

## BOSTON SPA PARISH COUNCIL

### Minutes of the Ordinary Parish Council Meeting held on Monday 20 March 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. Cllr Courts arrived at 19:15.

**In Attendance:** D Marshall (Clerk to the Council)

**Guests:** Ward Councillor Linda Richards.

Two members of the public were in attendance. The Chairman welcomed the members of the public and Ward Councillor Linda Richards and invited them to address the meeting. One resident attended out of interest as she will be moving to the village. Andrew Rodger attended from the Wetherby News to gain an insight on activities occurring in Boston Spa for the local press.

Cllr Richards said there was an ongoing issue with parking outside Boston Spa Academy and that different parking restrictions are being explored. Double yellow lines are unlikely to be introduced as this will only push parking further along Clifford Moor Road and Primrose Lane. It is hoped that the completion of the new building and the clearing up of mud and materials will encourage students and staff to use the car parks.

Cllr Richards said it was disappointing that the Wharfe at Wetherby and Boston Spa had not been awarded Bathing Water status by DEFRA. It is believed that the number of people using the river for leisure purposes is too low at the moment. Water testing is being undertaken and other ways of getting Bathing Water Status are being looked at. It was noted that sewage is not the only concern and that farming run off and dead livestock also cause pollution in this area of the river.

Cllr Richards said she had met with the Leeds Disability Officer and is meeting with members of the Boston Spa Disability Support Group to improve the accessibility in the village. Cllr Blake asked Cllr Richards if she could obtain an update on when the Church Fields car park will be adopted by Leeds Highways so that disabled parking bays can be marked out. Cllr Stables asked if a disabled parking space could be put around the area of Firth's Butchers to allow better access to the shops. Cllr Blake said that Jack Young, the Highways Project Manager for the Village Centre improvements will be undertaking a traffic survey once the work has been completed and this will also include an assessment of the wait time at the light controlled pedestrian crossing. Cllr Richards said that LCC will not fund a vandal proof bin at Stables Lane Park. The request for an additional plastic bottle bin at Millennium Gardens has also been declined. It was asked whether the plastic recycling bin at the LCC Stables Lane car park could be moved into the park. Cllr Richards said she would put forward the request. Cllr Stables reported that the Boston Spa Rubbish Team had removed a lot of tree guards from the trees at Wattlesyke. It was asked whether LCC were looking at using a biodegradable option for any future planting which would reduce plastic waste. Cllr Richards said that it was probably being looked at by LCC, but that costs are a huge consideration.

<b>329/22</b>	<b>To accept apologies for absence and approve reasons for absence</b>
	None.
<b>330/22</b>	<b>To receive declarations of disclosable pecuniary and other interests</b>
	Cllr Alderson declared an interest in planning application for 23/01419/FU 12 as the applicant is a relation.
<b>331/22</b>	<b>To confirm the Minutes of the meeting held on Monday 20<sup>th</sup> February 2023 and review the action list</b>
	206/22iii - Liaise with Groundwork regarding Stables Lane Car Park/PWP Design plan- ongoing 271/22 Produce a simplified Eco Charter - ongoing 294/22 Arrange meeting with Ward Councillors, Clifford PC and Gorse Academies Trust to discuss parking and pedestrian crossing at Boston Spa Academy - being managed by Cllr Richards 295/22iii Circulate waste collection report at Stables Lane to FOSL – Completed. 295/22v Advise FOSL of Martin House Glow Walk – completed.

