

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 17 November 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, P Stables.

Apologies: Cllr S Courts

In Attendance: D Marshall (Clerk to the Council)

Guests: Ward Cllr Norma Harrington.

There were no members of the public in attendance. The meeting was opened at 19:05 by Vice Chairman G Bowen. Cllr K Blake resumed the Chair at 19:10 at item 141/25.

139/25	To accept apologies for absence and approve reasons for absence
	None.
140/25	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
	Cllr Stables declared an interest in item 145/25iv as she is a trustee of the Boston Spa, Wetherby and Villages Green Group.
	Resolved: That the interest be noted.
141/25	To receive an update on road safety
	The Ward Councillors and Cllr Blake attended the November road safety meeting with Highways. A review of the pedestrian crossings will be undertaken in February 2026. The usual concerns about speeding in the village were discussed. Unfortunately, the proposed speed-activated traffic lights for the centre of the village cannot be implemented as they do not comply with the Road Traffic Act. An unauthorised road marking been placed outside 168 High Street and this is being investigated by Highways.
142/25	To receive an update from the Ward Councillors
	<ul style="list-style-type: none">• A decision is still being awaited on the boundary at Chapel Cottage. The residents on Spa Lane have asked if they can erect their own wall. Leeds Planning have approved this subject to the wall being no higher than one metre.• Planning application 23/02872/FU – Land East of Church Street is likely to go to LCC Plans Panel in December• It has been confirmed that nursery at The Deepdale Children’s Centre will not be closing as it has a 25-year lease. Staff at the Children’s Centre will be relocated to other centres.• The litterbins have been removed from Winnow Lane by LCC. LCC have been asked to collect the litter which has been dumped in the area.• The fence along the motorway in the vicinity of Rhodes Lane is still broken after a lorry left the carriageway in August. Highways have been asked to undertake the repair.• Rosedene Farm, Wetherby - Several bodies are now involved with investigating the site and the potential dangers caused by the mud and debris deposited on Walton Road. The Police will welcome any dashcam footage or photographs from motorists. The public is being updated on progress via Social Media.
	Resolved: That the updates be noted.
143/25	To receive any crime reports or updates from the PACT meeting
	Cllr Blake attended the November PACT meeting. There is a continued reduction in ASB calls. There was one residential burglary in Wetherby in October, although nothing was taken. In line with Wetherby’s policing priorities there have been no commercial burglaries. A report of a road rage incident in Boston Spa

	appeared on Social Media. An update from the police will be included in the November PACT report.
	Resolved: That the report be noted.
144/25	Minutes
	i) To confirm the minutes of the ordinary meeting held on 20th October 2025 and review the action list
	Two additions had been requested, one by Cllr Stables and one by Cllr Watts.
	Resolved: That subject to the above additions, the minutes of the meeting on 20 th October 2025 be approved as a true and accurate record.
145/25	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 receive any updates to the 2026-27 draft budget
	It was proposed that a Chairman's Allowance of £200 be added and that the amount for the Neighbourhood Plan be increased to £1,000.
	Resolved: That the above additions to the 2026-27 draft budget be approved.
	iv) To consider the 2026-27 donation to Boston Spa Green Group
	Cllr Stables circulated a request from the Green Group for additional funds. A report from the Clerk detailing donations to and purchases made for the group between 2022-26 was circulated to Councillors. It was proposed that the donation for 2026-27 be increased from £500 to £750 but that any further requests for funding be submitted using a grant request form. Materials required for the improvement of public open spaces should be purchased by the Parish Council.
	Resolved: That the 2026-27 donation to Boston Spa Green Group be increased to £750.
	v) To consider quotes for the 2025-26 internal audit
	Four quotes had been requested and two received, one at £450 and one at £250.
	Resolved: That the £250 quote from CheckMate Independent Internal Audit Services be approved.
146/25	Planning issues
	i) To review planning applications and agree responses
	25/06244/FU 21 The Copse- No comment
	25/06352/FU 16 Westwood Way- No comment
	25/06427/FU 70 Grove Road- No comment
	25/06240/FU Hollydean Cottage, Padmans Lane- No comment
	25/06407/FU St Marys Church of England Primary School- No comment
	Resolved: That there be no comments made on the above planning applications.
147/25	Community Events
	i) To receive any feedback on Remembrance Sunday 2025
	The event had received very positive feedback. It was noted that there were a few minor errors in service leaflet relating to the gender of the monarch.
	ii) To receive an update on the Christmas event
	Cllr Davis provided an update. Nearly all arrangements are now in place for the event. The High Street car park entrance will be closed from 1pm onwards and provision for disabled spaces will be made in the 30-minute bays behind the toilet block. The next meeting of the Committee will be on Monday 24 th November. The Christmas tree will be mounted on the weekend of 29-30 th November.
148/25	Transport & Highways
	i) To consider an updated quote for the supply of a bus shelter opposite St Mary's Church
	It was proposed that the wooden bus shelter be purchased at a cost of £7,937.41+ VAT (including bench seat) and that the Parish Council owns and maintain the bus shelter. The Clerk said she would consult the PC's insurer, Clear Councils on the cost to insure the shelter.

