

## BOSTON SPA PARISH COUNCIL

### Minutes of the Ordinary Parish Council Meeting held on Monday 18 September 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, K Alderson, S Courts.  
Cllr Stables arrived at 19:18.

**Apologies:** None.

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

**Guests:** PC Steve Lane, one member of the Leeds Antisocial Behaviour (ASB) Team.

The meeting opened with the Public Open Forum. One member of the public, a representative from the Church Street Action Group was in attendance and was invited to speak. The representative came to raise concerns in relation to Planning Application 23/02872/FU - Land East of Church Street and the boundary along the western edge of Stables Lane Park. This is following a report produced by Chris Lazenby, also of the Church Street Action Group who believes the current boundary marked in the developer's plans is incorrect. Cllr Blake confirmed he had undertaken some research using Land Registry plans and that a surveyor had also attended the site and he had spoken to Mr Lazenby. Further information had been received from the developer's architect relating to the boundary which is reported under item 094/23ii. The member of the public expressed her concern that 20 houses plus a retirement complex would be too many dwellings for the Church Street site and was disappointed that the developers had not been more forward thinking in their approach to design and conservation in the area. The ASB Officer gave her support to the principle of the development due to the level of ASB on the site since it has been left derelict.

PC Lane and a member of the Leeds Antisocial Behaviour team attended to request that the shelter at the bottom of Stables Lane Park be moved. Cllrs King and Alderson confirmed that antisocial behaviour had dropped considerably since the Church Street landowners had erected fencing at the far end of the park. The member of the Church Street Action Group confirmed there had been no incidents of trespassing or antisocial behaviour at the former St Vincent's School over the summer. Members of FOSL had previously been consulted about the position of the shelter and it was felt very strongly that the shelter should remain in its current position. Cllr Courts suggested that the ASB Team attend the next FOSL meeting and this was welcomed. Cllr King said she would send them an invite for the next meeting in December. Cllr Alderson thanked PC Steve Lane and the member of the ASB Team for their hard work in reducing the level of ASB in the village. Cllr Stables asked whether anything was being done to address ASB which had occurred at St Mary's Church as the building now had to be closed during the day to prevent vandalism. The member of the ASB Team said that conversations had been held with those involved and she was confident that there would be no further instances of such behaviour.

<b>092/23</b>	<b>To accept apologies for absence and approve reasons for absence</b>
	None.
<b>093/23</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>
	Cllrs Alderson, Heum and Stables all declared a non-pecuniary interest in 097/23ii 23/02872/FU - Land East of Church Street and 097/23iii 23/03008/FU - Former School, 27 Church Street
	<b>Resolved: That the interests be noted and the above councillors excluded from a vote on such matters.</b>
<b>094/23</b>	<b>To receive an update from the Ward Councillors</b>
	Cllr Stables advised that herself and Cllr Lamb are holding monthly meetings with the Westwood Way residents' group regarding the TRO and parking alternatives for the schools. The next meeting will be on Tuesday 19 <sup>th</sup> September.
<b>095/23</b>	<b>To confirm the Minutes of the meeting held on 21<sup>st</sup> August 2023 and review the action list</b>
	206/22iii - Liaise with Groundwork regarding Stables Lane Car Park/PWP Design plan - ongoing 061/23 Contact SSE/Leeds Lamps regarding feasibility of lamppost connection for defib – completed

