

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 19 January 2026 at the Village Hall, Boston Spa at 7.00pm.

Present: Cllr K Blake (Chairman), G Bowen, M Heum, D Taylor, P Stables, S Courts, A Brown.
Cllr Stables left the meeting at 19:28 after item 184/25.

Apologies: Cllr K Alderson, A Watts and E Davis.

In Attendance: D Marshall (Clerk to the Council)

Guests: Ward Cllrs Alan Lamb and Norma Harrington.

One member of the public was in attendance to represent those who are visually impaired in the village. This was considered under item 189/25ii.

181/25	To accept apologies for absence and approve reasons for absence Apologies had been received from Cllrs Watts, Davis and Alderson. Resolved: That the apologies and reasons for absence be accepted.
182/25	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.
183/25	To consider candidates for co-option to fill the vacancy for Councillor One application had been received from Amanda Brown. Cllr Stables proposed the co-option, seconded by Cllr Taylor. All in favour. Resolved: That Amanda Brown be co-opted on to the Parish Council and her Acceptance of Office be signed and witnessed. The Register of Interests Form will be completed within 28 days.
184/25	To receive an update from the Ward Councillors <ul style="list-style-type: none">There will be a dementia event on Thursday 11th June 10am to 2pm at Wetherby Town Hall.LCC will be funding 30 new litterbins in the Wetherby Ward.Pavement EV charging is now being made available to those without private parking. The costs for installation will be £1,000, to be paid by the householder.The Ward Councillors have requested that the alcohol licence for Sainsbury's in Boston Spa be limited to between 7am and 11pm, in line with the other licenced shops in the village.Wetherby will be the first ward where food waste will be accepted in brown bins.There is no update on the collapsed wall near Spa Baths. Resolved: That the Ward Councillor updates be noted. Cllr Stables left the meeting at 19:28.
185/25	To receive any crime reports or updates from the PACT meeting There was a significant reduction in ASB calls in December and a reduction in crime reports overall. There were three residential burglaries: two in Thorp Arch and one in Wetherby and three business burglaries across the Wetherby Ward. Resolved: That the December crime report be noted.
186/25	Minutes i) To confirm the minutes of the ordinary meeting held on 15th December 2025 and review the action

		list
		040/25ii - Explore alternative surfacing for entrance to Stables Lane car park - ongoing 084/25 Request fly tipping sign for riverside at rear of West End- ongoing 152/25iii Contact tenant of allotment plots 3 and 5 at Westwood Way- completed 167/25i Visit Monroe Estate Agents to discuss shopfront changes at 186 High Street- completed
		Resolved: That the minutes from the meeting on 15 th December 2025 be accepted as a true and accurate record and the action list updated.
187/25	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 note the 2026-27 tax base and LCTS Grant The Tax Base has been confirmed at 1,985.1. This is a decrease of 11.6 equivalent band D properties compared to 2025-26. This has been explained by a decrease in empty/second homes attracting the 100% premium. The LCTS Grant has been confirmed at £1,719. Resolved: That the 2026-27 Tax Base and LCTS Grant be noted.
	iv)	To agree the 2026-2027 annual revenue budget and set the Parish precept An updated budget had been circulated with the confirmed Tax Base and LCTS Grant figures, the total amount being £81,938 to be required through the precept. This is a £2.00 annual increase for a Band D property, the equivalent of 5.1%. Resolved: That the budget be approved and the 2026-27 precept demand be set at £81,938.
188/25	Planning issues	
	i)	To review planning applications and agree responses 25/07477/FU 21 River View – No comments 26/00063/FU 6 Chestnut End – No comments 26/00185/FU 196 High Street – No comments 26/00200/LI/ Stoneleigh, Spa Lane – No comments Resolved: That there be no comments made on the above planning applications.
	ii)	To consider liaison with the developers concerning 23/02872/FU- Land East of Church Street Resolved: To be deferred until the February meeting.
	iii)	Other planning updates <ul style="list-style-type: none">25/06651/FU - 186 High Street for replacement aluminium blue/black windows for Monroe Estate Agent has been refused by the planners.25/07161/FU – 169 High Street. Cllr Blake has checked the signage lighting proposal for the new Sainsbury's, and this is compliant with the conservation area guidelines. Resolved: That the updates be noted.
189/25	Transport & Highways	
	i)	To receive an update on the Westwood Way and High Street Traffic Regulation Order Cllr Stables advised that the consultation letters had been sent out in two tranches to ensure the schools could take advantage of the full consultation period following the Christmas break. The consultation period will finish at the end of January, and work should be undertaken by the end of the current financial year. Resolved: That the update be noted.
	ii)	To consider accessibility for the visually impaired outside Costcutter Cllr Blake confirmed that a meeting had been held earlier in the day between members of the Parish Council, the Ward Councillors, the LCC Access Officer, the Village Centre Group members and the visually impaired to assess the area. Proposed changes include the removal of the current kerbside planter boxes and replacement with a continuous narrow planter, the relocation of the tree outside Boston Bites and replacement of the tree grates with a smooth permeable surface. The proposals are now with Highways for consideration.

