

BOSTON SPA PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on Monday 20 February 2023 at the Village Hall, Boston Spa at 7.00 pm

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

Apologies: None.

In Attendance: D Marshall (Clerk to the Council)

Guests: Ward Councillor Linda Richards & two members of the Leeds Antisocial Behaviour Team.

Two members of the public were in attendance. The Chairman welcomed the members of the public and the guests and invited them to address the meeting. The Leeds Antisocial Behaviour Team attended the meeting in response to the recent cases of vandalism at Stables Lane Park which had occurred over the half term. The team said they were still under-resourced and that working with the Academies had been difficult. The team said the catchment area for Boston Spa Academy is very large and many pupils are attending from other areas of Leeds from all walks of life. The team are aware that there are issues with drug dealing in both Boston Spa and Wetherby. It was reinforced that the public need to report every incident to the police and supply photos and footage if available. A member of the public said that wait times to report crimes by telephone were too long and that reporting online was often complicated and very time consuming. The system to report crime should be made quicker and easier. People are using social media to make the public aware of crimes rather than reporting them through the correct channels because social media is so much easier to use. The member of the public also expressed her disappointment that the PCSOs were no longer seen on the streets as this would deter some of the antisocial behaviour. Cllr Heum asked if there were any resources available that could be shared in the e-newsletter for the benefit of parents and to assist people with reporting crime.

A member of the public said they were very concerned about some of the paving that had recently been laid as part of the Village Centre Plan. The quality of work is inconsistent and the camber of the pavement had meant that there were many uneven areas of block paving. Cllr Blake said that this had been raised with the Highways Project Manager, Jack Young and he had been shown the areas of concern shortly after the last Parish Council meeting. No more information had been provided about whether LCC Highways would do any remedial work. Cllr Blake said he would follow this up with Highways. The member of the public also raised a concern about plans to build houses on a field at Moor End and that a farmer had made the local residents aware of the developer's intentions. Cllr Blake said that the land was in Green Belt and that the PC could not react to rumour or speculation. The PC would need to be formally consulted before making any comment. Another member of the public expressed their concern about a new planning application at Beech Tree Cottage on Springfield as it will impact neighbour amenity. Cllr Blake said he would visit the site.

Cllr Richards said she was speaking to the primary schools regarding the creation of some potential school drop off and pick up points which would likely be at Church Fields and St John's School.

309/22	To accept apologies for absence and approve reasons for absence
	None.
310/22	To receive declarations of disclosable pecuniary and other interests
	None received.
311/22	To confirm the Minutes of the meeting held on Monday 16th January 2023 and review the action list
	206/22iii - Liaise with Groundwork regarding Stables Lane Car Park/PWP Design plan- ongoing 231/22i - Obtain quote for defibrillator pole – completed 271/22 - Produce a revised Eco Charter to include transport provision- completed 292/22- Meet with Mike Gadd to discuss riverside maintenance- completed 294/22 - Arrange meeting with Ward Councillors, Clifford PC and Gorse Academies Trust to discuss parking and pedestrian crossing at Boston Spa Academy - ongoing 295/22iii- Circulate waste collection report at Stables Lane to FOSL - ongoing 295/22v- Advise FOSL of Martin House Glow Walk - ongoing 297/22 - Arrange meeting with Leeds Lights to consider 2023 Christmas lighting - ongoing

