

BOSTON SPA PARISH COUNCIL

Draft Minutes of the Ordinary Parish Council Meeting held on Monday 18th July 2022 at the Village Hall, Boston Spa at 7.00 pm

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

Apologies: None

In Attendance: D Marshall (Clerk to the Council), PS Jim Allen and PCSO Lou Crossland, Victoria Johnson (ASB Officer, LCC)

Guests: Ward Councillor Linda Richards, Penny Stables & Mike Gadd (Boston Spa and Wetherby Green Group)

One member of the public was in attendance. The Chairman welcomed Ward Councillor Linda Richards, the guests in attendance and the member of the public and invited them to address the meeting.

The member of the public raised a concern about the potholes in the Stables Lane Park car park. The car park is used frequently, and the potholes are becoming deeper. During periods of heavy rain, water is running off the car park and to the tennis club. Refilling the holes with gravel is having little effect as car tyres are dispersing the gravel. It was asked whether the car park could be extended over the wildflower meadow. Cllr Alderson said that options were being explored for both the improvement of drainage and resurfacing.

Penny Stables and Mike Gadd asked whether MICE funds for waste recycling could be used at the Boston Spa Gala. This would support the Green Group's bid to achieve Plastic Free Community Status for Boston Spa. The PC said they were not involved in the organisation of the gala, but that a contact could be passed to Green Group so that they could liaise with the organisers directly. The Green Group asked for an update on the Church Street development. Cllr Blake said he had heard from Ryan Platten, the team leader for LCC Planning NE and that a meeting would take place which would involve the PC if the developers were to put forward a pre application submission. The Green Group had submitted a proposal for tree planting on POS and verges owned by LCC and the verges outside 19-27 Oxclose Road. These items were considered under agenda items 161/22 below. Penny Stables thanked the Parish Council for their work in organising the Party in the Park and said their stand had been very well visited.

PS Jim Allen, PCSO Lou Crossland and Victoria Johnson attended to discuss the issue of vandalism and ASB at Stables Lane which is mainly occurring at the south end of the park around the shelter. Police have attended but have found that teenagers quickly find an escape route through the land at St Vincent's when the police arrive. The police have spoken to a number of young people and have found that many are coming in from other areas of north Leeds to gather at the site because it is so secluded. The recommendation from the police and the ASB Officer is that the shelter be removed at least until the land at St Vincent's is developed. The ASB Officer said they will be holding a stall at Wetherby marketplace on Thursday 21st July to raise awareness of ASB where the public could find out more about the work of the ASB team.

149/22	To accept apologies for absence and approve reasons for absence
	None. It was noted that Cllr Molyneux had resigned since the last meeting.
150/22	To receive declarations of disclosable pecuniary and other interests
	None.
151/22	To confirm the Minutes of the meeting held on 20th June 2022 and review the action list
	114/22i Produce a proposal for the purchase and installation of security and lighting equipment at Stables Lane- ongoing 130/22ii Produce report on proposed bank accounts for PC funds – completed 131/22 ii Arrange to meet LCC Planners regarding land at Church Street- ongoing 132/22 Include issue of Vandalism at Stables Lane in e-newsletter and social media - ongoing 134/22 Advertise for volunteer first aiders for festival in e-newsletter and social media- completed 134/22ii Bring back event insurance quotes for festival - ongoing 135/22 Speak to Farm and Land regarding riverside maintenance - ongoing 138/22ii Speak to Tennis Club regarding defibrillator location and power - completed 138/22iii Investigate car park surface options for Stables Lane – ongoing 138/22iii Consult Sutcliffe Play regarding uneven play area surface- ongoing

