

**BOSTON SPA PARISH COUNCIL**

**Minutes of the Ordinary Parish Council Meeting held on Monday 17th February 2020 at the Village Hall,  
Boston Spa at 7.00 pm**

**Present:** Cllr K Blake (Chair), T Gaussen, M Heum, S Courts, M Harris, K Alderson, J Lyne

**Apologies:** None.

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

**Guests:** Ward Cllr Alan Lamb

Six members of the public were in attendance. The Chair welcomed the members of the public and invited them to address the meeting. A representative from the Boston Spa Litter Picking Group asked whether the Parish Council could promote a litter picking day for residents. Cllr Blake confirmed that the Great British Spring Clean would take place between 20<sup>th</sup> March and 13<sup>th</sup> April. Cllr Lamb confirmed that Wetherby had organised their litter picking day for March 23<sup>rd</sup>. Cllr Blake asked if the litter picking group could send some options to the clerk so that a Spring Clean Day could be organised which the PC would promote. Two members of the public from St Mary's Street raised a complaint about the number of vehicles parking on the double yellow lines on the exit to High Street. Cllr Harris advised that following consultation with Leeds Highways, it was not possible to position buildouts at the corner of St Mary's Street because of the required length, which would prevent any parking outside the shops. Cllr Lamb agreed that he would apply further pressure on Leeds Highways to consider the parking issues in Boston Spa and to request more traffic wardens. Cllr Lamb advised that following the last assessment, CCTV had been deemed unsuitable for the High Street and that he would endeavour to press for other options.

Three members of the Boston Spa Green Group attended the meeting to update the Parish Council on its actions and proposals (see below 031/20.)

<b>027/20</b>	<b>To accept apologies for absence and approve reasons for absence</b>
	None.
<b>028/20</b>	<b>To receive declarations of disclosable pecuniary and other interests</b>
	None.
<b>029/20</b>	<b>To confirm the Minutes of the meeting held on 20th January 2020 (<i>attached</i>) and review the action list</b>
	285/19ii To bring back a proposal for signage at Stables Lane together with costs - ongoing 307/19 To review the new website content and make recommendations for any additional content/inclusions – ongoing 315/19i To carry out repair works to the Deepdale skate ramp plinth - ongoing 315/19ii To bring back a quote for safety signage at Deepdale – ongoing 011/20 Bring back a quote for polypropylene pipe - ongoing 012/20ii Seek input from Green Group on replacement tree at Clarendon Road – ongoing 013/20ii Erect and set fingerposts at Riverside – see 042/20 015/20ii Obtain revised Oak Shelter Design and organise structural approval – see 044/20iii 016/20ii Bring back quote for a removable barrier at Church Fields – see 045/20 018/19 Review new parking restrictions and propose/submit response to LCC – see 037/20
	<b>Resolved: That the minutes be accepted as a true record and the action list updated</b>
<b>030/20</b>	<b>To review the monthly figures (<i>attached</i>)</b>
	The figures had been previously circulated.
	<b>Resolved: That the figures be accepted as a true record</b>
<b>031/20</b>	<b>To receive an update from the Boston Spa, Wetherby and Villages Green Group</b>
	Penny Stables from Boston Spa Green Group provided an overview of the group's aims and activities.

