board were not able to provide the £10,000 required.	
119/22		Clerk's verbal report	
		Nothing to report.	
120/22		To note correspondence received – items of interest (to follow)	
		Nothing to report.	
121/22		To approve responses/action to items of correspondence	
		None.	
122/22		To receive late items of correspondence	
		None.	
123/22		To approve payments and receipts in accordance with the budget	
	D Marshall	Salary & Expenses	£2,051.92
	Brooks Ecology	Wildflower meadow maintenance and report	£2,700.00
	Boston Spa in Bloom	Annual donation	£500.00
	The Job Man	Playground sign installation and Holgate Lane bollard	£834.00
	K Alderson	Stables Lane gate padlock keys	£12.00
	The Sign Shed	Playground and outdoor gym safety signs	£303.60
	Scribe (Starboard Systems)	Accounting software – annual subscription	£416.40
	Wharfe Valley Garden Maintenance	Millennium Gardens and High Street car park April	£170.00
	Richard Dorsey	Internal Audit Fee	£250.00
	Business Stream	Stables Lane Water	£27.86
	Water Plus	Water – Westwood Way Allotments	£8.52
	Receipts		
	Allotment holder	Allotment Rent	£6.25

	Principal Fitness	Stables Lane fitness class hire	£60.00
	Leeds City Council	CIL Monies	£19,724.60
	Leeds City Council	Parish Paths Grant	£241.00
	WYCA	Bike Fix Grant	£5,000.00
	Resolved: All payments approved for payment		
124/21	To receive items for the next Parish Council meeting on Monday 20th June 2022		
	The Clerk advised that new PC bank account options would be presented at the next meeting.		
Next Meeting	The next Parish Council meeting will be held on Monday 20th June 2022.		
Closure	There being no further business the Chairman declared the meeting closed at 20:45 hours		

Chairman Signature _____ Date _____

ACTIONS

	19th April 2022	
080/22 iv	Contact Yorkshire Ambulance service to visit lighting column at Stables Lane to investigate feasibility of defib installation	Cllr Heum
	16th May 2022	
108/22ii	Arrange a meeting with Cllr Lamb and planners to discuss future of Borlocco House and land at Church Street	Cllr Blake
112/22	Meet with Brooks Ecology to assess future maintenance of Wildflower Meadow	Cllr Blake
114/22i	Produce a proposal for the purchase and installation of security and lighting equipment at Stables Lane	Cllr Alderson

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	