	140/22 Organise meeting with Neighbourhood Planning Group to discuss tarmac colour – completed
	Resolved: That the minutes be accepted as a true record and the action list updated.
152/22	Financial matters
	i) To review the monthly figures and bank reconciliation
	The figures had been previously circulated.
	Resolved: That the figures be accepted as a true record
	ii) To consider options for the Parish Council's banking
	A proposal for bank accounts had been circulated. Cllr Courts recommendation was that the PC transfer its everyday banking to Lloyd's which does not charge any account or transaction fees and has a non-chargeable online payment control feature.
	Resolved: That the Parish Council open a Lloyd's Bank Account.
153/22	Planning issues
	i) To review planning applications and agree responses
	22/03653/FU 17 Hayfield Avenue – No comment
	22/03667/FU Dovecote House, Bridge Road – The Parish Council supports this application to reinforce the retaining wall in the interests of public safety.
	22/04070/FU Pear Tree Cottage, Spa Lane – No comment
	22/04339/FU 168 High Street – The Parish Council supports this shop front application as it enhances the appearance of the High Street in line with the PC's shop front guidance.
	22/04324/FU 175 High Street – Support. The additional door will allow greater circulation of clean air.
	22/04445/FU 4 Beech Road - No comment
	Resolved: The Clerk to submit responses on behalf of the Parish Council to Leeds CC where appropriate.
	ii) Other issues
	Ryan Platten, Team Leader at LCC Planning for NE responded to an email from the Parish Council requesting greater engagement and discussion on the planning applications for the development of the Borlocco House and the land at the former St Vincent's School site. It was reported that the planning service in Leeds remains under unprecedented pressure as a result of staffing, resourcing and covid-related pressures. LCC Planning had recommended that, given the size of the site and its nature and complexity, that the developers submit a pre-application which can then be discussed with all parties. This advice has been passed to the developer and further information is being awaited.
154/22	To receive any crime reports or updates from the PACT meeting
	Cllr Blake attended the PACT meeting on 7 th July. Crime figures are reported to be average.
155/22	To receive an update on repairs to the Boston Spa War Memorial
	The Clerk confirmed that repair work will commence on 22 nd August. A desktop rebuild valuation had been undertaken and it was reported that the memorial would cost £70,000 + VAT to rebuild. The information has been passed to Zurich, the insurers.
156/22	To receive an update on riverside issues
	i) To consider whether an area could be dedicated to public garden waste composting and appropriate signage
	The Parish Council considered that with householders having brown bins, there should not be a necessity to put garden and compostable waste on public land. Such a scheme would also be difficult to manage and control.
	Resolved: That the proposal be rejected
	ii) To consider locations and budget for a replacement bench
	The Clerk confirmed that the broken bench has now been removed. A budget of £1,000 was agreed for the purchase and installation of a new bench. Councillors were asked to bring forward

		suggested riverside locations at the next meeting.
		Resolved: That the budget of £1,000 be approved.
157/22	To receive an update on any matters relating to Church Fields	
	i)	To consider the maintenance of verges outside 17, 27-31 Oxclose Road
		The Green Group had asked whether they could work with the householders to determine a planting and maintenance programme for the verge.
		Resolved: That the Green Group's request be approved. The Green Group will liaise with the householders and report back at the next PC meeting.
	ii)	Other issues
		None.
158/22	To receive an update on highways, parking and streetscene matters	
	i)	To consider LCC's planned Highway Maintenance Programme 2023/24 to 2027/28
		The report had previously been circulated. No comments were made by PC members.
		Resolved: That the maintenance programme be accepted.
	ii)	To receive an update on the installation of a shelter
		Leeds City Council have received a report from NPS and have asked for a Structural Engineer's approval before a permit can be issued. A quote had been received from Richard Renier for £150 to provide structural calculations.
		Resolved: That the quote of £150 be accepted for a structural engineer's report.
	iii)	To consider any highways and parking issues
		Cllr Richards said an assessment will be carried out on the Leys Lane junction to look at speeding and sightlines and that a pedestrian crossing might be considered.
159/22	To receive an update on issues concerning Stables Lane and receive any updates from the Friends of Stables Lane Working Group	
	i)	To consider a budget for the purchase of lighting and security equipment
		Victoria Johnson, the ASB Officer recommended that the PC does not erect its own camera as this would contravene privacy laws. The CCTV licencing process DPIA is lengthy and needs strong evidential back up to achieve temporary camera status and then further evidence over the period of time when the temp camera(s) are in situ. It was agreed that a light, mounted at the tennis club and pointing towards the play area might prevent graffiti and vandalism to the play equipment. It was agreed that Cllr Alderson would return with quotes at the next PC meeting.
	ii)	To receive an update on the installation of a defibrillator
		The Clerk said she would get quotes for the defibrillator for consideration at the next PC meeting. Cllr Blake said he would obtain a quote for the installation of a post and electrical connection.
	iii)	To receive an update on options for car park resurfacing
		Cllr Blake said he had held a meeting with the developers for the St Vincent's/Church Street site in collaboration with the Green Group. A proposal for funding of improvements to the park is being discussed and a report will be brought to the next Parish Council meeting following the developers meeting with LCC planners.
	iv)	To consider options to improve visibility at the park entrance
		Land Registry documents indicate that the tree at the entrance is owned by Leeds Highways. Cllr Alderson said he would liaise with the homeowner on the boundary and Leeds Highways with the aim of removing the tree and part of the hedge.
	v)	Other issues
		<ul style="list-style-type: none"> The Friends of Stables Lane had asked whether the wildflower meadow could be cut. It was agreed that the maintenance contractor be asked to cut it on his next visit. Cllr King said that there will be a meeting on Thursday 28th July to discuss learnings from the festival.
160/12	Allotments	
	i)	To review the rents for the year commencing 1st October 2023
		The Parish Council were asked to consider whether there should be any increase in the annual rent for the two allotment sites. The Clerk advised that there had been no increase to the rents since 2019 when plots were increased from £27.00 to £30.00

