

BOSTON SPA PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on Monday 28 April 2025 at the Village Hall, Boston Spa at 7.00pm

Present: Cllrs K Blake (Chairman), D Taylor, S Courts, M Heum, A Watts, K Alderson.

Apologies: Cllrs E Alderson, G Bowen and P Stables.

In Attendance: D Marshall (Clerk to the Council)

Guests: Ward Councillors Alan Lamb and Norma Harrington.

There were no members of the public in attendance.

224/24	To accept apologies for absence and approve reasons for absence
	Apologies had been received from Cllrs E Alderson, G Bowen and P Stables.
	Resolved: That the apologies and reasons for absence be accepted.
225/24	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
	Cllr K Alderson declared an interest in planning application 25/01906/FU- Wharfe View, 301A High Street as this is his neighbour. Cllr Blake declared an interest in planning application 25/01784/FU -14 Clarendon Road as this is his neighbour.
	Resolved: That the above interests be noted and the Councillors be excluded from a vote on these items.
226/24	To receive an update from the Ward Councillors
	<p>A heavy downpour in February caused a number of flooding incidents in both Wetherby and Boston Spa when the drains became overwhelmed by volumes of water they were not designed to dispose of. A number of departments at LCC are looking at how this type of flooding can be prevented in the future. The LCC Resilience Team will attend the Outer Northeast meeting later in the year to engage and advise the Parish Councils. Residents will be encouraged to keep an eye on the drains outside their properties and report any drains that need clearing. Cllr Blake said that reporting blocked gullies was often very time consuming as the LCC online service only allows one drain to be reported at a time. Cllr Harrington said the Ward Councillors would be happy to accept lists of drains that need clearing and will liaise directly with the Flood Alleviation Team to coordinate clearance. Cllr Blake enquired as to whether a review of all the highways signage in Boston Spa could be undertaken, as had been recommended some years ago as part of the Village Centre Plan. The Ward Councillors said they would consult LCC Highways.</p> <p>Cllr Lamb is in discussion with the residents of Chapel Cottage regarding the Spa Lane boundary treatment. A fire broke out at the former St Vincent's School on Church Street on 13th April which was attended by fire crews. Cllr Lamb is now liaising with the landowner and the Leeds Planners to encourage the demolition of the building and a meeting between all parties has been organised.</p>
227/24	To confirm the Minutes of the meeting held on 17th March 2025 and review the action list
	Cllr Stables requested the following amends prior to the meeting: 205/24 Bullet point 1: Change to: WYCA have requested that the EV charger in the High Street car park, which is currently designated for taxis be changed to general use. Bullet point 4 – Make corner plural on Clifford Moor Road as it is both sides of the entrance. 206/24iii Christmas lights – change from a completed task to on-going.
	Resolved: That subject to the above amendments, the minutes be accepted as a true record.
	Actions
	160/24 Print quarterly summary of e-newsletter and distribute around the village- completed.
	193/24v Contact Rural Roots regarding car park surface - ongoing
	211/24ii Measure wall at 122 High Street- ongoing
	Resolved: That the action list be updated.

