

BOSTON SPA PARISH COUNCIL

The Village Hall, 199 High Street, Boston Spa LS23 6AA
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Minutes of the Ordinary Parish Council Meeting held on Monday 16 June 2025 at the Village Hall, Boston Spa at 7.00pm

Present: Cllrs K Blake (Chairman), D Taylor, S Courts, A Watts, K Alderson, G Bowen, P Stables.

Cllr P Stables left the meeting at 19:54.

Apologies: Cllrs E Alderson & M Heum

In Attendance: D Marshall (Clerk to the Council)

Guests: Ward Councillor Alan Lamb.

There were no members of the public in attendance.

028/25	To accept apologies for absence and approve reasons for absence
	Apologies had been received from Cllrs E Alderson and M Heum.
	Resolved: That the apologies and reasons for absence be accepted.
029/25	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.
030/25	To receive an update from the Ward Councillors
	<ul style="list-style-type: none">The Local Plan update will go to the Executive Board on Wednesday 18 June. If approved, it will then go out to consultation for 10 weeks.The gate on Winnow Lane is rotten. It is believed this was originally installed by the farmer from the adjacent land (now deceased). The ownership of the lane is being investigated.
031/25	To receive any crime reports or updates from the PACT meeting
	The May Crime Report was circulated prior to the meeting. Wetherby saw a 45.4% decrease in ASB calls and a 22.6% decrease in crime reports in May compared to April. Cllr Stables attended the June PACT meeting. The ASB Team will hold a drop-in session at Wetherby library every first Tuesday of the month from 1 to 4pm.
032/25	To confirm the Minutes of the meeting held on 19 May 2025
	211/24ii - Measure wall at 122 High Street – completed. 229/24vii- Obtain Direct Debit form from HMRC – completed.
	Resolved: That the Minutes of the meeting held on 19 th May 2025 be accepted as a true record and the action list updated.
033/25	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 review the 2025-26 budget v spend to date
	The report had been circulated prior to the meeting.
	Resolved: That the budget report be noted.
iii)	To consider a funding request from the Emergency and Resilience Planning Group

		Cllr Watts requested £200 for the printing of leaflets and a poster for the Party in the Park event.
		Resolved: That the request for £200 be approved to be taken from general reserves.
034/25	To review the statutory documents and policies	
	i)	Standing Orders
		The NALC Model Standing Orders (updated April 2025) were circulated prior to the meeting with an outline of changes.
		Resolved: That the NALC Model Standing Orders April 2025 be adopted.
	ii)	Financial Regulations
		There were no updates to the 2024 Financial Regulations.
		Resolved: That the Financial Regulations be approved.
	iii)	Recording of Parish Council meetings
		An updated version of the policy was circulated with some minor changes to ensure compliance with the Openness of Local Government Regulations 2014.
		Resolved: That the updated Recording at Parish Council meetings policy be adopted.
	iv)	Publications Scheme
		An updated model Publication Scheme from the ICO was circulated which now includes links to all documents available on the Parish Council's website.
		Resolved: That the updated model Publications Scheme be accepted.
	v)	Complaints Scheme
		There were no proposed changes to the Complaints Scheme
		Resolved: That the Complaints Scheme be approved.
	vi)	Risk Assessments
		There were no proposed changes to the Risk Assessments.
		Resolved: That the Risk Assessments be approved.
035/25	To review and agree membership of the Parish Council's Working Parties and allocation of responsibilities	
	Friends of Stables Lane Working Group (FOSL) – Cllrs K Alderson, S Courts and D Taylor. Resilience Planning (1) – Cllr A Watts Sports Club Liaison - (1)- Cllr S Courts Allotments (2)- Cllrs Bowen and Taylor Streetscene/ Highways / Drainage(1)- Cllr Blake Finance & Internal Control (3)- Cllr Blake, Courts and Taylor. Planning Lead Member (1) – Cllr Blake Communications - (2) – Cllrs Heum and E Alderson. HR/ Employment - (2)- Cllrs Blake and Courts Public Open Spaces and trees (1)- Cllr Stables	
	Resolved: That the above memberships be approved.	
036/25	To appoint representatives to the following outside bodies:	
	Village Hall Management Committee – Cllr Taylor Charity of Richard Dawson (2)- Cllrs K Alderson and Courts Boston Spa Festival Liaison (2) – Cllrs E Alderson and A Watts Deepdale Management Association (1)- Cllr Stables Outer Northeast Town and Parish Council Forums (2)- Cllrs Blake and Bowen Yorkshire Local Councils Association (2) – Cllrs Bowen and Stables Boston Spa and Wetherby Green Group Liaison (1)- Cllr Stables	
	Resolved: That the above appointments be approved.	
037/25	Planning issues	
	i)	To review planning applications and agree responses
		25/03230/FU 7 Green Lea Close- No comments
		25/03110/FU Hamsard House, 10 The Moorlands- No comments
	Resolved: That there be no comments or objections to the above planning applications.	

