

BOSTON SPA PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on Monday 17 July 2023 at the Village Hall, Boston Spa at 7.00pm

Present: Cllrs K Blake (Chairman), G Bowen (Vice chair), S King, M Heum, K Alderson, S Courts
Cllr Stables arrived at 19.14.

Apologies: None

In Attendance: D Marshall (Clerk to the Council)

Guests: Ward Councillor Norma Harrington

Two members of the public were in attendance to discuss permission to undertake metal detecting on PC-owned public open space. As members of NCMD (National Council for Metal Detecting) they have a strict code of conduct, insurance and the mandatory reporting of all finds to the Portable Antiquities Scheme. The representatives said they were particularly interested in searching the riverside and discussed some of the benefits of metal detecting, such as the collection of metal-based litter. The representatives said they would be happy to work with the PC to create a policy for metal detecting in line with the NCMD's guidance. The PC said they would discuss the request under agenda item 062/I.

050/23	To accept apologies for absence and approve reasons for absence
	None.
051/23	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.
052/23	To receive an update from the Ward Councillors
	Cllr Lamb had given his apologies. Cllr Harrington said that the TRO at Westwood Way was still under discussion with the residents and that quite a large amount of feedback had been received on the village centre. Cllr Stables said that she was organising a meeting with the residents of Westwood Way and Highways to discuss the on-going road safety issues. Cllr Stables had met with Cllr Lamb to discuss the grass mowing of the greens on the Fountains Avenue estate and it had been agreed that Cllr Lamb would send out a letter to residents with a copy of the proposal from the Community Green Group, which would show a compromise cutting proposal to both address increasing biodiversity and amenity for residents. The ginnel at Holly Road has now been cleared of rubbish by LCC and dog wardens will be visiting the green at West Lane after persistent dog fouling has been reported. Houses with hedges overgrowing the pavement on the High Street to the east of Spa Surgery have been contacted and the Terrace Lawn Tennis Club and one other property have trimmed them back. The resident-only parking signs will shortly be mounted on Bridge Close. A general waste bin is being looked at for the Deepdale recycling station although it has been reported that this would have to be funded by the Parish Council. A brown recycling bin has been requested to replace the yellow bin at Millennium Gardens. Cllr Stables has requested that the graffiti be removed from the road signs and bus stops. One resident from Royal Terrace has complained about noise from outside SALT. Cllr Harrington said this should be reported to LCC Environmental Services as noise nuisance. It was asked whether outdoor drinking was permitted in public Open Spaces. Cllr Harrington advised the PC to look at the Leeds PSPO.
053/23	To confirm the Minutes of the meeting held on 19th June 2023 and review the action list
	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 – completed 046/23- Request that LCC Waste Team moves yellow recycling bin at Millenium Gardens further back towards library – ongoing 046/23- Request graffiti team removes graffiti from road signs/bus stops- ongoing
	Resolved: That the minutes be accepted as a true record and the action list updated.