	<p>Resolved: That the Parish Council supports the proposed changes.</p>
	<p>iii) To consider the creation of a footpath entrance from Clifford Road to Stables Lane Park</p> <p>Resolved: That the Parish Council supports the proposed installation of a footpath with funding to be explored with the Ward Councillors.</p>
	<p>iv) To consider the LCC licence fee for the Lane Lodge bus shelter</p> <p>Resolved: That the £291.40 licence fee be agreed, to be paid from the Parish Council's Bus Shelter Reserve.</p>
	<p>v) Other issues</p> <p>Cllr Blake advised that the large pothole in the High Street car park has been repaired.</p>
190/25	<p>To receive an update on issues concerning Stables Lane and receive any updates from the Friends of Stables Lane Working Group</p> <p>i) To receive an update on the car park surface and drain</p> <p>A CCTV drainage inspection was undertaken on 9th January. The French drainage is causing the hardcore to sink. The recommendation would be to excavate and put a base layer of permeable tarmac down and reinstate the defective area with block paving. It was proposed that different surfaces be explored and various companies be approached to assess the car park.</p> <p>Resolved: That Cllrs Heum and the Clerk contact a number of companies to obtain opinions.</p> <p>ii) To receive an update on the 2026-27 Green Flag award.</p> <p>Cllr Taylor confirmed that the Keith Jackson had now submitted the application. The Parish Council members offered their thanks and appreciation to Mr Jackson for completing the application and it is hoped that the park will receive the award for the third year running.</p> <p>iii) To consider the annual safety inspection report</p> <p>The report was circulated prior to the meeting. All items were found to be low risk with no action be taken.</p> <p>Resolved: That the safety inspection report be noted.</p> <p>iv) To consider a land hire request from a funfair</p> <p>A request had been received from a funfair to hire Stables Lane Park for the May Bank Holiday weekend 21st to 25th May. Concerns were raised by Councillors regarding anti-social behaviour, the impact on the village and local residents and the reduction in green space for recreation over the holidays.</p> <p>Resolved: That the land hire request for a funfair be declined.</p> <p>v) To consider the annual sports club contributions</p> <p>The contributions from the Bowling Club and Tennis Club had been calculated as £618.75 and £316.56 respectively.</p> <p>Resolved: That the annual sports club contributions be agreed.</p> <p>vi) To consider annual hire charges for 2026-27 fitness and sports class licences</p> <p>The hire charges for 2025-26 had been circulated with the recommendation that there be no increase in cost.</p> <p>Resolved: That the fitness hire costs be fixed at the same price for 2026-27.</p> <p>v) Other updates</p> <p>Cllr Taylor reported that the repair to the gazebo roof should take place before the end of January.</p>
191/25	<p>To consider any issues regarding public open spaces</p> <p>i) To consider quotes for the 3-year hedge cutting contract</p> <p>One quote had been received at £3,725.00 for year one with an increase in line with inflation for years 2 and 3. A further quote had been received for the tractor and flail work at £60 per hour. A third contractor had declined to quote. It was proposed that the first contractor be accepted for one year, with a review to be held before agreeing the second year of the contract.</p> <p>Resolved: That the quote for year one from Adrian Morrison and Son be approved.</p> <p>ii) To consider a proposal from the Green Group for the planting of trees on land near to Wickham Avenue</p> <p>A proposal had been received to plant 5 cherry/hazelnut trees around the edge of the green space near Wickham Avenue.</p> <p>Resolved: That the proposal be approved.</p> <p>iii) Other issues</p> <p>A drain cover is missing on riverside meadow near Dovecote Cottage. Cllr Blake is checking whether</p>