	<p>The group now has 115 members and meets one a month. There are 5 community projects: protecting and increasing tree cover, making cycling safer, reducing waste and increasing recycling, creating wildlife corridors and reducing food waste.</p> <p>Adrian Balcombe introduced the group's initiatives to improve recycling. There are now a number of collection points in the village including Yeadon's, Joon and Phoenix that will receive hard to recycle items. Adrian requested the Parish Council's support in gaining the plastic free community status in Boston Spa. The PC agreed that this would be reviewed and discussed at the next PC meeting. It was suggested that the Green Group be given a slot bi-monthly at the Parish Council meeting to keep the PC updated on its actions. Cllr Alderson recommended that the Green Group hold an event at the festival to promote its initiatives.</p>
<b>032/20</b>	<p><b>To consider a proposal for the management and funding of the 2020 Christmas lights</b></p> <p>No proposal had been received from the High Street proprietor who had asked to manage the project.</p>
<b>033/20</b>	<p><b>Planning issues</b></p>
	<p><b>i) To receive an update on 19/05151/FU – Land at Wharfeside</b></p> <p>No update has been received.</p>
	<p><b>ii) To receive an update on application 19/00664/FU – St Vincent's/Borlocco House</b></p> <p>No update has been received.</p>
	<p><b>iii) To review the remaining planning applications and agree responses (to follow)</b></p> <p>20/00546/FU 21 Grove Road - No Comment  20/00583/FU 6 Wickham Close – No comment  20/00672/FU 179 High Street – Neutral comment. Recommend restricted opening of front bi-fold window to avoid noise nuisance and request consideration is given by the planners that the building is within a conservation area.  20/00856/FU 6 Grove Crescent South – No comment.  20/00224/LI Crown Hotel – A request had been received by a resident as to whether the PC would support resident only parking on the street either side of the rear entrance to the car park on Church Mews. The PC did not consider there to be a huge risk of customer parking on the road because of the extent of the car park and because the majority of customers will walk or take a taxi. It was agreed that the PC would monitor the situation once the Crown has reopened.</p>
	<p><b>Resolved: The Clerk to submit responses on behalf of the Parish Council to Leeds CC where appropriate.</b></p>
<b>034/20</b>	<p><b>To receive crime statistics and PACT report</b></p> <p>A written report had been submitted. There were 14 reported crimes in January. 10 burglaries with two thefts of vehicles through theft of car keys, 2 criminal damage, one theft from a motor vehicle and one theft other. It was noted that a number of people have been arrested for the burglaries. Cllr Blake advised there had been a strong attendance at February's Wetherby PACT Meeting.</p>
<b>035/20</b>	<p><b>To agree contributions from the Sports Clubs for 2019/2020</b></p> <p>The contributions from the Bowling Club and Tennis Club have been calculated as £360 and £255 respectively.</p> <p><b>Resolved: That the contributions from Sports Club as set out above be agreed and that the Clerk should write to the Clubs requesting their contribution.</b></p>
<b>036/20</b>	<p><b>To consider arrangements for the annual review of the system of internal audit and the appointment of the Internal Auditor for 2019/2020</b></p> <p>Last year's auditor had been asked to quote and a further four quotes had been sought from internal auditors on the YLCA list. Last year's auditor, Richard Dorsey was considered to offer a competitive price and as he is a Boston Spa resident it would reduce the PC's carbon footprint.</p> <p><b>Resolved: That Richard Dorsey be appointed as the Parish Council's Internal Auditor for 2019/20.</b></p>
<b>037/20</b>	<p><b>To consider the proposed changes to parking restrictions and agree a response</b></p>

	<p>The PC reviewed the proposed changes to waiting times and parking restrictions in the village. The following amendments were recommended: Bridge Road – that double yellow lines be extended on both sides of Bridge Close from the Bridge Rd/ Bridge Close junction up to 3m from the drive of 1 Bridge Close and that a Residents Parking Permit scheme be put in place for Bridge Close residents. High Street - no parking and waiting to be extended from a point of 53m south east of the High Street junction with Clifford Road in a south easterly direction for an extended distance of 110m.</p>
	<p><b>Resolved: That the above amendments be agreed and the Clerk to submit the response to LCC.</b></p>
<b>038/20</b>	<p><b>To consider agenda items and speakers for the Annual Parish meeting on Wednesday 6<sup>th</sup> May</b></p> <p>The following topics were agreed: Green Group, Neighbourhood Plan/Community Action Plan update (Cllr Blake) and PFVC (Cllr Gausson). It was agreed that the Clerk would write to PC Gorringe to request his attendance and to provide an update from the police.</p>
<b>039/20</b>	<p><b>To consider a request from Boston Spa Gala for the use of the PA System</b></p> <p>This year's gala will take place on 6<sup>th</sup> June. As per last year, the gala requested the use of the PC's PA system.</p> <p><b>Resolved: That the request to use the PA system be approved.</b></p>
<b>040/20</b>	<p><b>To receive an update on streetscene matters and public toilets</b></p> <p><b>i) To consider a quote received for the reparation and refurbishment of benches</b></p> <p>A quote had been received from David Spencely for £1040.00 to clean, repair and paint eight benches in the village: two at St Mary's Church, two at Clarendon Road and four at Millennium Gardens.</p> <p><b>Resolved: That the cost of £1040.00 be approved for the refurbishment of benches.</b></p>
<b>041/20</b>	<p><b>To receive an update on Allotments (Cllr Harris)</b></p> <p><b>i) To consider a quote from Yorkshire Water for installation mains connection and 8m pipe</b></p> <p>Following the receipt of a quote from Yorkshire Water in February for £1379.34 + VAT, YW confirmed that a new survey would be required at a cost of £64. It was considered that the installation cost was likely to increase in line with inflation, putting the cost at £1450.00.</p> <p><b>Resolved: That the cost of £64 be approved for a new survey and that the cost of installation at £1450.00 be approved.</b></p>
<b>042/20</b>	<p><b>To receive an update on riverside issues (Cllr Gausson)</b></p> <p><b>i) To review a quote for the installation of finger posts</b></p> <p>Four new fingerposts have now been delivered. The manufacturers, S Taylor and Sons, have recommended that the posts not be mounted in postcrete as this would encourage rotting. Instead, a 6 inch drainage pipe should be installed around the post which should be packed with gravel with quick set concrete on the outside. A quote for £600 had been received from Danny O'Rourke to undertake this work.</p> <p><b>Resolved: That the quote of £600 be approved.</b></p> <p><b>ii) Woodland Survey</b></p> <p>A date is still being awaited for The Forestry Commission to visit the site to approve the woodland plan.</p> <p><b>iii) Riverside Path</b></p> <p>A kestrel box has now been installed on the riverside. Mike Gadd has organised for volunteers to fill the deeper holes in the footpaths. A request for funds to purchase Type 1 hardcore (bigger pieces, 40 mm to dust) and Crusher Run (used to provide top surface) had been requested at a cost of £100.00.</p> <p><b>Resolved: That the cost of £100 be approved.</b></p> <p><b>iv) Tree Works</b></p> <p>M Rhodes has completed necessary tree works to remove dead and dangerous branches around the footpaths from The Copse to Thorp Arch bridge.</p>
<b>043/20</b>	<p><b>To receive an update from the Friends of Stables Lane Working Group (Cllr Alderson)</b></p>

