

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 20 October 2025 at the Village Hall, Boston Spa at 7.00pm

Present: Cllr K Blake (Chairman), G Bowen, A Watts, M Heum, D Taylor, K Alderson, E Davis and S Courts.

Apologies: Cllr P Stables.

In Attendance: D Marshall (Clerk to the Council)

Guests: Ward Cllr Alan Lamb.

Sam Berrill from Martin House attended the meeting. Sam provided an overview of the future plans for the annual Glow Together fundraising event which is now in its fourth year. The plan for the 2026 event is to make the event more central to the village, with a circular walk around the centre of the village ending with stalls, activities and a marquee at Stables Lane. Technicalities were discussed and the Parish Council were generally in support of the proposed arrangements.

118/25	To accept apologies for absence and approve reasons for absence	
	Apologies had been received from Cllr Stables.	
	Resolved: That the apologies and reason for absence be accepted.	
119/25	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.	
120/25	To receive an update from the Ward Councillors	
	• Cllr Lamb is still holding discussions with LCC Planning Enforcement regarding the demolished boundary wall on Spa Lane • LCC have taken the decision to close the Children's Centre at Deepdale. A new purpose is being sought for the building. It was proposed that a meeting be held with the Deepdale Community Centre Committee and all interested stakeholders to discuss the future use of the facility • There is a new peer support group for those with chronic pain or long-term health conditions on the fourth Tuesday of the month 11am-12.30pm at St James Church Centre, Wetherby • The Wetherby Food Bank Community Café & Advice Hub will take place at St James Church Room, Wetherby at 10am to midday • The Wetherby Eco Energy Fair is on Saturday 8th November 10am-2pm at St James Church Centre.	
121/25	To receive any crime reports or updates from the PACT meeting	
	The September crime report was circulated prior to the meeting. ASB reports have fallen. There has been a slight increase in business and community burglaries, with 3 reports of theft from the allotments at Linton and at a business premises at Sandbeck.	
122/25	Minutes	
	i)	To confirm the minutes of the ordinary meeting held on 15th September 2025 and review the action list
		040/25ii Explore alternative surfacing for entrance to Stables Lane car park-ongoing 040/25iii Obtain quotes repair roof surfacing for Stables Lane gazebos - ongoing 061/25i Review Highways Maintenance Programme and provide feedback on streets which do/do

		not require attention - ongoing 083/25iv- Obtain quotes for car park boulders- completed 084/25 Request fly tipping sign for riverside at rear of West End - ongoing 100/25 Include note about spraying weed killer on PC land in e-newsletter- completed. 110/25ii Check whether plot 7 at the Westwood Way allotments can be split- completed 112/25i Arrange E&R library stall and awareness campaign for distribution of community flyers and questionnaire- completed
		Resolved: That the minutes from the meeting on 15 th September 2025 be accepted as a true and accurate record and the action list updated.
123/25	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 the 2026-27 draft budget
		The draft budget prepared by the Finance Committee was circulated prior to the meeting, with a proposed increase to the precept of 2.5%. No additional requests for funding were received or changes proposed. It was advised that the 2026-27 tax base will not be confirmed until late December.
		Resolved: That the budget and precept be noted
124/25	Administration & Governance	
	i)	To review the Parish Councillors' registers of interest
		All Councillors confirmed they had checked their Register of Interests. Cllr E Alderson advised a change of surname to Davis following her recent marriage. The Clerk said she would report this to Leeds Electoral Services and update the Councillor's information on the website. There were no other changes or additions to the Councillors' Registers of Interest.
		Resolved: That the Registers of Interest be confirmed as being up-to-date and correct.
125/25	Planning issues	
	i)	To review planning applications and agree responses
		25/05200/FU St Edwards Catholic Primary School- No comment 25/05196/FU Riverdale Gardens- No comment 25/04946/FU Rockholm, Spa Lane- No comment 25/05554/FU 11 Riverside Walk- No comment 25/05589/FU 196 High Street- No comment 25/05536/FU 8 West End- No comment 25/05757/FU Brownberrie School, 27 Church Street- support 25/05927/FU 106 High Street- No comment
		Resolved: That the above responses to the planning application be reported to LCC Planning
	ii)	Enforcement issues
		Cllr Lamb advised that there was no further progress made by LCC Enforcement concerning the demolished boundary wall on Spa Lane. It was proposed that the PC write to LCC Enforcement expressing its concern regarding the area and to encourage action.
		Resolved: That the PC write to LCC Planning and Enforcement regarding the Spa Lane wall.
126/25	Community Events	
	i)	To receive an update on arrangements for Remembrance Sunday 2025
		The Clerk provided an update. Students from Boston Spa Academy will read the Roll of Honour and lay a wreath. All arrangements have been made for the road closure with WYP. Cllr Heum said she would mount the poppy net w/c 27th October. A response is still being awaited from the Methodist Church regarding the provision of refreshments. Cllr Bowen said she would follow this up.
	ii)	To receive an update on the Christmas tree