038/25	Community Events	
	i)	To receive an update from the Events Committee (Cllr E Alderson)
		Cllr Watts provided an update. The 10 th June meeting was held at the park to plan the layout of the event. The next meeting will be on Wednesday 25 th June at 7pm.
039/25	Highways and streetscene	
	i)	To receive an update on the Westwood Way Traffic Regulation Order
		It is hoped that the TRO will be implemented during the school summer holidays. Staggered double yellow lines are being explored for the High Street from Boston Spa Surgery to Grove Road to provide passing points which will ease congestion and speeding.
	ii)	To receive an update on bus shelters
		Cllr Stables has measured the wall and has confirmed that the wall is 2m and high enough to accommodate a shelter. A new design for the WYCA wooden shelter was circulated with the proposal that the wall of the shelter be on the roadside. The shelter design was approved by the Parish Council and it was agreed that Cllr Stables would consult WYCA on the installation.
	iii)	To receive an update on bench installation at Westwood Way
		LCC has confirmed that the proposed location on the grass verge at Primrose Lane school is not suitable. Cllr Stables proposed a new location on the grassed area on the corner of Primrose Lane and Westwood Way. The Parish Council has no objections to the location. Cllr Stables said would take this forward for discussion with LCC.
	iv)	To consider the visibility of planters outside Cost Cutter
		The position and colour of the planters have made them difficult to identify by the partially sighted and it is believed they may cause a potential hazard. Cllr Stables is liaising with the LCC Access Officer to look at options to improve visibility. Cllr Blake said he had applied some white tape to the planters to see if this would have any effect.
040/25	To receive an update on issues concerning Stables Lane and receive any updates from the Friends of Stables Lane Working Group	
	i)	To receive an update on the Green Flag Award
		An update on the Green Flag award had been received. It was agreed that a letter of thanks be written to Keith Jackson for his work in preparing the application. Cllr K Alderson thanked the Clerk for providing the supporting documents.
	ii)	To consider repairs to the car park and any associated costs
		Cllr K Alderson provided an update. Repairs to the car park entrance have been made by the contractor at no cost to the Parish Council but the surface will soon start to deteriorate, particularly if there is heavy rain. It was agreed that a more durable surface needs to be explored for the entrance area of the car park and around the drain inspection cover.
	iii)	To receive any updates from the FOSL meeting on 3rd June
		Cllr Taylor provided an update from the meeting. <ul style="list-style-type: none"> • Colin Speers, Chair of Governors at St Mary's has joined FOSL. • The new accessible park benches will be delivered at the end of June. • Cllr Taylor will obtain quotes for alternative roofing for the southernmost gazebo shelter.
041/25	To consider any issues regarding Church Fields or public open spaces	
		The blackthorn in the hedge abutting the High Street is now becoming overgrown and impinging on the pavement. The Clerk said she would ask Baxter to trim it back on their next visit.
042/25	To consider any riverside issues	
	i)	To consider proposed improvement works by Boston Spa Green Group
		A list prepared by Mike Gadd was circulated prior to the meeting. The Parish Council welcomed the minor works proposed to improve the footpaths and riverside steps. It was agreed that the PC would request a copy of the key from the EA for the gate at the weir.
	ii)	To consider a Community Engagement Session on Tree Preservation Orders and works to trees within the Conservation Area.
		It was proposed that an event be held at 6pm in September or October prior to the tree cutting season to impart information of how to comply with and apply for permission to undertake work on trees with a TPO or within the conservation area. Cllr Stables said she would liaise with LCC Tree