228/24	To receive any crime reports or updates from the PACT meeting	
	The March crime report was circulated prior to the meeting. March has seen a 50% increase in ASB reports. All reports are from singular locations, from singular callers with no trends in the data and this is linked to the warmer weather. There was a 42.8% decrease in shoplifting. The next PACT will be Tuesday 6th May 2025 at the Methodist Church in Wetherby, commencing at 6.30pm.	
229/24	Financial matters	
	i)	To review the end of year figures and bank reconciliation
		The report had been circulated prior to the meeting. The PC's total funds at 1 st April 2025 are £392,850.
		Resolved: That the figures be accepted as a true record.
	ii)	To consider the Council's Earmarked Reserves
		A report had been circulated prior to the meeting. There was an £18,816 underspend in the 2024-25 financial year of which £6,560 was for Stables Lane Park developments and £6,400 for tree works. It was proposed that these funds be moved into dedicated reserves for the coming year.
		Resolved: That £6,560 be transferred to the Stables Lane Reserve and £6,400 be put into a new earmarked reserve for tree works.
	iii)	To approve the annual subscription of £932 to the Yorkshire Local Councils Association
		Resolved: That the annual subscription of £932 be approved.
	iv)	To consider a donation of £3,500 to Boston Spa Village Hall
		Resolved: That the annual donation of £3,500 to the Village Hall be approved.
	v)	To consider a donation of £775 to Boston Spa Green Group
		Resolved: That a donation of £775 to the Boston Spa Green Group be approved.
	vi)	To consider a donation of £500 to Boston Spa in Bloom
		Resolved: That the donation of £500 to Boston Spa in Bloom be approved. It was agreed that a proportion of these funds would be requested for use on the sponsorship of hanging baskets for FOSL and the PC.
	vii)	To consider the setup of a Direct Debit to HMRC for PAYE & NI
		Resolved: That the Direct debit to HMRC be approved.
230/24	Governance and Administration	
	i)	To confirm the agenda for the Annual Parish Meeting
		The agenda was circulated and will include an update on the Local Plan from Ward Cllr Lamb, an update from the Community Green Group from Adrian Balcombe and a NPAC update from Cllr Gail Bowen.
		Resolved: That the agenda be approved.
	ii)	To consider the development of a Community Resilience Plan
		NPAC last met on 7 th April where the focus of the meeting was Resilience Planning. Cllr Watts proposed that she lead a separate informal group of volunteers to put together a Resilience Plan and resident advice sheet which will then be approved and transferred into the Parish Council's ownership. It was proposed that the Resilience Plan be presented at a stall at the summer festival to generate awareness and gather resident feedback. Leanne Cummings from the LCC Resilience Planning Team has been invited.
		Resolved: That Cllr Watts lead a Resilience Planning Group to develop a Resilience Plan which will be adopted and managed by the Parish Council.
231/24	Planning issues	
	i)	To review planning applications and agree responses
		25/01784/FU 14 Clarendon Road – No comment 25/01906/FU Wharfe View 301A High Street- No comment 25/02009/FU 40 Church Street- No comment 25/02183/FU 216 High Street- No comment 25/02309/FU 308 High Street- No comment
		Resolved: That there be no comments on the above planning applications.
	ii)	Other planning matters

		It was proposed that the Parish Council write to both the Leeds Planners and Illuminating Investments to give its support for the demolition of the former St Vincent's School on Church Street.
		Resolved: That the Parish Council submit a letter of support for demolition.
232/24	Highways and streetscene	
	i)	To receive an update on the Westwood Way Traffic Regulation Order
		LCC Highways received c 90 comments regarding the Westwood Way TRO. These were discussed and evaluated at the beginning of April and some changes have now been made which have been sent to the two lead residents and the schools. If there are no significant objections, this will then become a formal Traffic Regulation Consultation and this will be sent out to all residents as well as the schools, businesses and Box Tree Court.
	ii)	To receive an update on bus shelters
		Cllr Stables reported that she is yet to measure the space for the shelter.
	iii)	To receive an update on bench installation at West Oaks School
		A new location has been found outside West Oaks school and costs are being awaited from LCC for the laying of a path and an underground utilities check.
233/24	Community Events	
	i)	To consider a £1,400 increase to the 2025-26 Christmas lights budget
		Cllr Blake explained that an increase was required to cover the cost of an integrated display of 2D lights in a twinkly star or shooting star pattern.
		Resolved: That the budget for the Christmas lights be increased to £7,400 with the additional £1,400 to be taken from general reserves.
	ii)	To receive an update from the Community Events Committee
		The Clerk provided a brief update on the two planned events. Most of the arrangements are now in place for the Party in the Park on the 13 th July. The Events Committee will next meet on 15th May.
	iii)	To consider a £1,000 increase to the 2025-26 events budget
		£1,000 was requested to cover additional costs for the Christmas event, including a Christmas tree stand, signage and vendors.
		Resolved: That the £1,000 increase to the events budget be approved to be taken from general reserves.
234/24	To receive an update on issues concerning Stables Lane and receive any updates from the Friends of Stables Lane (FOSL) Working Group	
	i)	To consider the quarterly inspection report from Kompan
		The inspection report was circulated prior to the meeting. All issues were found to be low risk.
		Resolved: That the report be noted.
	ii)	Other issues
		Cllr Taylor reported that the new accessible benches have now been ordered. There is no update on the Green Flag Award. It has been noted that the new bins may be too small for the bin bags when they are full. It was agreed that this would be monitored with a view to purchasing a larger bin. One of the large logs along the overflow car park is now rotten. It was proposed that the logs be replaced with large boulders. The Clerk said she would enquire about costs.
235/24	Deepdale Skate Park	
	i)	To consider the quarterly inspection report from Kompan
		The inspection report was circulated prior to the meeting. All issues were found to be low risk.
		Resolved: That the report be noted.
236/24	To consider any issues regarding Church Fields or public open spaces	
		It was noted that Baxters are maintaining the area to a high standard and are trimming the hedge surrounding the square.
237/24	To consider any riverside issues	
		A set of steps has been installed by Boston Spa Community Green Group leading from the top to the bottom

