

BOSTON SPA PARISH COUNCIL

Draft Minutes of the Annual Parish Council Meeting held on Monday 15 May 2023 at the Village Hall, Boston Spa at 7.00 pm

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

Apologies: Cllr P Stables

In Attendance: D Marshall (Clerk to the Council)

Guests: Ward Councillor Alan Lamb.

There were four members of the public in attendance. The Chairman opened the meeting and invited the members of the public to speak. A representative from Boston Spa Angling Club attended to raise his concerns about the steps to the river which have recently been installed by the Green Group (see minute 020/23i).

Three members of the same family said they had sought permission from LCC Highways to install a donated memorial bench outside St Mary's Church. The PC was asked whether it would take ownership and responsibility for the bench once any purchase, installation and permit costs had been covered by the family. The PC asked the family to send pictures of the desired location and style of bench for consideration at the next meeting.

001/23	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 Alderson.
	Resolved: 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 by Cllr Blake.
	iii) To elect the Vice Chairman for the next municipal year
	Cllr Heum proposed Cllr Bowen for the position of Vice Chairman, seconded by Cllr Courts.
	Resolved: There being no objections or further nominations Cllr Bowen was elected as Vice Chairman
002/23	To accept apologies for absence and approve reasons for absence
	Apologies had been received from Cllr Stables.
	Resolved: That the apology be accepted and consented to
003/23	To receive Declarations of Acceptance of Office for Elected Councillors and Receive Declarations of Interest
	Resolved: That the Declaration of Acceptance of Office be signed and accepted. Records of Interest had been checked by all Councillors and any amendments. It was agreed that Cllr Stables would complete her Declaration of Acceptance of Office before the next meeting.
004/23	To note declarations of interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests (DPI) in the business to be transacted at this meeting
	None received.
005/22	To receive an update from the Ward Councillors
	Cllr Blake gave recognition to Cllr Linda Richards after her four years of service and announced that Cllr Penny Stables would take her place as Ward Councillor for Wetherby. Cllr Lamb said he had arranged to have a meeting with Cllr Stables on her return from holiday. Cllr Lamb said that he had looked into the wait time at the High Street pedestrian crossing. If it detects a steady stream of traffic, this can be anything up

	to a 30 second maximum. Signage for the Church Fields car park has been collected today and will be mounted w/c 22 nd May. Dog mess warning signs are being progressed. Cllr Blake and the Ward Councillors will be meeting Diane Otley from the Cleaner Neighbourhoods Team to discuss the riverside bins and the Wharfe Bridge steps on 16 th May. The TRO for Westwood Way has attracted a large number of comments as a result of the public consultation, and these will need to be fully considered by Highways. In order not to hold up the TRO's associated with the Village Plan including Church Street, Bridge Close and Bridge Road, the Westwood Way TRO may now be considered as a separate TRO. Cllr Blake asked whether the Ward Councillors could ask LCC to do a letter drop to all residents advising them that the Village Centre works had now been completed and to encourage use of the shops. Cllr Lamb said he would look into this. The Ward Councillors were also requested to organise a meeting with the Boston Spa Disability Group to discuss accessibility in the village.
006/23	To confirm the Minutes of the meeting held on 17th April 2023 and review the action list
	The following changes had been made to the draft minutes: 357/22 - Fence at Borlocco House to be between grounds and Lonsdale Meadows. 364/22 – Complaint from resident at West Avenue about dog fouling on the Green either side of West Lane with a request for signs and ‘pick up after your dog campaign’. 367/22 – Cllr Blake to check if 25mm is the standard height of a dropped kerb.
	Resolved: That the amended minutes be accepted as a true record
	206/22iii Liaise with Groundwork regarding Stables Lane Car Park/PWP Design plan - ongoing 297/22 Arrange meeting with Leeds Lights to consider 2023 Christmas lighting - ongoing 335/222iii Liaise with Adrian Balcombe regarding recycling for the festival - completed 360/20 Produce a revised Eco Charter - ongoing
	Resolved: That the action list be updated
007/23	Financial matters
	i) To review the monthly figures and bank reconciliation
	The report had been circulated prior to the meeting.
	Resolved: That the figures be accepted as a true record.
	ii) To consider quotes for the PC's 3-year insurance renewal
	The clerk had obtained three quotes for a 3-year agreement. Gallagher at £4001.07, Zurich at £1,365.25 and BHIB at £1,118.65 per year.
	Resolved: That the annual quote from BHIB at £1,118.65 be accepted.
	iii) To review the Parish Council reserves and reallocate funds where appropriate
	It was resolved that this be deferred to the June meeting.
008/23	To review and agree membership of the Parish Council's Committees and Working Parties and appoint Lead Members
	Friends of Stables Lane Working Group (FOSL) - (3) Neighbourhood Planning Advisory Group - (2) Sports Club Liaison - (1) Allotments (2) Streetscene/ Parking / traffic lead member (1) Finance & Internal Control (2) Planning Lead Member - (1) Communications - (1) HR/ Employment Committee - (2) Public Open Spaces and trees (1)
	It was resolved that this be deferred to the June meeting.
009/23	To consider the Internal Auditor's report to the Parish Council
	The report from the Internal Auditor had been circulated. No issues had been found. The Chairman thanked the Clerk for her work in producing the annual accounts.
	Resolved: That the report be welcomed.
010/23	To confirm the period of the Exercise of Public Rights to inspect the unaudited accounts for year ended

