

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 15 June 2026 at the Village Hall, Boston Spa at 7.00pm.

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

Apologies: Cllr G Bowen.

In Attendance: D Marshall (Clerk to the Council)

Guests: Ward Cllr Alan Lamb

The meeting was chaired by Vice Chairman, Cllr Anne Watts. There were no members of the public in attendance.

027/26	To accept apologies for absence and approve reasons for absence
	Apologies had been received from Cllr Bowen.
	Resolved: That the apologies and reasons for absence be accepted.
028/26	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.
029/26	To receive an update from the Ward Councillors
	• The demolished wall on Spa Lane will be rebuilt • The dead tree behind Wharfedale Hall which was reported in April has been chased up with LCC PROW and they are currently in discussions with the Environment Agency to ascertain who is responsible • Drainage issues on the road and pavement outside the old Yeadon's building are still under investigation • The Ward Councillors have recently attended meetings hosted by Better Wetherby to discuss the proposed development sites put forward by North Yorkshire Council on the outskirts of Wetherby. • The People's Emergency Briefing will be held in Boston Spa on Thursday 18th June at 7.30pm at Boston Spa Methodist Church.
	Resolved: That the updates be noted.
030/26	To receive any crime reports or updates from the PACT meeting
	The Wetherby Ward crime report for May was circulated prior to the meeting. There was one residential burglary in Wetherby and two business burglaries, one in Boston Spa and one in Wetherby. A tractor was stolen from Leeds United Training Ground. There were seven shoplifting offences reported, all in Wetherby. Although there was a drop in ASB reports across the ward, there were three reports of nuisance youths at Stables Lane Park.
	Resolved: That the May crime report be noted.
031/26	Minutes
	i) To confirm the minutes of the annual meeting held on 18th May 2026 and review the action list
	194/25 Review and revise the shop front design guidance- ongoing 254/25i Obtain quote for drainage and metal framework and gravel surfacing for Stables Lane car park- ongoing Check source of S106 monies for planters at Costcutter- no longer required Obtain information on applying for PSPO for dogs on leads - ongoing Liaise with Job Man regarding Stables Lane bin install- completed

		Resolved: That the Minutes of the annual meeting held on 18 th May 2026 be accepted as a true record and the action list updated.	
032/26	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.	
033/26	To review the statutory documents and policies		
	i)	Standing Orders	vii) Records Management
	ii)	Financial Regulations	viii) Data Protection
	iii)	Code of Conduct	ix) General Privacy Notice
	iv)	Recording of Parish Council meetings	x) Equality & Diversity
	v)	Publications Scheme	xi) Training and Development
	vi)	Complaints Scheme	xii) IT Policy
		Resolved: That the statutory documents and policies be approved with no updates.	
034/26	To consider the adoption of Dignity at Work and Equal Opportunities Policies		
	Resolved: That the Dignity at Work Policy and Equal Opportunities Statement be adopted and published on the Parish Council’s website.		
035/26	Planning issues		
	i)	To review planning applications and agree responses	
		26/02789/FU 2 Church Street- No comment 26/03005/FU 308 High Street – No comment 26/03176/FU 1 Primrose Lane- No comment	
		Resolved: That there be no comments on the above planning applications.	
	ii)	To receive an update on the Leeds Local Plan and housing allocation for Boston Spa	
		Cllr Stables said she would bring the latest information to the July Parish Council meeting.	
036/26	Transport & Highways		
	i)	To receive an update on the Westwood Way and High Street Traffic Regulation Order	
		Highways have held meetings with West Oaks and St Edward’s and a meeting with Primrose Lane will be arranged this month. The additional meetings have meant that the project has been delayed by a month and the laying of yellow lines in the summer school holidays is now looking unlikely. Resolved: That the update be noted.	
	ii)	To receive an update on proposed planter changes outside Costcutter	
		Details of the new planters have been given to Boston Spa in Bloom who have approved the new planting proposals. It has been confirmed that Leeds City Council will pay for the planters, their installation and the movement of the existing planters. Cllr Blake proposed that he now step back and allow Cllr Stables to complete the project. Resolved: That the update be welcomed and that Cllr Stables oversee the completion of the project.	
	iii)	To receive an update on the Lane Lodge bus shelter	
		The public consultation period is now underway, and this will close on 18 th June after which Highways will review comments from the members of the public. It is hoped approval for the install will be given in July. Resolved: That the update be noted.	
	iv)	To consider the issues of bikes and e-scooters being used on the pavement	
		There have been increasing reports of bikes and e-scooters being ridden on the pavements and footpaths which are causing a safety concern for pedestrians. It was agreed Cllr Stables would raise this with the LCC ASB Team to see if any awareness campaigns can be launched in the schools and how the public should report bikes. Cllr Heum said she would include an article in the next e-newsletter to make the public aware that riding bikes on the pavement is illegal. Resolved: That the issue be raised with the ASB Officer and that an article be included in the next e-newsletter.	

