

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 March 2026 at the Village Hall, Boston Spa at 7.00pm.

Present: Cllr K Blake (Chairman), G Bowen, M Heum, A Brown, A Watts, S Courts, P Hunt.
Cllr P Stables arrived at 19:16 during the public open forum.

Apologies: Cllrs D Taylor and K Alderson.

In Attendance: D Marshall (Clerk to the Council)

Guests: None.

Two members of the public were in attendance. One member of the public attended to raise a concern regarding the approved lawful development application 25/06289/CLP for the amalgamation of units 179B, 181A and 181 High Street. The resident was informed that the Parish Council were keeping a close eye on developments and that a planning application had not been submitted. Should this happen, the Parish Council will be consulted and given the opportunity to comment.

A member of Boston Spa Bowling Club and the Friends of Stables Lane attended to raise his concerns regarding the car park at Stables Lane Park, namely that the car park is frequently being used by non-park users and as a child pick-up point for St Mary's School. A concern was also raised regarding the degrading car park surface and water run-off. It was recommended that a FOSL meeting be held to investigate the options for a new car park surface.

223/25	To accept apologies for absence and approve reasons for absence
	Apologies had been received from Cllrs D Taylor and K Alderson.
	Resolved: That the apologies and reasons for absence be accepted.
224/25	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.
225/25	To consider candidates for co-option to fill the vacancy for Councillor
	An application had been received from Paul Hunt. Cllr Bowen proposed the co-option, seconded by Cllr Heum. All in favour.
	Resolved: That Paul Hunt be co-opted on to the Parish Council and his Acceptance of Office be signed and witnessed. The Register of Interests Form will be completed within 28 days.
226/25	To receive an update from the Ward Councillors
	Cllr Stables provided an update from the Leeds Outer Northeast Town and Parish Forum held on 26 th February. <ul style="list-style-type: none">• This year is Leeds 400 which will be celebrated across the city on 13th July. This is to mark 400 years since Leeds received its first Royal Charter from King Charles I.• Foster 4 Leeds are looking for foster carers in the Boston Spa and Wetherby areas.• Alan Black gave a presentation from Crimestoppers, a charity that allows people to report crimes anonymously.• The Community Café and advice hub takes place in Wetherby every Friday from 10am to midday in St James' Church Room. CAB will be in attendance.
	Resolved: That the update be welcomed.
227/25	To receive any crime reports or updates from the PACT meeting
	The February crime report had been circulated prior to the meeting. Wetherby has seen a reduction in

	crime in February compared to December and January. Shoplifting has seen an increase, but there has been a reduction in burglaries.
	Resolved: That the crime report be noted.
228/25	Minutes
	i) To confirm the minutes of the ordinary meeting held on 16th February 2026 and review the action list
	190/25i Contact companies to assess the Stables Lane car park surface - ongoing 194/25 Review and revise the shop front design guidance - ongoing 205/25 Include article regarding reporting drones in e-newsletter - completed 211/25ii Contact Boston Spa in Bloom regarding new planters outside Costcutter- completed
	Resolved: That the minutes from the meeting on 16 th February 2026 be accepted as a true and accurate record and the action list updated.
229/24	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 receive the 2025-26 end of year forecast
	The report was circulated prior to the meeting. There will be a c £5,000 surplus in 2025-26 which can largely be attributed to the interest from the invested Church Fields S106 reserve monies.
	Resolved: That the end of year forecast be noted.
	iii) To consider the Parish Council's internal controls checklist and financial risk assessment
	The amended Financial Risk Assessment had been circulated following the meeting of the Finance Committee on 4 th March. All internal controls and the internal audit system were found to be effective.
	Resolved: The Council accepted the reports and the Financial Risk Assessment was duly signed by the Chairman and the RFO.
	iv) To consider the updated asset register 2026
	The updated asset list had been circulated prior to the meeting with purchases made in 2025-26.
	Resolved: That the updated asset list be approved.
	v) To consider a quote for the printing of the 2026 Annual Parish Newsletter
	A quote of £268.40 had been received from the Parish Magazine Printing Company for 200 copies.
	Resolved: That the quote from Parish Magazine Printing be approved.
230/25	Annual Parish Meeting
	i) To consider agenda items and speakers for the Annual Parish meeting on Wednesday 13 May
	The following speakers were proposed: Alan Black from Crimestoppers, Cllr Anne Watts for an update from the Emergency and Resilience Group and Cllrs Alan Lamb and Penny Stables to provide an update on the Leeds Local Plan.
	Resolved: That the above speakers be invited to attend the Annual Parish Meeting.
231/25	Planning issues
	i) To review planning applications and agree responses
	26/01014/FU 21 The Copse – No comment 26/00936/FU Rose Cottage, Springfield – No comment 26/01049/FU 4 The Crescent, Shires Court- No comment 26/01217/FU Beech Cottage, 4 Hudson Mews- No comment
	Resolved: That there be no comments submitted to LCC on the above planning applications.
232/25	Transport & Highways
	i) To receive an update on the Westwood Way and High Street Traffic Regulation Order (Cllr Stables)
	Cllr Stables reported that Highways is now responding to each of the comments made during the consultation. This is expected to be completed by end of March. The plan will then go to the Chief Highways Officer and it is hoped work can start in May.