		Cllr Blake reported he had found an appropriate metal stand for the tree and that this would be discussed at the Events Committee meeting on 22 nd October. Cllr Bowen requested an amount of £500 from the Events Budget for the purchase of tree decorations. Students at St Mary's Primary School and West Oaks have agreed to design and create the baubles.
		Resolved: That a budget of £500 be approved for the purchase of tree decorations.
	iii)	To receive an update on the Christmas event
		The next Events Committee meeting will take place on Wednesday 22 nd October at which SALT will be in attendance. The new Christmas lights have now been mounted on the High Street.
127/25	Transport & Highways	
	i)	To consider a quote for the supply, install and 5-year maintenance of a timber bus shelter opposite St Mary's Church
		Cllr Stables and Blake met with WYCA on 19 th September. There have been no resident objections to the proposed shelter. A quote of £7,937.14 was received from WYCA for a wooden shelter with seat. A further £10,000 would be required for the cost of maintenance for the first 5 years before WYCA takes the shelter into its stock. It suggested that the maintenance cost was disproportionate to the amount of work required to clean and maintain the shelter. Proposals were made that the Parish Council either buys, maintains and owns the wooden shelter or that the PC funds a standard plastic canopy shelter which WYCA would then immediately own and maintain. It was agreed that further information would need to be obtained before a decision could be made.
		Resolved: That the decision be deferred to the November PC meeting.
	ii)	To receive an update on the Westwood Way Traffic Regulation Order
		Cllr Stables submitted a written update prior to the meeting. Final updates to the plan are being made by Highways before the letters can be distributed. There is no date currently, although it is hoped this can happen by the end of October.
	iii)	To receive an update on the High Street vehicle passing places
		The passing places form part of the Westwood Way TRO and the final plan is still being awaited.
	iv)	To receive an update on tree surrounds outside Costcutter
		Cllr Blake reported that he had attended a meeting with Cllr Stables, the Leeds Access Officer and a resident concerning access and visibility of the footway outside Costcutter. It had been requested that the planters be moved and that bollards be installed along the pavement edge to prevent parking. Concerns were raised that taking such action would not benefit the majority of residents and it would reduce amenity space. Whilst the Parish Council were in support of changing the tree surrounds, it was agreed that any other proposals to change the area would not be acceptable to the Parish Council at this time.
128/25	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
		Cllr Taylor advised he needed to obtain additional quotes.
		Resolved: That the decision be deferred until the November meeting.
	ii)	To consider the September playground equipment inspection report
		The reports for Stables Lane Park and the Deepdale Skate Park were circulated at the end of September. Any issues were found to be low risk. Offensive graffiti was found on the inner panels of the Mangrove Play Frame and gym equipment and this has since been professionally removed at a cost of £718.00.
	iii)	To consider a quote for the annual play equipment inspections 2025-28
		A quote had been obtained from the Playground Inspection Company for both the Stables Lane play equipment and the Deepdale skate equipment for the current and next four years: 2025 at £305.00, 2026 at £317.20, 2027 at £330.00 and 2028 at £343.00.
		Resolved: That the quotes for the play equipment inspections 2025-28 be accepted.
	iv)	To consider quotes for car park boulders
		Cllr Alderson obtained a quote from Mone Bros for 2 x 900 x 1.2m block stones at £65.00 each plus £65.00 for delivery.
		Resolved: That the cost of £195.00 for the supply and delivery of two block stones be approved.
	v)	Other issues
		The car park surface surrounding the drain inspection cover continues to degrade. It was proposed