		Resolved: That the cost of £7,937.41 for the purchase and installation of wooden shelter from Bus Shelters Ltd (WYCA's approved supplier) be approved.
	ii)	To receive an update on the Westwood Way and High Street Traffic Regulation Order Cllr Stables provided an update. The TRO requires further revisions before the consultation letter can be sent out as some items have been omitted. A spring implementation is now to be expected.
	iii)	To consider accessibility for the visually impaired outside Costcutter A meeting originally planned with the Sight Loss Council is now to be rearranged so that more Parish Councillors and the Ward Councillors can be in attendance. It has been proposed that narrow planters be placed along the pavement edge as an alternative to bollards. This is being explored by LCC Highways.
	iv)	To receive an update on Village Centre outstanding issues Cllr Blake has prepared a list of items which remain incomplete following the refurbishment of the village centre. This includes some missing bollards and markings for the courtesy crossings. The list has been submitted to Highways.
149/25		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 repairs Cllr Taylor circulated three quotes for the repair of both gazebo roofs. One at £1,800, one at £4,926 and one at £10,000. It was proposed that the quote of £900 from Boston Spa Roofing be accepted for the repair of the southern most gazebo given its condition and the second gazebo be considered once the work has been completed. Resolved: That the quote of £900 for replacement roofing on the southern gazebo be approved.
	ii)	To receive an update on the car park surface and drain Cllr Blake has consulted LCC who are investigating whether the drain is Council or YW owned. Cllr Blake will also contact Yorkshire Water.
	iii)	Other issues A resident has reported holes alongside the paths. Cllrs Alderson and Taylor will fill and compact the holes with soil.
150/25		To consider any issues regarding public open spaces
	i)	To consider a 2026-29 hedge cutting specification The Clerk met with Mike Gadd and Cllr Blake and a revised specification had been developed which would be sent to three contractors to provide quotes. Resolved: That the hedge cutting specification be approved.
	ii)	To consider the Boston Taps signage at the High Street car park Cllr Stables reported that LCC are still checking who owns the land.
	iii)	To consider the purchase and installation of a Peace Flame Cllr Stables requested this be deferred for consideration in 2026.
151/25		To consider any riverside issues
	i)	To receive an update on fly tipping signage Cllr Stables reported that there had been no update and the request is now with several departments in LCC. Cllr Bowen reported that more fly tipping had occurred since the original request had been made.
152/25		Allotments
	i)	To consider the latest inspection report (Cllrs Bowen and Taylor) Cllr Bowen advised that no inspection had been undertaken in November due to time constraints.
	ii)	To receive an update on vacant plots The Clerk reported that plots 7A, 7B and 1B at the Westwood Way site had now been let. 1A still remains vacant.
	iii)	To receive an update on the annual invoice payments The Clerk reported that the annual rent for plots 3 and 5 at Westwood Way still remains outstanding. Cllr Taylor said he would contact the tenant again with a reminder.
153/25		To receive any updates from the Neighbourhood Planning Advisory Committee (NPAC)

