

BOSTON SPA PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on Monday 17 March 2025 at the Village Hall, Boston Spa at 7.00 pm

Present: Cllrs K Blake (Chairman), D Taylor, S Courts, M Heum, A Watts, E Alderson, G Bowen.
Cllr P Stables arrived at 20:16.

Apologies: Cllr K Alderson.

In Attendance: D Marshall (Clerk to the Council)

Guests: None.

Richard Ormondroyd, Chairman of the Village Hall CIO was in attendance. Richard provided an update on the Village Hall improvement plans which include the refurbishment of the Lantern Room and the Committee Room.

203/24	To accept apologies for absence and approve reasons for absence
	Apologies had been received from Cllrs K Alderson.
	Resolved: That the apologies and reasons for absence be accepted.
204/24	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.
205/24	To receive an update from the Ward Councillors
	<p>Cllrs Lamb and Harrington gave their apologies prior to the meeting. The below updates were provided by Cllr Stables.</p> <ul style="list-style-type: none"> • WYCA has requested that the EV charger in the High Street car park which is currently designated for taxis to be changed to general use. Kerbo, an independent installer can now provide under pavement chargers for kerbside charging, but this will have to be funded by the homeowner. • Double yellow lines have been requested on the High Street outside the entrance to the Spa Surgery Car Park to improve visibility on leaving. • The trees on the High Street verge from Clifford Moor Road to Wickham Avenue have been assessed by LCC and have all been found to be healthy. Any branches overhanging the road will be removed. The trees on the corner of Clifford Moor Road are showing some signs of ash dieback and this will be monitored. • Parking issues are now occurring outside St Mary's Primary School since the installation of gates. A solution is being explored to prevent cars parking on the corner to the entrance at drop off and pick up times.
206/24	To confirm the Minutes of the meeting held on 17th February 2025 and review the action list
	<p>160/24 Print quarterly summary of e-newsletter and distribute around the village- ongoing 171/24iii Consult 122 High Street regarding bus shelter- completed 186/24 Draft a PC response to the Wetherby car park charges- completed 192/24i Arrange meeting with Leeds Lights - ongoing 192/24ii Produce article on NPAC for Annual Newsletter – completed 193/24v Contact Rural Roots regarding car park surface- ongoing 195/24 Include article on leaving deadwood and riverside paths in e-newsletter- completed</p> <p>Resolved: That the minutes be accepted as a true record and the action list updated.</p>
207/24	To receive any crime reports or updates from the PACT meeting
	<p>The February crime report had been circulated prior to the meeting. There was a 20.4% decrease in crime reports compared to January, but a slight increase compared to February last year. There has been a rise in shoplifting offences, 10 of which took place in Morrisons and 3 at Sainsburys local. Cllr Blake attended the March PACT meeting. There is now a new PCSO for Wetherby, Lee Graham.</p>