	<b>i)</b>	<b>Marquee</b>
		The gala committee had approached the PC to see if a contribution could be made towards the purchase of a marquee which could be used at both the gala and the festival. The PC welcomed the proposal. It was considered that the PC would be better positioned to purchase the marquee and then request a contribution from the gala organisers. The PC requested that different options be explored and these be presented at the next PC meeting for consideration.
	<b>ii)</b>	<b>Car park</b>
		Cllr Alderson advised that the car park surface had become very uneven and that it may need to be tarmacked in the future. Cllr Alderson said he would speak to Brambledown to get an idea of costs.
	<b>iii)</b>	<b>Mural</b>
		Cllr Alderson has received approval from Cohen's Chemist to mount a mural signposting Stables Lane in the bricked-up window. FOSL will liaise with local schools and artists to produce some designs.
	<b>iv)</b>	<b>Gazebo Shelters</b>
		Cllr Alderson confirmed that the shelters have now been delivered and are being stored by the Bowling and Tennis Clubs. A quote had been received for the building of foundations at £600, together with a quote for £600 for the build of the shelters by an approved carpenter.
		<b>Resolved: that the cost of £600 for foundations and £600 for build be approved.</b>
<b>044/20</b>	<b>To receive an update from the People Friendly Village Centre working group (Cllr Lyne)</b>	
	<b>i)</b>	<b>To consider and agree whether a letter should be sent to the CEO of Leeds City Council regarding the Village Centre plan</b>
		Ward Cllr Alan Lamb had been seeking an update from LCC Highways Design regarding the Village Centre Plan and build-outs but no response has been forthcoming. The PC considered that a letter should be written to the CEO of LCC to express its concerns that the project has been ongoing for such a long period with little progress. Cllr Blake requested that two weeks grace be given for LCC to provide a response before a letter is drafted.
	<b>ii)</b>	<b>To review a drafted business information form for the website</b>
		The form had previously been circulated by Cllr Lyne. No amends had been requested.
		<b>Resolved: That the form be approved and emailed to businesses for completion.</b>
	<b>iii)</b>	<b>To receive an update on the design of rain shelters</b>
		Cllr Gausson advised that he had visited Oak by Design to discuss the insertion of glass panels into the oak frames. Measurements will need to be submitted before the design process can be completed. Following this, the designs will be sent to the various governmental agencies for approval.
	<b>iv)</b>	<b>To receive an update on arrangements for VE Day</b>
		Cllr Lyne confirmed that an update is being awaited from the WI, but that a bugle call will take place with a recording of Winston Churchill's speech. The car park/ Millennium Gardens was being considered as a better location to the Village Hall because of its more central position.
<b>045/20</b>	<b>Church Fields</b>	
	<b>i)</b>	<b>To consider a revised quote for the installation hoops and removable barrier at overflow car park</b>
		Hartwells are now in process of making the 19 hoops with an additional folding hoop for the end of the car park to allow permissible overflow parking. Following the approval of a quote for Danny O'Rourke to install the posts at £200 per day, it had been confirmed that an extra person would be required, bringing the cost to £280 per day. Over 4 days this would total £1120.00.
		<b>Resolved: That the revised cost of £1120.00 be approved for the installation of hoops.</b>
<b>046/20</b>	<b>Deepdale Skate Park (Cllr Blake)</b>	
	<b>i)</b>	<b>To receive an update on reparation of loose plinth bolts on skate ramp</b>
		Cllr Blake confirmed that weather conditions are too cold for the resin to set, but that work would be undertaken when the weather gets warmer.

