

## BOSTON SPA PARISH COUNCIL

### Draft Minutes of the Ordinary Parish Council Meeting held on Monday 20<sup>th</sup> June 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, K Alderson

**Apologies:** Cllr G Bowen

**Not Present:** Cllr E Molyneux

**In Attendance:** D Marshall (Clerk to the Council), Mike Gadd, Boston Spa Green Group

**Guests:** Ward Councillor Linda Richards

One member of the public was in attendance. The Chairman welcomed Ward Councillor Linda Richards, Mike Gadd from Boston Spa Green Group and the member of the public and invited them to address the meeting.

Cllr Richards said that the plans for a footpath and pedestrian crossing at Boston Spa Academy had stalled and that the cost of the crossing was likely to significantly exceed what had originally been estimated. No plans had been received for Traffic Regulation Order on Westwood Way but Cllr Richards has been assured that it is still included in the implementation of the Boston Spa Village Plan. Cllr Richards said she would follow up with LCC Highways this week. Cllr Richards has been liaising with the new LCC team leader for waste management in Outer Northeast. It has been advised that some of the waste bins in Boston Spa are owned by the Cleaner Neighbourhood Teams and some by Parks and Countryside and that there is no composite map of bins from both departments, hence the sporadic nature in which the bins are emptied by Waste Management. A map is now being put together to include all bins so they are all emptied on the same collection run. Cllr Richards said that LCC Waste Management had been faced with serious staffing problems since the pandemic.

Mike Gadd said he had met with Illuminating Investments regarding the development at Land East of Church Street 21/08894/FU which has now been declined planning permission. Mike has recommended that the proposed green corridor that runs between the site and Stables Lane Park be widened and double fenced to protect wildlife and prevent homeowners from cutting the hedge. The planting of new smaller trees has been suggested which will provide wildlife habitats whilst not restricting light to the residents or requiring significant maintenance work. Cllr Blake said he had been in contact with the developers who had confirmed that a green corridor would be part of the development and are willing to liaise with the Parish Council. The Parish Council was disappointed that the meeting requested between the Planners / Developers requested as part of the consultation process had not taken place before the decision was made. It was stated again that it is important that the LCC Planners understand and follow where possible what has been included in the Boston Spa Neighbourhood Plan. Mike enquired about the hedge on the riverside path at the Moorlands, which had not been cut by the contractors last year to allow it to grow. Mike Gadd proposed that the Green Group look after the hedge and trim it back in sections over time to encourage new shoots whilst not removing all the berries. Mike Gadd also proposed work to be carried out at the Riverside which are included in section 135/22 below.

<b>125/22</b>	<b>To accept apologies for absence and approve reasons for absence</b>
	Apologies were received from Cllr Bowen.
	<b>Resolved: That the apologies were received and consented to</b>
<b>126/22</b>	<b>To receive declarations of disclosable pecuniary and other interests</b>
	None.
<b>127/22</b>	<b>To confirm the Minutes of the meeting held on 16<sup>th</sup> May 2022 and review the action list</b>
	080/22 iv- Contact Yorkshire Ambulance service to visit lighting column at Stables Lane to investigate feasibility of defib installation – completed
	108/22ii Arrange a meeting with Cllr Lamb and planners to discuss future of Borlocco House and land at Church Street- Conversation with David Feeney – completed Follow up TBD
	112/22 Meet with Brooks Ecology to assess future maintenance of Wildflower Meadow - completed
	114/22i Produce a proposal for the purchase and installation of security and lighting equipment at Stables Lane - ongoing