		services to organise a date. It was agreed that Mike Gadd would be approached to provide an update for the PC e-newsletter on how to manage gardens, mowing and trees throughout the year.	
	iii)	To consider a sponsored memorial bench for Jackdaw Crag	
		The model of bench proposed by the sponsor, the Glasdon Phoenix, was circulated to the Parish Council the cost being £743 plus £480 for installation. The style of bench was approved by the PC.	
		Resolved: That the Glasdon Phoenix Bench be approved and the costs be sent to the sponsor for their acceptance.	
	iv)	Other issues	
		<ul style="list-style-type: none">• The new bridge has been installed by LCC at Jackdaw Crag• The padlock on the Holgate Lane bollard is now jammed. Cllr Blake said he would replace it.	
043/25	Allotments		
	i)	To consider the latest inspection report	
		Cllr Bowen reported that all plots at Westwood Way are being maintained to a good standard with only one small plot being a concern. The Clerk said she would contact the tenant.	
	ii)	Other issues	
		<ul style="list-style-type: none">• Feedback on the new fence and gate has been very positive• It was proposed that the Westwood Way gate be locked with a coded padlock. It was agreed that an ‘Allotments Holders only’ sign be purchased for the gate to see if this deters any unauthorised visitors before proceeding to lock the gate.	
044/25	To receive any updates from the Neighbourhood Planning Advisory Committee (NPAG)		
		Cllr Bowen provided an update. The last meeting was on 29 th May and looked at transport. It was agreed that the next meeting on 24 th July will focus on the Leeds Local Plan consultation.	
045/25	To receive an update from the Emergency and Resilience Planning Group		
		Cllr Watts provided an update. The group will hold a stall at the Party in the Park to raise awareness with residents and provide leaflets. The LCC Resilience Team will attend to give out information packs.	
046/25	To receive reports from members who have attended other committees and meetings		
		Cllr Taylor attended the Village Hall Management Committee meeting. The Committee Room will be renamed the Wharfe Room. The renovation works are almost complete.	
047/25	Exchange of Information – to raise any emerging issues		
		None.	
048/25	To note correspondence received and approve any responses/ action to items of correspondence		
		A list of correspondence had been circulated prior to the meeting.	
		Resolved: That the list of correspondence be noted.	
049/25	To approve payments and receipts in accordance with the budget		
	D Marshall	Salary & WFH Allowance	£1,453.30
	D Marshall	Stables Lane trolley box and bin key	£35.00
	Yorkshire Games Hire	Giant Board Games	£340.00
	G&S Toilet Hire	Festival toilets	£468.00
	Scribe	Accounting Software Annual Licence	£499.68
	Class Office Equipment	Confidential Shredding	£9.00
	SLCC	13th Ed Local Council Administration	£142.40
	Scott Courts	Brightpay Annual Licence	£100.80
	Receipts		
	D Kemp	Newsletter Advert	£63.60
	Boston Spa Green Group	Image licence fee	£200.00
	Five Star Sports	Stables Lane Party Hire	£24.00
	JRC Entertainment	Stables Lane Hire - Circus	£1,200.00
	Cambridge & Counties	Annual Savings Interest	£3,910.00

	Resolved: That the above payments be approved and the receipts be noted.
050/25	To receive items for the Ordinary Parish Council meeting on Monday 21st July 2025
	To review the Leeds Local Plan update and consultation.
Closure	With no further business the Chairman declared the meeting closed at 20:27

ACTIONS

	16th June 2025	
039/25ii	Consult WYCA on proposed wooden bus shelter	Cllr Stables
039/25iii	Consult LCC on proposed bench location at corner of Primrose Lane/Westwood Way	Cllr Stables
040/25ii	Explore alternative surfacing for entrance to Stables Lane car park	Cllr K Alderson
040/25iii	Obtain quotes for metal roof surfacing for Stables Lane gazebo	Cllr Taylor
042/25ii	Organise Community Engagement Session on Tree Preservation Orders in September/October	Cllr Stables
042/25iv	Fit new padlock at Holgate Lane bollard	Cllr Blake