	v)	To consider the Moor End speed notification display
		Cllr Blake reported that the Moor End speed indicator sign has been removed for repair. Cllr Stables said she would obtain an update from LCC and investigate whether the sign could be moved closer to the village centre once returned.
		Resolved: That a new location be investigated for the SID once repaired.
037/26		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 complaints have been received since the weather has become drier. Cllr Heum said she would chase up the quote for the install of a metal grid and pebble surface.
	ii)	To receive an update on repairs
		The Clerk reported that the damaged post had now been removed and the ground levelled for safety. An update is still being awaited on when the new post will be installed and the log bench repaired.
	iii)	To consider the deposit for the 2027 circus booking
		The James Richards Circus has confirmed its 2027 booking. In line with the agreement, the pitch fee will be £1,000 + VAT. It was proposed that half be paid now and half in May next year, prior to their visit in June.
		Resolved: That the circus be billed the £500 + VAT reservation fee with the remainder to be paid in May next year.
	iv)	Other issues
		The Park has been successful in achieving the Green Flag Award for the third year. The award ceremony will take place in Lytham St Annes on 12 th July. Keith Jackson will attend. It was proposed that if another member of FOSL cannot attend that Cllr Taylor accompany Mr Jackson.
		Resolved: That Cllr Taylor attend the award ceremony if another member of FOSL is unable to attend.
038/26		To consider any issues regarding public open spaces
	i)	To consider the blue heritage plaques (Cllr Hunt)
		Cllr Hunt proposed a number of new locations for blue plaques which would extend the heritage trail walk. It was agreed that costs would be considered as part of the 2027-28 budget planning.
		Resolved: That the costs for new heritage plaques be added to the 2027-28 budget.
	ii)	To consider summer hedge trimming
		It was noted that a number of hedges, particularly those on Church Fields/High Street and the Westwood Way allotments path had now become overgrown and required urgent attention to ensure public safety. The Clerk confirmed that A Morrison and Son will attend on Thursday 18 th June to undertake a summer cut.
		Resolved: That the summer emergency hedge trimming be approved.
	iii)	Other issues
		A complaint had been received that the paths across the wildflower meadow at Church Fields had now become overgrown along each side and this is now limiting access. It was proposed that G Baxter be asked to undertake strimming on their next visit.
		Resolved: That the wildflower meadow path sides be strimmed.
039/26		To consider any riverside issues
		None.
040/26		Allotments
	i)	To consider the latest inspection report
		Cllr Taylor inspected the Westwood Way allotments on Monday 15 th June. It was reported that 15A and 15B appeared untended and it was proposed that a letter be sent to the tenants. There are two overgrown fruit trees on plots 3 and 5 which will require pollarding in the autumn as they are reducing light to plots 1A and 1B.
		Resolved: That improvement letters be sent to the tenants of plot 3 and 5 and that the trees on plot 3 and 5 be considered for pollarding after the growing season.

041/26	To receive an update from the Events Committee		
	Cllr Watts provided a verbal update. It has been confirmed that The St Mary's Fun Run will start at St Mary's School and finish at Stables Lane. There will now be stalls hosted by Martin House and WiSE, with performances by Lofthouse Brass Band, the Brass Brigade and the Just for Fun Theatre Group. The next meeting of the Events Committee will be held at 7pm on Wednesday 17 th June at Stables Lane Park.		
	Resolved: That the update be welcomed.		
042/26	To receive any updates from the Emergency and Resilience planning group		
	Cllr Watts provided a verbal update. Next meeting of the group is on Wednesday 17 th June at 3.30pm.		
	Resolved: That the update be welcomed.		
043/26	To receive reports from members who have attended other committees and meetings		
	Cllr Taylor provided an update from the Village Hall Committee. The hallway will be decorated this week.		
	Resolved: That the update be welcomed.		
044/26	To consider correspondence regarding West Yorkshire Vision Zero (Cllr Stables)		
	Cllr Stables provided a brief summary of the project. Vision Zero is West Yorkshire's plan to eliminate all deaths and serious injuries on the region's roads by 2040.		
	Resolved: That the correspondence be noted.		
045/26	Exchange of Information – to raise any emerging issues (matters on which no decision can be taken at this meeting)		
	- The Town and Parish Council Forum will take place on 25th June 2026 at Wetherby Town Hall, which will focus on the Leeds Local Plan. Cllr Brown confirmed her attendance. - A cheque has received from Mr Brian Aston for the new bench at Millennium Gardens. LCC has been instructed to order and install the bench.		
	Resolved: That the updates be noted.		
046/26	To note correspondence received and approve any responses/ action to items of correspondence		
	The list of correspondence had been circulated prior to the meeting.		
	Resolved: That the list of correspondence be noted.		
047/26	To approve payments and receipts in accordance with the budget and note any receipts		
	G&S Toilet Hire	Festival toilets	£468.00
	Yorkshire Games Hire	Outdoor board game hire	£490.00
	Starboard Systems	Scribe Accounts Software	£699.55
	D Kemp	Bus Shelter Clean	£15.00
	S&B Medical	First Aid Services	£375.00
	Receipts		
	Resident	Stables Lane Post Replacement	£70.00
	Yorkshire Dales Ice Cream	2025 Festival Donation	£357.00
	Resolved: That the above payments be approved and the receipts be noted.		
048/26	To receive items for the next ordinary Parish Council meeting on Monday 20th July 2026.		
	None.		
Closure	The Chairman declared the meeting closed at 20:59.		

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	
014/26ii	Obtain information on applying for PSPO for dogs on leads	Cllr Stables
	15th June 2026	
035/26ii	To provide an update on the Local Plan housing allocation for Boston Spa	Cllr Stables
036/26iv	Report bikes on pavements to the ASB Team	Cllr Stables
036/26iv	Include article about bikes on pavements in e-newsletter	Cllr Heum
036/26v	Investigate repair of Moor End SID and new location closer to village centre	Cllr Stables