

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

Present: Cllr K Blake (Chairman), M Heum, A Watts, S Courts, P Hunt, K Alderson, D Taylor, P Stables.

Apologies: Cllrs G Bowen

Absent: Cllr A Brown.

In Attendance: D Marshall (Clerk to the Council)

Guests: None.

There was one member of the public in attendance. No issues were raised.

245/25	To accept apologies for absence and approve reasons for absence
	Apologies had been received from Cllr Gail Bowen.
	Resolved: That the apologies and reason for absence be accepted.
246/25	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 received.
247/25	To receive an update from the Ward Councillors
	<ul style="list-style-type: none">The HGV camera for Wharfe Bridge is yet to be installed. Cllr Stables has chased this up with the Chief Highways Officer.The Green Group will be holding an Eco Fair at Wetherby Methodist Church on Saturday 6th June.
	Resolved: That the updates be welcomed.
248/25	To receive any crime reports or updates from the PACT meeting
	The March Wetherby crime report was circulated prior to the meeting. There were 3 thefts of a motor vehicle, 3 business burglaries, 2 residential burglaries and 11 reports of shoplifting in March. There has been a rise in ASB reports in line with the rest of Northeast Leeds.
	Resolved: That the report be noted.
249/25	Minutes
	i) To confirm the minutes of the ordinary meeting held on 16th March 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 230/25 Invite Alan Black (Crimestoppers) to Annual Parish Meeting- ongoing
	Resolved: That the minutes from the meeting on 16 th March 2026 be accepted as a true and accurate record and the action list updated.
250/25	Financial matters
	i) To review the end of year 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 approve the annual subscription of £1,020 to the Yorkshire Local Councils Association

		Resolved: That the annual subscription of £1,020 be approved.
	iii)	To consider a donation of £3,500 to Boston Spa Village Hall
		Resolved: That the annual donation of £3,500 to the Village Hall be approved.
	iv)	To consider a donation of £750 to Boston Spa Green Group
		Resolved: That a donation of £750 to the Boston Spa Green Group be approved.
	v)	To consider a donation of £500 to Boston Spa in Bloom
		Resolved: That the donation of £500 to Boston Spa in Bloom be approved.
	vi)	To consider a grant funding request from TABS for £490
		The request was considered in detail. On the basis that the Parish Council has no available funds in the 2026-27 budget for sports club donations and that TABS is a members-only club the request was declined.
		Resolved: That the grant request of £490 from TABS be declined.
251/25		Annual Parish Meeting
	i)	To confirm the agenda for the Annual Parish Meeting on Wednesday 13th May 2026
		The draft agenda was circulated prior to the meeting to include: a presentation from Crimestoppers, an update from the Emergency and Resilience Group and an update on the NPPF and Leeds Local Plan.
		Resolved: That the APM agenda be approved.
252/25		Planning issues
	i)	To review planning applications and agree responses 26/01460/FU 14 Carleton Close – No comment 26/01539/FU Well House, 10 Whitham Close – No comment 26/01328/FU 300 High Street- No comment 26/01683/FU 7 Helmsley Road- No comment 26/01678/FU 224 High Street- No comment 26/01718/FU Borlocco House – No comment 26/01927/FU The Neuk, Stables Lane- No comment 26/01974/FU 21 River View- No comment
		Resolved: That there be no comments made on the above applications.
253/25		Transport & Highways
	i)	To receive an update on the Westwood Way and High Street Traffic Regulation Order
		Cllr Stables provided an update. Comments are still being reviewed by Highways before the plan can be passed to the Chief Highways Officer for approval.
	ii)	To receive an update on proposed planter changes outside Costcutter
		No update has been received.
	iii)	To receive an update on the Lane Lodge bus shelter
		Cllr Stables confirmed this is still with LCC Highways for consideration.
		Resolved: That the updates be welcomed.
254/25		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
		Cllr Heum met with a local company to carry out an assessment of the car park. Tarmac has been suggested but drainage will need to be installed to prevent water flowing on to the Tennis Courts. A soakaway was proposed, with the install of steel cellular paving grids and gravel. Cllr Heum said she would obtain a quote.
	ii)	To receive an update on the repair of the log bench
		Non-shrink cement-based grout has been proposed to fill the rotten areas of the bench. The Clerk is awaiting a quote.
	iii)	To receive an update on gym equipment repairs
		The work to reinstall the arm lift gym equipment has now been completed by Streetscape at a cost of £920 + VAT.
		Resolved: That the update be noted.

