

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 21 September 2026 at the Village Hall, Boston Spa at 7.00pm.

Present: Cllrs G Bowen, A Watts, P Hunt, D Taylor, M Heum, P Stables, S Courts, A Brown.

Apologies: Cllr K Alderson, K Blake.

In Attendance: D Marshall (Clerk to the Council), PCSO Gareth Poole.

Guests: Ward Cllrs Norma Harrington and Alan Lamb.

PCSO Gareth Poole attended the meeting to discuss any issues or concerns regarding ASB incidents that have occurred in Boston Spa over the summer months. It has been noted that there is an increased presence of teenage groups gathering around the village, particularly in the vicinity of Costcutter and Deepdale/Clarendon Road. PCSO Poole said that all reported incidents had been dealt with and that most of teenagers are from the Boston Spa area and are not travelling in by bus which is the perception of some members of the public. The ASB issues reported are not distinct to one particular group and the police and ASB Officers have spoken to many different individuals. The Ward Councillors were keen to express to the public that they are aware of the issues and that the ASB Team, the Youth Service and the Police have been working in collaboration to speak to the groups, and that most of young people are pleasant and receptive. The Policing Team for Wetherby and Harewood is currently under resourced, and the PC asked if there was anything they could do to increase Police presence in the village. The Ward Councillors advised the PC to write to the Chief Superintendent to express its concerns.

090/26	To accept apologies for absence and approve reasons for absence
	Apologies had been received from Cllrs Alderson and Blake.
	Resolved: That the apologies and reasons for absence be accepted.
091/26	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.
092/26	To receive an update from the Ward Councillors
	25/05757/FU – Demolition of St Vincent’s School, Church Street The developer is yet to satisfy all the pre-commencement conditions required by LCC Planning before the demolition can commence. The conditions are in relation to vehicle access and routing and an outstanding bat licence. The construction of perimeter fencing has commenced in preparation for the demolition. - It was reported that the audio on the bus stop updates is too low in volume to be heard given the passing traffic. The volume has now been increased. - The Leeds Strategic Planning Panel meeting held on 1st September highlighted the changes to the National Planning Policy Framework (NPPF). The National Scheme of Delegation which comes into force on 31st October will shift powers towards planning officers and smaller planning applications can no longer be referred to a planning committee. - Leeds City Council is currently reviewing whether to repair the existing old speed indicator signs across the district or invest in new ones. The broken SID at Moor End will be repaired or replaced once a decision has been made.
	Resolved: That the updates be noted.
093/26	To receive any crime reports or updates from the PACT meeting
	The August PACT report had been circulated prior to the meeting. Wetherby experienced an increase in ASB reports which is consistent with the seasonal trend. The highest demand location was Deepdale Lane, Boston Spa, which accounted for three reports relating to nuisance youths. A further two nuisance youth reports were received from Deighton Lane, Wetherby and the remaining eight were recorded across separate locations within the ward. Five reports of nuisance bikes were recorded during August. Of these,

	three were in Boston Spa, one in Bramham, and one in Wetherby. Two business burglaries were recorded, one at a school in Boston Spa and one at a prison. There were two unsuccessful residential burglaries in Wetherby and Bramham. The next PACT meeting will be on the earlier date of Tuesday 29 th September at 6.30pm at Wetherby Methodist Church.	
	Resolved: That the report be noted.	
094/26	Minutes	
	i)	To confirm the minutes of the ordinary meeting held on 17 August 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 – referred to Cllr Alderson. 014/26ii Obtain information on applying for PSPO for dogs on leads - ongoing 035/26ii To provide an update on the Local Plan housing allocation for Boston Spa - ongoing 036/26iv Include article about bikes on pavements in e-newsletter – to be completed 036/26v Investigate repair of Moor End SID and new location closer to village centre- ongoing 075/26 Organise meeting with Cllr Courts regarding bank and finance handover- completed 077/26i Contact Methodist Church regarding Remembrance Day refreshments- to be completed 080/26iii Commence contact with Bowling and Tennis Clubs regarding Stables Lane car park surface – completed 081/26i Contact M Rhodes regarding hedge cutting- completed.
		Resolved: That the minutes from the meeting held on 17 August 2026 be approved and the action list updated.
095/26	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 review the 2026-27 budget v spend to date
		The report had been circulated prior to the meeting.
		Resolved: That the budget v spend to date be noted.
	iii)	To consider a funding request from St Mary's Church
		A completed grant application form had been circulated prior to the meeting. A donation request of £1,000 had been made towards the cost of converting one of the existing toilets to an accessible toilet. This would be at a total cost of £42,571. The toilet would not be accessible from outside the building and would be for use by church visitors and during events. The PC considered that it had no funds available in the 2026-27 budget for community grants. It was proposed that a community fund be included in the 2027-28 budget and that an assessment document be created which would allow the Parish Council to measure overall community value delivered from any future grant applications. It was proposed that the Church be asked to reapply at the start of the 2027-28 financial year.
		Resolved: That the grant application be declined and the Church be asked to reapply in 2027-28.
096/26	Administration and governance	
	i)	To consider the members' registers of interest and receive any updates.
		The Clerk said she would recirculate the webpage of Councillor interests published on the LCC website and requested the members verify that their details are still correct.
		Resolved: That the Councillors check their interests and report back with any changes.
097/26	Community Events	
	i)	To receive an update on the Christmas event
		Cllr Watts provided an update. Ken and Brenda Waller have kindly agreed to switch on the Christmas tree lights. Unfortunately, Kirby's have declined to provide the Christmas tree this year. It was proposed that Sainsburys and Costcutter be approached. The Christmas tree lights switch-on and late-night opening has been proposed for the evening of Thursday 3 rd December, and members of the Events Committee are currently liaising with the retailers.
		Resolved: That the update be welcomed and Sainsburys and Costcutter be approached with a view to them sponsoring the Christmas tree.

