

# BOSTON SPA PARISH COUNCIL

## Minutes of the Ordinary Parish Council Meeting held on Monday 19 June 2023 at the Village Hall, Boston Spa at 6.30 pm

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

**Apologies:** Cllr S Courts

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

**Guests:** Ward Councillor Alan Lamb, John McDonnell (Illuminating Investments), Natalie Sarabia-Johnson (Southgate Sarabia Architects), Connor Casey (Southgate Sarabia Architects), Andrew Mangham (The Planning Bureau), William Bird (McCarthy Stone), Ian Rivington (Leroc Architects).

Sixteen members of the public were in attendance. The Chairman welcomed the members of the public, Ward Cllr Alan Lamb and the representatives from the proposed Church Street developments. Connor Casey from Southgate Sarabia Architects opened the meeting by giving a presentation on Illuminating Investment's proposed development on the land east of Church Street. This was followed by a presentation on the proposed 49-unit retirement development by McCarthy Stone. A representative from the Church Street Action Group gave a summary of concerns raised by local residents. Representatives from McCarthy Stone said they were keen to meet and work with the action group to resolve any issues. This part of the meeting was closed at 7.30pm and the public session of the Parish Council commenced.

A resident from Bridge Close raised concerns about noise nuisance from the outside seating area at SALT which has often gone on until the early hours of the morning despite the bar being closed. The resident said she would raise this with the manager of the bar directly. One member of the public enquired about the progress of the Neighbourhood Plan and timescales involved. Her questions were addressed by Cllr Bowen. The resident from Bridge Close enquired about the progress of resident only parking. Cllr Lamb confirmed that the TROs had now been approved and street signage would be erected shortly.

<b>027/23</b>	<b>To accept apologies for absence and approve reasons for absence</b>
	Apologies had been received from Cllr Courts.
	<b>Resolved:</b> That the apology be accepted and consented to
<b>028/23</b>	<b>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</b>
	None.
<b>029/23</b>	<b>To receive an update from the Ward Councillors</b>
	Cllr Lamb confirmed that the disabled parking spaces at Church Fields would be marked out once the land had been adopted by Leeds City Council. Cllr Lamb expressed his concern at the recent changes to the Leeds Planning Portal which is undergoing a six-month trial to exclude the viewing of public comments. This is not felt to be in the interests of transparency and the Parish Council were asked to write to the Chief Planning Officer if they shared the same concerns.
<b>030/23</b>	<b>To confirm the Minutes of the meeting held on 15<sup>th</sup> May 2023 and review the action list</b>
	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 360/20 Produce a revised Eco Charter- completed
	<b>Resolved:</b> That the amended minutes be accepted as a true record and the action list updated.
<b>031/23</b>	<b>Financial matters</b>
	<b>i) To review the monthly figures and bank reconciliation</b>
	The report had been circulated prior to the meeting.
	<b>Resolved:</b> That the figures be accepted as a true record.
	<b>ii) To review the Parish Council reserves and reallocate funds where appropriate</b>