		that block paving may provide a better surface solution, but that the drain cover and the inspection chamber should be checked by a surveyor for any signs of damage or collapse before any further work to the surface is considered. Cllr Blake said he would speak to LCC Highways and Yorkshire Water to request that an inspection be undertaken.
129/25	To consider any issues regarding Church Fields or public open spaces	
	i)	To consider failed trees on Church Fields grassed areas
		Mike Gadd has recommended the replacement of a number of failed trees, particularly at the front of the estate near the High Street. It was proposed that mid-size trees would likely cost in the region of £500 and funds should be taken from the Church Fields S106 monies to cover the cost.
		Resolved: That a budget of £500 be approved for replacement trees.
	ii)	To receive an update on Blue Heritage Plaques
		A request had been received for the amendment of a heritage plaque. The owner of the property has agreed to fund this. The artwork has been obtained from the original supplier with a cost of £564.50 for the manufacture of an amended plaque.
		Resolved: That the amendment of the plaque be agreed.
130/25	To consider any riverside issues	
	i)	To receive an update on fly tipping signage
		Cllr Stables reported that a response is still being awaited from LCC as to whether any department will take responsibility as the land has no ownership. It is hoped that the PROW Team will provide a sign.
131/25	Allotments	
	i)	To consider the latest inspection report
		The Clerk and Cllrs Bowen and Taylor inspected the Westwood Way site. All plots were found to be in an acceptable condition. The bay tree on plot 12A is now growing on to the footpath. It was agreed that the tenant would be asked to cut it back.
	ii)	To receive an update on vacant plots
		The Clerk circulated a plan for the splitting of plot 7 into two plots and the splitting of neglected plot 1A into two plots to be named 1A and 1B. As plots 1A and 1B are very overgrown it was proposed that they be offered rent-free for the first year.
		Resolved: That plot 7 be split into two plots and plot 1A split into two and offered rent-free until October 2026.
	iii)	To receive an update on the annual invoice payments
		The Clerk noted that all payments had now been received except for plots 3 and 5 at Westwood Way. Cllr Taylor said he would contact the tenant to discuss payment and the condition of the plots.
	iv)	Other issues
		A request had been made to adapt the Westwood Way gate so that it opens inwards, has a securable latch and has a post to which it can be pinned back to allow easier access. A budget of £250 was agreed. The Clerk said she would contact The Job Man to undertake the work.
132/25	To receive any updates from the Neighbourhood Planning Advisory Committee (NPAG)	
		The group has not met since the last Parish Council meeting. The next meeting will be on Wednesday 29 th October at 6.30pm.
133/25	Emergency and Resilience planning group	
	i)	To receive an update on the activities of the Emergency and Resilience Planning Group
		Cllr Watts said she had now received the printed letters and questionnaires for delivery to residents. The group will hold an awareness stall outside the library on the morning of Saturday 25 th October. A quote of £32.42 had been obtained for the printing of 40 flyers.
		Resolved: That the flyers printing quote of £32.42 from Class Office be approved.
134/25	To receive reports from members who have attended other committees and meetings	
		Cllr Taylor attended the last Village Hall CIO meeting. Grant funding is being sought for solar panels.
135/25	Exchange of Information – to raise any emerging issues	

	None.		
136/25	To note correspondence received and approve any responses/ action to items of correspondence		
	This list of correspondence was circulated prior to the meeting.		
	Resolved: That the correspondence be noted.		
137/25	To approve payments and receipts in accordance with the budget		
	The Conservation Volunteers	Riverside path surfacing - rear of The Moorlands	£5,144.38
	Glasdon UK Ltd	Jackdaw Crag Bench	£891.52
	Kompan	Stables Lane and Deepdale quarterly inspections	£174.00
	D Kemp	Bus shelter clean	£15.00
	Class Office Equipment	Emergency & Resilience letter print	£440.17
	Wharfe Valley Garden Maint	Memorial and Millennium Gardens Maint Sept	£184.00
	Clear Choice Ltd	Stables Lane graffiti removal	£718.80
	O'Rourke Gardening	Jackdaw Crag bench install	£480.00
	Deborah Marshall	Clerk Salary & WFH Allowance	£1,460.73
	Receipts		
	Clifford Juniors AFC	Stables Lane football pitch hire	£260.00
	NatWest	Savings Interest	£246.37
	Various	Allotment Rents	£800.00
	Resolved: That the above payments be approved and the receipts be noted.		
138/25	To receive items for the Ordinary Parish Council meeting on Monday 17th November 2025		
	Resolved: To discuss accessibility for the visually impaired outside Costcutter.		
Closure	With no further business the Chairman declared the meeting closed at 21:11		

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	
084/25	Request fly tipping sign for riverside at rear of West End	Cllr Stables
	20th October 2025	
125/25ii	Draft letter for LCC Planning Enforcement regarding Spa Lane boundary treatment	Cllr Blake
126/25ii	Contact Methodist Church regarding Remembrance Day refreshments	Cllr Bowen
127/25i	Obtain information from WYCA on cost of standard plastic bus shelter	Cllr Stables
128/25v	Contact LCC Highways and Yorkshire Water regarding Stables Lane car park drain	Cllr Blake
131/25ii	Contact tenant of allotment plots 3 and 5 at Westwood Way	Cllr Taylor