054/23	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 the payment of the Clerk's salary by standing order
	Resolved: That the Clerk's salary be paid monthly by standing order.
	iii) To consider charges for use of the PC printer by other Parish Councils
	The Clerk had calculated that printing and paper would cost 16p per sheet and proposed that other PC's should be billed annually for their printing.
	Resolved: That the cost of per printed sheet be set at 16p and other PCs be billed annually for the use of the PC's printer and paper.
055/23	Planning issues
	i) To review planning applications and agree responses
	23/03558/FU 41 Hampole Way – No comment
	23/03288/FU The Coach House, 42B High Street – No comment
	23/03953/FU 44 Grove Road – No comment
	23/03870/FU Fairseat House High Street – No comment
	23/03837/FU Wharfedale Lynton Avenue – No comment
	23/04162/FU 2 Grove Crescent- No comment
	ii) To consider application 23/02872/FU - Land East of Church Street
	Cllr Blake reported that the LCC planners, the developers, Ward Councillors and the Church Street Action Group were currently holding meetings and the developers are continuing to work with the feedback provided on both 23/02872/FU and 23/03008/FU. Mike Gadd has produced a report about the hedge, and this will be forwarded to the developers. The position of the current fence does not accurately reflect the boundary of land ownership and this is being investigated.
	iii) To consider application 23/03008/FU - Former School, 27 Church Street
	Please see above.
056/23	To receive any crime reports or updates from the PACT meeting
	The June crime report had been circulated. There were 95 crimes reported in the whole of Wetherby Ward. Cllr Harrington attended the June PACT meeting and reported that the Police had again requested the PC reconsider moving the southerly gazebo at Stables Lane Park.
057/23	Christmas Lighting
	To receive an update on the arrangements for Christmas 2023 lighting
	Cllr Blake has met with Leeds Lights to look at a new Christmas display for the High Street. The current proposal would include a combination of standard flat, 3D wrap and spiral ropes which would be powered from the existing lampposts between Central Garage and Pine Tree Avenue. There would be a one-off cost of £6,300 to provide the lamppost adaptors with the annual cost then expected to be c £4,000. Year-round LED lights had also been proposed for Millennium Gardens at a cost of £679 per year.
	Resolved: That the above costs be deemed acceptable and Cllr Blake to return with a formal quote at the August meeting for consideration.
058/23	Green Matters
	i) To consider a revised Eco Charter
	A revised Eco Charter had been circulated by Cllr Stables.
	Resolved: That the revised ECO Charter be adopted by the Parish Council.
	ii) To consider EV Charging Points
	Cllr Stables reported that she had been contacted by a number of residents who do not have off-street parking. She asked the PC's views on the installation of EV points at the LCC owned Stables Lane car park. It was queried how frequently the current EV chargers are used at the High Street car park. Cllr Stables said she would ask LCC for this information and report back at the next PC meeting.

059/23	To receive an update on highways, parking and streetscene matters
i)	To receive an update on a memorial bench for outside St Mary's Church The Clerk said she had been in contact with LCC Highways who would place the order and install the bench. The wording for the memorial plaque was required before costings could be obtained from Glasdon. The Clerk said this was still being awaited from the donor.
ii)	To receive an update on the Village Centre Plan Cllr Blake reported circulated a list of issues that would need to be addressed. It has been asked whether the traffic lights can be adapted to turn red when approaching vehicles are over the 30mph limit. A planter has also been requested for the bottom of Royal Terrace.
iii)	To consider a process for the maintenance of LCC grass verges Cllr Stables reported she had been in discussions with Cllr Lamb and that Mike Gadd from the Green Group has drawn up a proposal for future grass cutting. The residents will be consulted and will need take a vote on the proposal. The proposal is to cut around the edges of pavements and footpaths and leave the area in the middle to grow during the summer with one full cut to take place in March and September. Resolved: That the PC accept this process.
iv)	To consider the maintenance of PC owned verges at Church Fields It had been reported that two small areas of land at Church Fields were not on the current maintenance schedule as they had previously been maintained by the Housing Association. It had been confirmed by Ware & Kay that the PC owned the land via a Land Registry Search. Resolved: That the maintenance of the two pieces of land be added to the PC's maintenance schedule.
060/23	To receive an update on issues concerning Stables Lane and receive any updates from the Friends of Stables Lane Working Group
i)	To consider the cost of another anti-vandal bin at £630 plus £290 installation. Feedback on the new bin had been positive. It was proposed that an additional vandal-proof bin be purchased to replace the existing burned bin close to the allotments. Resolved: That the above costs be approved.
ii)	To consider the repositioning of the southerly wooden gazebo Cllr Alderson proposed that the decision be put before FOSL at their next meeting in September. Resolved: That FOSL be asked to consider the repositioning of the gazebo.
iii)	To consider Junior equipment playground matting The Clerk said that she had submitted pictures of the sunken matting to the installers, Sutcliffe Play and was awaiting a quote for the work to lift the mats, refill and compact the soil and relay the mats.
061/23	To consider any issues regarding Church Fields or public open spaces
i)	To consider the purchase of a defibrillator for Deepdale Cllrs considered that the better location for a defib would be near the noticeboard on the West Lane Green as it is closer to housing than the Deepdale Community Centre. It was suggested that the defib be powered from a lamp post. Cllr Harrington suggested that SSE, who have the current contract for Leeds Lamps be consulted to see if an adaption could be made and ascertain the potential costs. Other issues Cllr Blake reported that the beech tree logs from Church Fields had now been returned and had been laid along the footpath. Over time, further logs will be added to mark the footpath and the damaged fence will eventually be removed.
062/23	To consider any riverside issues
i)	To consider a request to allow metal detecting The Parish Council considered metal detecting be acceptable in principle, but this would need to be restricted to certain areas that were not used for sports or play, such as along the riverside and at the riverside meadow. A strict policy would need to be put in place to limit the numbers of people and frequency of visits. It was suggested that other Parish and Town Councils be consulted to see how this is being managed in other areas. Resolved: That the Clerk liaise with other councils and report back at the August meeting.