	Cllr Bowen reported that the last meeting addressed public spaces. The next meeting will be on Wednesday 3 rd December at 7pm.		
154/25	Emergency and Resilience planning group		
	i)	To receive an update on the activities of the Emergency and Resilience Planning Group	
		Cllr Watts reported that there had not been a strong response to the questionnaire, but that a few residents had come forward to volunteer their expertise in the event of an incident. Discussions are being held with the Village Hall to look at options for emergency shelter should it ever be required.	
155/25	To consider dates for the 2026 meetings		
	The following dates were proposed, all of which fall on the third Monday of the month: 19th January, 16th February, 16th March, 20th April, 18 th May, 15 th June, 20 th July, 17 th August, 21 st September, 19 th October, 16 th November, 21 st December. The annual meeting of the Parish will be on Wednesday 13 th May 2026.		
	Resolved: That the above dates be agreed for the 2026 meetings.		
156/25	To receive reports from members who have attended other committees and meetings		
	Cllr Taylor attended the Village Hall Committee meeting. There was nothing to report.		
157/25	Exchange of Information – to raise any emerging issues		
	Cllr Bowen reported that the Methodist Church will hold their Christmas tree festival again this year and volunteered to fund the sponsorship of and decorate a tree for the Parish Council. This was welcomed by all Parish Council members.		
158/25	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.		
159/25	To approve payments and receipts in accordance with the budget		
	Leeds Lights	2025 Christmas light display	£9,649.20
	Mone Bros	Stables Lane car park boulders	£234.00
	Sutcliffe Play Ltd	Spare rope – Stables Lane play equipment	£132.11
	The Job Man	Memorial tray and allotment gate	£380.00
	Class Office Ltd	Christmas poster print and Kirby Sign	£65.23
	The Pi Hut	LEDs – library Christmas craft activity	£41.00
	Amazon	Batteries and Santa Beard	£51.96
	Business Stream	Stables Lane Water	£209.18
	Keith Blake	Christmas tree stand, lights and batteries	£520.36
	Gail Bowen	Christmas baubles	£69.65
	The RBL	Wreath Donation	£75.00
	Deborah Marshall	Remembrance Day trumpeter taxi fares	£49.93
	Deborah Marshall	Clerk Salary & WFH Allowance	£1,460.73
	Receipts		
	Various	Allotment rents	£138.30
	HMRC	VAT Refund	£4,586.95
	Warnock	Jackdaw Crag bench	£1,222.93
	Avalon	Filming Donation	£100.00
	The Clerk reported that the cost for the Memorial Tray which was quoted at £180 had increased £220 for the inclusion of the painting the text.		
	Resolved: That the above payments be approved and the receipts be noted.		
160/25	To receive items for the Ordinary Parish Council meeting on Monday 15 th December 2025		
	None. Cllr Courts, Davis and Harrington gave their apologies in advance.		
Closure	With no further business the Chairman declared the meeting closed 20:38.		

Signed _____ Date _____

ACTIONS

	16th June 2025	
040/25ii	Explore alternative surfacing for entrance to Stables Lane car park	Cllr K Alderson
	18th August 2025	
084/25	Request fly tipping sign for riverside at rear of West End	Cllr Stables
	17th November 2025	
149/25ii	Contact Yorkshire Water regarding Stables Lane car park drain	Cllr Blake
149/25iii	Fill holes on Stables Lane Park paths	Cllrs Alderson and Taylor
152/25i	Undertake allotments inspection	Cllrs Bowen and Taylor
152/25iii	Contact tenant of allotment plots 3 and 5 at Westwood Way	Cllr Taylor