

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 15 September 2025 at the Village Hall, Boston Spa at 7.00pm

Present: Cllr K Blake (Chairman), G Bowen, A Watts, P Stables, M Heum and S Courts.

Apologies: Cllr D Taylor, K Alderson and E Alderson.

In Attendance: D Marshall (Clerk to the Council)

Guests: None.

There were two members of the public in attendance. One resident attended to discuss the cutting of the hedge between Church Fields and the High Street. Nick Randall from the Boston Spa Emergency & Resilience Plan Team attended to provide an update on the proposed E&R Planning door drop and questionnaire.

098/25	To accept apologies for absence and approve reasons for absence	
	Apologies had been received from Cllrs D Taylor, K Alderson and E Alderson.	
	Resolved: That the apology and reason for absence be accepted.	
099/25	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.	
100/25	To receive an update from the Ward Councillors	
	Cllr Stables reported the following two issues:	
	<ul style="list-style-type: none">• There has been a complaint that a substance thought to be weedkiller is being sprayed on Parish Council land between the tree and the river to the west of Wharfe Bridge. It was agreed that a note would be included in the next e-newsletter to remind residents that the spraying of chemicals is not permitted on Parish Council land.• A complaint had been received about litter left by anglers along the riverside. The Angling Club have been contacted directly. Cllr Stables has been liaising with the Green Group, the Rubbish Group and the LCC PROW Team to look at ways this can be removed and prevented in the future.	
101/25	To receive any crime reports or updates from the PACT meeting	
	Cllrs Blake and Stables attended the September PACT meeting. There has been a reduction in the number of ASB reports in August. Six reports of nuisance youths, one of which took place at Deepdale car park, can be linked to the school summer holidays. There has been an increase in crime reports in August, but compared to August 2024 there has been a 25.9% decrease. There has been a slight increase in residential burglaries with 2 reported, one in Clifford and one on Deighton Road. There have been no commercial burglaries this month.	
	Resolved: That the crime report be welcomed.	
102/25	Minutes	
	i)	To confirm the minutes of the ordinary meeting held on 18th August 2025 and review the action list
		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 - Confirm Community Engagement Session on Tree Preservation Orders in

		<p>September/October- completed</p> <p>061/25i Review Highways Maintenance Programme and provide feedback on streets which do/do not require attention- ongoing</p> <p>083/25iv- Obtain quotes for car park boulders- ongoing</p> <p>083/25iv- Consult Boston Spa pizza regarding discarded pizza boxes- completed</p> <p>083/25iv- Consult LCC regarding waste receptacle requirements for takeaway businesses- completed</p> <p>084/25 Request fly tipping sign for riverside at rear of West End- ongoing</p> <p>088/25 Obtain quote for print and possible distribution of Resilience Planning flyer -completed</p>
		Resolved: That the minutes from the meeting on 18 th August 2025 be accepted as a true and accurate record and the action list updated.
	ii)	To confirm the minutes of the Extra ordinary meeting held on 19th August 2025
		Resolved: That the minutes from the Extra Ordinary meeting on 19 th August 2025 be accepted as a true and accurate record.
103/25	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 Lloyd's debit card for sundry expenses
		Resolved: That a Lloyd's debit card be approved for the Clerk.
104/25	Planning issues	
	i)	To review planning applications and agree responses
		<p>25/04947/LI/NE Rockholm, Spa Lane – No comment</p> <p>25/05161/FU Boston Lodge, 42 High Street- No comment</p> <p>25/05167/LI/NE Boston Lodge 42 High Street- No comment</p> <p>25/05162/LI/NE Boston Lodge 42 High Street- No comment</p>
		Resolved: That there be no comments submitted to LCC for the above planning applications.
105/25	Community Events	
	i)	To consider arrangements for Remembrance Sunday 2025
		The actions list was distributed prior to the meeting and tasks allocated. This year's event will take place on Sunday 9 th November at 11am at Boston Spa War Memorial.
	ii)	To receive an update on the Christmas event
		Cllr Watts provided an update. The last meeting of the committee was on 27 th August where Tom Baker from SALT was in attendance. The Christmas tree lights will be switched on at 5pm. SALT will provide an outdoor bar and food will be provided by BAO Bros. Unfortunately, the brass band cannot start until 7pm so a choir is being sought for the early evening. Cllr Blake is looking at the stand for the Christmas tree.
106/25	Transport & Highways	
	i)	To consider a response to the Mayor's West Yorkshire Mass Transit Plan
		The mass transit plan was circulated prior to the meeting. It was noted that the plan does not extend to Wetherby. It was proposed that the PC request funding for additional bus services to improve public transport in the local area as part of the overall scheme.
		Resolved: That funding be requested for additional bus services in Boston Spa.
	ii)	To receive an update on the Westwood Way Traffic Regulation Order (Cllr Stables)
		Cllr Stables advised the PC that the stakeholder consultation letter has been delayed and a new date for distribution is being awaited.
	iii)	To receive an update on the proposed bus shelter opposite St Mary's Church
		Cllrs Stables and Blake will meet with WYCA on 19 th September to discuss the outcome of the resident consultation.