	<p>A report has been circulated prior to the meeting with the proposed changes:</p> <ul style="list-style-type: none"> <li>• Stables Lane Reserve - £18,407 to be added to the existing reserve from previous years of unspent budget.</li> <li>• Christmas Lights - £8,000 to be added for a new village centre display.</li> <li>• Village Centre Accessibility Reserve to be renamed Village Centre Repairs for any remedial work required following the completion of the Village Centre Plan.</li> </ul>																										
	<b>Resolved: That the above changes to the reserves be approved.</b>																										
<b>032/23</b>	<b>To review and agree membership of the Parish Council's Committees and Working Parties and appoint Lead Members</b>																										
	<table> <tr> <td>Footpaths &amp; Trees lead member- (1)</td> <td>Mike Gadd</td> </tr> <tr> <td>Green spaces Church Fields lead member- (1)</td> <td>Cllr Blake</td> </tr> <tr> <td>Green spaces Stables Lane lead member- (1)</td> <td>Cllr Alderson.</td> </tr> <tr> <td>Friends of Stables Lane - (3)</td> <td>Cllrs Alderson, Courts and King</td> </tr> <tr> <td>Sports Club Liaison - (1)</td> <td>Cllr Courts</td> </tr> <tr> <td>Allotments Lead Member</td> <td>Cllr Bowen</td> </tr> <tr> <td>Streetscene Parking / traffic / litter</td> <td>All Councillors</td> </tr> <tr> <td>Accessibility lead member - (1)</td> <td>Cllr Stables</td> </tr> <tr> <td>Finance/Internal Control Lead Member-(1)</td> <td>Cllr Courts</td> </tr> <tr> <td>Planning Lead Member - (1)</td> <td>Cllrs Blake</td> </tr> <tr> <td>Communications - (2)</td> <td>Cllrs Heum and the Clerk</td> </tr> <tr> <td>HR Representatives - (2)</td> <td>Cllrs Blake and Courts</td> </tr> <tr> <td>Neighbourhood Plan liaison Group - (2)</td> <td>Cllrs Bowen, Cllr Blake</td> </tr> </table>	Footpaths & Trees lead member- (1)	Mike Gadd	Green spaces Church Fields lead member- (1)	Cllr Blake	Green spaces Stables Lane lead member- (1)	Cllr Alderson.	Friends of Stables Lane - (3)	Cllrs Alderson, Courts and King	Sports Club Liaison - (1)	Cllr Courts	Allotments Lead Member	Cllr Bowen	Streetscene Parking / traffic / litter	All Councillors	Accessibility lead member - (1)	Cllr Stables	Finance/Internal Control Lead Member-(1)	Cllr Courts	Planning Lead Member - (1)	Cllrs Blake	Communications - (2)	Cllrs Heum and the Clerk	HR Representatives - (2)	Cllrs Blake and Courts	Neighbourhood Plan liaison Group - (2)	Cllrs Bowen, Cllr Blake
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	<b>Resolved: That the above memberships be accepted</b>																										
<b>033/22</b>	<b>To appoint representatives to the following outside bodies:</b>																										
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<b>034/22</b>	<b>To approve the statutory documents</b>																										
	<b>i) Standing Orders</b>																										
	The Clerk confirmed that changes had been made to the Public Contract Regulations to increase the exclusion level to £30,000 and remove reference to the EU regulations.																										
	<b>ii) Financial Regulations</b>																										
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	<b>iii) Asset Register</b>																										
	The Clerk confirmed the asset register has been updated to include any assets purchased in 2022-23.																										
	<b>iv) Publications Scheme</b>																										
	There were no changes to this document.																										
	<b>v) Complaints Scheme</b>																										
	There were no changes to this document																										
	<b>vi) Risk Assessments</b>																										
	The Clerk circulated a general risk assessment.																										
	<b>Resolved: That the above documents be approved and adopted.</b>																										

<b>035/23</b>	<b>Planning issues</b>
	<p><b>i) To review planning applications and agree responses</b>  23/02931/FU - 300 High Street – No comment  23/02968/FU - Four Gables Oaks Lane – No comment  23/03099/FU- 164 High Street – No comment  23/03345/FU - 70 Heath Drive – No comment  23/02978/FU - 8 Bolton Way – No comment  23/03572/FU - 12 Beeches End – No comment  23/03536/FU - 39 Oxclose Road – No comment</p>
	<b>Resolved: The Clerk to submit responses on behalf of the Parish Council to Leeds CC where appropriate</b>
	<p><b>ii) To consider application 23/02872/FU - Land East of Church Street</b></p> <p>Following the public open session, it was agreed that the Parish Council would need more time to consider the issues raised and that an extension would be required until the end of July for the submission of comments to LCC Planning.</p>
	<b>Resolved: That the extension be requested.</b>
	<p><b>iii) To consider application 23/03008/FU - Former School, 27 Church Street</b></p> <p>Following the public open session, it was agreed that the Parish Council would need more time to consider the issues raised and that an extension would be required until the end of July for the submission of comments to LCC Planning.</p>
	<b>Resolved: That the extension be requested.</b>
	<p><b>iv) To consider a response to the changes to the LCC Planning Portal</b></p> <p><b>Resolved: That the Parish Council write to LCC Planning to object to the permanency of public comments being excluded from the portal.</b></p>
	<p><b>v) To consider feedback on the Government’s Onshore Wind Farms Consultation</b></p> <p>The Clerk circulated the consultation prior to the meeting with the noted deadline date of 7<sup>th</sup> July. The PC consider wind farms to be an important issue on which it would like to give an informed response. It was requested that the Clerk request an extension.</p>
	<b>Resolved: That the Clerk request an extension.</b>
<b>036/23</b>	<b>To receive any crime reports or updates from the PACT meeting</b>
	Cllr Blake attended the June PACT meeting. Crime has remained relatively low, although it has been reported that there had an been a significant uptick in antisocial behaviour by the Wharfe and at Stables Lane Park. An arson attack on one of the park bins has rendered it damaged it beyond repair. The Police requested that the PC reconsider the removal of the far gazebo which is it believes attracts problem youths.
<b>037/23</b>	<b>Boston Spa Weekend Festival</b>
	<p><b>i) To consider a quote of £630 for onsite first aid provision</b></p> <p>BHIB recommended that the PC provide qualified first aiders for the duration of the weekend festival. The Clerk confirmed that £809.84 had been saved in 2023-24 budget by switching insurance providers and that this money could be used towards the cost of first aid.</p>
	<b>Resolved: That the cost of £630 be approved.</b>
	<p><b>ii) To receive an update on the LCC grant funding</b></p> <p>The Clerk confirmed that the grant of £2,990 had been approved, however due to a cut in funding by the NE Communities Committee this has been donated from the Ward Councillors’ MICE funds. Cllr Stables confirmed that this was over a third of the MICE funding for the Wetherby Ward and that alternatives would need to be found for future festivals. The Clerk recommended that businesses be asked to sponsor different elements of the festival going forward. Cllr Alderson said the PC should also explore the purchase of a Sumup card reader so that attendees can give donations using a card.</p>
<b>038/23</b>	<b>Christmas Lighting</b>
	Cllr Heum apologised that she had not been able to move this forward.
	<b>Resolved: That this be deferred to the July meeting.</b>

