

BOSTON SPA PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on Monday 21 August 2023 at the Village Hall, Boston Spa at 7.00pm

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

Apologies: Cllrs K Alderson, S Courts

In Attendance: D Marshall (Clerk to the Council)

Guests: Ward Councillor Alan Lamb

No members of the public were in attendance.

070/23	To accept apologies for absence and approve reasons for absence
	Apologies had been received from Cllrs Courts and Alderson
	Resolved: That the apologies from Cllrs Courts and Alderson be accepted and consented to
071/23	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.
072/23	To receive an update from the Ward Councillors
	<p>Ward Cllrs Alan Lamb and Penny Stables and PC Chaiman Keith Blake attended a meeting with c 45 residents regarding the Westwood Way TRO. It had been noted that residents had conflicting views about the best solution to prevent disrespectful parking and that many drivers already ignore the current restrictions. Cllr Stables said the Ward Councillors are working with the schools to try to increase parking spaces within the schools' grounds. The Church Fields overflow carpark is also being explored for use at school pick-up and drop-off times.</p> <p>Cllr Lamb said feedback was still being received from residents regarding the grass cutting at the green areas on Fountains Avenue and Egglestone Square. LCC's contractor, Continental Landscapes had been asked to cut the grass, but it still remains uncut. Cllr Lamb said he would chase this up.</p> <p>Cllr Stables reported that Lee Orchards is still being used for parking by those who do not have a resident's permit. The street is also frequently being used as a turning point by larger vehicles. Cllr Lamb said that some preventative measures were being explored by Highways. Cllr Stables reported that the pavement and kerb on Church Street will be resurfaced between 16th October and 8th December and that LCC will be undertaking tree planting on the green area between Clifford Moor Road and St John's View. Small trees and bushes will also be planted on the grassed area alongside the allotments footpath at Box Tree Court.</p>
073/23	To confirm the Minutes of the meeting held on 17th July and review the action list
	Cllr Stables had requested an amendment to item 052/23 regarding the Westwood Way TRO and the mowing of grassed areas at Fountains Avenue and Egglestone Square.
	Resolved: That the above correction be accepted and the amended minutes approved as a true record.
	Actions
	<p>206/22iii - Liaise with Groundwork regarding Stables Lane Car Park/PWP Design plan- ongoing</p> <p>052/23 Request that the yellow recycling bin be replaced with a brown sided bin – No longer required</p> <p>057/23 Provide quote for Christmas display from Leeds lights - completed</p> <p>058ii/23 Obtain stats for use of EV chargers at High Street Car Park – completed</p> <p>061/23 Contact SSE/Leeds Lamps regarding feasibility of lamppost connection for defib – ongoing</p>
	Resolved: That the actions list be updated.
074/23	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 a donation request from Yorkshire Air Ambulance
	The PC carefully considered the request. Whilst it was acknowledged that the Air Ambulance undertake a vital role, it was considered that charity donations would not be an appropriate use of the PC's precept. The PC confirmed it would be happy to support fundraising for the YAA by allowing the use of its public open space for events.
	Resolved: That the request for a donation be declined.
	iii) To receive the external audit report for 2022-23 and note any recommendations
	The report had been circulated prior to the meeting. There were no recommendations received from the external auditor.
	Resolved: That the external audit report be accepted.
	iv) To consider unspent MICE funds from the festival
	The Clerk confirmed that £2,990 had been received for the festival. The costs had totalled £2,077.80 which comprised of £687.80 for promotional materials, £400 for recyclable waste removal, £630 for the First Aiders and £390 for portable toilets. Money had been saved as Monroe Estate Agents had paid for the print of the festival leaflets and scarecrow trail maps, SALT had paid for the Live Music and there had been no charge for the use of the Village Hall. This left an unspent balance of £882.00. The PC asked the Ward Councillors if the remaining funds could be retained to part-fund the Christmas lights display. Cllr Stables asked that a written request be sent to the Ward Councillors for consideration.
	Resolved: That the PC apply to the Ward Councillors to retain £882 in MICE funding for the Christmas lights.
075/23	Planning issues
	i) To review planning applications and agree responses 23/04357/FU Rockholm, Spa Lane – No comment 23/04618/FU Castlestead, Pine Tree Avenue – No comment 23/04774/LI 216 High Street- No comment 23/04751/FU 216 High Street- No comment
	Resolved: The Clerk to submit responses on behalf of the Parish Council to Leeds CC where Appropriate.
	ii) To consider application 23/02872/FU - Land East of Church Street
	Cllr Stables reported that discussions are still taking place between the developers and the planners at LCC. There is still an outstanding query regarding the boundary and ownership of the land at the north end of Stables Lane. Cllr Blake said he was meeting with a surveyor w/c 28 th August to examine the boundary. Cllr Stables said that the application was now likely to go to LCC Plans Panel.
	iii) To consider application 23/03008/FU - Former School, 27 Church Street
	This development is still under consideration in combination with the above planning application 23/02872/FU.
	iv) To consider a response from Leeds Planning regarding changes to the Planning Portal
	A response from LCC Planning had been circulated. The PCs concerns had been noted, however LCC defended its position on the exclusion of the public comments on planning applications. The PC expressed their concern regarding the lack of accountability this offers responders and the potential for false information to be posted in support or objection comments. It was also felt that if LCC had concerns about confidentiality or GDPR, that respondents' details could be redacted before comments were posted for public viewing. It was felt that the exclusion of comments was done more to reduce workload and human resource rather than for the benefit of the public.
076/23	To receive any crime reports or updates from the PACT meeting
	The July police report had been circulated. There were 108 crimes recorded across the whole of the Wetherby Ward. This is compared to 95 in June and 64 in July 2022. The data has been skewed slightly due to the number of assaults at Wealstun Prison and Wetherby YO1. Cllr Stables read a summary of the different crimes committed and gave the Parish Council an overview of Operation Snap, the new Safer