	<b>Resolved: That the minutes be accepted as a true record and the action list updated.</b>
<b>128/22</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>129/22</b>	<b>To consider quotes for the insurance valuation of the Boston Spa War Memorial</b> The Clerk stated that Zurich required a rebuild valuation for the Memorial before it could be included on the PC's insurance policy. It was suggested that the Clerk contact Toby Ware to see if he could provide a valuation.
<b>130/22</b>	<b>Financial matters</b>
<b>i)</b>	<b>To agree revisions to authorised banking signatories</b> It was proposed that King and Bowen should be added to the bank mandate. <b>Resolved: That Cllrs King and Bowen should be approved as signatories for the Council's bank accounts</b>
<b>ii)</b>	<b>To review the Council's banking arrangements</b> This item has been deferred to the July meeting of the PC pending further information on Community Bank Accounts.
<b>iii)</b>	<b>To review the current budget for 2022-23</b> The Clerk advised that £100 had not been included for defibrillator pads in the 2022-23 budget as the spreadsheet had omitted the calculation. Cllr Heum reported that she had paid for and replaced the existing pads as they had now expired and did not require a refund. The Clerk reported that the addition of the Junior Play Equipment had taken the existing annual insurance premium from £1,000 to £1,621 and that a further increase would be likely for the War Memorial. The Clerk proposed that funds of £1,000 be added to the insurance budget to be taken from the general reserve. <b>Recommended: That the budget be increased by £1,000.</b>
<b>iv)</b>	<b>To approve virement of funds from the general reserve to cover the increase in the annual insurance premium.</b> <b>Resolved: That £1,000 be vired from the General Reserve to the insurance budget.</b>
<b>v)</b>	<b>To approve a request from Boston Spa Green Group for funds of £1,750 to be taken from the WYCA Grant for the Big Bike Fix</b> The Green Group had presented a report for funds to be spent over the next quarter. This included: £1000 for parts, £100 for mileage to pick up donated bikes, £100 for van hire, £250 for purchase of tools and £300 for bike repairers' training. The total being £1,750. <b>Resolved: That funds of £1,750 be transferred to the Green Group from the WYCA Grant.</b>
<b>131/22</b>	<b>Planning issues</b>
<b>i)</b>	<b>To review planning applications and agree responses</b> 22/03048/FU 3 West End- No comment 22/03439/FU 28 Fieldhead Paddock- No comment 22/03456/FU 30 Clifford Moor Road- No comment 22/03532/FU Ashfield House, 304 High Street- No comment 22/03647/FU Dental Surgery 208-210 High Street- Support Comment 22/03713/FU 308 High Street- No comment 22/02542/FU St Vincent's – The Parish council recognises that planning permission for this site already exists and that the existing building has suffered from considerable vandalism and that the type of accommodation proposed is supported in the Boston Spa Neighbourhood plan. However, the number of units (51) and the site layout have raised many concerns. The Parish Council have requested a meeting with the Developers and Planners to discuss before any final decisions are made.

		<b>Resolved: The Clerk to submit responses on behalf of the Parish Council to Leeds CC where appropriate.</b>
	ii)	<b>Other issues</b>
		Cllr Blake reported that he had spoken to the Planning Officer at LCC, David Feeney regarding the Planners lack of consultation with the Parish Council over matters that impact on the Boston Spa Neighbourhood Plan despite making representation on the planning applications. Cllr Blake agreed to respond further to David Feeney with specific details.
<b>132/22</b>		<b>To receive any crime reports or updates from the PACT meeting</b>
		The new crime report for the whole of Wetherby Ward had been circulated. Although the report cannot be broken down by parish it was reported at the PACT meeting that crime in Boston Spa is generally low. Cllr Alderson reported that PC Allen had been in touch to discuss the ongoing vandalism problems at Stables Lane Park. The police have suggested that the gazebo at the far end of the park be removed to prevent youths from congregating. Cllr Alderson expressed his disappointment that such action would need to be taken but accepted that it may be the final resort. Cllr Alderson has met with some youth workers to discuss how behavioural changes could be encouraged. Cllr Blake suggested that the issue of vandalism be included in the PC's social media posts and e-newsletter to highlight the issue to the public and the vandals.
		<b>Resolved: That the vandalism issues be included in the next e-newsletter and on social media.</b>
<b>133/22</b>		<b>To review training needs for Councillors and Clerk following the release of the H2 YLCA training course list</b>
		Cllr King requested she undertake the 'Off to a Flying Start' Course at a cost of £33.40
		<b>Resolved: That the cost of £33.40 be approved.</b>
<b>134/22</b>		<b>To consider any arrangements for the Boston Spa Festival</b>
	i)	<b>To receive an update on the festival (Cllr King)</b>
		Cllr King reported that the leaflet had now been completed and was ready to go to print. Only one first aider had come forward for the Sunday and it was thought that more first aiders would be welcomed. Cllr Heum said she would put a post on social media.
		Cllr Alderson requested the purchase of High Viz vests, litter pickers and gloves for the volunteers. A budget of £100 was suggested to cover the cost. The clerk reported that she would order the new traffic cones that had been approved last year.
		<b>Resolved: That the cost of £100 for High Viz vests and litter picking equipment be approved.</b>
	ii)	<b>To consider the risk assessments for Party in the Park and the Heritage Trail Walk</b>
		The Clerk had circulated risk assessments for the Party in Park vendors, the classic car rally, the donkey rides, the inflatable assault course and the Heritage Trail walk.
		<b>Resolved: That the festival risk assessments be approved.</b>
	iii)	<b>To review insurance provision for non-Parish Council organised activities</b>
		The Clerk reported that majority of PL insurance certificates had been received from the activity organisers. Cllr King said she was looking at insurance quotes for the whole festival. Dave King will obtain a quote for music at Millennium Gardens to be covered by the PC's festival budget.
<b>135/22</b>		<b>To receive an update on riverside issues</b>
	i)	<b>To approve activities and improvements proposed by Boston Spa Green Group</b>
		Mike Gadd had presented a report of current and proposed works to be carried out at the riverside by the green group volunteers. <ul style="list-style-type: none"> <li>• Some stops (logs) have been placed on the old footpath walkway to prevent footfall and help the grass regenerate now the path has been rerouted.</li> <li>• Some young people undertaking the Duke of Edinburgh awards have been helping to water the trees planted on the bank by Holgate Meadows. They have retrieved one of the grills that came off the fish ladder and fence that was smashed by a floating log during the last flood.</li> <li>• The next project is a log pile which will be at the far end of Church Fields next to the footpath. The people living opposite wish to contribute. A couple of large hexagonal bee chambers will also be incorporated with nesting tubes with an information plaque to be</li> </ul>