	076/23 Include details of Operation Snap in the e-newsletter - completed 081/23iii Request yellow recycling bin for Stables Lane Park - completed 084/23ii Review allotments checklist and provide recommendations- ongoing
	<b>Resolved: That the minutes be accepted as a true record and the action list updated.</b>
<b>096/23</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: That the figures be accepted as a true record.</b>
<b>097/23</b>	<b>Planning issues</b>
	<b>i) To review planning applications and agree responses</b> 6 Bridge Close Boston Spa – Planning Appeal – noted. 23/05016/FU 1 Grove Terrace – no comment 23/05072/FU 4 Wickham Avenue – no comment 23/03858/LI Moor End Cottage- no comment 23/05165/FU Firs Lodge Green Lane- no comment
	<b>Resolved: The Clerk to submit responses on behalf of the Parish Council to Leeds CC where appropriate</b>
	<b>ii) To consider application 23/02872/FU - Land East of Church Street</b>
	<p>Cllr Blake reported that the application is still being considered by the Leeds Planners and further meetings under the pre-application process are planned. There are still concerns regarding the scale and footprint of the development and the amount of green space. It has also been established that a Biodiversity Net Gain (BNG) cannot be achieved on the site.</p> <p>Cllr Blake confirmed that he had received a report outlining two areas within Stables Lane and one area on Church Fields which could be used to offset the BNG. This has been sent to Mike Gadd of Boston Spa Green Group for his comments.</p> <p>The Parish Council had been asked to consider the boundary query raised by the Church Street Action Group and whether they would challenge the developer on the boundary position. Cllr Blake confirmed that he had obtained copies of the title deeds for the land and surrounding properties and consulted a local surveyor. Both Cllr Blake and the surveyor are in agreement that the park's title deeds and the boundary shown on the developer's plans are aligned. This means the hedge is shared as it spans across the boundary. Cllr Blake has shared this information with Mr Lazenby who has submitted a paper to the Parish Council with a different view. Cllr Blake has summarised his understanding in a paper also circulated to the Parish Council. Cllr Blake advised the Parish Council that boundary disputes are not easy to resolve without legal representation and cost. The establishment of a Wildlife Corridor will bring more benefit to the Parish in the long term. Parish Councillors were asked to vote on whether to take forward a resolution to challenge the boundary. Cllrs Alderson, Heum and Stables were excluded from the vote due to declared interests. Cllrs Blake, Bowen and Courts voted in favour of not challenging the boundary. Cllr King abstained.</p> <p><b>Resolved: That the current boundary in the Land Registry Title Deeds and Plan be accepted.</b></p> <p>Cllr Blake met with the developer's architect on the morning of the Parish Council meeting to discuss the formation of the wildlife boundary and the architects have now revised the plans so that no existing trees or hedges will be removed from the boundary as part of the development. The green boundary is to be established separate from the OS boundary based on mature trees and hedgerow and this will be used to determine the centreline of the Wildlife Corridor. The principle of 2.5m either side will be used along the length, although if not possible it could be offset by 1.0m.</p> <p>Cllr Blake advised the council that the developers have offered the Parish Council responsibility for the maintenance of the Wildlife Corridor and the green spaces within the new development using money from the site management fund. Further information is being awaited. The architect has provided a revised plan for the site which includes the retention of the hedgerow and a new footpath from the bottom of Stables Lane Park to Lonsdale Meadows. A paper copy was circulated. This was welcomed by the Parish Council. Cllr Blake recommended further discussions with the developers on the above and that a formal response to the Planning Application be considered by the PC at the next meeting on 16<sup>th</sup> October.</p>

