

BOSTON SPA PARISH COUNCIL

The Village Hall, 199 High Street, Boston Spa LS23 6AA
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Draft Minutes of the Annual Parish Council Meeting held on Monday 18 May 2026 at the Village Hall, Boston Spa at 7.00pm.

Present: Cllr G Bowen (Chairman), K Blake, S Courts, P Hunt, K Alderson, P Stables.

Apologies: Cllrs M Heum, A Watts, M Brown, D Taylor.

In Attendance: D Marshall (Clerk to the Council).

Guests: None.

There was one member of the public in attendance. A Governor from St Edward's School attended to raise some questions regarding the proposed Westwood Way TRO and the schools' consultation process. Cllr Stables was able to provide an update under item 013/26i.

001/26	To elect the Chairman and Vice Chairman
	i) To elect a Chairman of the Council for the 2026-27 municipal year and to receive the Chair's signature on the Declaration of Acceptance of Office or, if they are not present, to resolve to receive the Declaration at the next ordinary meeting of the Parish Council.
	Cllr Bowen was proposed by Cllr Stables, seconded by Cllr Alderson. All in favour.
	Resolved: There being no objections or further nominations Cllr Bowen was elected as Chairman
	ii) To elect the Vice Chairman for the next municipal year
	Cllr Watts was proposed by Cllr Blake, seconded by Cllr Stables. All in favour.
	Resolved: There being no objections or further nominations Cllr Watts was elected as Vice Chairman
002/26	To accept apologies for absence and approve reasons for absence
	Apologies had been received from Cllrs Heum, Taylor, Watts and Brown.
	Resolved: That the apologies and reasons for absence be accepted.
003/26	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.
004/26	To receive an update from the Ward Councillors
	Cllr Stables provided a reminder of the following events: Wetherby Eco Fair – Saturday 6 th June 10am to 2pm at Wetherby Methodist Church. Wetherby Dementia Awareness and Support Event -Thursday 11 th June – 10am to 2pm at Wetherby Town Hall. National Emergency Briefing Community Film Screening – Thursday 11 th June at 7.30pm at Wetherby Methodist Church. A 50-minute documentary exploring the impacts of the climate and nature crisis on food security, health, and the UK economy with an opportunity for discussion.
	Cllr Stables reported that Labour has lost their majority within Leeds City Council following the elections on 7 th May. Committees will be elected over the coming weeks, and representation will be more proportionate.
	Resolved: That the updates be welcomed.
005/26	To receive any crime reports or updates from the PACT meeting
	The Wetherby Ward crime report for April was circulated prior to the meeting. There was a reduction in ASB and crime reports. Two residential burglaries were reported in Wetherby and two commercial

	burglaries on the Thorpe Arch Estate. Public order offences were recorded in Boston Spa, Bramham and Wetherby.
	Resolved: That the April crime report be noted.
006/26	Minutes
	i) To confirm the minutes of the ordinary meeting held on 20th April 2026 and review the action list
	194/25 Review and revise the shop front design guidance - ongoing 230/25 Invite Alan Black (Crimestoppers) to Annual Parish Meeting - completed 254/25i Obtain quote for drainage and metal framework and gravel surfacing for Stables Lane car park - ongoing 254/25iv- Obtain quotes for two new anti-vandal litterbins for the area next to the play equipment at Stables Lane Park – completed.
	Resolved: That the Minutes of the meeting held on 20th April 2026 be accepted as a true record and the action list updated.
007/26	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 consider quotes for the Parish Council's 3-year LTA insurance renewal
	Three quotes had been requested with two received, one at £2,452.91 per annum and one at £1,314.74 per annum.
	Resolved: That the quote of £1,314.74 from Clear Councils be accepted on a 3-year LTA.
008/26	Annual Governance and Accountability Return
	i) To consider the 2025-26 internal auditor's report
	The report from the Internal Auditor had been circulated. No issues had been found. The Chairman thanked the Clerk for her work in producing the annual accounts.
	Resolved: That the report be welcomed.
	ii) To confirm the period of the Exercise of Public Rights to inspect the unaudited accounts for year ended 31 March 2026
	Resolved: That the period of the Exercise of Public Rights for year ended 31 March 2026 will commence on Wednesday 3rd June until Tuesday 14 July 2026.
	iii) To approve Section 1 - Annual Governance Statement 2025-26 on page 4 of the Annual Governance and Accountability Return
	A report on Internal Controls had been circulated. All internal controls and the internal audit system are considered effective.
	Resolved: That the report be accepted by the Chairman and that section 1 of the Annual Governance and Accountability Return – Annual Governance Statement 2025-26 be signed by the Chairman and the Clerk.
	iv) To approve and sign the Financial Statements for the year ended 31 March 2026 together with Section 2 - Accounting Statements 2025-26 on page 5 of the Annual Governance and Accountability Return
	The accounts had previously been circulated. The Annual Governance and Accountability Return had been completed and will be submitted to the External Auditor in accordance with the published timetable.
	Resolved: That the Income & Expenditure Account and the Balance Sheet for the year ending 31 March 2026 be approved and the accounts and Section 2 of the Annual Governance and Accountability Return – Accounting Statements 2025-26 be signed by the Chairman and the Responsible Financial Officer (Clerk).
009/26	To review and agree membership of the Parish Council's Committees
	i) Finance Committee
	The following Councillors were proposed to retain their roles on the Finance Committee: D Taylor, S Courts, K Blake, M Heum.
	Resolved: That the above Councillors be elected to the Finance Committee.
	ii) Neighbourhood Planning Advisory Committee