	ii)	To consider any changes to the 2026 Christmas lights and related costs
		The Clerk confirmed that the agreement has now been signed and sent to LCC for the Christmas lights at a total cost of £8,933+ VAT. Cllr Blake has quoted £30 to convert the existing tree lights to battery and approx. £100 for batteries to run the lights from 3 rd December until 5 th January.
		Resolved: That the £130 be approved for the conversion of the lights and batteries.
098/26	Planning issues	
	i)	To review planning applications and agree responses Cllrs Blake and Brown reviewed the below applications and provided recommendations to the Parish Council as appropriate. 26/03742/LI Riverside, The Terrace – No comment 26/04630/LI 274 High Street- No comment 26/04956/FU 19 The Copse- Objection to be made on the basis of scale and dominance, and impact on character and appearance of a building within a conservation area. 26/04919/FU 12 Bolton Way- No comment 26/05157/FU Ivanhoe, Lynton Avenue- Neutral comment to be made on the loss of the garage in an area where there is already an issue with on-street parking.
		Resolved: That the above comments be approved and submitted to the LCC Planning Portal where appropriate.
	ii)	To consider next steps for the S106 agreement for BNG on the planning application 23/0287/FU – Land East of Church Street (Cllrs Brown and Bowen)
		A draft S106 agreement has been received from LCC and the Clerk has consulted a number of S106 experienced solicitors with a view to them providing a quote for the PC's legal representation. This will be funded by the Illuminating Investments. Following the review of the existing BNG proposals and plans, a number of questions have now been raised which have been submitted to the developer via their solicitor, Blacks. A response is being awaited.
		Resolved: That the update be welcomed and next steps to be determined once responses have been received from Illuminating Investments via Blacks Solicitors.
099/26	Transport & Highways	
	i)	To receive an update on the Westwood Way and High Street Traffic Regulation Order
		No update to report.
	ii)	To receive an update on proposed planter changes outside Costcutter
		Cllr Stables advised she was holding ongoing conversations with highways. A further meeting is to take place to consider the revised layout of the planters.
100/26	To receive an update on issues concerning Stables Lane and receive any updates from the Friends of Stables Lane Working Group	
	i)	To receive an update on the car park surface
		Cllr Alderson provided a written update prior to the meeting. The Tennis Club and Bowling Club have been informed of the project. It is the intention to replace only the bottom section of the car park with an appropriately drained and more robust surface. This will resolve the issues of excess water overflow and degradation around the manhole cover. The remainder of the car park remains fit for purpose, and any upgrade work for this will be considered when there is CIL money available. Henszel Design Ltd Architects will provide advice and develop a relevant specification which the PC can then use to go out to tender.
		Resolved: That the update be noted.
	ii)	To consider the September play inspection report
		The play inspection report had not been received and will be considering at the October meeting. The zip wire chain became broken over the weekend of 19-20 September. The seat and chain were retained by a resident and have now been collected. The reason for the breakage is being investigated, and a repair will be undertaken.
101/26	To consider any issues regarding public open spaces	
	i)	To consider a quote for hedge cutting
		No quote has been received. To be deferred to the October meeting.
	ii)	To consider a quote for the repair and refurb of the village information boards
		A quote of £740.00 had been received for the repair of Holgate Lane and weir info boards which are