	iv)	To receive an update on tree surrounds outside Cost Cutter
		Cllr Stables confirmed that there was no further update but that solutions were still being explored.
107/25	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
		The Clerk confirmed that two quotes had been received, but with such a differential in price it was recommended that further quotes be obtained. It was noted that the northern gazebo is also missing roof tiles and that it would be prudent to have both gazebos repaired at the same time. It was agreed that further quotes would be sought for consideration at the October meeting.
		Resolved: That the item be deferred to the October meeting.
	ii)	To consider quotes for car park boulders
		This item was deferred for consideration at the October meeting.
	iii)	To receive an update from the September FOSL meeting
		Cllr Courts provided an update. The group welcomed a new member, a governor from St Mary's Primary School. Disappointment was raised regarding the removal of the proposed footpath to the park from Lonsdale Meadows in the latest planning application for the land east of Church Street.
	iv)	To receive an update on pizza box litter
		Cllr Taylor visited Boston Spa Pizza who have agreed to mount signs in the shop asking customers to dispose of their pizza boxes responsibly. Cllr Stables has spoken to the LCC Cleaner Neighbourhoods Team who will visit the shop if the problem persists. Cllr Courts reported that the issue is lessening now that the summer holidays are over.
108/25	To consider any issues regarding Church Fields or public open spaces	
	i)	To consider the purchase of a Peace Flame
		Cllr Stables provided a brief overview on the background and the purpose of the Peace Flame but asked that the item be deferred until the November meeting when she would be in attendance to provide more information and pricing.
109/25	To consider any riverside issues	
	i)	To receive an update on fly tipping signage
		Cllr Stables has enquired with the LCC Cleaner Neighbourhoods Team, however as the land has no ownership this has been passed to the LCC PROW Team. Discussions are ongoing.
110/25	Allotments	
	i)	To consider the latest inspection report
		Cllr Bowen visited the allotments at Westwood Way and has identified two plots that may require improvement. These were passed to the Clerk for consideration.
	ii)	To receive an update on the annual invoice payments
		The Clerk confirmed that all annual invoices were sent out on 1 st September. 23 of out 36 invoices have been paid. Two plots at Westwood Way have been surrendered – plot 1A and plot 7. Cllr Bowen agreed she would check whether plot 7 could be split before being re-let.
111/25	To receive any updates from the Neighbourhood Planning Advisory Committee (NPAC)	
		NPAG met on 19 th August and discussed the Leeds Local Plan. The next meeting will be on Wednesday 29 th October 2025 to discuss green issues.
112/25	Emergency and Resilience planning group	
	i)	To receive any feedback on the resident letter and questionnaire
		Cllr Watts thanked the members of the Parish Council and the Clerk for their feedback and the addition of the GDPR statement for the resident letter and questionnaire. No further amends were proposed. A digital version of the questionnaire is now live. It was suggested that the E&R Group hold a stall outside the library to receive resident questions and posters be mounted in public spaces to increase awareness of the campaign.
		Resolved: That the questionnaire and letter be approved.
	ii)	To consider the cost for the printing of the resident letter and questionnaire
		A quote had been received from Class Office for £327.09 for the printing and folding of 2,000 copies.

	Resolved: That the quote of £327.09 be approved.		
113/25	To receive reports from members who have attended other committees and meetings		
	Cllr Bowen attended the Leeds Festival Meeting. There have no complaints from the residents in Boston Spa regarding noise or traffic.		
114/25	Exchange of Information – to raise any emerging issues		
	It was noted that that the next Town and Parish Forum meeting will take place on Thursday 2 nd October at 5.30pm. The focus of the meeting will be on Flood Alleviation, Resilience and Emergencies. Representatives from the Parish Council were asked to attend.		
115/25	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.		
116/25	To approve payments and receipts in accordance with the budget		
	WB Garden Care	Stables Lane Bench Install	£2,640.00
	Wharfe Valley Garden Maintenance	Millennium and Memorial Gardens Maintenance August	£253.00
	Sutcliffe Play	Stables Lane Seesaw Repair	£1,538.07
	Deborah Marshall	Clerk Salary and WFH Allowance	£1,460.73
	Receipts		
	Keith Jackson	Classic Car Donations	£440.00
	Deborah Marshall	Overpayment refund	£38.56
	NatWest	Savings Interest	£222.71
	Resolved: That the above payments be approved and the receipts be noted.		
117/25	To receive items for the Ordinary Parish Council meeting on Monday 20th October 2025		
	None. Cllr Stables gave her apologies in advance of the October meeting.		
Closure	With no further business the Chairman declared the meeting closed at 20.15.		

Signed _____ Date _____

ACTIONS

	16th June 2025	
040/25ii	Explore alternative surfacing for entrance to Stables Lane car park	Cllr K Alderson
040/25iii	Obtain quotes repair roof surfacing for Stables Lane gazebo	Cllr Taylor
	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
084/25	Request fly tipping sign for riverside at rear of West End	Cllr Stables
	15th September 2025	
100/25	Include note about spraying weed killer on PC land in e-newsletter	Cllr Heum
110/25ii	Check whether plot 7 at the Westwood Way allotments can be split	Cllrs Bowen and Taylor
112/25i	Arrange E&R library stall and awareness campaign for distribution of community flyers and questionnaire	Cllr Watts