	ii)	To receive an update on proposed planter changes outside Costcutter
		Cllr Blake has been in consultation with Nick Hunt from LCC Highways. Funds now need to be identified for the purchase of the new planters, and this is being negotiated with Highways and the Ward Councillors. It is expected that the new planters will require quite a lot more work in terms in flower planting and maintenance from Boston Spa in Bloom.
	iii)	To receive an update on the Lane Lodge bus shelter
		Cllr Stables reported the application is now with Highways for final approval and this should be completed by end of March and the shelter installed shortly after.
		Resolved: That the updates be welcomed.
233/25		To receive an update on issues concerning Stables Lane and receive any updates from the Friends of Stables Lane Working Group
	i)	To consider any updates on the car park surface
		Remedial work has been undertaken to fill and compact the potholes and level the area around the drain cover. It was proposed that a long-term solution be explored by FOSL and recommendations brought to the Parish Council for consideration.
		Resolved: That the update be welcomed.
	ii)	To receive an update on the broken gym equipment and consider any costs for replacement/repair
		Cllr Alderson received two options from the manufacturers, Streetscape: £920+VAT to repair the equipment and install with a new base and foundations and £540+VAT to remove the equipment and repair the ground.
		Resolved: That the quote of £920 be approved for the repair and reinstall of the equipment.
	iii)	To consider a budget for the repair of the bench
		A wooden bench now has a rotten hole in the centre. It was proposed that Danny O'Rourke be consulted to provide advice on the best filler and/or repair.
		Resolved: That Danny O'Rourke be consulted for advice.
	iv)	To consider a funding request from Boston Spa Tennis Club for court cleaning
		A donation of £3,000 was requested to half cover the costs of refurbishing courts 1 & 2 following heavy rain which it is believed has caused water run-off from the car park and discolouration of the court surface.
		Resolved: That the funding request be refused, but the Tennis Club be included in the consultation regarding the future resurfacing of the car park.
	v)	To consider the purchase of a new defibrillator
		Cllr Heum and the Clerk checked the existing defib and have confirmed it is now in full working order. A new defib is no longer required.
	vi)	To consider any updates from the 3rd March FOSL meeting
		Nothing to report.
	vii)	To receive an update on the parking for St Mary's School
		An update is being awaited from the Ward Councillors on possible solutions to relieve the parking on Clifford Road during school drop off and pick up times.
234/25		To consider any issues regarding public open spaces
		The Clerk has circulated two possible bench designs provided by Leeds Parks and Countryside for the proposed new sponsored bench at Millennium Gardens. A preference was expressed by the Councillors for the slat bench with brown, rather than black slats. Leeds P&C are still to investigate whether the proposed location is suitable.
235/25		To consider any riverside issues
	i)	To receive an update on fly tipping signage
		Cllr Stables advised that LCC Housing can probably provide a sign and that wording needs to be discussed.
	ii)	To consider signs to prevent the unauthorised collection of wood
		It had been noted that a significant amount of wood is now being removed from the riverside. Mike Gadd has produced a sign mock-up with the proposal that 4 x A3 signs be mounted on posts set in postcrete. The estimate costs are £20 each for each sign and £40 for the post, postcrete and backing boards. The Clerk said she had written to the Sign Shed to get an official quote using the existing