	297/22 Arrange meeting with Leeds Lights to consider 2023 Christmas lighting - ongoing 315/22 Arrange a site visit to planning application 23/00818/FU Springfield – completed. 321/22ii Ask the FOSL maintenance team to remove the bin stump at Stables Lane – completed.
	<b>Resolved: That the minutes be accepted as a true record and the action list updated</b>
<b>332/22</b>	<b>Financial matters</b>
	<b>i) To review the monthly figures and bank reconciliation</b>
	The figures had been previously circulated. The Clerk reported an estimated underspend of £16,000. This was because of an underspend on Stables Lane Park and savings on maintenance on public open spaces around the village as volunteers had undertaken a large amount of the work.
	<b>Resolved: That the figures be accepted as a true record</b>
	<b>ii) To consider the Parish Council’s internal control list and financial risk assessment</b>
	The financial control list had been checked by Cllrs Courts and Blake.
	<b>Resolved: That the financial risk assessment and internal control list be approved.</b>
	<b>iii) To consider the cost of £252.40 for the printing of the Annual Newsletter</b>
	<b>Resolved: That the cost of £252.40 be approved.</b>
<b>333/22</b>	<b>Planning issues</b>
	<b>i) To review planning applications and agree responses</b> 23/01151/FU 12 Ivy Lane – No comments 23/01344/FU 1 St Marys Street – No comments 23/01387/FU 63 Moor Side – No comments 23/01419/FU 12 Beeches End – No comments
	<b>ii) To receive an update on the pre-application for the land at the former St Vincent’s School.</b>
	No revised planning application has yet been received.
	<b>iii) Other issues</b>
	<ul style="list-style-type: none"> <li>• Cllr Blake reported that planning applications 23/00549/FU at Kitt’s Cottage and 23/00818/FU at Beech Tree Cottage both have neighbour objections against them, but that the issues raised are for the consideration of the LCC Planners and not something on which the Parish Council can comment.</li> <li>• The appeal for 21/06207/FU - Borlocco House has been rejected.</li> </ul>
	<b>Resolved: The Clerk to submit responses on behalf of the Parish Council to Leeds CC where appropriate.</b>
<b>334/22</b>	<b>To receive any crime reports or updates from the PACT meeting</b>
	No crime report had been received for the previous month. Cllr Blake said that he had attended the March PACT meeting and that crime was generally low. The police had not received a report on the drug dealing incident at Deepdale. Cllr Stables said she would ask the resident to resubmit the report.
<b>335/22</b>	<b>Community Events</b>
	<b>i) To receive an update on any planned events for the King’s Coronation</b>
	An event has been planned in the village but no further information has been provided by the organisers. The clerk reported that a request to close the High Street entrance to the car park had been received.
	<b>ii) To consider an LCC grant application for the funding of Boston Spa Festival</b>
	The festival organisers asked if a grant of £2,990 could be requested for the following items: Scarecrow Trail leaflets and promotion £720, Festival and Party in the Park leaflets and promotion £920, Portable Toilets £450, Millennium Gardens Buskers £350, First Aiders £250, Village Hall Hire £300.
	<b>Resolved: That the above costs be accepted and the grant application to LCC for £2,990 be approved.</b>
	<b>iii) To receive an update on Party in the Park and consider any funding requests</b>
	Cllr King said she had attended an initial festival planning meeting. SALT have committed to funding the big screen for the showing of Wimbledon and a family film on the Saturday night. Waste was a huge consideration as although the vendors at the festival will use compostable packaging, as last year, it is predicted that people will bring a lot of plastic bottles and glass on to the site. Cllr Stables