		<p>added. One end of the log pile will be railway sleeper(s) to help support the logs; the other end will be blended into the existing hedge with brush. The top of the pile will be turf sown with wildflowers.</p> <ul style="list-style-type: none"> <li>• A new set of steps going down to the river are proposed. This is to encourage one route to the bank to allow other areas to regenerate.</li> <li>• An organised pull of Himalayan balsam will take place in the next couple of months</li> <li>• A triangle of undergrowth just between the weir and Holgate Meadow has died back. It recommended that this be excluded from the current cutting regime to allow regrowth.</li> </ul>
		<b>Resolved: That the above works be welcomed. Cllr Blake will contact Farm and Land regarding the triangle of land and strimming at the riverside.</b>
	ii)	<b>Other issues</b>
		It has been noted that a few people have been dumping garden waste along the riverside footpath and although this will degrade over time, it can suppress or kill some of the native wild plants. The Green Group have asked whether signage could be provided to try and explain this and an area be designating for composting.
		<b>Resolved: For the above to be deferred to the next Parish Council meeting in July.</b>
<b>136/22</b>		<b>To receive an update on any matters relating to Church Fields</b>
	i)	<b>To consider an annual quote of £2,250 from Brooks Ecology for the maintenance of the wildflower meadow</b>
		Cllr Blake reported that he had met with Brooks Ecology regarding the Wildflower Meadow. It was recommended that Brooks Ecology be given the contract for continue its maintenance for another year.
		<b>Resolved: That the quote of £2,250 be approved from Brooks Ecology.</b>
	ii)	<b>To consider a complaint regarding the High Street hedge</b>
		Cllr Blake had inspected the hedge. Farm and Land will trim this at the end of July after the nesting season has finished. LCC have cut back all the weeds on the roadside verge.
	iii)	<b>Other issues</b>
		Two householders had queried the cutting of a verge outside 17 Oxclose Road which is not maintained by the Parish Council, one being in favour of allowing it to grow and one being in favour of it being regularly cut. It was agreed that the PC would investigate who owns the verge before making any decisions on its maintenance.
<b>137/22</b>		<b>To receive an update on highways, parking and streetscene matters</b>
	i)	<b>To receive an update on the installation of a shelter</b>
		The Clerk reported that Craig Forrester, the Engineering Director at NPS Leeds had now completed his report on the safety of the structure and had submitted it to LCC Highways for their consideration.
	ii)	<b>To consider any highways and parking issues</b>
		The Clerk reported that there had been complaints regarding obstructive parking on Royal Terrace and congestion on Church Street. The issues had been sent on to Ward Cllr Richards.
<b>138/22</b>		<b>To receive an update on issues concerning Stables Lane and receive any updates from the Friends of Stables Lane Working Group</b>
	i)	<b>To consider a budget for the purchase of lighting and security equipment</b>
		Cllr Alderson said he had been liaising with the police and would report back at the next meeting.
	ii)	<b>To receive an update on the installation of a defibrillator</b>
		Cllr Heum said she had spoken to YAS and there were no restrictions on where the defib could be mounted. Cllr Courts said he would speak to the tennis club regarding a mounting point and electrical connection.
	iii)	<b>Other issues</b>
		Cllr King said she had met with FOSL. It had been asked whether there was money available for the resurfacing and extension of the car park as it has always had safety and drainage issues. Cllr Alderson said that the wildflower meadow could be moved to allow the car park to be extended. It was thought that it would cost in the region of £50,000 for adequate drainage to be installed and the resurfacing on the existing area. Cllr Blake asked whether an alternative to tarmac could be

