

BOSTON SPA PARISH COUNCIL

The Village Hall, 199 High Street, Boston Spa LS23 6AA
Tel: 07864 649565 Email: clerk@bostonspapc.org.uk www.bostonspapc.org.uk

Draft Minutes of the Ordinary Parish Council Meeting held on Monday 19 October 2026 at the Village Hall, Boston Spa at 7.00pm.

Present: Cllrs G Bowen, A Watts, P Hunt, M Heum, P Stables, A Brown, K Blake.

Apologies: Cllrs K Alderson, D Taylor and S Courts.

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

Guests: Ward Cllr Norma Harrington.

There was one member of the public in attendance. Their concerns were expressed regarding the volume of traffic in the village, parking and HGVs. The Ward Councillors reported that measures are being put in place or are currently in planning to address these issues. A change of road classification for the A659 through Boston Spa is being explored which would reduce traffic being directed by Satellite Navigation. A TRO is currently being processed which will introduce passing places from Spa Surgery to the Lawn Tennis Club to reduce congestion. A HGV camera will be installed on the High Street to detect any lorries passing over Wharfe Bridge and additional HGV signage has been installed on the Grange Moor roundabout. Regarding parking, the Ward Councillors have requested more visits by traffic enforcement officers.

111/26	To accept apologies for absence and approve reasons for absence	
	Apologies had been received from Cllrs Alderson, Taylor and Courts.	
	Resolved: That the apologies and reason for absence be accepted.	
112/26	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.	
113/26	To receive an update from the Ward Councillors	
	<ul style="list-style-type: none">The next Highways and Road Safety meeting is likely to be on Thursday 12th November at 4pm at St Mary's Church. This is to be confirmed.Boston Spa currently has a surplus in primary school places. A consultation will be launched to review school provision within Boston Spa and the local area.	
	Resolved: That the updates be noted.	
114/26	To receive any crime reports or updates from the PACT meeting	
	The September PACT report had been circulated prior to the meeting. Wetherby has seen a reduction in ASB compared to the spike seen in August. Seven nuisance youth reports were made in September, two of which were on Stables Lane and one on the High Street in Boston Spa. Six burglary offences were recorded, this included two in Boston Spa on Hampole Way and Woodlea. Three vehicle thefts were recorded one of which was on Woodside Road in Boston Spa. The next PACT meeting will be on Tuesday 3 rd November at Wetherby Methodist Church.	
	Resolved: That the report be noted.	
115/26	Minutes	
	i)	To confirm the minutes of the ordinary meeting held on 21 September 2026 and review the action list
		194/25 Review and revise the shop front design guidance - ongoing 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 – nothing to

		<p>report</p> <p>036/26iv Include article about bikes on pavements in e-newsletter - completed</p> <p>036/26v Investigate repair of Moor End SID and new location closer to village centre- ongoing</p> <p>077/26i Contact Methodist Church regarding Remembrance Day refreshments – completed</p> <p>096/26 Review register of interests on LCC website- completed</p> <p>097/26ii Convert Christmas tree lights to battery- in progress</p> <p>102/26 Obtain costs for tree works on Jackdaw Crag riverbank- in progress</p> <p>103/26iii Contact tenant for allotment plots 3 and 5 at Westwood Way- completed</p> <p>105/26 Undertake discussions with Boston Spa Academy- completed</p> <p>106/26 Obtain further information amount from Monroe Estate Agents- ongoing</p>
		Resolved: That the minutes from the meeting held on 21 September 2026 be approved and the action list updated.
116/26	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 report on PC community grant funding
		Cllr Bowen circulated a paper prior to the meeting. It was agreed that a policy and assessment criteria should be established if the Parish Council is to award community grants in the future. Cllr Bowen agreed to draft a document for consideration at the PC's December meeting. Cllr Hunt proposed that the Parish Council include a line for community funding in the annual budget and that this be set at £1,000 for 2027-28.
		Resolved: That Cllr Bowen prepares a draft policy and assessment criteria and that £1,000 be included in the 2027-28 draft budget for community funding.
	iv)	To consider the sponsorship of a tree at the Methodist Church Christmas Tree Festival
		Cllr Bowen stated that the cost of sponsoring a tree is £10.00.
		Resolved: That the £10.00 tree sponsorship be approved.
	v)	To arrange a date for a meeting of the Finance Committee
		No mutually convenient date was available prior to the November PC meeting. It was proposed that the Clerk bring an initial draft budget to the November PC meeting for consideration.
		Resolved: That the Clerk prepares a 2027-28 draft budget for the November meeting.
117/26	Community Events	
	i)	To receive an update on the Christmas event
		Cllr Watts provided a verbal update. The last Events Committee meeting was on 5 th October. Boston Road Christmas Trees have agreed to sponsor and mount the Christmas tree in Millennium Gardens. Cllr Blake will convert the existing lights to battery power. The Clerk is awaiting a response from Ossett Brewery on whether they will provide a brass band. A list of High Street shops has been circulated, and members of the Events Committee will distribute letters to the businesses advising them of the late-night opening on Thursday 3 rd December.
		Resolved: That the update be welcomed.
	ii)	To receive an update on actions for Remembrance Sunday
		The Clerk circulated a list of actions prior to the meeting. A trumpeter from the Leeds Conservatoire has confirmed their attendance. Cllr Heum said she would mount the poppy net in the Memorial Garden. Cllrs Blake and Hunt will meet w/c 26 th October to look at the set up for the PA System.
		Resolved: That the update be welcomed.
118/26	Planning issues	

