

BOSTON SPA PARISH COUNCIL

The Village Hall, 199 High Street, Boston Spa LS23 6AA
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Draft Minutes of the Ordinary Parish Council Meeting held on Monday 18 August 2025 at the Village Hall, Boston Spa at 7.00pm

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

Apologies: Cllrs K Alderson and S Courts

In Attendance: D Marshall (Clerk to the Council)

Guests: Ward Councillor Alan Lamb

There were no members of the public in attendance.

073/25	To accept apologies for absence and approve reasons for absence
	Apologies had been received from Cllrs K Alderson and S Courts.
	Resolved: That the apologies and reasons for absence be accepted.
074/25	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.
075/25	To receive an update from the Ward Councillors
	Nothing to report.
076/25	To receive any crime reports or updates from the PACT meeting
	No crime report had been received for July as there was no PACT meeting in August. Crime figures for July will be available at the September PACT meeting.
077/25	To confirm the Minutes of the meeting held on 21 July 2025
	039/25ii Consult WYCA on proposed wooden bus shelter- completed 040/25ii Explore alternative surfacing for entrance to Stables Lane car park - ongoing 040/25iii Obtain quotes for metal roof surfacing for Stables Lane gazebo- ongoing 042/25ii Organise Community Engagement Session on Tree Preservation Orders in September/October - ongoing 061/25i Review Highways Maintenance Programme and provide feedback on streets which do/do not require attention- ongoing 061/25v Request funding from LCC for bollards outside Cost Cutter – completed
	Resolved: That the minutes from the meeting on 21 July 2025 be accepted as a true and accurate record and the action list updated.
078/25	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.
079/25	Governance and Administration
	i) To receive the external audit report for 2024-25 and note any recommendations

		The report had been circulated prior to the meeting. There were no issues found, and no recommendations made by the external auditor.
		Resolved: That the external audit report be welcomed.
	ii)	To consider the adoption of an employee, councillor and volunteer training policy
		A copy of the draft policy had been circulated prior to the meeting.
		Resolved: That the training policy be adopted and published on the Parish Council's website.
080/25	Planning issues	
	i)	To review planning applications and agree responses
		25/04237/FU Rigadoon, Lynton Avenue- Support 25/04379/FU St Marys Church of England Primary School- No comment 25/04409/FU 16 Bolton Way- No comment 25/04642/FU 3 Grove Crescent- No comment
		Resolved: That the above responses be submitted to LCC Planning where appropriate.
	ii)	To consider revised plans for 23/02872/FU – Land East of Church Street
		The revised plans were reviewed by the PC. It was noted that there were 3 main changes: <ul style="list-style-type: none"> • There will no longer be a public footpath to Stables Lane Park from Lonsdale Meadows. This is because of the creation of an artificial badger sett at the south of the site • There will now be two footpaths to the park accessible via Church Street • Biodiversity Net Gain at Deepdale Wood/Jackdaw Crag. The developer and management company will manage the BNG requirements for the full 30-year life. The PC will not be involved in any of the BNG management but will need to continue to maintain the footpath.
		Cllrs Blake, Heum, Taylor, Bowen and E Alderson voted in favour of supporting the revised plans. Cllrs Stables and Watts abstained.
		Resolved: That the revised plans for 23/02872/FU – Land East of Church Street be supported.
081/25	Christmas lights and Community Events	
	i)	To consider a quote for £8,041+VAT from Leeds Lights for new Christmas lighting
		Cllr Blake circulated images of the new shooting star design. The Clerk noted that the 2025-26 budget for Christmas lights is £6,000 and that £2,041 would need to be taken from the PC's General Reserve to cover the additional £2,041 required.
		Resolved: That the new star design and cost of £8,041.00 be approved with £2,041 to be taken from the PC's General Reserves.
	ii)	To receive an update on the Christmas event
		Cllr E Alderson provided an update. Only the High Street end of the car park will now be closed off adjacent to SALT to allow space for parking shoppers. Cllr Heum has planned the knitted elf treasure hunt. It was agreed that the existing Christmas tree lights should be used on the tree. The next meeting of Events Committee will be on Wednesday 27 th August at 7pm.
082/25	Highways and streetscene	
	i)	To consider the proposed additional TROs for Boston Spa
		TRO drawings were circulated for double yellow lines at Grove Road/High Street, outside the Admiral Hawke car park and along the corner of Hampole Way and the High Street.
		Resolved: That no comments or objections be made on the TROs.
	ii)	To receive an update on the Westwood Way Traffic Regulation Order
		Cllr Stables reported that the consultation will be sent out to residents, schools and local organisations this week.
	iii)	To receive an update on the proposed bus shelter opposite St Mary's Church (Cllr Stables)
		Cllr Stables reported that the consultation letter has been sent out to local residents with a deadline for comments of 20 th August.
	iv)	To receive an update on the visibility of planters outside Cost Cutter
		Cllr Stables reported that LCC have no funding available for bollards. A new permeable surface is being explored for the area around the trees which will replace the tree grids and increase the pedestrianised space. Cllr Blake said he would remove the visibility tape from the planters as these

