

BOSTON SPA PARISH COUNCIL

The Village Hall, 199 High Street, Boston Spa LS23 6AA
Tel: 07864 649565 Email: clerk@bostonpapc.org.uk www.bostonpapc.org.uk

Draft Minutes of the Ordinary Parish Council Meeting held on Monday 21 July 2025 at the Village Hall, Boston Spa at 7.00pm

Present: Cllr G Bowen (Vice Chairman), D Taylor, S Courts, A Watts, K Alderson, E Alderson, P Stables, M Heum.

Apologies: Cllr K Blake.

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. The meeting was chaired by Cllr G Bowen.

051/25	To accept apologies for absence and approve reasons for absence
	Apologies had been received from Cllr Blake
	Resolved: That the apologies and reasons for absence be accepted.
052/25	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.
053/25	To receive an update from the Ward Councillors
	<ul style="list-style-type: none">• Parking charges in the Wetherby car parks will go ahead with an expected implementation date of 1st October 2025.• Go Ahead Yorkshire will be taking over the running of the X98 and X99 bus service. The late-night service will be withdrawn due to low usage.• The homeowners adjacent to the collapsed wall on the riverside at Spa Baths have appealed against the enforcement notice to reinstate the retaining wall and remove the garden pod• The list of Penalty Charge Notices for Boston Spa had been circulated. Parking on the corner of Clifford Road and High Street is causing an issue and LCC Highways have been asked to remark the double yellow lines.
054/25	To receive an update on the Leeds Local Plan
	The Ward Councillors provided an update. An open session for the public will take place on Thursday 24 th July from 3pm to 7pm at Wetherby Town Hall. 30,000 more houses are required across the Leeds district with 136 identified for Boston Spa where the provision of affordable and older people's housing is the priority. The Call for Sites process allows landowners to submit their land for consideration for building, but not all will be selected. The submitted sites can be viewed at the public consultation. A meeting of Wetherby Town Council and the Parish Councils within the Wetherby Ward will be held on Thursday 24 th July at 5.30pm at Wetherby Town Hall.
055/25	To receive any crime reports or updates from the PACT meeting
	Cllr Stables attended the July PACT meeting. There was a slight reduction in crime reports in June with residential burglaries dropping by 50% and commercial burglaries dropping by 66.6% in line with the policing priorities. There was a slight increase in ASB reports which can be linked to the warmer weather. This is a similar picture to other ward areas.
056/25	To confirm the Minutes of the meeting held on 16 June 2025
	Resolved: That the minutes from the meeting on 16 June 2025 be accepted as a true and accurate record.
057/25	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.
058/25	Governance and Administration	
	i)	To consider the adoption of an IT policy
		A draft IT policy was circulated prior to the meeting to meet the requirements of the 2025 Smaller Authorities' Proper Practices Panel (SAPPP) Practitioner's Guide.
		Resolved: That the IT Policy be adopted and published on the Parish Council's website.
059/25	Planning issues	
	i)	To review planning applications and agree responses
		25/03229/FU Tenon House, Holgate Lane- no comment 25/03505/FU 4 Chestnut Avenue- No comment 25/03717/FU 27 Moor Side- No comment 25/03439/FU Riversmead, Lynton Avenue- No comment 25/01784/FU 14 Clarendon Road – revised plans – No comment
		Resolved: That there be no comments or objections to the above planning applications.
	ii)	To consider a response to the Leeds Local Plan Consultation
		Resolved: That an Extra Ordinary meeting be held on Tuesday 19 th August at 7pm for the Parish Council to finalise its response.
060/25	Community Events	
	i)	To receive feedback on the Party in the Park
		Cllr E Alderson confirmed the event had been a success and that a survey had been sent out to obtain public feedback. Funds raised for the park include £440.00 from the Classic Cars, £357.00 from Yorkshire Dales Ice Cream, £322.11 collected in buckets by the Rotary Club and £30.00 for the inflatables pitch hire. The Parish Council were very grateful to the members of the Rotary Club for their assistance in marshalling and litter picking.
		Resolved: That the feedback be welcomed.
061/25	Highways and streetscene	
	i)	To consider the Planned Highway Maintenance Programme 2026/27 to 2030/31
		The report had been circulated prior to the meeting. Councillors were asked to review the list and identify roads from the schedule that are a higher priority or which do not need immediate attention.
	ii)	To receive an update on the Westwood Way Traffic Regulation Order
		Cllr Stables confirmed that LCC's legal department is now drafting the final formal consultation letter. Any objections will be sent directly to the Chief Highways Officer for his consideration. It is hoped that the TRO can be implemented during the summer holidays although a date in September is now more likely.
	iii)	To receive an update on bus shelters
		WYCA are in the process of sending a letter to all residents who reside within the immediate vicinity of the planned bus shelter opposite St Mary's Church. Provided there are no significant objections the bus shelter can be erected in the autumn.
	iv)	To receive an update on bench installation at Primrose Lane
		Cllr Stables reported that despite proposing several sites along Primrose Lane, all had been rejected by Leeds City Council on the grounds of child road safety.
	v)	To receive an update on the visibility of planters outside Cost Cutter
		The LCC Access Officer met with the resident with impaired vision. It has been proposed that the planters be moved further back towards Cost Cutter and that bollards be installed along the kerbside to prevent parking. Cllr Stables said she would ask LCC if they would fund the bollards.