		now in a very poor condition.
		Resolved: That the quote of £740.00 from the Job Man be approved.
	iii)	To receive any updates on the open job vacancy for the Public Open Spaces Manager
		The Clerk confirmed that one application has been received. The closing date for applications is 30 th October.
		Resolved: That the update be noted.
102/26		To consider any riverside issues
	i)	To receive an update on the fallen tree at Jackdaw Crag
		Leeds Flood and Climate resilience and the Environment Agency have advised that the fallen tree can be left in place for nature to take its course. Concerns have been raised about two other trees on the bank. It has been proposed that these be turned into Eco Poles to stabilise them. Cllr Blake proposed he speak to a tree surgeon to assess the trees and obtain costs.
		Resolved: That the update be noted and a quote obtained for work to the two trees.
103/26		Allotments
	i)	To consider the latest inspection report
		Cllrs Bowen and Taylor confirmed they had visited the allotments and that there were no issues.
	ii)	To receive an update on invoice payments
		The Clerk confirmed that 37 invoices were sent out on 1 st September of which 19 have been paid.
	iii)	To consider matters relating to plots 3 and 5 at Westwood Way
		It was proposed that the tenant of plots 3 and 5 and a family member be invited to discuss the allotment plots and how the trees may be reduced. A self-seeded sycamore of considerable height is growing on one of the plots.
		Resolved: That Cllr Taylor contact the family member to arrange a meeting.
104/26		Emergency and Resilience planning group (Cllr Watts)
	i)	To consider the revised and completed E&R Plan for publication on the PC website
		The E&R Plan was circulated prior to the meeting.
		Resolved: That the revised E&R Plan be approved.
	ii)	To consider the E&R Manual and action cards
		The E&R Manual and action cards were circulated prior to the meeting.
		Resolved: That the E&R Manual and action cards be approved.
	iii)	To consider the Memorandum of Understanding for the use of the Village Hall as an Emergency Resilience Centre (ERC).
		The Memorandum of Understanding was circulated prior to the meeting.
		Resolved: That the Memorandum of Understanding be approved.
105/26		To consider correspondence from Boston Spa Academy (Cllr Bowen)
		Cllr Bowen said she had met with Mr Brennan the assistant principal. The Academy is interested in working with the Parish Council and would like students to become involved in local issues. It was proposed that two students be invited to PC meetings and that a slot be given at the start of each meeting so they can express any concerns or ideas about the village to the Parish Council. Cllrs Bowen and Stables agreed to take this forward for further discussion with the school.
		Resolved: That Cllrs Bowen and Stables liaise with Mr Brennan.
106/26		To receive reports from members who have attended other committees and meetings
		• Cllr Taylor attended the last meeting of the Village Hall CIO • Cllr Bowen attended a meeting with Cllr Blake. Monroe Estate agents would like to make a financial contribution to the village and suggestions were welcomed on how a donation/sponsorship might be best used. Cllr Bowen said she would request further information on the sum that Monroe would like to contribute.
		Resolved: That the reports be noted.
107/26		Exchange of Information – to raise any emerging issues (matters on which no decision can be taken at this meeting)
		The Clerk noted a complaint regarding the Royal Rendering advertising board which has been placed on the roadside at Moor End. The company has been contacted by the Clerk and has been asked to remove

	the sign.		
108/26	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 correspondence be noted.		
109/26	To approve payments and receipts in accordance with the budget and note any receipts		
	Leeds City Council	Lane Lodge bus shelter licence	£291.40
	Wharfe Valley Garden Maintenance	Millennium and Memorial Gardens Maintenance August	£192.00
	GM Wilson	Wildflower meadow cutting	£552.00
	K Blake	Park expenses	£19.27
	D Marshall	2027-27 backpay	£56.40
	YLCA	Councillor training – A Brown	£75.20
	Receipts		
	NatWest	Savings Interest	£170.71
	Resolved: That the payments be approved and the receipts be noted.		
110/26	To receive items for the next ordinary Parish Council meeting on Monday 19 October 2026.		
	Cllr Stables requested that an item be included every month to provide ongoing updates on the Leeds Local Plan. Cllr Courts requested that the future of FOSL be discussed at the October meeting.		
	Resolved: That the above items be approved.		
Closure	The Chairman declared the meeting closed at 20:53		

Signed_____ Date_____

ACTIONS

	19th January 2026	
194/25	Review and revise the shop front design guidance	Cllrs Brown and Blake
	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	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
	17th August 2026	
077/26i	Contact Methodist Church regarding Remembrance Day refreshments	Cllr Bowen
	21st September 2026	
096/26	Review register of interests on LCC website	All
097/26ii	Convert Christmas tree lights to battery	Cllr Blake
102/26	Obtain costs for tree works on Jackdaw Crag riverbank	Cllr Blake
103/26iii	Contact tenant for allotment plots 3 and 5 at Westwood Way	Cllr Taylor
105/26	Undertake discussions with Boston Spa Academy	Cllrs Stables and Bowen
106/26	Obtain further information amount from Monroe Estate Agents	Cllr Bowen