		round topped heritage sign design.	
		Resolved: That the total budget of £240 be agreed for the purchase and install of 4 signs.	
236/25	Allotments		
	i)	To consider the latest inspection report	
		Cllr Bowen reported that all plots are in a good condition. The Clerk reported that Plots 12A and 12B have been surrendered and are in the process of being re-let.	
	ii)	To consider a tenant request for the placement of a greenhouse	
		It was considered that both the plot size and publicly accessible location of the allotments site made it unsuitable for a sizable structure. It was proposed that the tenant be given the option of a cold frame or small polytunnel.	
		Resolved: That the request to install a greenhouse be refused.	
237/25	To receive any updates from the Neighbourhood Planning Advisory Committee (NPAC)		
	Cllr Bowen provided a report. The last meeting took place on 23 rd February where the Librarian from Boston Spa Library had to send apologies. The review of the Business and Community section of the plan has been deferred until later in the year. Keith Jackson has obtained the editable version of the plan, and this will be checked at the next meeting on 23 rd March where Cllr Anne Watts will provide any revisions to the Open Spaces and Biodiversity section.		
	Resolved: That the update be welcomed.		
238/25	To receive any updates from the Emergency and Resilience planning group		
	Cllr Watts provided a report. Members of the Leeds City Council Emergency Team praised the progress of group at a meeting on 24th February and want to use it as an example to other Parish Councils. At a second meeting on 4th March, Trustees of the Village Hall confirmed their support for the hall to serve as an emergency rest centre. Meetings are now being held with the Methodist and St Mary's Church to see how they can assist in an emergency. The group is in the process of designing a leaflet for distribution to the public in case of an emergency.		
	Resolved: That the update be welcomed.		
239/25	To receive reports from members who have attended other committees and meetings		
	<ul style="list-style-type: none"> • Cllr Heum attended the last Deepdale Committee meeting. Updates are being awaited on how the rooms within the Children's Centre can be utilised. • Cllr Watts reported that the Events Committee had met on 9th March to discuss the Party in the Park which is planned for Sunday 12th July. The next meeting of the Committee will be on Wednesday 1st April at 7pm in the Village Hall. 		
	Resolved: That the reports be welcomed.		
240/25	Exchange of Information – to raise any emerging issues (matters on which no decision can be taken at this meeting)		
	None.		
241/25	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.		
242/25	To approve payments and receipts in accordance with the budget and note any receipts		
	JM Kay Electrical	Defib installation	£205.44
	Scotton Tree Care	Riverside Tree Works	£7,560.00
	O'Rourke Gardening	Stables Lane car park surface repair	£600.00
	John Lewis	Mobile Handset	£119.00
	Land Registry	Jackdaw Crag Title Document	£7.00
	Deborah Marshall	BitDefender Annual Licence	£33.99
	Wharfe Valley Garden Maintenance	Millennium and Memorial Gardens Maintenance Jan-Mar	£276.00
	Receipts		

	Natwest	Savings Interest	£185.59
	Resolved: That the above payments be approved at the receipts be noted.		
243/25	To receive items for the Ordinary Parish Council meeting on Monday 20th April 2026		
	None received.		
244/24	Parish Clerk annual pay review (NB the meeting will not be open to members of the public for this item)		
	It was proposed that the Clerk's current NJC spinal point of SCP22 be increased to SCP26 for the successful completion of CiLCA (as stated in the Clerk's Contract of Employment) and a provisional 2.5% increase be given in anticipation of the NJC annual cost of living increase.		
	Resolved: That the Clerk's pay rate be increased to SCP26 plus 2.5% as of 1 st April 2026.		
Closure	The Chairman declared the meeting closed at 21:06.		

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 March 2026	
230/25	Invite Alan Black (Crimestoppers) to Annual Parish Meeting	Cllr Stables