<b>039/23</b>	<b>To receive an update on highways, parking and streetscene matters</b>
	<b>i) To consider a donated memorial bench for outside St Mary's Church</b>
	A document was circulated prior to the meeting giving details of the Glasdon Lowther bench that had been chosen by the family and the proposed location outside the church. LCC have stated that a cost for the licence to install a bench on the highway is £260.60. Costs are being awaited for the installation by LCC Parks and Countryside, but the total cost for the project is expected to be in the region of £2,000. This cost has been approved by the family.
	<b>Resolved: That the style of the bench and its location be approved.</b>
	<b>ii) To receive an update on the Village Centre Plan</b>
	Cllr Blake confirmed that the old tegula paving will be jet washed to ensure it matches the new paving. Tactile paving is yet to be installed on St Marys Street corner. Cllr Stables asked whether tactile paving could be laid at the entrance to the High Street carpark so that it can be detected as a gateway by the visually impaired. It was also noted that the signage at the new loading bay is being shaded by trees. The courtesy crossing outside Yeadon's is currently indistinguishable as such and options are being looked at to make its purpose more obvious to drivers. The double yellow lines are due to be reinstated over the next fortnight. Cllr Bowen said she would organise a meeting for the Village Centre Group to take a walk around the village centre and identify any further improvements.
	<b>iii) To receive an update on the installation of a bus shelter and consider any additional costs for replacement parts</b>
	Cllr Blake confirmed that the shelter had now been completed and the bench shortened to allow space for a wheelchair. The original quote for installation had been £2,500 but it was found that a replacement piece of glass had been required as well as some fixings. The final cost was £2,836.00.
	<b>Resolved: That the cost of £2,836.00 be approved.</b>
	<b>iv) To consider feedback on the outdoor seating licence for SALT at Millennium Gardens</b>
	The current pavement licences across the Leeds and the Letter of Comfort for Salt all have an expiry date of 30th September 2023. This is the end date of the Business & Planning Act 2020 (B&P Act) that was introduced during the pandemic to make it easier for the hospitality trade to operate when restrictions were in place. A permanent version of the provisions is included as part of the Levelling Up & Regeneration Bill, currently making its way through the House of Lords. Once that Bill receives royal assent, LCC will assess the situation and adjust their processes for Pavement Licences accordingly. The PC were asked for their views on the area before LCC look at renewing SALT's licence in September. The PC's general view is that the seating area provides an attractive addition to the village. However, with the pandemic over, it is recommended that the amount of space being used by SALT be reduced as this will allow better accessibility around what is a public open space. It was agreed that SALT would be informed of the PC's views.
<b>040/23</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) To consider a quote of £1,500 to improve the car park entrance</b>
	A quote had been received from Danny O'Rourke to flatten the existing mound and lay tarmac to create a flat surface.
	<b>Resolved: That the quote of £1,500 be approved.</b>
	<b>ii) To consider the repositioning of the southerly wooden gazebo</b>
	With the festival taking place on 15 <sup>th</sup> and 16 <sup>th</sup> July it was recommended that the gazebo be maintained in its current position to provide shelter and the issue be reconsidered at the July meeting.
	<b>Resolved: That this be deferred to the July meeting of the Parish Council.</b>
	<b>iii) Other issues</b>
	Cllr King provided a report of items to be considered at the July meeting of the Parish Council. The allotment bin will now need to be replaced following an arson attack and it has been asked whether a quote can be obtained for the levelling of the matting under the play equipment. Traditional Leisure have asked whether they can use the field for a fair in May and September. It has been requested that some wild areas be left unmown at the park. The Green Group are planting some plugs in the wildflower areas.