	i)	To review planning applications and agree responses 26/05087/LI 230 High Street – No comment 26/04629/FU 274 High Street- No comment 26/05352/FU 223 High Street- No comment 26/05317/FU 30 Fieldhead Paddock- No comment 26/05431/FU The Stalls, Hall Mews- Support as more dental facilities are needed in the village. 26/05464/FU 301A High Street – No comment. 26/05467/FU Dovecote House, Bridge Road – Support in the interests of public safety. 26/05504/FU 7 River View – No comment 26/05086/FU 230 High Street- No comment 26/05596/FU Rose Cottage, Clifford Road – object on grounds of over development. 26/05489/FU 9 Helmsley Road – No comment.
		Resolved: That the above responses be agreed and submitted to LCC Planning by the Clerk.
	ii)	To receive an update on the demolition of the former St Vincent’s School- 25/05757/FU (Cllr Stables)
		Cllr Stables met with Kyme Homes and is pleased to report that the demolition vehicle access plan has now been submitted to LCC Highways for approval. This is likely to take 4-6 weeks after which demolition can commence.
		Resolved: That the update be welcomed.
	iii)	To receive an update S106 agreement for BNG on the planning application 23/0287/FU – Land East of Church Street (Cllrs Brown and Bowen)
		Cllr Bowen advised that the response from Blacks Solicitors dated 9 th October had not addressed the questions asked by the PC on 18 th September and further clarification was required. It was proposed that the Clerk and Cllrs Bowen, Stables and Brown request a meeting with Blacks Solicitors and Illuminating Investments to discuss the outstanding queries.
		Resolved: That the Clerk arranges a meeting with Blacks Solicitors and Illuminating Investments.
	iv)	To consider the engagement of a solicitor to represent the PC on the S106 agreement for BNG on the planning application 23/0287/FU – Land East of Church Street
		In reference to item 118/26iii it was agreed that the PC was not in position to move forward until all outstanding queries had been addressed.
		Resolved: That item 118/26iv be deferred to the November PC meeting.
	v)	To receive an update on the Leeds Local Plan
		Cllr Stables said there was nothing to report at present.
119/26	Transport & Highways	
	i)	To receive an update on the Westwood Way and High Street Traffic Regulation Order
		Cllr Stables reported that Highways are now looking at any objections and will respond over the coming weeks.
		Resolved: That the update be noted.
	ii)	To receive an update on proposed planter changes outside Costcutter
		Cllr Stables reported that a new scheme is being awaited from Highways after which BSIB will be consulted. Cllr Bowen proposed that an Extra Ordinary meeting be arranged once further information has been received.
		Resolved: That an Extra Ordinary meeting be arranged once the revised scheme has been received from Highways.
	iii)	To receive an update on the Lane Lodge bus shelter
		Cllr Stables reported that new metal tapping plates have been put in place at the base of the floating bench for those who use a mobility cane.
		Resolved: That the update be welcomed.
120/26	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 Blake provided an update. Pavers have been recommended for the entry area to the car park and quotes are being awaited.
		Resolved: That the update be welcomed.
	ii)	To consider the September play inspection report