	ii)	To receive an update from the EA on proposed works to the fish pass		
		The Clerk received correspondence from the EA that they intended to continue with their plans to remove the covers on the fish pass and install fencing despite safety concerns raised by the Parish Council. It was agreed that the EA be contacted again to request assurances that a full risk assessment has been carried out and that the fencing will be robust enough to prevent people from falling into the fish pass.		
		Resolved: That the Clerk contact the EA and obtain the above information.		
063/23		To receive any updates from the Neighbourhood Planning Advisory Committee (NPAG)		
		Cllr Bowen confirmed that the group had not met in June and that the next meeting would be on Wednesday 26 th July at 6.30pm at the Village Hall.		
064/23		To consider any requests for Parish Councillor training		
		Cllr Stables gave an overview on the Carbon Literacy Course which is being organised via the YLCA and asked the Parish Councillors to consider their attendance. The Clerk agreed to re-circulate the information.		
065/23		To receive reports from members who have attended other committees and meetings		
		Cllr Heum attended the last VHMC meeting and reported that work had now started on the Jubilee Room. Access to the disabled toilets will be significantly improved following consultation with the Boston Spa Disability Support Group. The Village Hall CIO have also been successful in obtaining a further grant for improvements.		
066/23		Exchange of Information – to raise any emerging issues		
		Cllr Alderson gave thanks to the Clerk and Cllr King for their assistance with the organising of the festival and asked that a thank you note be sent to Lynn Beckwith, Keith Jackson and SALT for their support.		
067/23		To note correspondence received and approve any responses/ action to items of correspondence		
		<ul style="list-style-type: none"> The Clerk reported that the Angling Club had queried the movement of the riverside bins which allows the waste teams to gain easier access. Cllr Harrington stated that the LCC waste teams would not empty them if they were moved back to their original position. Cllr Blake reported that one of the bins had now disappeared and that he had sent a query to Waste Management to ask if they had removed it. 		
068/23		To approve payments and receipts in accordance with the budget		
		D Marshall	Salary and Expenses	£1095.08
		FDB Design	Festival promotional materials	£825.48
		Wharfe Valley Garden Maintenance	Millennium and Memorial Gardens maintenance June	£178.50
		G Baxter & Partners	Stables Lane and POS Maintenance H1	£4,800.00
		Deans Computers	ESET Anti-virus	£24.98
		The Job Man	Bench Refurb – bus shelter	£135.00
		Danny O'Rourke	Stables Lane Entrance	£1,595.00
		Receipts		
		Leeds City Council	Parish Paths Grant	£265.00
		SALT Brewery	Bench Refurb Donation	£270.00
		Various	Festival Pitch Bookings	£90.00
		Leeds City Council	MICE Funding – Festival	£2,000.00
		Allotment Holder	Allotment Rent	£4.50
		Resolved: That the above payments be approved.		
069/23		To receive items for the Ordinary Parish Council meeting on Monday 21st August 2023		
		None received.		
Closure		There being no further business the Chairman declared the meeting closed at 20:55 hours.		

Signed _____ Date _____

ACTIONS

	27th September 2022	
206/22iii	Liaise with Groundwork regarding Stables Lane Car Park/PWP Design plan	Cllr Alderson
	17th July 2023	
052/23	Request that the yellow recycling bin be replaced with a brown sided bin	Cllr Stables
057/23	Provide quote for Christmas display from Leeds lights	Cllr Blake
058ii/23	Obtain stats for use of EV chargers at High Street Car Park	Cllr Stables
061/23	Contact SSE/Leeds Lamps regarding feasibility of lamppost connection for defib	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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