208/24	Financial matters	
	i)	To review the end of year 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 receive the 2024-25 end of year forecast
		The report was circulated prior to the meeting. There will be a c £18,000 underspend for 2024-25 of which £6,603 is from Stables Lane Park and £6,400 from tree works. It was proposed that these amounts be transferred to dedicated reserves once the final report is available in April.
		Resolved: That the end of year forecast be noted.
	iii)	To consider the Parish Council's internal controls checklist and financial risk assessment
		All internal controls and the internal audit system were found to be effective.
		Resolved: The Council accepted the reports, which were duly signed by the Chairman, Cllr Courts and the Clerk.
	iv)	To consider a funding request from the Litter Picking Group for litter grabbers
		No formal request had been received, but £150 was considered to an appropriate amount for a set of heavy-duty litter grabbers.
		Resolved: That £150 be granted for the purchase of litter grabbers.
209/24	i)	To consider a quote for the printing of the 2025 Annual Parish Newsletter
		A quote had been received from the Parish Magazine Printing Company at £516.25 for 350 x 60-page A5 booklets.
		Resolved: That the quote of £516.25 be approved.
	ii)	To consider agenda items and speakers for the Annual Parish meeting on Wednesday 7 May
		The following items were suggested for inclusion: Chairman's report – Cllr Bowen, Neighbourhood Plan update – Cllr Bowen, Green Group update - Adrian Balcombe, BEET update – Keith Jackson, Leeds Local Plan Update – Cllr Alan Lamb.
		Resolved: That the above topics be covered in the APM.
	iii)	To consider the updated asset register 2025
		The updated asset list had been circulated prior to the meeting with purchases made in 2024-25.
		Resolved: That the updated asset list be approved.
210/24	Planning issues	
	i)	To review planning applications and agree responses
		25/00999/FU 17 Church Street – No comment
		25/00699/FU 300 High Street – No comment
		25/00961/FU 11 Lime Tree Gardens – No comment
		25/00753/FU 70 Grove Road- No comment
		25/01303/FU 30 Clarendon Road- No comment
		Resolved: That there be no comments on the above planning applications.
	ii)	Other planning issues
		<ul style="list-style-type: none"> The McCarthy Stone appeal for application 23/03008/FU – 27 Church Street will be heard on 23rd April at Leeds Civic Hall. Cllr Blake said he would attend the meeting to express only that the Parish Council's view is that the site has been derelict for some years and that the planners and developers need to work more collaboratively to create a development that is suitable for the site. There has been no further update on application 23/02872/FU – Land East of Church Street.
211/24	Highways and streetscene	
	i)	To receive an update on the Westwood Way Traffic Regulation Order
		Cllr Stables said a meeting date with Highways had now been agreed in two weeks' time. There have been 140 comments/objections to the proposed scheme.
	ii)	To receive an update on bus shelters
		Cllr Stables has visited the homeowners of 122 High Street who have some concerns about the

		height of the bus shelter and the effect it will have on their property and garden wall. Cllr Stables said she would measure the wall and report back at the next meeting.
212/24	Community Events	
	i)	To receive an update on the 2025 Christmas Lights
		Cllr Blake has organised a meeting with Leeds Lights on 28 th March. Cllr Stables and Heum will attend.
	ii)	To receive an update from the Community Events Committee
		Cllr Alderson provided a verbal update. The dates of the summer park and Christmas events have now been confirmed. Cllr Watts reported that Kirby's would be happy to provide and mount a Christmas tree in Millennium Gardens for the Christmas event. Cllr Blake said he would speak to Leeds Lights about how the lights could be connected to a power supply.
	iii)	To receive an update on the VE Day celebration on 11th May and consider a funding request of £225 for the Wetherby Silver Band.
		Cllr Bowen, Courts and Heum have volunteered to assist at the event with the serving of tea and sandwiches.
		Resolved: That the cost of £225 be approved to be taken from the Community Events budget.
213/24	To receive an update on issues concerning Stables Lane and receive any updates from the Friends of Stables Lane (FOSL) Working Group	
	i)	To receive an update on benches
		Cllr Taylor presented a quote from Woodscape for two back-to-back accessible Tooting benches at a cost of £6,800 + VAT plus £630 for installation by WB Garden Care. The benches will be located alongside the path to the Bowling Club.
		Resolved: That the total cost of £7,430 be approved for purchase and installation of two Tooting benches.
	ii)	To receive an update on the bin store
		Cllr Alderson K submitted a written report prior to the meeting. The bin store had now been erected and the bins are awaiting delivery. Thanks were given to Mike Gadd and his team for their work in creating the bin store.
	iii)	To receive any updates from the FOSL meeting on 4th March
		Cllr Taylor provided an update. <ul style="list-style-type: none"> • The Bowling Club and Tennis Club have requested an update on the planned times for the circus. • The Rotary Club are no longer able to maintain the path edges and new volunteers are needed. • Mike Gadd has trimmed back the hedge at the front of the car park and built up the banking.
	iv)	To consider a revised Terms of Reference (TOR) for FOSL
		The revised TOR was circulated with one change to state that meetings take place quarterly and not monthly.
		Resolved: That the revised TOR be approved.
214/24	To consider any issues regarding Church Fields or public open spaces	
		<ul style="list-style-type: none"> • Mike Gadd and his team have now finished the work to the hedges along the Church Fields/Riverside footpath.
215/24	To consider any riverside issues	
	i)	To consider a request for a donated memorial bench at Jackdaw Crag
		An enquiry had been received from a resident as to whether they could provide a memorial bench at Jackdaw Crag to replace the existing log bench which is now rotten.
		Resolved: That the Parish Council would welcome the donation of a memorial bench.
	ii)	Other issues/updates
		<ul style="list-style-type: none"> • The Clerk has chased up the installation of the new bridge at Jackdaw Crag with the Leeds PROW Team. • Cllr Blake has followed up with PROW regarding tree 62 on the footpath at the rear of 82 West End.