		The Deepdale Skate Park and Stables Lane play and gym equipment reports were circulated prior to the meeting. All items were found to be low risk.
		Resolved: That the reports be noted.
	iii)	To consider costs for the repair of the zip wire
		A quote had been provided by Sutcliffe Play for supply of the new seat and chain at £135.10+VAT. The labour cost will be £300+VAT. Cllr Blake said the fitting of the new seat would only require a bolt and would be easy to undertake.
		Resolved: That the quote of £135.10+VAT be approved and Cllr Blake to undertake the repair.
	iv)	To consider future arrangements for the Friends of Stables Lane working group
		The members of FOSL were not in attendance at the meeting.
		Resolved: That item 120/26iv be deferred to the November meeting.
121/26		To consider any issues regarding public open spaces
	i)	To consider a quote for hedge cutting
		A quote has been received from Mike Rhodes for £4,900 to cut the High Street, Stables Lane and Westwood Way allotment hedges. The Clerk advised that a budget of £4,579 was remaining and the excess of £321 would need to be taken from the Tree Works Reserve.
		Resolved: That the quote of £4,900 be approved, with £321 to be taken from the Tree Works Reserve.
	ii)	To receive any updates on the open job vacancy for the Public Open Spaces Manager
		The Clerk reported that there had been 4 applications so far. The closing date is 31 st October.
		Resolved: That the update be noted.
	iii)	Other issues
		Scotton Tree Care will undertake the work to the trees on the Abbeys Estate w/c Monday 9 th November.
		Resolved: That the update be noted.
122/26		To consider any riverside issues
	i)	To receive an update on the fallen tree at Jackdaw Crag
		Leeds Flood and Climate Resilience Management undertook an inspection of the fallen tree. The tree remains anchored to the bank, with one of its branches also embedded within the bank. Unless river levels rise significantly, there is no risk of the tree moving. Cllr Blake will meet with Scotton Tree Care on 21st October to assess the other leaning trees on bank.
		Resolved: That the update be welcomed.
	ii)	Other issues
		Cllr Stables said she had been informed by the Angling Club that they have reported the excess debris in the fish pass to the Environment Agency.
		Resolved: That the update be welcomed.
123/26		Allotments
	i)	To consider the latest inspection report
		The Clerk had inspected the allotments and was pleased to say that significant improvements had been made to plots 3 and 5. One plot at Stables Lane has been surrendered and will be offered to a new tenant.
		Resolved: That the report be noted.
	ii)	To receive an update on invoice payments
		The Clerk reported that all outstanding invoices were followed up on 14 th October. Four invoices remain outstanding as of 19 th October.
		Resolved: That the update be noted.
124/26		Emergency and Resilience planning group
	i)	To receive an update from the Emergency and Resilience planning group
		Cllr Hunt attending the last E&R meeting as the PC coordinator. It was decided that a leaflet would have too much information, so a postcard has been developed.
		Resolved: That the update be noted.
	ii)	To consider quotes for the printing of the E&R handbook and information postcards for distribution to households.
		Cllr Watts circulated the quotes prior to the meeting. The cost for the printing of 2,200 postcards is

		£208.34, plus lamination at £75.00. The cost of printing 30 handbooks for the co-ordinators will be £75.00.	
		Resolved: That the total cost of £358.34 be approved.	
125/26	To receive reports from members who have attended other committees and meetings		
	Nothing to report.		
126/26	Exchange of Information – to raise any emerging issues (matters on which no decision can be taken at this meeting)		
	Cllr Blake said he would like to see the notice board outside the library repaired so that it can be used to promote events. Cllr Bowen said she would raise this with Alex Richetti, the district librarian.		
127/26	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.		
128/26	To approve payments and receipts in accordance with the budget and note any receipts		
	Boston Spa Green Group	Power Scythe Hire	£120.00
	D Kemp	Bus Shelter Clean	£15.00
	Leeds City Council	Millennium Gardens Bench	£1,748.40
	Kompan	Stables Lane and skate park September inspection	£174.00
	G Baxter and Partners	Annual grass cutting – Stables Lane, Church Fields and landscaped areas	£13,135.20
	D Marshall	Payslip shortfall and first-class stamps	£13.20
	Wharfe Valley Garden Maintenance	Millennium and Memorial Gardens Maintenance September	£192.00
	HMRC	PAYE & NI Q2	£1,181.44
	Class Office Equipment	Confidential shredding	£9.18
	Receipts		
	Various	Allotment rents	£710.00
	NatWest Bank	Savings Interest	£201.58
	Resolved: That the payments be approved and the receipts be noted.		
129/26	To receive items for the next ordinary Parish Council meeting on Monday 16 November 2026.		
	None received.		
Closure	The Chairman declared the meeting closed at 20:56		

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
036/26v	Investigate repair of Moor End SID and new location closer to village centre	Cllr Stables
	21st September 2026	
097/26ii	Convert Christmas tree lights to battery	Cllr Blake
102/26	Obtain costs for tree works on Jackdaw Crag riverbank	Cllr Blake
106/26	Obtain further information amount from Monroe Estate Agents	Cllr Bowen
	19th October 2026	
116/26iii	To provide a draft policy and assessment document for community grant funding	Cllr Bowen
117/26ii	Meet to arrange instruction on PA system	Cllrs Blake & Hunt
120/26iii	Replace seat and chain on zip wire	Cllr Blake
122/26i	Meet Scotton Tree Care to discuss trees on Jackdaw Crag	Cllr Blake
126/26	Discuss repair of library notice board with librarian	Cllr Bowen