	299/22 - Attend precept meeting on Monday 30th January – completed
	Resolved: That the minutes be accepted as a true record and the action list updated
312/33	To confirm the Minutes of the Extra Ordinary meeting held on Monday 30th January 2023
	The minutes had been circulated prior to the meeting.
	Resolved: That the minutes be accepted as a true record.
313/22	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 approve the final instalment of £1,750 to Boston Spa Green Group from the WYCA grant.
	Resolved: That £1,500 be transferred to Boston Spa Green Group from the WYCA Grant.
314/22	Neighbourhood Planning Advisory Committee (NPAG)
	i) To approve the Terms of Reference
	A revised Terms of Reference had been circulated following the NPAC meeting on 26 th January.
	Resolved: That the Terms of Reference be accepted.
	ii) To confirm the date of the next meeting
	Cllr Bowen confirmed that the next meeting will be on 9 th March when Tomas Johnson from LCC Planning will be in attendance.
315/22	Planning issues
	i) To review planning applications and agree responses
	23/00059/FU 2 Hampole Way – No comment
	23/00549/FU Kitts Cottage 14 Springfield – No comment
	23/00568/FU 16 Ling Croft- No comment
	23/00818/FU Beech Tree Cottage, 3 Springfield – Cllr Blake will visit the site on the request of the member of the public.
	Resolved: The Clerk to submit responses on behalf of the Parish Council to Leeds CC where appropriate.
	ii) To receive an update on the pre-application for the land at the former St Vincent’s School.
	Cllr Blake said he had met with the members of the Church Street Action Group, some of whom have also met with the developer. Concerns have been expressed about the layout, the main issue being that the proposed McCarthy Stone retirement complex has a footprint which is too large and it will be overbearing for the site. Cllr Blake had met with Ward Councillors Lamb and Harrington to get a better understanding of the pre-application consultation process. The PC is now waiting to see whether the pre-application plans will be revised or whether be a formal application will be submitted.
316/22	To receive any crime reports or updates from the PACT meeting
	The 6 th January - 6 th February police report had been circulated prior to the meeting. There had been 89 crimes reported across the Wetherby Ward. This was slightly lower than over the previous months and lower than the same time last year.
317/22	To consider the tenders received in respect of the Grounds Maintenance Contracts 2023-2026
	i) Millennium gardens, car park and war memorial garden
	Seven companies had been asked to tender. Two quotes had been received. One at £15,069 and one at £9,069 over 3 years.
	Resolved: That the quote of £9,069 provided by Wharfe Valley Garden Maintenance be accepted.
	ii) Landscaped areas
	Seven companies had been asked to tender. Two quotes had been received. One at £49,604 and one at £16, 842 over 3 years.
	Resolved: That the quote of £16,842 provided by G Baxter & Partners be accepted.
	iii) Church Fields
	Six companies had been asked to tender. Two quotes had been received. One at £49,525 and one

		at £10,980.00 over 3 years. The Clerk said that grass cutting undertaken in previous years had not always been done on schedule and that this had meant that grass cuttings had become excessive which had led to complaints from residents. It was agreed that the contract be awarded for a year and renewed at the end of 2023 subject to grass cutting being undertaken in a timely manner.
		Resolved: That the quote of £10,980 provided by Farm & Land be accepted.
	iv)	Stables Lane Park
		Six companies had been asked to tender. Two quotes had been received. One at £9,405 and one at £15,020 over 3 years.
		Resolved: That the quote of £9,405 provided by G Baxter & Partners be accepted.
318/22	Green Issues	
	i)	To consider an Eco Charter for Boston Spa
		A revised Eco Charter has been circulated prior to the meeting. The purpose of the document had been queried by a number of Councillors who felt that the 10-point plan was very specific and whilst it is important that the PC helps to reduce the impact of climate change, it also needs to be balanced in how it serves the community. Concerns were also given about the objectives in the charter being impossible to deliver given the minimal powers and budget of a Parish Council. It was recommended that the Boston Spa, Wetherby and Surrounding Villages Green Group take the lead on green issues and that the PC support their initiatives when possible. The PC agreed that the Charter should be shortened and less detailed so that it can be used a background guide when the PC are looking to deliver future projects. Cllr Stables said she would revise the proposed Charter and circulate it for review at the next meeting.
		Deferred: To be reviewed at the March of meeting of PC.
319/22	To receive an update on any matters relating to Church Fields and Public Open Spaces	
	ii)	To consider the tree inspection report and agree any actions
		The tree report had been circulated prior to the meeting. Two ash trees had been recommended for felling near Holgate Meadow and one oak for trimming on the High Street. The Clerk said she would obtain 3 quotes to undertake the work for the trees. It was agreed that the wood should be donated to the Green Group.
		Resolved: That quotes be obtained for the trimming and felling of the trees.
320/22	To receive an update on highways, parking and streetscene matters	
	i)	To consider support for a disabled parking bay at Spa Surgery
		The Clerk confirmed that the LCC Access Officer now liaising directly with the Spa Surgery Practice Manager and the Patient Participation Group and no action is required from the PC at present.
	ii)	To receive an update on the installation of a bus shelter
		The Clerk confirmed that the licence from LCC Highways has now been approved. The contractor has ordered the fixings and a date is awaited from COLAS to dig the holes in the pavement.
	iii)	To consider wait times at pedestrian crossings
		Cllr Richards was asked if she could enquire whether Leeds Highways applies a specific time between the pressing of the button at a pedestrian crossing and the traffic lights transitioning to red. It is thought that the waiting time at the pedestrian crossing at CostCutter exceeds 30 seconds, which is often too long for pedestrians.
321/22	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 quote for the purchase and installation of a defibrillator post
		Cllr Blake circulated a location plan. The Installation of two scaffold poles cemented into ground had been quoted at £330 by The Job Man and the power supply had been quoted at £185 by Peter Collier.
		Resolved: That the cost of £515 be approved and the above contractors be appointed to undertake the work.
	ii)	To consider a replacement litter bin
		Cllr Alderson proposed a vandal-proof litter bin be purchased and installed to replace the vandalised bin which has now collapsed. A budget of £500 had been suggested. It was agreed that the FOSL maintenance group be asked to remove the stump of the old bin.