	Roads Media Submissions portal which allows the public to upload photos and videos of driving offences. Cllr Heum said she would promote Operation Snap in the next e-newsletter.
077/23	To consider a final quote for Christmas 2023 lighting Cllr Blake had circulated a quote from Leeds Lights for the installation of a new Christmas lights display. This includes a one-off installation charge of £6,030 for 18 lamppost boxes and an annual charge of £4,745 for 8 standard motifs, 4 x 3D motifs, 7 x spiral rope lights and LED spotlights in the trees at Millennium gardens. This would amount to a total cost of £10,775+VAT for the first year. The Clerk confirmed that there is £9,035.59 in the Christmas tree lights reserve and £2,000 in the 2023-24 budget for lights. Cllr Bowen asked if the PC could choose from the range of motifs available. Cllr Blake said he would organise a visit to the Leeds Lights warehouse. Resolved: That the 2023 cost of £10,775 be approved.
078/23	To consider a quote for funding options for Remembrance Lights at the Memorial Cllr Blake circulated a report. The one-off cost for the installation at the 3 lampposts near the memorial would be £1,005, plus an annual cost of £681 for hire of the Tommy soldier lights. Resolved: That the 2023 cost of £1,686 be approved.
079/23	To consider arrangements for Remembrance Sunday 2023 The Clerk advised that West Yorkshire Police had been in contact to request details for road closures. It was considered that the 2022 timings had worked well and could be repeated in 2023. It was agreed that the timings would be forwarded to St Mary's Church and the Methodist Church be approached to provide teas and coffees. Resolved: That the above arrangements be approved.
080/23	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 Final costs from LCC for the purchase, installation and highways permit for the bench have been approved by the donors. An installation date is being awaited from LCC.
	ii) To receive information on High Street Car Park EV charger usage Cllr Stables had received a written report from LCC. The charging unit has experienced some recent faults which have had an impact on usage. Prior to the service issues, the unit typically has 150 charging events per month or 3-4 sessions per day. This unit does offer the full 50W charging which newer units need to support. The typical cost for a rapid charge unit is £30,000-£60,000 because of the high costs of the hardware. Cllr Stables said she would investigate public grants for funding and that some suppliers would also part fund the costs. Cllr Blake confirmed that all the car parks in the village were owned and managed by LCC and that permission to install chargers would need to be sought from them.
	iii) To receive an update on the Village Centre Plan Cllr Blake confirmed that the work is nearly completed. An additional planter is to be positioned outside Costcutter and some yellow lines still need to be marked out. A decision still needs to be made on improving the visibility of the courtesy crossing and bollards are under consideration.
	iv) To consider a request for village welcome banners A request for welcome banners had been received from a resident. Cllr Bowen said that permanent welcome signage and village maps were being considered by NPAG as part of the revision of the Neighbourhood Plan. Resolved: That the decision regarding welcome signage be delegated to NPAG.
081/23	To receive an update on issues concerning Stables Lane and receive any updates from the Friends of Stables Lane Working Group
	i) To consider quotes for the repair of play equipment matting A quote of £2,462.00 + VAT had been received for the lifting and releveling of sunken lattice matting. This was considered to be costly and that other more durable solutions should be explored which will not need repair on an annual basis. It was agreed that further options be obtained for consideration at the next meeting. Resolved: That the above decision be deferred until the September meeting.
	ii) To consider a request from St Mary's Church to hold a pet service in 2024.