	iv)	To consider the quarterly playground inspections
		The inspection reports were circulated prior to the meeting. All items were found to be low risk. It was noted that graffiti had reappeared on the inside of the Mangrove Treetops play frame. The manufacturer, Sutcliffe Play has successfully tested a remover product and will attend to remove the graffiti this week. It was agreed that pictures of the graffiti should be sent to the Leeds Anti-Social Behaviour Team.
		Resolved: That the inspections reports and updates on graffiti be noted.
	v)	To receive an update on the Martin House Glow Event and consider any changes
		A written update had been received from Sam Berrill at Martin House. The Glow Event is expected to have 250 attendees will take place from 4pm to 8.30pm on Saturday 14 th November in the centre of the village passing the hospice and the Martin House charity shop. Participants will be asked to walk to the event or use the village car parks. Martin House has asked if they can mount a 25m x 12m marquee on Stables Lane Park and have been asked to find a location which is outside of the football pitch area. A response on this is being awaited. The Parish Council is generally in support of the event but would like to ensure that inconsiderate parking does not become an issue for the residents of Boston Spa. It was proposed the hospice be asked to report on the measures the organisers have in place to ensure organised parking.
		Resolved: That a parking plan be requested for the event.
	vi)	Other issues
		<ul style="list-style-type: none"> • Cllr Alderson reported that litter had been a significant problem over the Easter holidays and that the bin closest the play area is becoming full very quickly. A proposal for the purchase of two new bins for the area will be presented at the May PC meeting. The Parish Council expressed its gratitude to the volunteer litter pickers who have often worked 3 times per day during the holidays to ensure the bins do not overflow and that litter is collected.
255/25		To consider any issues regarding public open spaces
	i)	To receive an update on trees on the greens at Fountains Avenue
		Scotton Tree Care visited the site on 12 th June and visually assessed the trees on the greens at Egglestone Square, Bolton Way and Fountains Avenue. Some dead wood has been found, which could be removed and some pruning is required to clear paths and the road to legal requirements. This will be 3-4 days' work and a quote is being awaited.
		Resolved: That the update be welcomed.
256/25		To consider any riverside issues
	i)	To receive an update on wood collection signs
		The signs have now been delivered at a cost of £276.96 + VAT. Backing board, mounting posts and postcrete have been purchased at a cost of £138.50+ VAT, the total cost being £415.46. The signs will be mounted by the Green Group volunteers over the coming weeks.
		Resolved: That the cost of £415.46 be accepted.
257/25		Allotments
	i)	To consider the latest inspection report
		The Clerk reported that there are no issues with the allotments and all vacant allotments have now been re-tenanted. All allotments rents are up to date.
		Resolved: That the report be welcomed.
258/25		To receive an update from the Events Committee
		Cllr Watts provided a verbal update. The Committee last met on 1 st April at which the Friends of St Mary's School were in attendance. A fun run has been proposed for the morning of Sunday 12 th July, ending at Stables Lane Park and the Events Committee has welcomed the proposal. Further information is being awaited. Food vendors are currently being contacted. The next meeting of the Events Committee will take place on Monday 27 th April at 7pm.
		Resolved: That the update be welcomed.
259/25		To receive any updates from the Neighbourhood Planning Advisory Committee (NPAC)
		Cllr Bowen provided an update prior to the meeting. NPAG will next meet on Wednesday 22 nd April to

	discuss Energy, Sustainability and Resilience.		
	Resolved: That the update be welcomed.		
260/25	To receive any updates from the Emergency and Resilience planning group		
	Cllr Watts provided a verbal update. St Mary's Church has offered its assistance in providing pastoral care and support should a major incident occur. The E&R Group is currently developing a volunteer structure to co-ordinate a response in the event of an emergency. The local Catholic Church has been approached to see if it can also offer assistance.		
	Resolved: That the update be welcomed.		
261/25	To receive reports from members who have attended other committees and meetings		
	Cllr Heum attended the Deepdale Community Centre Committee meeting on 20 th April. Potential usage of the rooms at Children's Centre is under discussion. The Committee is looking for a new bookings secretary following the retirement of Mary Sergeant.		
	Resolved: That the report be welcomed.		
262/25	Exchange of Information – to raise any emerging issues (matters on which no decision can be taken at this meeting)		
	<ul style="list-style-type: none"> • Cllr Blake is investigating the replacement of the lightbulbs in the uplighters at Millennium Gardens • NFU Mutual has approached the Parish Council to ask if they can paint the Clarendon Road bus shelter. WYCA has reported that it does not own the shelter and this is not on the PC's asset list. It is believed this is owned by Leeds City Council. The PC has no objections to the repainting. • The Green Group is undertaking a butterfly count as part of the Citizen Science Project and a counting walk will take place each week between April and September along various routes in the village. Volunteers are welcome. More information can be found on the BSWSVGG website. 		
	Resolved: That the issues and updates be noted.		
263/25	To note correspondence received and approve any responses/ action to items of correspondence		
	A list of correspondence had been circulated prior to the meeting.		
	Resolved: That the list of correspondence be noted.		
264/25	To approve payments and receipts in accordance with the budget and note any receipts		
	Kompan	Stables Lane & Deepdale play area inspections	£174.00
	Parish Magazine Printing	Annual Parish Magazine	£305.80
	Yorkshire Games Hire	Festival games deposit	£100.00
	Vision ICT	Annual website and email hosting	£634.87
	YLCA	Annual Subscription	£1,020.00
	Sign Shed	Anti wood theft signs	£332.35
	INCA Europe Ltd	.gov domain and emails	£136.80
	Streetscape	Gym equipment repair	£1,104.00
	Deborah Marshall	April payslip standing order shortfall	£38.85
	Boston Spa Village Hall CIO	Annual room hire and postal address fee	£3,500.00
	Boston Spa in Bloom	Annual Donation	£500.00
	Boston Spa and Communities Green Group	Annual Donation	£750.00
	Checkmate Audit Services	Internal Audit Fee	£250.00
	Receipts		
	Natwest	Savings Interest	£185.59
	Allotment Tenant	Allotment Rent	£10.00
	Resolved: That the above payments be approved at the receipts be noted.		
265/25	To receive items for the Annual Parish Council meeting on Monday 18th May 2026		

	None. Cllrs Heum and Watts gave their apologies for the Annual Parish Council Meeting.
Closure	The Chairman declared the meeting closed at 20:39

Signed _____ Date _____

ACTIONS

	19th January 2026	
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
	20th May 2026	
254/25i	Obtain quote for drainage and metal framework and gravel surfacing for Stables Lane car park	Cllr Heum
254/25iv	Obtain quotes for two new anti-vandal litterbins for the area next to the play equipment at Stables Lane Park.	Cllr Alderson