	iii)	<b>To consider application 23/03008/FU - Former School, 27 Church Street</b>
		No further update has been received. The PC will consider this application as part of the overall Church Street development at its meeting on 16 <sup>th</sup> October.
<b>098/23</b>		<b>To receive any crime reports or updates from the PACT meeting</b>
		There were 257 reported crimes in August for the whole of the Wetherby Ward. Of the total number, 108 were Leeds Festival related and a further 18 are linked to the prisons.
		<b>Resolved: That the report be noted.</b>
<b>099/23</b>		<b>To receive an update on arrangements for Remembrance Sunday 2023</b>
		The Clerk confirmed that the event plan had been submitted to the Leeds SAG Team and the police. The Methodist Church has kindly offered to provide teas and coffees at the church after the service. Cllr Heum said she would mount the poppy wall a week prior to the service. Cllr Blake confirmed he would arrange the PA system, road cones and lowering of the flag. Cllrs Courts, Heum and Bowen said they would be available to distribute service leaflets on the day. It was proposed that Rev Steve Jakeman be approached to read the Roll of Honour and lay the wreath.
		<b>Resolved: That the above arrangements be accepted.</b>
<b>100/23</b>		<b>To receive an update on highways, parking and streetscene matters</b>
	i)	<b>To receive an update on a memorial bench for outside St Mary's Church</b>
		The Clerk confirmed that the Highways Licence has been received for signing. Monies have been received from the donator. The bench has been delivered and is expected to be installed in the coming weeks.
	ii)	<b>To receive an update on Christmas lighting</b>
		Cllr Blake advised that the lamppost boxes have been installed and that he would arrange a date for the Councillors to view the lights at the Leeds Lights warehouse.
	iii)	<b>To consider shopkeeper correspondence for Christmas lighting</b>
		A letter was circulated prior to the meeting. Cllrs Alderson and Blake agreed to distribute the letters.
		<b>Resolved: That the letter be approved.</b>
	iv)	<b>To consider quotes for bus shelter cleaning</b>
		The Clerk said she had requested quotes from 3 local window cleaners but that nothing had been received. Cllr Bowen said she could make a recommendation and would send details.
<b>101/23</b>		<b>To receive an update on issues concerning Stables Lane and receive any updates from the Friends of Stables Lane Working Group</b>
	i)	<b>To consider quotes for the repair of play equipment matting</b>
		A quote had been received for £2,462.00 for releveling of sunken areas and reaffixing of new matting. This quote had been considered by FOSL to be very expensive and would only provide a short-term solution. The Clerk suggested that a wet pour surface be explored for areas of high use. Cllr Stables said she had a contact at LCC who she would consult.
	ii)	<b>To note the legal fees for the registration of land</b>
		The Clerk circulated a report and invoice from Ware and Kay for registration of the park. Unfortunately, legal fees had been higher than was initially expected as a Statement of Truth had to be drawn together to support the submission of the copy deeds obtained from the West Yorkshire Archives.
		<b>Resolved: That the fee of £1,441.40 be noted and approved.</b>
	iii)	<b>Other issues</b>
		Cllr King provided an update from the September FOSL meeting: <ul style="list-style-type: none"> <li>• The group would like a pedestrian entrance to be marked on the left side of the park which is wide enough to allow a double pushchair</li> <li>• The carpark is becoming a growing concern as potholes are now reappearing. It was requested that new surfaces and costs be obtained.</li> <li>• FOSL Working group meetings will be held on Mondays to align with Rotary Club meetings and the Rotary would like to undertake fund raising to benefit the park</li> <li>• It was asked again whether a sign could be mounted on the High Street lamppost opposite the park.</li> <li>• It was noted that there had been a desperate shortage of volunteers for Party in the Park</li> </ul>

		<p>this year and if further volunteers cannot be found for 2024 that the event will have to be cancelled.</p> <ul style="list-style-type: none"> <li>The proposed hire of the park by Traditional Leisure for a September fair had been cancelled due to bad weather. It was agreed that October half term would not be a good time due to changing weather conditions and that spring would provide a better opportunity.</li> </ul>
<b>102/23</b>	<b>To consider any issues regarding Church Fields or public open spaces</b>	
	<b>i)</b>	<b>To consider a quote for dogs off leads signage and post installation.</b>
		<p>The Clerk had obtained costs from the Sign Shed and the Job Man for the installation of signs on posts in five locations. This would equate to £172.50 per sign and £862.50 for five signs. This was considered to be a high cost to address an issue on which there had been few complaints. It was agreed that a request be included in the e-newsletter for dog owners to keep dogs under control.</p> <p><b>Resolved: That the cost for signs be rejected and a request be included in the e-newsletter.</b></p>
	<b>ii)</b>	<b>To consider the current maintenance contract (Church Fields)</b>
		<p>The Clerk and Cllr Blake said they had made several attempts to contact the contractor by phone and email but that no response had been received. The contractor is expected to attend the site this coming week. It was agreed that other contractors be explored to undertake the work as the level of service received is now in breach of the contract.</p> <p><b>Resolved: That other contractors be contacted to request quotes.</b></p>
	<b>ii)</b>	<b>Other issues</b>
		<p>Cllr Blake said he had spoken to Wharfe Valley Garden Maintenance and that they would now be removing the litter and weeds from the new tree grates as part of their Millennium Gardens Maintenance Contract.</p>
<b>103/23</b>	<b>To consider any riverside issues</b>	
	<b>i)</b>	<b>To consider the agreement and fee for metal detecting</b>
		<p>The Clerk said she had received further correspondence from those wishing to metal detect but that further information requested from them had not been provided. The PC were not able to give this any further consideration.</p>
<b>104/23</b>	<b>Allotments</b>	
	<b>i)</b>	<b>To receive an update on the most recent allotment inspection</b>
		<p>The Clerk reported that plots 10A and 14A at Westwood Way have both been vacated and are now in a very overgrown state. Allotment 14A has been offered to three people on the waiting list, but all have rejected the plot. It was recommended that the PC contact some of its existing contractors to obtain quotes for clearing both the plots and that a budget of £500 was suggested for the work.</p> <p><b>Resolved: That a budget of £500 be agreed for the clearing of plots 10A and 14A.</b></p>
	<b>ii)</b>	<b>To consider any amendments to the allotments inspection checklist</b>
		<p>Cllr Bowen apologised that she had not been able to review the checklist and asked this be deferred to the October meeting.</p> <p><b>Resolved: That the Checklist be reviewed at the October meeting.</b></p>
	<b>iii)</b>	<b>To receive an update on the allotments</b>
		<p>There were no further updates.</p>
<b>105/23</b>	<b>To receive any updates from the Neighbourhood Planning Advisory Committee (NPAG)</b>	
		<p>Cllr Bowen said NPAG had last met on 25<sup>th</sup> August where it was resolved that the group would revise the existing Neighbourhood Plan. A first stage public consultation is proposed for late November. The next meeting of NPAG will be on Wednesday 4<sup>th</sup> October.</p>
<b>106/23</b>	<b>To consider any requests for Parish Councillor training</b>	
		<p>None.</p>
<b>107/23</b>	<b>To receive reports from members who have attended other committees and meetings</b>	
		<p>Cllr Heum attended the Deepdale Committee meeting. The Community Centre is struggling financially because of the rising cost of energy bills which are expected to be £9,000 per year. This is not helped by the age and condition of the building and its poor insulation. Cllr Stables said she was meeting with LCC to discuss funding.</p>