062/25	To receive an update on issues concerning Stables Lane and receive any updates from the Friends of Stables Lane Working Group	
	i)	To consider the quarterly play equipment inspection report
		The inspection reports had been circulated prior to the meeting. One item was found to be medium risk. The bearing on the seesaw at Stables Lane is worn and is not operating correctly. Quotes had been obtained the repair.
		Resolved: That the quarterly play inspection reports be noted.
	ii)	To consider quotes for a gazebo roof covering
		Cllr Taylor will obtain quotes for review at the August meeting.
	iii)	To consider a quote for the installation of benches
		Two quotes had been received from WB Garden Care, £630 for anchoring into the ground and £2,600 for the provision of hardstanding. It was agreed that hardstanding would be the better option in the interests of security and accessibility.
		Resolved: That the quote of £2,600 to accepted from WB Garden Care and that these funds be taken from the Stables Lane Park reserve.
	iv)	To consider a quote for seesaw repairs
		The Clerk had obtained two quotes for the repair of the seesaw, one at £1,492.46 + VAT and one £1281.74 + VAT
		Resolved: That the quote of £1281.74 + VAT from Sutcliffe Play be accepted.
		Other issues
		<ul style="list-style-type: none"> • Cllr Taylor was pleased to announce that the park had received the 2025-26 Green Flag Award. • Litter at the park has increased significantly since the opening of the new pizza shop on the High Street. It was agreed that the situation would be monitored and if the problem continues that the shop be contacted and asked to provide a waste receptacle for pizza boxes.
063/25	To consider any issues regarding Church Fields or public open spaces	
	Nothing to report.	
064/25	To consider any riverside issues	
	i)	To consider a quote from TCV for riverside path repairs at the Moorlands
		A quote of £6,193 +VAT had been received to shore up, infill and level the footpath at the rear of The Moorlands. This area requires immediate attention due to concerns for public safety from the steep drop that has resulted from path erosion.
		Resolved: That the quote of £6,193 + VAT from TCV be approved and that funds be taken from the Church Fields reserve.
	ii)	To consider works proposed by Boston Spa Green Group and associated costs
		Mike Gadd circulated a list of proposed works to improve the riverside steps and infill and level the lower path. The expected costs for materials will be £600.00.
		Resolved: That the proposed works and materials cost of £600.00 be approved.
065/25	Allotments	
	i)	To consider the latest inspection report
		Cllr Bowen reported that all allotments are being maintained to a satisfactory level.
	ii)	Other issues
		Cllr Taylor confirmed that remedial work has been carried out to the new fence to secure the screws.
066/25	To receive any updates from the Neighbourhood Planning Advisory Committee (NPAG)	
	Cllr Bowen advised the PC that the July meeting had been cancelled due to a clash with the Leeds Local Plan Consultation. A new date of Tuesday 19 th August has been proposed.	
067/25	To receive an update from the Emergency and Resilience Planning Group	
	Cllr Watts provided an update. The stall at the festival was well attended and had been in operation all day from 9.30am to 4.30pm with many flyers given out. Representatives from the LCC Emergency and Resilience Team had been in attendance for part of the day. The next meeting will be on 22 nd July and will focus on how residents can be proactive in preparing their households for an emergency.	

068/25	To receive reports from members who have attended other committees and meetings		
	None.		
069/25	Exchange of Information – to raise any emerging issues		
	Nothing to report.		
070/25	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.		
071/25	To approve payments and receipts in accordance with the budget		
	D Marshall	Salary & WFH Allowance	£1,453.30
	D Marshall	Wetherby Skip Hire	£200.00
	G Baxter & Partners	Church Fields Grass Cutting H1	£6,600.00
	YLCA	Training – David Taylor	£27.40
	Woodscape	Stables Lane benches	£8,160.00
	Wharfe Valley Garden Maintenance	Millennium and Memorial gardens maintenance May and June	£368.00
	Kompan	June playground inspections	£174.00
	SALT Taps Ltd	Refund – payment for BiB received in error	£308.88
	David Taylor	Allotment gate sign and bin bags	£14.89
	D Kemp	Bus Shelter Clean	£15.00
	Class Office Equipment	Festival banner, posters and leaflets	£278.60
	Receipts		
	Kirby’s Builders Merchants	Newsletter Advert	£94.80
	Clear Insurance	Premium overpricing refund	£104.22
	NatWest	Bank Interest	£254.45
	SALT Taps Ltd	Payment received in error	£308.88
	Resolved: That the above payments be approved and the receipts be noted.		
072/25	To receive items for the Ordinary Parish Council meeting on Monday 18 th August 2025		
	Cllrs K Alderson and S Courts both gave their apologies in advance of the next meeting.		
Closure	With no further business the Chairman declared the meeting closed at 20:40.		

ACTIONS

	16th June 2025	
039/25ii	Consult WYCA on proposed wooden bus shelter	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
	21st July 2025	
061/25i	Review Highways Maintenance Programme and provide feedback on streets which do/do not require attention	All
061/25v	Request funding from LCC for bollards outside Cost Cutter	Cllr Stables

Signed_____ Date_____