

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 16 February 2026 at the Village Hall, Boston Spa at 7.00pm.

Present: Cllr K Blake (Chairman), G Bowen, M Heum, D Taylor, P Stables, A Brown, K Alderson, E Davis.
Cllr Watts left the meeting at 20:23.

Apologies: Cllr S Courts.

In Attendance: D Marshall (Clerk to the Council)

Guests: Helen Bates, Head of Security at Wealstun Prison.

202/25	To accept apologies for absence and approve reasons for absence
	Apologies had been received from Cllr Scott Courts.
	Resolved: That the apologies and reasons for absence be accepted.
203/25	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.
204/25	To receive an update from the Ward Councillors
	<ul style="list-style-type: none">Brown bin collections will recommence this week, with the additional collection of compostable food wasteThere will be a community litter pick on Saturday 7th March. Volunteers will meet outside Boston Spa Library at 10am.The HGV camera for Thorp Arch Bridge should be installed by the end of March.
	Resolved: That the updates be welcomed.
205/25	To receive an update from representatives at Wealstun Prison
	Helen Bates, Head of Security at Wealstun Prison provided an overview of the increasing use of drones to drop deliveries into the prison grounds. The drones are often custom built and can evade the technology used to intercept them. There is a 400m no fly zone around the prison and breaching this is now a criminal offence. PC members were asked to raise awareness with the public and encourage the sightings of nearby drones or people sat in vehicles controlling drones to be reported using 999. This is particularly important if a drone is seen to be transporting a parcel or bag.
	Resolved: That an article be included in the e-newsletter to generate awareness.
206/25	To receive any crime reports or updates from the PACT meeting
	The January crime report had been circulated prior to the meeting. There is a continued reduction in ASB reports across Wetherby. There were five residential burglaries and three thefts of a motor vehicle across the ward in January.
	Resolved: That the report be noted.
207/25	Minutes
	i) To confirm the minutes of the ordinary meeting held on 19th January 2026 and review the action list
	084/25 Request fly tipping sign for riverside at rear of West End – under continued monitoring 190/25i Contact companies to assess the Stables Lane car park surface - ongoing 194/25 Review and revise the shop front design guidance - ongoing

		Resolved: That the minutes from the meeting on 19th January 2026 be accepted as a true and accurate record and the action list updated.
208/25	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 Section 137 expenditure limit for 2026-2027 financial year The 2026-27 limit has been confirmed by the Ministry of Housing, Communities and Local Government at £11.60 per elector. Boston Spa has 3,471 electors, so a maximum spend limit of £40,263.00. Resolved: That the 2026-27 Section 137 spend limit be noted.
	iv)	To consider a budget for a new mobile handset for the Clerk The Clerk had proposed the purchase of a Samsung Galaxy A16 5G for £119.00. Resolved: That the budget of £119.00 be approved.
209/25	Administration and Governance	
		To consider the adoption of the following new and revised policies:
	i)	Data Protection Policy and General Privacy Notice
	ii)	Equality & Diversity Policy
	iii)	Records Management Policy
		Resolved: That the above policies be adopted and the website updated.
210/25	Planning issues	
	i)	To review planning applications and agree responses 26/00561/FU 3 Bolton Way – No comment 26/00602/FU 59 West Avenue – No comment Resolved: That there be no comments on the above Planning Applications.
	ii)	To receive an update on the proposed reforms to the NPPF and consider any actions Cllr Brown attended a YLCA training session and provided an overview of the proposed changes to the NPPF which will come into force in May. The aim of the revised NPPF is to increase housing provision to tackle the current housing crisis. It is to be expected that more applications will be received for construction on Green Belt land. Resolved: That the update be noted.
211/25	Transport & Highways	
	i)	To receive an update on the Westwood Way and High Street Traffic Regulation Order (Cllr Stables) Cllr Stables reported that consultation has finished and Highways Officers are reviewing comments before presenting the plans to the Chief Highways Officer for approval. Once approved, work is expected to commence in June and be completed during the school summer holidays. Resolved: That the update be noted.
	ii)	To receive an update on proposed planter changes outside Costcutter Highways have now undertaken a risk assessment for the area and have approved the install of long, thin planters along the kerbside. Highways cannot provide funding for the planters, and the Ward Councillors are being consulted for funding. The next step is to identify planters to take forward to Highways for safety approval and to obtain quotes. It was agreed that Highways should own the new planters and be responsible for their insurance and repair. Cllr Blake said he would liaise with Boston Spa in Bloom to receive any recommendations. Resolved: That the update be noted.
	iii)	To receive an update on the Lane Lodge bus shelter Cllr Stables confirmed that she is liaising with the Access Officer regarding the seat design. All documents have now been submitted to LCC by the Clerk for the street furniture licence. Resolved: That the update be noted.