216/24	Allotments		
	i)	To consider the latest inspection report	
		Cllr Bowen reported that Plot 11 at PH is much improved. There has been no contact from the tenant of plots 3 and 5 which still require improvement. Plot 4 has now been divided into two half plots and the top half will be offered to the next person on the waiting list.	
		Resolved: That the report be noted.	
217/24	To receive an update from the Neighbourhood Planning Advisory Committee (Cllr Bowen)		
	The Committee’s last meeting was on 3 rd March where the topic was energy. The next meeting will be on 7 th April and will focus on transport.		
218/24	To receive reports from members who have attended other committees and meetings		
		<ul style="list-style-type: none">Cllr Blake has met with Leeds Highways regarding the road drainage issue between Yeadon’s and SALT. It is suspected that the blockage is being caused by a collapsed drain which was owned by LCC and never adopted by YW. Investigations are ongoing.	
219/24	Exchange of Information – to raise any emerging issues		
	None.		
220/24	To note correspondence received and approve any responses/ action to items of correspondence		
	The list of correspondence was circulated prior to the meeting.		
	Resolved: That the correspondence be noted.		
221/24	To approve payments and receipts in accordance with the budget/		
	D Marshall	Salary and Expenses	£1,215.49
	GH Brooks	Bin Store Materials	£49.23
	Scotton Trees	Tree works – Stables Lane	£390.00
	D Kemp	Bus Shelter Clean	£15.00
	Shelley Signs	Stables Lane Park Sign	£2,022.00
	D Marshall	Laptop & Anti-virus	£577.00
	Mike Gadd	Bin Store Materials	£4.40
	HMRC	PAYE Q4	£434.44
	Receipts		
	NatWest	Savings Interest	£277.26
	Boston Spa Tennis Club	Stables Lane Contribution	£218.95
	Various	Allotment rents	£43.74
	Resolved: That the above payments be approved at the receipts be noted.		
222/24	To receive items for the Ordinary Parish Council meeting on Monday 28 th April 2025		
	Cllr Bowen asked if the Parish Council would consider the purchase of an additional Speed Indicator Device on the High Street.		
	Resolved: That the above item be considered at the April meeting. Cllrs Bowen and E Alderson gave their apologies for the April meeting.		
223/24	Parish Clerk annual pay review		
	Resolved: That the Clerk’s pay rate be increased to SCP22 from 1st April 2025 in line with the contract of employment and a provisional 2.5% increase be given in anticipation of the NJC annual cost of living increase.		
Closure	With no further business the Chairman declared the meeting closed at 20:42		

ACTIONS

	16th December 2024	
160/24	Print quarterly summary of e-newsletter and distribute around the village	Cllr Heum

	17th February 2025	
193/24v	Contact Rural Roots regarding car park surface	Cllrs Blake & K Alderson
	17th March 2025	
211/24ii	Measure wall at 122 High Street	Cllr Stables

Signed_____ Date_____