	installed, such as a mesh filled with stones. Cllr Alderson said he would look at options and report back at the next meeting. The issue of safety at the entrance to the park had been raised as the sight line is blocked to pedestrians approaching the park and cars can't be seen on approach to exit. It was asked where the boundary lies and whether the corner wall could be removed. The Clerk said she would have a look at the land registry. Cllr King reported that Andy Colledge from FOSL will put together a maintenance plan for minor things that need fixing. It has been reported that the junior play equipment surface has become uneven. Cllr Alderson said he would speak to the installers, Sutcliffe Play, as the area is still under warranty.
<b>139/12</b>	<b>To receive an update on the repair of Boston Spa War Memorial</b> The Clerk reported that the grant has now been fully approved by the War Memorials Trust and a date is being awaiting from LDC Restoration for the start of the repair work.
<b>140/22</b>	<b>To receive any updates on the Village Centre Plan</b> Leeds Highways have asked the Parish Council for its preferred colours of tarmac for the scheme. Cllr Blake said that he and Cllr Bowen will organise a meeting with Neighbourhood Plan Group and LCC Highways to get their feedback.
<b>141/22</b>	<b>To receive reports from members who have attended other committees and meetings</b> Cllr Blake said he had attended the meeting held by The Conservative Environment Network who are seeking to get bathing water status for the Wharf between Wetherby and Newton Kyme. The PC will be asked to carry out a survey of how often the river is used for paddling, swimming and paddleboarding.
<b>142/22</b>	<b>Exchange of Information – to raise any emerging issues</b> Nothing to report.
<b>143/22</b>	<b>Clerk's verbal report</b> Nothing to report.
<b>144/22</b>	<b>To note correspondence received – items of interest</b> The list of correspondence had been circulated. There were no issues for discussion.
<b>145/22</b>	<b>To approve responses/action to items of correspondence</b> None.
<b>146/22</b>	<b>To receive late items of correspondence</b> None.
<b>147/22</b>	<b>To approve payments and receipts in accordance with the budget</b>
	D Marshall Salary & Expenses £1,032.65
	Boston Spa Man with a Van Bus Shelter Storage £200.00
	HMRC PAYE & NI Q1 £139.95
	Farm & Land Church Fields Maintenance March - May £518.40
	Oak by Design Bus shelter delivery costs £54.00
	G&S Toilet Hire Festival toilet hire £468.00
	FDB Design Scarecrow trail maps and promotional materials £862.38
	Campbell Design & Engineering Skate ramp repair £2,258.40
	Scott Courts Expense Claim – Brightpay Software £70.80
	Boston Spa Green Group WYCA Grant – first installment £1,750.00
	<b>Receipts</b>
	Cambridge & Counties BS Savings Interest £2,125.29
	Clifford Juniors Stables Lane Hire £24.00
	<b>Resolved: All payments approved for payment</b>
<b>148/21</b>	<b>To receive items for the next Parish Council meeting on Monday 18th July 2022</b> None.

<b>Next Meeting</b>	<b>The next Parish Council meeting will be held on Monday 18<sup>th</sup> July 2022.</b>
<b>Closure</b>	<b>There being no further business the Chairman declared the meeting closed at 20:59 hours</b>

Chairman Signature \_\_\_\_\_ Date \_\_\_\_\_

#### ACTIONS

	<b>16<sup>th</sup> May 2022</b>	
114/22i	Produce a proposal for the purchase and installation of security and lighting equipment at Stables Lane	Cllr Alderson
	<b>20<sup>th</sup> June 2022</b>	
130/22ii	Produce report on proposed bank accounts for PC funds	Cllr Courts
131/22 ii	Arrange to meet LCC Planners regarding land at Church Street.	Cllr Blake
132/22	Include issue of Vandalism at Stables Lane in e-newsletter and social media	Cllr Heum
134/22	Advertise for volunteer first aiders for festival in e-newsletter and social media	Cllr Heum
134/22ii	Bring back event insurance quotes for festival	Cllr King
135/22	Speak to Farm and Land regarding riverside maintenance	Cllr Blake
138/22ii	Speak to Tennis Club regarding defibrillator location and power	Cllr Courts
138/22iii	Investigate car park surface options for Stables Lane	Cllr Alderson
138/22iii	Consult Sutcliffe Play regarding uneven play area surface	Cllr Alderson
140/22	Organise meeting with Neighbourhood Planning Group to discuss tarmac colours	Cllrs Blake and Bowen

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