212/25	To receive an update on issues concerning Stables Lane and receive any updates from the Friends of Stables Lane Working Group	
	i)	To consider a quote for the installation of the new defib cabinet
		The Clerk had obtained an estimate from JM Kay Electrical at £50-£100.
		Resolved: That a budget for £100 be approved for the install.
	ii)	To consider any updates on the car park surface
		The surface continues to erode and there are now large craters following heavy rainfall. The Clerk proposed to ask a contractor to fill the holes and area around the drain cover with self-binding gravel to reduce the risk of any damage to vehicles.
		Resolved: That the Clerk be authorised to contact a contractor to undertake emergency repair work to the car park surface in the interests of safety.
		CLlr Watts left the meeting at 20:23
	iii)	To consider any remedial work required from findings in the latest equipment inspection
		The most recent inspection showed that a piece of gym equipment is now loose in its foundations. Cllr Alderson has asked the manufacturers, Streetscape to visit the site and carry out an assessment.
		Resolved: That the update be noted.
213/25	To consider any issues regarding public open spaces	
	Tree works have commenced on the riverside and at Jackdaw Crag. LCC have asked for 11 replacement trees to be planted at 2.7-3.0 metres tall. Advice from the Green Group is that these are too tall to survive and that smaller trees would stand a greater chance of success. It was proposed that the Clerk writes to the LCC Trees team to ask them to reconsider the height of the trees.	
	Resolved: The Clerk to contact the Tree Officer at LCC.	
214/25	To consider any riverside issues	
	i)	To receive an update on fly tipping signage
		Cllr Stables asked the Councillors to monitor the situation as LCC will only provide a sign if there is evidence of further fly tipping.
215/25	Allotments	
	i)	To consider the latest inspection report
		No issues found.
216/25	To receive any updates from the Neighbourhood Planning Advisory Committee (NPAC)	
	Cllr Bowen reported that the next NPAC meeting will take place on 23 rd February. Boston Spa Library will be in attendance.	
217/25	To receive any updates from the Emergency and Resilience planning group	
	Cllr Watts reported that the next meeting will be on 24 th February. Leanne Cummings from the LCC Emergency and Resilience Team will be in attendance.	
218/25	To receive reports from members who have attended other committees and meetings	
	Cllr Davis provided a verbal update. The last Events Committee meeting was on 9 th February which closed early due to inquoracy. A possible summer event has been discussed for Sunday 12 th July with the addition of some new activities. The next Events Committee meeting will be on 9 th March.	
219/25	Exchange of Information – to raise any emerging issues (matters on which no decision can be taken at this meeting)	
	A resident has asked if they can fund an additional sponsored bench in Millennium Gardens. No objections were raised by the members of the Parish Council.	
	Resolved: That the Clerk liaise with LCC to check the feasibility and cost of an additional bench.	
220/25	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.	

221/25	To approve payments and receipts in accordance with the budget and note any receipts		
	G Bowen	Postage stamps	£8.50
	Vision ICT	Email account fee	£10.00
	Water Plus	Allotments Water	£12.28
	Business Stream	Stables Lane Water	£336.82
	Boston Spa Roofing & Building	Gazebo roof surface replacement	£900.00
	London Hearts	Defib cabinet – Stables Lane	£525.60
	M Heum	Book token prize – elf trail	£20.00
	YLCA	Training Costs - NPPF	£18.20
	Receipts		
	Natwest	Savings Interest	£198.40
	Allotment Rent	Allotment tenant	£80.00
	HMRC	Q3 VAT Refund	£3,314.34
	Boston Spa Tennis Club	Stables Lane Contribution	£316.56
	Resolved: That the above payments be approved and the receipts be noted.		
222/25	To receive items for the Ordinary Parish Council meeting on Monday 16th March 2026		
	None.		
Closure	With no further business the Chairman declared the meeting closed at 20:43.		

Signed _____ Date _____

ACTIONS

	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
	16th February 2026		
205/25	Include article regarding reporting drones in e-newsletter		Cllr Heum
211/25ii	Contact Boston Spa in Bloom regarding new planters outside Costcutter		Cllr Blake