		A request had been received from Rev Nick Morgan to hold a Pet Service for the children of St Mary's School on Wednesday 10th July 2024 at 1pm.
		Resolved: That the above request be accepted.
	iii)	To consider quotes for a recyclable waste collection
		Quotes were obtained in January from four recycling providers at an average cost of £1,400 per annum. Cllr Stables reported that the new yellow recycling bins at both Millennium Gardens and Stables Lane car park were well used. It was considered that another yellow bin at Stables Lane Park would capture the majority of any waste that could be recycled.
		Resolved: That a further yellow recycling bin be requested from LCC for Stables Lane Park.
	iv)	To receive an update on funds received from Party in the Park
		The Clerk confirmed that funds of £285 had been received in stall pitch hire and that donations of £404 had been received Yorkshire Dales Ice Cream, £130 from Traditional Leisure and £425 from the Classic Car gathering. This had amounted in £1,244 being added to the Stables Lane Reserve. One invoice of £25 for stall pitch hire still remains outstanding.
	v)	Other issues
		Cllr King said a request had been received from Traditional Leisure to hold a number of rides and stalls at the park over a four-day period from Thursday to Sunday at the beginning of September. The Parish Council raised concerns about noise and litter. It was agreed that the fair be permitted to operate from midday to 8pm only over 3 days (Friday to Sunday) at the front of the park as not to encroach on to the junior football pitches, that no sale of alcohol be permitted, and the organisers provide their own facilities for waste collection and disposal. The pitch charge of £20+VAT per amusement/stall per day would be charged and payment would need to be made by bank transfer on presentation of an invoice by the Parish Council.
		Resolved: That Traditional Leisure be permitted to hold a fair at the park subject to the above conditions.
082/23		To consider any issues regarding Church Fields or public open spaces
	i)	To consider any feedback from Leeds Lamps on feasibility of lamp post connection for defib at West Lane green.
		Cllr Stables said she had requested the information from LCC and was still awaiting a response.
	ii)	To consider a complaint regarding dogs off leads at Church Fields open space
		A complaint had been received from a resident regarding the number of large, untethered dogs that are approaching children and the elderly/disabled. Cllr King confirmed that this is a serious issue as dogs will often approach and upset nervous dogs who are on a lead as well as vulnerable residents. It was recommended that signs could be placed around the key entry points to Church Fields to advise dog owners to keep dogs on a lead whilst using the public open space. The Clerk agreed to obtain quotes for signs for consideration at the next meeting.
	iii)	To consider the grass cutting schedule at Fountains Avenue/Egglestone Square
		Following the consultation with residents, it had been confirmed that the majority would prefer to keep these areas mowed. It was recommended that the original mowing schedule be reinstated by Continental Landscapes. Cllr Stables expressed concern about the recent growth of bee orchids. Cllr Blake recommended that the areas with bee orchids be marked out so that they were not mowed in the summer.
		Resolved: That the original mowing schedule be reinstated and areas with bee orchids be marked.
083/23		To consider any riverside issues
	i)	To consider a request to allow metal detecting
		Confirmation had been received from the two enquirers that they would be the only people to undertake the detecting. A draft policy had been circulated which would permit metal detecting in areas approved by the PC subject to prior consultation and that no metal detecting be undertaken in parks or areas used for sporting activities.
		Resolved: That the request to undertake metal detecting be approved.
	ii)	To receive an update from the EA on proposed works to the fish pass
		Further correspondence had been received from the EA following the concerns raised by the PC regarding work to remove the covers from the Fish Pass. Christopher McNamara, the Asset Management Technical Lead and Public Safety Risk Assessment Lead for Hydrology and Telemetry confirmed that an anti-climb fence would be erected on both sides of the fish pass together with