	31 March 2023
	The Clerk confirmed that the period for the exercise of public rights would be Monday 5 th June to Friday 14 th July.
	Resolved: That the above period for the exercise of public rights be accepted.
011/23	To approve Section 1 - Annual Governance Statement 2022/23 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 by the Chairman and that section 1 of the Annual Governance and Accountability Return – Annual Governance Statement 2022/2023 be signed by the Chairman and Responsible Financial Officer (Clerk)
012/23	To approve and sign the Financial Statements for the year ended 2022/23 together with Section 2 - Accounting Statements 2022/23 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 2023 be approved and the accounts and Section 2 of the Annual Governance and Accountability Return – Accounting Statements 2022/2023 be signed by the Chairman and the Responsible Financial Officer (Clerk)
013/23	Planning issues
	i) To review planning applications and agree responses
	23/02234/OT/NE Oaks Lane Boston Spa – object. Does not meet criteria of adopted land standard. Application shows land owned, which is not the case.
	23/02395/FU 3 Holly Bush Court – No comments
	23/02383/LI 217 High Street – No comments
	23/02719/FU Dovecote House, Bridge Road – Support on safety grounds.
	ii) To receive an update on the planning application for the land at the former St Vincent’s School.
	No application had been received.
	Resolved: The Clerk to submit responses on behalf of the Parish Council to Leeds CC where appropriate.
014/23	To receive any crime reports or updates from the PACT meeting
	The April police report had been circulated prior to the meeting. There had been 61 crimes reported for the whole of the Wetherby Ward. Cllr Blake said he had attended the PACT meeting. Crime is generally low Three people had been identified as trespassers into Borlocco House.
015/23	Community Events
	i) To consider correspondence from Leeds City Council regarding the closure of the High Street Car Park entrance
	A complaint had been raised to LCC by a member of the public on the weekend of the Coronation weekend as a pizza van commissioned by SALT Brewery had been parked over the disabled parking spaces. The Clerk confirmed that the PC had only approved the car park entrance closure for Bank Holiday Monday 8 th June, although it was found that the car park entrance had been closed for the whole of the weekend. SALT Brewery have since apologised for the misinterpretation of the approved closure time and for the location of the pizza van, which was remedied on Monday 8 th June. It was agreed that an access statement be produced ahead of any future car park entrance closures and communication to the public be made clearer.
	ii) To consider a quote of £390 for portable toilets for the Party in the Park
	A quote had been received from G&S Toilet hire for £390 for 2 x Single plastic toilets and 1 x Wheel Chair Access Unit, plus servicing on the Sunday morning.
	Resolved: That the quote of £390 be approved.
	iii) To consider a budget of £60 for the printing of Party in the Park posters