	riverside path at the rear of the Church Fields SuDS bowl. This is a work in progress and the steps will be filled with gravel over the coming weeks. The Group would like to undertake work to improve the path at the rear of River View as this can become very muddy. The riverside path at the rear of the Moorlands is now badly eroded and has become very narrow with a steep drop. It was proposed that the Clerk contact TCV to see if they can provide a shoring up and infill of the path.		
238/24	Allotments		
	i)	To consider the latest inspection report	
		Cllr Bowen circulated a report prior to the meeting. All plots are being cultivated.	
	ii)	Other issues	
		Cllr Taylor reported that the installation of the new fence and gate at Westwood Way has been delayed slightly and will now be carried out w/c 12th May.	
239/24	To receive an update from the Neighbourhood Planning Advisory Committee (Cllr Bowen)		
	Cllr Bowen circulated a report prior to the meeting. The last meeting took place on 7 th April where the Resilience Plan was discussed. The next meeting will be on 29 th May and the topic will be transport. Cllrs Bowen and Taylor met with Boston Spa Rotary members to give a brief introduction on the Neighbourhood Plan and progress on its review.		
240/24	To receive reports from members who have attended other committees and meetings		
	Cllr Taylor attended the VHMC meeting. Refurbishment is ongoing and work will commence on the Lantern Room next week.		
241/24	Exchange of Information – to raise any emerging issues		
	Nothing to report.		
242/24	To note correspondence received and approve any responses/ action to items of correspondence		
	A list of correspondence had been circulated prior to the meeting. It was noted that a lot of complaints had been received regarding the new barber shop signage at 144 High Street. Leeds Planning Enforcement were contacted, and the signage has now been removed.		
243/24	To approve payments and receipts in accordance with the budget		
	D Marshall	Salary and WFH Allowance	£1,453.30
	D Marshall	Expenses – Annual Parish Newsletter	£45.00
	YLCA	Annual subscription	£932.00
	Parish Magazine Printing	Annual Newsletter Print	£516.25
	Vision ICT	Annual website and email hosting	£560.70
	YLCA	Training – Anne Watts	£70.20
	Yorkshire Games Hire	Games Hire Deposit – Festival	£50.00
	Kompan	Quarterly play and skate park inspections	£174.00
	Kevin Alderson	Stables Lane Bins	£87.96
	Keith Blake	Expenses - various	£127.52
	Boston Spa in Bloom	Annual Donation	£500.00
	Boston Spa Green Group	Annual Donation	£775.00
	Boston Spa VH CIO	Annual Donation	£3,500.00
	Receipts		
	NatWest	Savings Interest	£252.28
	Boston Spa Bowling Club	Stables Lane Annual Contribution	£305.48
	Resolved: That the above payments be approved at the receipts be noted.		
244/24	To receive items for the Annual Parish Council meeting on Monday 19 th May 2025		
	None.		
Closure	With no further business the Chairman declared the meeting closed at 20:31		

ACTIONS

	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
	28th April 2025	
229/24vii	Obtain Direct Debit form from HMRC	Cllr Courts

Signed_____ Date_____