		public safety signage before the covers are removed. These measures are the result of a public safety risk assessment which concluded that the new fencing will be a sufficient deterrent for any reasonable member of the public. Work will commence to install the new fencing w/c 28 th August.	
		Resolved: That the response from the EA be accepted.	
	iii)	To consider options for a riverside tree survey	
		Two quotes had been received from BHA Trees. One to visually inspect all trees in the specified areas and identify those requiring remedial work at £1,580 and one at £2,840 to identify all trees, record details and produce a map. As public safety is the primary concern, it was considered that an inspection to identify trees that require remedial would be sufficient.	
		Resolved: That the quote of £1,580 be accepted.	
084/23	Allotments		
	i)	To consider action to be taken on neglected plots	
		The allotment plots at both sites had been inspected. It was reported that plot 10A at Primrose Hill is now in a very overgrown state with weeds and couch grass. Complaints have been received from neighbouring allotments. It was noted that the tenant had received numerous letters over the last 3 years and that little improvement has been made. It was recommended that the tenancy be terminated at the end of the allotment year on 30 th September.	
		Resolved: That the current tenancy of allotment 10A be terminated on 30th September and the tenant be advised by letter.	
	ii)	To consider an allotments checklist for future inspections	
		A checklist had been circulated prior to the meeting. Cllr Bowen asked for additional time to consider and amend the checklist before approval.	
		Resolved: That the revised checklist be considered at the September meeting following Cllr Bowen's recommendations.	
085/23	To receive any updates from the Neighbourhood Planning Advisory Committee (NPAG)		
		Cllr Bowen confirmed that the group had now completed its fact-finding exercise which had been co-ordinated by LCC Planning, The group is now considering whether a revised plan is necessary and it is expected that the group will hold a public consultation session towards the end of the year.	
086/23	To consider any requests for Parish Councillor training		
		None.	
087/23	To receive reports from members who have attended other committees and meetings		
		Cllr Heum confirmed that she would be attending the Deepdale Community Centre AGM on Wednesday 23 rd August.	
088/23	Exchange of Information – to raise any emerging issues		
		None.	
089/23	To note correspondence received and approve any responses/ action to items of correspondence		
		A list of correspondence had been circulated.	
		Resolved: That the correspondence be noted.	
090/23	To approve payments and receipts in accordance with the budget		
	D Marshall	Salary and Expenses	£1094.88
	Business Stream	Stables Lane Water	£70.55
	PKF Littlejohn	Internal Audit Fee	£378.00
	Wybone	Anti-vandal bin	£647.99
	Wharfe Valley Garden Maint	Millennium and Memorial Garden Maintenance July	£168.00
	The Job Man	Bench Refurbishments	£270.00
	Receipts		
	Leeds City Council	MICE Funding - Festival	£990.00
	Various	Festival Stall Pitch Hire	£180.00
	Keith Jackson	Classic Car Rally Donation	£425.00

	HMRC	VAT Refund	£860.59
	Yorkshire Dales Ice Cream	Festival Donation	£404.00
	Traditional Leisure	Festival pitch fee and donation	£202.00
Resolved: That the above payments be approved.			
091/23	To receive items for the Ordinary Parish Council meeting on Monday 18th September 2023		
	None.		
Closure	There being no further business the Chairman declared the meeting closed at 21:27 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		
061/23	Contact SSE/Leeds Lamps regarding feasibility of lamppost connection for defib		Cllr Stables
	21st August 2023		
076/23	Include details of Operation Snap in the e-newsletter		Cllr Heum
081/23iii	Request yellow recycling bin for Stables Lane Park		Cllr Stables
084/23ii	Review allotments checklist and provide recommendations		Cllr Bowen

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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