		Resolved: That the charge for Primrose Hill and Stables Lane allotments will increase to £35 per annum for a full plot and £17.50 for a half plot (including water) for the year commencing 1st October 2023.	
	ii)	To consider a request to start a WhatsApp Group for allotment holders at the Westwood Way site	
		A proposal had been received from a Green Group member who would like to set up a WhatsApp Group to share gardening tips. GDPR was considered, and it was agreed that the allotment holders would be advised of the group and be asked to contact the owner to join.	
		Resolved: That the allotments WhatsApp group be approved.	
161/22	Boston Spa Green Group		
	i)	To consider a tree planting plan for verges and land owned by LCC	
		A report from the Green Group had been circulated proposing the planting of trees and shrubs on land owned by LCC at St Johns View / Clifford Moor Road corner, Woodside Road, Westwood Way /Primrose Lane corner, West Oaks School front, Westwood Way corner, the Box Tree Court entrance and Oxclose Road.	
		Resolved: That the proposal be approved.	
	ii)	To consider a request to remove the laurel hedge and lime trees on the verge outside 29 Oxclose Road and replace with 3 fruit trees and rough under storey	
		Penny Stables advised the PC that the homeowner had reconsidered his request. It was agreed under item 157/22 that the Green Group would liaise directly with the householders bordering the verge to determine a planting and maintenance plan.	
162/22	To receive any updates on the Village Centre Plan		
	Cllr Bowen confirmed a meeting has been arranged on 21 st July with Jack Young from LCC Highways and the Village Centre Group to discuss the colour of the tarmac.		
163/22	To receive reports from members who have attended other committees and meetings		
	Cllr Heum attended the Village Hall Committee Meeting and reported that the work to the village hall is progressing well.		
164/22	Exchange of Information – to raise any emerging issues		
	<ul style="list-style-type: none"> The Clerk reported that a TV production company will be filming in the village on Saturday 23rd July. This is for an independent feature film called ‘What remains of us’. Leeds Highways have arranged Stop/Go traffic control in the early evening. Cllr Alderson said that Andrew Roger will be the liaison with the Wetherby News for events happening in the village going forward. 		
165/22	Clerk’s verbal report		
	The Clerk reported that a donation of £500 had now been received from the production company who undertook the riverside filming in April.		
166/22	To note correspondence received – items of interest		
	Nothing to report.		
167/22	To approve responses/action to items of correspondence		
	None.		
168/22	To receive late items of correspondence		
	None.		
169/22	To approve payments and receipts in accordance with the budget		
	D Marshall	Salary & Expenses	£1,127.25
	Deans Computer Services	ESET Anti-virus	£25.42
	Wharfe Valley Garden Maintenance	Maintenance – Millennium Gardens May & June	£340.00
	FDB Design	Festival and Party in the Park leaflets	£875.04

	G Baxter & Partners	Stables Lane and landscaped areas interim payment	£4,800.00
	Boston Spa Man with a Van	Gazebo delivery and bench removal	£230.00
	Forge Recycling	Festival Recycling Bins	£288.00
	Receipts		
	Leeds City Council	MICE Funding – festival rubbish collection	£600.00
	Allotment tenant	Allotment rent	£6.25
	Oasis	Newsletter Advert	£60.00
	Various	Donations from festival	£1,181.00
	WP Ltd	Filming location donation	£500.00
	Resolved: All payments approved for payment		
170/21	To receive items for the next Parish Council meeting on Monday 15th August 2022		
	None		
Next Meeting	The next Parish Council meeting will be held on Monday 15th August 2022.		
Closure	There being no further business the Chairman declared the meeting closed at 21:08 hours		

Chairman Signature _____ Date _____

ACTIONS

	20th June 2022	
132/22	Include issue of Vandalism at Stables Lane in e-newsletter and social media	Cllr Heum
138/22iii	Investigate car park surface options for Stables Lane	Cllr Alderson
	18th July 2022	
152/22ii	Open Lloyd's Community Bank Account	Cllr Courts
156/22ii)	Consider locations for a new riverside bench	All
159/22i	Bring back quotes for a light at Stables Lane	Cllr Alderson
159/22iv	Liaise with Leeds Highways and property owners regarding improvement of entrance 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.	
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	