		said she would ask Adrian Balcombe to obtain an estimate for different types of recycling.
<b>336/22</b>	<b>Christmas Lighting</b>	
	<b>i)</b>	<b>To receive an update on the arrangements for Christmas 2023 lighting</b>
		No update had been received.
<b>337/22</b>	<b>To consider agenda items and speakers for the Annual Parish meeting on Wednesday 17th May</b>	
		It was proposed that Cllr Blake present on the Village Centre Plan. Cllr Bowen will give an update on the progress of the Neighbourhood Plan. Cllr Stables said she would give an update on the work of the Green Group.
		<b>Resolved: That the above agenda items be included at the Annual Parish meeting.</b>
<b>338/22</b>	<b>Green Issues</b>	
	<b>i)</b>	<b>To consider a revised Eco Charter for Boston Spa</b>
		To be deferred to the next meeting.
<b>339/22</b>	<b>To receive an update on highways, parking and streetscene matters</b>	
	<b>i)</b>	<b>To receive an update on the installation of a bus shelter</b>
		Cllr Blake reported that the foundations have been dug but the poor weather has prevented the concrete from being poured. This should hopefully be progressed over the coming week.
	<b>ii)</b>	<b>To consider wait times at pedestrian crossings</b>
		A report is awaited from the traffic audit once the village centre work has been completed.
<b>340/22</b>	<b>To receive an update on issues concerning Stables Lane and receive any updates from the Friends of Stables Lane Working Group</b>	
	<b>i)</b>	<b>To consider quotes for removal of the tree and hedge at park entrance</b>
		Three contractors had been asked to quote. One quote had been received at £650.00 from Bardsey Tree Services Ltd. Cllr Stables and King said they would check the hedge for nesting birds before the work commences.
		<b>Resolved: That the above quote be approved.</b>
	<b>ii)</b>	<b>To receive an update on the installation of a defibrillator</b>
		The cabinet and electrical supply have now been completed. The delivery of the defibrillator is being awaited.
	<b>iii)</b>	<b>To receive any update from the March FOSL meeting</b>
		Cllr King reported that FOSL had met on 7 <sup>th</sup> March. Two new members had been elected to the group. The group said they would like to have some input into determining the style of any new fence placed at the entrance to the park.
	<b>iv)</b>	<b>To receive any feedback from FOSL regarding waste collection and consider quotes</b>
		The quotes for waste recycling had been circulated to the group. It was reported that FOSL would like to keep the current arrangement of LCC collecting the waste as there is no charge. Cllr Richards was asked whether LCC under any sorting of the waste. It was confirmed that rubbish bags are not sorted and go to incineration. Cllr Alderson suggested that a recycling collection be tested at the Festival and a decision taken later in the year.
		<b>Other issues</b>
		<ul style="list-style-type: none"> <li>• The permanent table tennis table will be reconsidered at the next meeting</li> <li>• It was asked whether there was any training needed for the defibrillator. Cllr Heum said that instructions are provided by the Ambulance Service once the call has been made and that anybody should be able to use the defib without training.</li> <li>• It had been asked whether any money might be made available for an electric supply. Cllr Blake said that some CIL money might be available in the future.</li> <li>• Cllrs King, Alderson, the Clerk and Lynn Beckwith will meet in April to discuss the pitch fees for the vendors at Party in the Park.</li> </ul>
<b>341/22</b>	<b>To consider any issues regarding Church Fields or public open spaces</b>	
		None.
<b>342/22</b>	<b>To consider any riverside issues</b>	