		The following Councillors were proposed to retain their roles on the NPAC: G Bowen, A Brown, K Blake, P Stables and A Watts. It was proposed that the current planned meetings of NPAC be put on hold as the Leeds Local Plan will undergo a further consultation before being approved. This expected to take a year.
		Resolved: That the above Councillors retain their roles on NPAC but meetings be paused until more information is available from Leeds City Council.
	iii)	Community Events Committee
		The following Councillors were proposed to retain their roles on the Community Events Committee: A Watts, M Heum, D Taylor, S Courts, G Bowen.
		Resolved: That the above Councillors be elected to the Community Events Committee.
010/26		To review and agree membership of the Parish Council's Working Parties and allocation of responsibilities
		Friends of Stables Lane Working Group (FOSL) - (2) Cllrs Alderson and Courts. Resilience Planning (1)- Cllr A Watts. Sports Club Liaison - (1) Cllr Courts Allotments (2)- Cllrs Bowen and Taylor. Streetscene/ Highways / Drainage(1)- Cllr Blake Planning Lead Member – Cllr Blake Communications - (1) – Cllr Heum HR/ Employment - (2)- Cllr Courts and Blake Public Open Spaces and trees (1)- Cllr Hunt.
		Resolved: That the above memberships be approved.
011/26		To appoint representatives to the following outside bodies:
		Village Hall Management Committee – Cllr Taylor Charity of Richard Dawson (2)- Cllr Courts and Alderson Boston Spa Festival Liaison (1) – Cllr Watts Deepdale Management Association (1)- Cllr Heum Leeds CC Annual Parish Forum (1) – Cllr Bowen Harewood & Wetherby Wards Town and Parish Council Forum (2) – Cllr Stables and Hunt Yorkshire Local Councils Association (2)- Cllr Bowen and Watts Boston Spa and Wetherby Green Group Liaison (1) – Cllr Stables
		Resolved: That the above appointments be approved.
012/26		Planning issues
	i)	To review planning applications and agree responses 26/01465/FU West Oaks School, Westwood Way- No comment 26/02228/FU New Barn House, Hall Mews- No comment 26/01889/FU 12 West Dale- No comment 26/02587/LI 224 High Street- No comment
		Resolved: That there be no comments on the above applications.
013/26		Transport & Highways
	i)	To receive an update on the Westwood Way and High Street Traffic Regulation Order
		Cllr Stables provided an update. The TRO for Westwood Way has now been separated from the other planned TROs in Wetherby due to its complexity. The TRO has not yet been approved and will now be subject to a full formal consultation with all 3 schools, the affected residents, Box Tree Court and Westwood Vets. Representatives from Highways will meet with the schools, however it will remain with the school management as to how or whether they engage with the school governors or parents to obtain their views. Each school will have 28 days to respond to Highways. The public will be informed via the mounting of a poster on Westwood Way which will provide a QR code to view the TRO plans online.
		Resolved: That the update be noted.
	ii)	To receive an update on proposed planter changes outside Costcutter
		Highways have undertaken costings for the planters and are now awaiting a cost for install. It is believe S106 monies have been identified to fund the new planters. Cllr Stables said she would check as to which housing development the S106 monies relate.