		Cllr King reported that fewer posters would be required this year, resulting in a lower cost of £36.
		Resolved: That the quote of £36 be accepted.
	iv)	To consider a quote for £400 for the collection of compostable and general waste
		Forge recycling had provided a quote of £400 for 4 x 240L compostable waste containers and 4 x 1100L recyclable waste containers for the weekend of the festival including delivery and collection. A clear warning had been made that the bins cannot take dog waste bags, otherwise it contaminates the recyclables before sorting. It was agreed that all bins should have signage to direct dog owners to use the existing park waste bins for any dog waste bags.
		Resolved: That the cost of £400 be accepted.
016/23	Christmas Lighting	
	To receive an update on the arrangements for Christmas 2023 lighting	
	It was agreed that this would be deferred to the June meeting.	
017/23	To receive an update on highways, parking and streetscene matters	
	i)	To receive an update on the Village Centre Plan
		Cllr Blake said that the old planters outside Costcutter would be removed this week. New planters are expected to arrive next week and will be positioned closer to the kerbside. The flooding of the drain outside Yeadon's is being addressed. Tactile paving on the kerb at the courtesy crossing will be moved to align with the crossing which has now had to be repositioned because of access to Padmans Lane.
	ii)	To receive an update on the installation of a bus shelter
		Cllr Blake said that Tarmac has now been laid. Danny O'Rourke is expected to commence the bus shelter build next week.
018/23	To receive an update on issues concerning Stables Lane and receive any updates from the Friends of Stables Lane Working Group	
		<ul style="list-style-type: none"> Volunteers had been requested to marshal the Classic Car gathering. Cllrs Blake, King, Courts and Alderson confirmed their availability. The Clerk has sent a request to Highways to see if there is any tarmac left from the Village Centre Plan to fill the potholes in the car park It was confirmed that the mound at the entrance be flattened and a post inserted to differentiate the vehicle and pedestrian access points It was agreed that the vandal proof bin be located on the footpath on the west side of the park between the bench and the far gazebo
		Resolved: That the above proposals be accepted
019/23	To consider any issues regarding Church Fields or public open spaces	
	i)	To consider a quote for repair of the Holgate Lane bollard clip and PC noticeboard
		A quote had been received for £240 for the repair of the pins at the Holgate Lane and Jackdaw Crag bollards and the replacement of the Perspex in the PC noticeboard
		Resolved: That the quote of £240 be accepted.
020/23	To consider any riverside issues	
	i)	To consider correspondence from Boston Spa Angling Club regarding access to river
		An email had been received from Andrew Robson, the Chairman of the Angling Club and a representative from the Club attended the meeting to express concerns about the newly installed steps on the riverside. It was stated that, aside from having the fishing rights, the Angling Club had also purchased the riverbed some years ago. The Club members are concerned that the steps will encourage people to enter the water and disturb the spawning fish. The Chairman apologised that the Parish Council had not consulted the Angling Club before the steps had been installed, however the PC did so without the knowledge that the riverbed was under the ownership of the Angling Club. It was agreed that the records would be checked. The representative asked the PC to ensure that the steps are not extended into the river itself. Concerns were also raised about paddleboarding and how the activity is inappropriate for this area of the river. It was agreed that the public would be asked not to paddleboard any further downstream of the weir and that this would be included in the monthly e-newsletter

	Resolved: That the Angling Club be consulted on any future proposed works to the riverside and the public be asked not to paddleboard in the e-newsletter.		
021/23	To receive any updates from the Neighbourhood Planning Advisory Committee (NPAG)		
	Cllr Bowen stated that the next meeting will be on 25 th May at Boston Spa Village Hall.		
022/23	To receive reports from members who have attended other committees and meetings		
	<ul style="list-style-type: none"> • Cllr Heum reported that the Village Hall had a very successful fashion show. • Cllr Heum will be attending a meeting regarding parking outside Boston Spa Academy on 18th May with the Ward Councillors and Councillors from Clifford Parish Council. 		
023/23	Exchange of Information – to raise any emerging issues		
	<ul style="list-style-type: none"> • The Clerk advised that the battery in the defib at the Village Hall now needed replacing at a cost of £289 + VAT. It was agreed that the Village Hall CIO be asked to take ownership of the defib once the battery has been replaced. 		
024/23	To note correspondence received and approve any responses/ action to items of correspondence		
	None.		
025/23	To approve payments and receipts in accordance with the budget		
	D Marshall	Salary and Expenses	£1,120.80
	Scribe	Accounting Software	£499.68
	Marsland Timber	Riverside steps timber	£138.17
	Andrew Bosmans	Internal Audit Fee	£350.00
	Keith Blake	Expenses	£19.00
	Business Stream	Stables Lane Water	£32.35
	Farm & Land	Church Fields Maintenance	£537.60
	Defib Warehouse	Battery – Village Hall Defib	£346.80
	BHIB	Annual Insurance	£1,177.27
	O2	Mobile Phone	£14.08
	Water Plus	Westwood Way allotments water	£17.38
	Leeds City Council	NNDR Stables Lane	£8.00
	Leeds City Council	Annual Rent – Westwood Way allotments	£52.00
	Receipts		
	Nationwide BS	Annual Savings Interest	£624.13
	Leeds City Council	Annual precept and LCTS grant	£61,967.00
	Various	Fitness Class Licences – Stables Lane	£924.00
	HMRC	VAT Repayment	£694.76
	Resolved: That the above payments be approved.		
026/23	To receive items for the Ordinary Parish Council meeting on Monday 19th June 2023		
	None.		
Closure	There being no further business the Chairman declared the meeting closed at 21:01 hours.		

ACTIONS

	27th September 2022	
206/22iii	Liaise with Groundwork regarding Stables Lane Car Park/PWP Design plan	Cllr Alderson
	16th January 2023	
297/22	Arrange meeting with Leeds Lights to consider 2023 Christmas lighting	Cllr Heum
	17th April 2023	
360/20	Produce a revised Eco Charter	Cllr Stables

OUTSTANDING ACTIONS FROM LEEDS CITY COUNCIL

21/02/22	To request that disabled spaces be marked out at the Church Fields Car Park	
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