	Cllr reported that Mike Gadd will produce a sign to explain the ecological reasons the tree trunk ensemble.		
<b>343/22</b>	<b>To receive any updates on the Village Centre Plan</b>		
	Cllr Blake reported that work is progressing on schedule. Cllr Blake will meet with the disability officer regarding improvements to footpath access.		
<b>344/22</b>	<b>To receive any updates from the Neighbourhood Planning Advisory Committee (NPAG)</b>		
	Cllr Bowen reported a successful second meeting of the group which was attended by Tomas Johnson from LCC Planning. Tomas provided an update on Neighbourhood planning from a National Context and with a view to contemporary issues. A template has been provided which will enable the group to review the neighbourhood plan.		
	Cllr Bowen said she attended the Outer North East Town and Parish Council Forum and Leeds Local Plan 2040 consultation meeting. The Local Plan is currently being reviewed. A response proposed by the Outer North East Communities Committee had been circulated. Cllr Blake said that he would like greater focus to be placed on the Neighbourhood Plan. Cllr Bowen said she would take this into consideration in her drafted response.		
<b>345/22</b>	<b>To receive reports from members who have attended other committees and meetings</b>		
	<ul style="list-style-type: none"> <li>Cllr Blake attended the YLCA meeting. The main topic had been public transport.</li> </ul>		
<b>346/22</b>	<b>To consider any requests for Parish Councillor training</b>		
	Cllrs Blake and Bowen requested they attend the Government's Planning Reforms – What Local Councils need to know course at £25.00 each. The Clerk requested she attend the Election Vacancies training at a cost of £25.00.		
	<b>Resolved: That the above costs be approved.</b>		
<b>347/22</b>	<b>Exchange of Information – to raise any emerging issues</b>		
	<ul style="list-style-type: none"> <li>A governor from St Mary's Primary School has said the trees at the far end of Stables Lane Park will need to be trimmed so a new boundary fence can be installed. This is a necessity for safeguarding.</li> <li>A complaint has been received about a hole in the hedge at Moor End. Richard Lapish from Leeds City Council will make a site visit.</li> </ul>		
<b>348/22</b>	<b>To note correspondence received and approve any responses/ action to items of correspondence</b>		
	None.		
<b>349/22</b>	<b>To approve payments and receipts in accordance with the budget</b>		
	D Marshall	Salary and Expenses	£1011.90
	HMRC	PAYE Q4	£131.59
	The Job Man	Defibrillator Cabinet install	£330.00
	P Collier	Defib Electrical Connection	£222.00
	Boston Spa Man with Van	Bus Shelter storage	£420.00
	TCV	Riverside step repairs	£200.70
	Wharfe Valley Garden Maintenance	Millennium Gardens & Car park maintenance	£300.00
	Leeds City Council	Bus Shelter Permit	£250.60
	Allotment Holder	Allotment Refund	£17.50
	Defib Warehouse	Powerheart G5 battery	£346.80
	<b>Receipts</b>		
	Boston Spa Tennis Club	Annual Contribution	£230.00
	<b>Resolved: That the above payments be approved.</b>		
<b>350/22</b>	<b>To receive items for the next Parish Council meeting on Monday 17<sup>th</sup> April 2023</b>		
	None.		

<b>351/22</b>	<b>Parish Clerk annual pay review</b>
	The Clerk's annual appraisal was undertaken on 22 <sup>nd</sup> February with Cllrs Blake and Courts. In line with the Clerk's contract of employment, it was agreed the Clerk should move up one spinal point to SCP20. Cllr Courts reported that the 2023-24 NJC annual pay increase not been approved but was likely to be an increase of £1 per hour on each spinal point. It was recommended that this increase be applied in anticipation of national pay increase decision.
	<b>Resolved: That the Clerk's salary be increased by one spinal point to SCP20 plus an increase of £1 per hour commencing in April 2023.</b>
<b>Next Meeting</b>	<b>The next Parish Council meeting will be held on Monday 17th April 2023.</b>
<b>Closure</b>	<b>There being no further business the Chairman declared the meeting closed at 21:05 hours</b>

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

#### ACTIONS

	<b>27<sup>th</sup> September 2022</b>	
206/22iii	Liaise with Groundwork regarding Stables Lane Car Park/PWP Design plan	Cllr Alderson
	<b>19<sup>th</sup> December 2022</b>	
271/22	Produce a simplified Eco Charter to include transport provision	Cllr Stables
	<b>16<sup>th</sup> January 2023</b>	
297/22	Arrange meeting with Leeds Lights to consider 2023 Christmas lighting	Cllr Heum
	<b>20<sup>th</sup> March 2023</b>	
335/222ii	Liaise with Adrian Balcombe regarding recycling for the festival.	Cllr Stables
340/iv	Arrange meeting with discuss vendor pitches at festival	Cllr King
343/22	Arrange meeting with disability officer/groups to discuss village centre accessibility	Cllr Blake

#### OUTSTANDING ACTIONS FROM LEEDS CITY COUNCIL

<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	
<b>20/02/23</b>	To obtain the waiting time for the pedestrian crossing outside CostCutter.	
<b>20/03/23</b>	To request plastic recycling bin be moved from car park to Stables Lane Park	