		are not assisting the visually impaired.
083/25	To receive an update on issues concerning Stables Lane and receive any updates from the Friends of Stables Lane Working Group	
	i)	To consider quotes for a gazebo roof covering
		This item was deferred until September so that additional quotes can be obtained.
	ii)	To consider the junior football pitch hire fee for the 2025-26 season
		The Clerk reported that the cost per season was £200 per club from 2018-2023 and in 2024-25 this was increased to £250.00. It was proposed that the hire cost be increased each year by c 5%.
		Resolved: That the football pitch hire fee for the 2025-26 season be increased to £260.00 per club.
	iii)	To consider a request from the junior football clubs for a contribution of £1,430 towards a goal storage area
		Clifford and Collingham AFCs had requested a contribution of £1,430 towards a quoted cost of £4,290 to install a fence and gate by the side of the allotments for the storage of football goals.
		Resolved: That the request for funding be declined.
	iv)	Other issues
		<ul style="list-style-type: none"> Bench installation has been delayed until September Cllr K Alderson is obtaining quotes for boulders to replace the giant logs Discarded pizza boxes are becoming an issue. Cllr Taylor said he would speak to Boston Spa Pizza. Cllr Stables said she would check with LCC whether the shop is required to provide a receptacle for litter. Cllr Courts will chair the next meeting of FOSL on 2nd September.
084/25	To consider any issues regarding Church Fields or public open spaces	
		<ul style="list-style-type: none"> Baxters will cut back the hedge at Church Fields from the car park to Hampole Way in the autumn. This will be a significant cut to widen the pavement space. The wildflower meadow area needs to be cut and collected. A contractor is being sought to undertake this specialist work. There have been reports of fly tipping down the riverbank to the rear of West End. Cllr Stables will ask LCC if any fly tipping signage is available. A quote has been obtained for the construction of a new memorial display box for the War Memorial at £180. This cost has been approved.
085/25	To consider any riverside issues	
	i)	To consider a quote for autumn tree works
		Scotton Trees undertook a tree inspection on 16 th July. Necessary work has been proposed for 22 trees, plus the removal of any dead wood from Wharfe Bridge to Jackdaw Crag at a cost of £8,100 + VAT.
		Resolved: That the cost of £8,100+ VAT be approved.
	ii)	To consider a quote for the repair of information boards
		A quote had been received from David Spenceley for the repair and cleaning of the information boards at Holgate Lane, the weir and Jackdaw Crag at a cost of £480.00.
		Resolved: That the quote be accepted.
086/25	Allotments	
	i)	To consider the latest inspection report
		Cllr Bowen reported that all plots are being tended, but the dry weather this summer has made plant growth very slow.
087/25	To receive any updates from the Neighbourhood Planning Advisory Committee (NPAG)	
		The Committee did not meet in June or July. The next meeting will be on 19 th August at 6pm to discuss the Leeds Local Plan and Call for Sites.
088/25	To receive an update from the Emergency and Resilience planning group	
		Cllr Watts circulated a proposed letter for residents. Quotes for printing/distribution will be obtained for further consideration at the September meeting.

089/25	To receive reports from members who have attended other committees and meetings		
	<ul style="list-style-type: none"> • Cllr Taylor attended the last Village Hall meeting. The Lantern Room is being redecorated. • Cllrs K Alderson and S Courts attended the meeting of the Charity of Richard Dawson. Cllr Courts will become a bank signatory. Cllr Alderson circulated the minutes. • Cllr Bowen will attend the Leeds Festival wash-up meeting 		
090/25	Exchange of Information – to raise any emerging issues		
	None.		
091/25	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.		
092/25	To approve payments and receipts in accordance with the budget		
	D Marshall	Salary & WFH Allowance	£1,453.10
	D Marshall	NJC Pay increase 2025-26 back pay	£38.56
	Forget Me Not Hospice	Festival donation	£200.00
	Wharfe Valley Garden Maintenance July	Millennium and Memorial Garden Maintenance July	£230.00
	Business Stream	Stables Lane Water	£225.94
	G Baxter & Partners	Stables Lane and Landscaped Areas Grass cutting 2025-26	£11,188.00
	D Marshall	Microsoft 365, Defib Pads, Festival Advertising	£232.38
	GH Brooks	Riverside path timber	£162.94
	PKF Littlejohn	External Audit Fee 2024-25	£504.00
	Vision ICT	Neighbourhood Planning Domain	£36.00
	Keith Blake	Expenses - Various	£81.30
	Receipts		
	Total Sports	Festival Pitch Hire	£36.00
	Boston Spa Rotary	Festival Collection Buckets	£322.11
	HMRC	VAT Refund	£124.19
	NatWest	Savings Interest	£251.17
	Resolved: That the above payments be approved and the receipts be noted.		
093/25	To receive items for the Ordinary Parish Council meeting on Monday 15th September 2025		
	Cllr Stables requested that the purchase of a peace flame be considered.		
Closure	With no further business the Chairman declared the meeting closed at 21:05		

ACTIONS

	16th June 2025	
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	Confirm 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
	18th August 2025	
083/25iv	Obtain quotes for car park boulders	Cllr K Alderson

083/25iv	Consult Boston Spa pizza regarding discarded pizza boxes	Cllr Taylor
083/25iv	Consult LCC regarding waste receptacle requirements for takeaway businesses	Cllr Stables
084/25	Request fly tipping sign for riverside at rear of West End	Cllr Stables
088/25	Obtain quote for print and possible distribution of Resilience Planning flyer	Cllr Watts

Signed _____ Date _____