<b>108/23</b>	<b>Exchange of Information – to raise any emerging issues</b>		
	<ul style="list-style-type: none"> <li>Cllr Bowen had been approached by the Methodist Church with a request that the Parish Council contribute £15 towards a tree at their annual Christmas tree festival. The PC apologised that it had to decline the request as it is not able to fund religious organisations under s 8(1)(i) Local Government Act 1894.</li> </ul>		
<b>109/23</b>	<b>To note correspondence received and approve any responses/ action to items of correspondence</b>		
	The list of correspondence had been circulated prior to the meeting. No actions were required.		
<b>110/23</b>	<b>To approve payments and receipts in accordance with the budget</b>		
	D Marshall	Salary & Expenses	£1,234.72
	Ware & Kay	Stables Lane Land Registration	£1,441.40
	Keith Blake	Expenses – Land Registry Plans	£6.00
	Vision ICT	Annual charge for neighbourhood planning domain	£36.00
	The Job Man	Bench Refurbishments	£180.00
	Streetscape	Gym Equipment Repairs	£180.00
	HMRC	PAYE Q2	£183.25
	Traditional Leisure	Stables Lane Hire Refund	£432.00
	Wharfe Valley Garden Maintenance	Millennium and Memorial Gardens Maintenance August 2023	£126.00
	<b>Receipts</b>		
	Bubbles Special Occasions	Festival Pitch Fee	£30.00
	<b>Resolved: That the above payments be approved.</b>		
<b>111/23</b>	<b>To receive items for the Ordinary Parish Council meeting on Monday 16 October 2023</b>		
	None.		
<b>Closure</b>	<b>There being no further business the Chairman declared the meeting closed at 21:25 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>21<sup>st</sup> August 2023</b>	
081/23iii	Request yellow recycling bin for Stables Lane Park	Cllr Stables
084/23ii	Review allotments checklist and provide recommendations	Cllr Bowen
	<b>18<sup>th</sup> September 2023</b>	
100/23ii	Arrange visit to Leeds Lights Warehouse	Cllr Blake
100/23iii	Distribute Christmas light letters to business owners	Cllrs Blake & Alderson
101/23i	Speak to LCC regarding wet pour surfaces at Stables Lane Park	Cllr Stables
102/23i	Include a request in e-newsletter regarding dogs at Church Fields	Cllr Heum
107/23	Report back on potential funding for Deepdale Community Centre	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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