		this belongs to Yorkshire Water.																		
192/25	To consider any riverside issues																			
i)	To receive an update on fly tipping signage	There was no update received.																		
193/25	Allotments																			
i)	To consider the latest inspection report and agree any letters of action/improvement	Cllr Bowen and the Clerk inspected the sites. Plot 4A at Westwood Way has taken a slice of land from the path adjoining their plot for the planting of a tree. It was proposed that a letter be sent requesting that the plot be taken back within its boundary and the path reinstated.																		
		Resolved: That a letter be sent to tenant of plot 4A at Westwood Way.																		
ii)	To receive an update on the waiting list	The Clerk reported that the waiting list has decreased by two people as they have now taken plots at the Clifford allotment site.																		
		Resolved: That the update be noted.																		
194/25	To receive any updates from the Neighbourhood Planning Advisory Committee (NPAC)	Cllr Bowen reported that the next meeting will take place on 23 rd February when the library will have a dedicated agenda slot. A plan for the revision of the existing plan is now in place, starting with business and the Village Centre. Cllrs Brown and Blake will start to consider and revise the shopfront design guide.																		
		Resolved: That the update be noted.																		
195/25	To receive any updates from the Emergency and Resilience planning group	Cllr Watts circulated a report prior to the meeting. A stratified risk register has been drafted and this will be discussed with the LCC Emergency and Resilience Planning Team at the next meeting on 24 th February. It was agreed that the Parish Council would need to consider its role in any emergencies carefully.																		
		Resolved: That the update be noted.																		
196/25	To consider a report on Boston Spa Library (Cllr Bowen)	Cllr Bowen provided a written report. A meeting has been held with the head librarian to discuss how the community in Boston Spa can support its library, possibly through volunteer librarians. The Parish Council agreed it would support this and would promote the library in the next e-newsletter.																		
		Resolved: That the report be welcomed.																		
197/25	To receive reports from members who have attended other committees and meetings	Cllr Taylor reported that the Village Hall AGM has been rescheduled for 10 th February and that he will be in attendance.																		
198/25	Exchange of Information – to raise any emerging issues	<ul style="list-style-type: none"> A complaint has been received regarding parking on the corner of the High Street and Clifford Road which is reducing sight lines and making egress from Clifford Road very dangerous. Cllr Stables confirmed that she has requested the repainting of the double yellow lines and will continue to chase this up with LCC. 																		
199/25	To note correspondence received and approve any responses/ action to items of correspondence	The list of correspondence was circulated prior to the meeting.																		
		Resolved: That the correspondence be noted.																		
200/25	To approve payments and receipts in accordance with the budget and note any receipts	<table border="1"> <tr> <td>The Play Inspection Company</td> <td>Annual inspection</td> <td>£366.00</td> </tr> <tr> <td>Wharfe Valley Garden Maint</td> <td>Millennium and Memorial Gardens Maintenance Nov & Dec</td> <td>£276.00</td> </tr> <tr> <td>WiSE</td> <td>Christmas tree collection</td> <td>£10.00</td> </tr> <tr> <td>ICO</td> <td>Annual data protection fee</td> <td>£52.00</td> </tr> <tr> <td>Keith Blake</td> <td>Christmas tree expenses</td> <td>£69.38</td> </tr> <tr> <td>HMRC</td> <td>PAYE Q3 2025-26</td> <td>£1,072.79</td> </tr> </table>	The Play Inspection Company	Annual inspection	£366.00	Wharfe Valley Garden Maint	Millennium and Memorial Gardens Maintenance Nov & Dec	£276.00	WiSE	Christmas tree collection	£10.00	ICO	Annual data protection fee	£52.00	Keith Blake	Christmas tree expenses	£69.38	HMRC	PAYE Q3 2025-26	£1,072.79
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	Future Drainage	Stables Lane drain inspection	£180.00
	Class Office Equipment	Resilience Leaflet top-up	£32.42
Receipts			
	Natwest	Savings Interest	£224.67
Resolved: That the above payments be approved and the receipts be noted.			
201/25 To receive items for the Ordinary Parish Council meeting on Monday 16th February 2026			
	To consider the purchase of a motorised scythe for donation to Boston Spa Green Group for the undertaking of wildflower meadow cutting.		
	Resolved: That the above item be included on the February agenda.		
Closure	With no further business the Chairman declared the meeting closed at 21:13		

Signed _____ Date _____

ACTIONS

	18th August 2025	
084/25	Request fly tipping sign for riverside at rear of West End	Cllr Stables
	19th January 2026	
190/25i	Contact companies to assess the Stables Lane car park surface	Cllr Heum and the Clerk
194/25	Review and revise the shop front design guidance	Cllrs Brown and Blake.