		Resolved: That the budget of £500 be approved for the purchase and installation of a vandal proof bin.
	iii)	To consider any actions required for the improvement of visibility at the park entrance
		The land registry documents had been obtained from Ware & Kay and Leeds Highways which show that the PC owns the land with the hawthorn tree and hedge. An application to fell the tree and part of the hedge has been approved by LCC. It was agreed that the Clerk would obtain quotes from a tree surgeon to undertake the work and that a contractor will also need to be hired to flatten the area.
		Resolved: That quotes be obtained for tree and hedge removal at the park entrance.
	iv)	To consider a request from the Bowling Club for a signpost
		A sign had been requested by the Bowling Club as visitors to matches are finding it difficult to locate the park. Cllr Courts said that visitors to the tennis club experience the same problem. The Clerk suggested that a highways street sign be requested for the lamppost opposite the Stables Lane entrance and said she would make enquiries with LCC.
	v)	To consider making an application for a Green Flag award
		Cllr King circulated details prior to the meeting. It was felt that the annual cost of £360 for the award, plus the work involved to achieve it could not be justified by the potential benefit. It was agreed that £360 would be better invested in other items for the park but that FOSL would be welcome to apply for the award if they were able to self-fund it.
		Resolved: That the PC reject the application for funding required for the Green Flag Award.
	vi)	Other issues
		<ul style="list-style-type: none"> It had been noted that two recycling bins had appeared in the village, one outside Londis and one at the LCC Stables Lane car park. The PC had not been informed at Ward Cllr Linda Richards said she had not been consulted about the delivery or the location of the bins by LCC. It was felt that the bin at Stables Lane Car Park would be used very little and that it would be better for a bin to be positioned at Millennium Gardens. It was asked whether an additional recycling bin could be supplied by LCC and placed in that location. Cllr Richards said she would ask the Waste Management Team. Cllr King asked if the fitness class trainers could remind their clients that dogs should be on a lead at all times.
322/22		To receive an update on riverside issues
	i)	To consider works proposed by the Boston Spa Green Group
		Mike Gadd submitted a proposal for new steps and railing/fencing on the riverside path between the bridge and the weir as it has suffered from erosion and damage by walkers. Much work has been done by the Duke of Edinburgh Awards to build living fences and place sunken logs and this is welcomed and appreciated by the Parish Council.
	ii)	To approve a budget of £500 for materials to build steps between the bridge and the weir
		Resolved: That the budget of £500 be approved.
	iii)	To consider a quote for bench refurbishments
		The Job Man has quoted £135 per bench for the clean down, repair and re-paint of 10 benches situated around the parish. It was proposed that SALT be asked to fund the refurbishment of the benches at Millennium Gardens.
		Resolved: That the cost of £1,350 for the refurbishment of 10 benches be approved and SALT be asked to pay for two.
	iv)	Other issues
		Residents had reported that the handrail had collapsed at the renovated riverside steps, believed to be caused by vandalism. The Clerk has authorised the cost of £167.25 quoted by TCV to fix the posts in postcrete and re-affix the handrail.
323/22		To receive any updates on the Village Centre Plan
		Cllr Blake reported that the most recent block paving had been laid much more evenly. LCC Highways have offered to fund Marshalls planters for the area outside CostCutter and Boston Spa in Bloom have been asked to select them. There have been some changes to Traffic Regulation Order. Bridge Close will have resident only parking and there have been some changes made to Bridge Road. Following resident feedback, there will no longer be a planned TRO on Witham Close.