		Resolved: That the update be noted.
	iii)	To receive an update on the Lane Lodge bus shelter
		The application now needs to be put out to formal consultation so that the public can raise any objections. A poster with the information will be mounted on the bus stop this week. The deadline for comments is now 18 th June.
		Resolved: That the update be noted.
014/26		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
		No further update had been received.
	ii)	To consider the introduction of a PSPO to enforce dogs on a lead
		A number of complaints had been received regarding dogs being off leash at the park over the bank holiday weekend. The signage in place is being ignored and dog owners are reluctant to leash their dogs even when being asked. The unfenced playground means that dogs can wander on to the play area whilst children are playing, and this creates a safety risk. Cllr Stables said she would find out whether the PC could apply for PSPO from LCC. This would enforce dogs on a lead and ensure anyone in breach can be fined.
		Resolved: That the PSPO be considered at the June PC meeting once further information has been obtained.
	iii)	To consider a quote for two anti-vandal bins and installation
		Cllr Alderson requested funds of £1,800 (including a £100 contingency) to cover the cost of two anti-vandal bins from Wybone, removal of existing bin and install of the two new bins by The Job Man.
		Resolved: That the cost of £1,800 be approved to be taken from the Stables Lane improvement budget.
	iv)	To consider the cost of a replacement entry post
		An estimate of £100 (including materials) had been provide by Danny O'Rourke. This is following the damage of the post by a motorist.
		Resolved: That the cost of £100 be approved and the post be painted with yellow/orange paint to improve its visibility.
	v)	To consider the vending of ice cream from the car park
		A local ice cream vendor had enquired as to whether the Parish Council would consider offering a vending licence. Concerns were raised regarding the lack of parking, no reserved or appropriate space for a van, the blocking of the park entrance for emergency vehicles, the safety of children gathering on the car park and potential issues with litter.
		Resolved: That the vending of ice cream from the car park be declined.
	vi)	To consider any updates on the Martin House Glow Event
		The Clerk reported that she held a further discussion with the team at Martin House. The marquee will be positioned at the entrance to the park so as not to impinge on the football pitches. A parking plan has been requested for the 250 ticket holders (and resulting cars) and this will be presented to the Parish Council for consideration at the June meeting.
		Resolved: That the update be noted.
015/26		To consider any issues regarding public open spaces
	i)	To consider a quote for tree works on the greens at Fountains Avenue
		A quote had been received from Scotton Tree Care for remedial and safety work to be carried out on the trees at the 3 greens on the Abbeyes Estate. This includes the removal of dead wood. clearance of the roads to 5.2m and paths to 2.5m and removal of all waste from site at £3,325.00.
		Resolved: That the quote of £3,325.00 from Scotton Tree Care be agreed.
	ii)	To consider the plaque wording for the sponsored bench at Millennium Gardens
		The sponsor has approved the style of the Broxap Roslin bench and has requested the following message for the plaque: 'Brian Aston invites you to sit and enjoy Boston Spa.'
		Resolved: That the Broxap Roslin bench and the plaque wording be approved.
016/26		To consider any riverside issues
	i)	To receive an update on wood collection signs
		Mike Gadd confirmed that three of the signs have been put in at Jackdaw Crag. The signs for Holgate

	HMRC	VAT refund	£1,513.45
	NatWest	Savings Interest	£194.84
	Nationwide BS	Savings Interest	£1,806.26
	Allotment Tenant	Allotment Rent	£10.00
	Resolved: That the above payments be approved and the receipts be noted.		
026/26	To receive items for the Annual Parish Council meeting on Monday 15th June 2026		
	Cllr Hunt requested that the blue heritage plaques be considered.		
Closure	The Chairman declared the meeting closed at 20:49		

Signed _____ Date _____

ACTIONS

	19th January 2026		
194/25	Review and revise the shop front design guidance		Cllrs Brown and Blake
	20th April 2026		
254/25i	Obtain quote for drainage and metal framework and gravel surfacing for Stables Lane car park		Cllr Heum
	18th May 2026		
013/26ii	Check source of S106 monies for planters at Costcutter		Cllr Stables
014/26ii	Obtain information on applying for PSPO for dogs on leads		Cllr Stables
014/26iii	Liaise with Job Man regarding Stables Lane bin install		Cllr Blake