<b>041/23</b>	<b>To consider any issues regarding Church Fields or public open spaces</b>		
	<ul style="list-style-type: none"> <li>The Clerk reported that the limb of a beech tree which had fallen over the riverside path had now been removed at a cost of £1,300.</li> <li>Cllr Blake reported that Farm &amp; Land have cut the grass this week. It had been noted that there had been several resident complaints on social media that a scheduled cut had been missed.</li> </ul>		
<b>042/23</b>	<b>To consider any riverside issues</b>		
	<b>i)</b>	<b>To receive an update from the EA on proposed works to the fish pass</b>	
		An EA plan to remove the existing grilling over the fish pass and install permitter fencing had been circulated to the PC. Several concerns were raised about the safety implications and the risk of children falling into the fish pass if the grilling was to be removed.	
		<b>Resolved: That the Clerk write to the EA to express the PC's concerns.</b>	
	<b>ii)</b>	<b>Tree issues</b>	
		It was recommended that a tree survey be carried out the on trees along the riverside path following the fall of a beech tree limb.	
		<b>Resolved: That the Clerk obtain quotes for a tree survey</b>	
<b>043/23</b>	<b>To receive any updates from the Neighbourhood Planning Advisory Committee (NPAG)</b>		
	Cllr Bowen reported that the group had met on 25 <sup>th</sup> May in which they had undertaken a brainstorm on the topics of sustainability and young people and what is needed to make the village better for each age group.		
<b>044/23</b>	<b>To consider any requests for Parish Councillor training</b>		
	There were no requests received.		
<b>045/23</b>	<b>To receive reports from members who have attended other committees and meetings</b>		
	<ul style="list-style-type: none"> <li>Cllrs Bowen and Blake attended YLCA Zoom training on Planning Reforms</li> <li>Cllr Bowen confirmed she would be attending the Leeds Festival meetings over the summer</li> </ul>		
<b>046/23</b>	<b>Exchange of Information – to raise any emerging issues</b>		
	<ul style="list-style-type: none"> <li>SALT has paid for two benches to be refurbished at Millennium Gardens at a cost of £270.00</li> <li>It has been requested that the yellow recycling bin at Millenium Gardens be moved.</li> <li>The Green Group are maintaining the bee orchids which have appeared on the green at Egglestone Square.</li> <li>Cllr Stables reported that a lot of graffiti in the village had appeared in the village, particularly on road signs and that she would report this to the LCC Graffiti Team.</li> </ul>		
<b>047/23</b>	<b>To note correspondence received and approve any responses/ action to items of correspondence</b>		
	A list of correspondence had been circulated prior to the meeting. No actions were required.		
<b>048/23</b>	<b>To approve payments and receipts in accordance with the budget</b>		
	D Marshall	Salary and Expenses	£1,164.79
	HMRC	PAYE Q1	£183.25
	Biffa Grants	10% Village Hall Grant Contribution	£7,483.46
	G&S Toilet Hire	Festival Toilet Hire	£468.00
	Wharfe Valley Garden Maintenance	Millennium Gardens April	£304.50
	YLCA	Planning Training Webinars	£50.00
	S & B Medical Services	First Aid Provision - Festival	£630.00
	The Job Man	Bench refurb x 5	£675.00
	Forge	Festival Waste Management	£480.00
	Keith Blake	Padlock Key Cutting	£12.00
	Allotment Holder	Allotment Refund	£16.25
	Danny O'Rourke	Bus Shelter Installation	£2,836.00
	Bardsey Tree Services	Fallen branch removal	£1,560.00
	Scott Courts	Brightpay Software	£82.80
	Leeds City Council	Non-Domestic Rates Stables Lane	£8.00

	Water Plus	Westwood Way Allotments Water	£4.74
	O2	Clerk's Mobile Phone	£14.08
	<b>Receipts</b>		
	Oasis	Newsletter Advert	£60.00
	Cambridge & Counties BS	Savings Interest	£2,125.15
	G&R Training	Stables Lane Hire	£66.00
	BHIB	Insurance Refund	£59.11
	<b>Resolved: That the above payments be approved.</b>		
<b>049/23</b>	<b>To receive items for the Ordinary Parish Council meeting on Monday 17th July 2023</b>		
	None.		
<b>Closure</b>	<b>There being no further business the Chairman declared the meeting closed at 21:29 hours.</b>		

Signed \_\_\_\_\_ 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>16<sup>th</sup> January 2023</b>	
297/22	Arrange meeting with Leeds Lights to consider 2023 Christmas lighting	Cllr Heum
	<b>19<sup>th</sup> June 2023</b>	
046/23	Request that LCC Waste Team moves yellow recycling bin at Millenium Gardens further back towards library.	Cllr Stables
046/23	Request graffiti team removes graffiti from road signs/bus stops	Cllr Stables

#### 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	
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