324/22	To receive reports from members who have attended other committees and meetings		
	<ul style="list-style-type: none"> • Cllr King attended a Boston Spa festival meeting. Volunteers are needed for the organisation of Party in the Park • Cllr Bowen said she would be attending the Leeds Festival meeting • Cllr Bowen attended a Neighbourhood Planning Course held by YLCA and had distributed the training materials to the other Councillors. 		
325/22	Exchange of Information – to raise any emerging issues		
	Cllr Stables said that she had received a letter regarding the unofficial bus stop on Primrose Lane where the school buses are dropping and collecting pupils in the middle of the road because of parked cars. There are concerns for child safety. Cllr Richards said that the schools should be speaking to the bus companies contracted to run the services to determine a safe collection point which could become an official bus stop.		
326/22	To note correspondence received and approve any responses/ action to items of correspondence		
	<ul style="list-style-type: none"> • Cllr Stables said that the Green Group will be running the Boston big clean up on Saturday 18th March from 10-12.00 to tie in with the Keep Britain Tidy campaign. The Angling Club will also be clearing the riverside. Pickers and bags will be provided and volunteers are welcome to attend. • It was noted that the Angling Club had cleaned the graffiti from the riverside information board for which the PC were very grateful. 		
327/22	To approve payments and receipts in accordance with the budget		
	D Marshall	Salary and Expenses	£1,012.10
	WiSE	Richard Dawson Trust Donation	£155.13
	Boston Spa Green Group	WYCA Grant – Big Bike Fix	£1,750.00
	YLCA	Online Training – Gail Bowen	£25.00
	Leeds City Council	Rent – West End Estate	£25.00
	BHA Trees	Tree Inspection	£990.00
	Business Stream	Water – Stables Lane	£28.85
	Receipts		
	Allotment Holder	Allotment Rent	£7.50
	HMRC VAT	VAT Refund	£2,007.30
	Richard Dawson Trust	Donation	£155.13
	Boston Spa Bowling Club	Annual Contribution	£479.00
	Clifford Juniors	Football Pitch Hire	£200.00
	Resolved: That the above payments be approved.		
328/22	To receive items for the next Parish Council meeting on Monday 20th March 2023		
	None.		
Next Meeting	The next Parish Council meeting will be held on Monday 20th March 2023.		
Closure	There being no further business the Chairman declared the meeting closed at 21:27 hours		

Chairman Signature _____ Date _____

ACTIONS

	27th September 2022	
206/22iii	Liaise with Groundwork regarding Stables Lane Car Park/PWP Design plan	Cllr Alderson
	19th December 2022	

271/22	Produce a simplified Eco Charter to include transport provision	Cllr Stables
	16th January 2023	
294/22	Arrange meeting with Ward Councillors, Clifford PC and Gorse Academies Trust to discuss parking and pedestrian crossing at Boston Spa Academy.	Cllr Blake
295/22iii	Circulate waste collection report at Stables Lane to FOSL	Cllr King
295/22v	Advise FOSL of Martin House Glow Walk	Cllr King
297/22	Arrange meeting with Leeds Lights to consider 2023 Christmas lighting	Cllr Heum
	20th February 2023	
315/22	Arrange a site visit to planning application 23/00818/FU	Cllr Blake
321/22ii	Ask the FOSL maintenance team to remove the bin stump at Stables Lane	Cllr King

OUTSTANDING ACTIONS FROM LEEDS CITY COUNCIL

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	
20/02/23	To request an additional plastics recycling bin for Millennium Gardens.	
20/02/23	To obtain the waiting time for the pedestrian crossing outside CostCutter.	