	<b>ii)</b>	<b>To receive an update on safety signage</b>		
			Costs for the sign are still being awaited.	
<b>047/20</b>		<b>To receive reports from members who have attended other committees and meetings</b>		
			<ul style="list-style-type: none"> <li>• Cllr Gausson attended the VHMC meeting in which £195 had been requested for the replacement of glass fibre on the Village Hall roof. This cost was approved by the PC.</li> <li>• Cllr Blake advised that he had attended a meeting with the Chairmen of Thorp Arch and Walton Parish Councils to discuss planning applications and the Neighbourhood Plans.</li> <li>• Cllr Blake met with Jamie Hullah at Touch Telecom regarding the provision of free wi-fi in the village. A proposal has now been drafted which will be sent to the PC for consideration.</li> </ul>	
<b>048/20</b>		<b>Exchange of Information – to raise any emerging issues</b>		
			A resident had asked if the Parish Council would welcome a bench in the village in memory of their deceased father. An estimated cost of £1000 had been suggested to the resident, which had been approved. The PC considered that the best position for the bench would be on Church Fields at the back of Riverside Walk on the inside of the hedge looking towards the church. It was agreed that the PC would investigate the most appropriate material.	
<b>049/20</b>		<b>Clerk's verbal report</b>		
			<ul style="list-style-type: none"> <li>• The majority of entries have now been received for the annual newsletter. One advertising slot has been booked.</li> <li>• The Parish council has been invited to attend the Outer North East Climate Change workshop on 4<sup>th</sup> March at 6pm. This will be followed by the Outer North East Town and Parish Council forum at 7.30pm at Leeds Civic Hall.</li> <li>• Cllr Blake will attend a tour of Wetherby Sewage Works on 20<sup>th</sup> February with Cllr Alan Lamb.</li> </ul>	
<b>050/20</b>		<b>To note correspondence received – items of interest (to follow)</b>		
			Nothing to report.	
<b>051/20</b>		<b>To approve responses/action to items of correspondence</b>		
			None.	
<b>052/20</b>		<b>To receive late items of correspondence</b>		
			None.	
<b>053/20</b>		<b>Parish Clerk annual pay review (NB the meeting will not be open to members of the public for this item)</b>		
			Following the annual review of the Clerk's pay it was agreed that this would increase to Scale 3 SCP 7 with effect 1 <sup>st</sup> April 2020.	
<b>054/20</b>		<b>To approve payments and receipts in accordance with the budget</b>		
		D Marshall	Clerk's salary and expenses	£649.80
		WiSE	Richard Dawson Trust Donation	£144.48
		Vision ICT	Website – Additional Functionality	£180.00
		Business Stream	Water – Stables Lane	£159.43
		VHMC	Roof repairs	£110.00
		S Taylor & Sons	Finger Posts	£1323.48
		Farm & Land	Church Fields Sponsored Trees	£2436.00
		<b>Receipts</b>		
		Various	Church Fields Tree Sponsorship	£1485.00
<b>055/20</b>		<b>To receive items for the next Parish Council meeting on Monday 16<sup>th</sup> March 2020</b>		

	None. New items to be received by Friday 6th March 2020.
<b>Next Meeting</b>	<b>The next Parish Council meeting will be held on Monday 16<sup>th</sup> March 2020 at 7.00 pm at Boston Spa Village Hall.</b>
<b>Closure</b>	<b>There being no further business the Chair declared the meeting closed at 21.20 hours.</b>

#### ACTIONS

	<b>18<sup>th</sup> November 2019</b>	
285/19ii	To bring back a proposal for signage at Stables Lane together with costs	Cllr Alderson
	<b>16<sup>th</sup> December 2019</b>	
315/19i	To carry out repair works to the Deepdale skate ramp plinth	Cllr Blake
315/19ii	To bring back a quote for safety signage at Deepdale.	Cllr Blake
	<b>20<sup>th</sup> January 2020</b>	
011/20	Bring back a quote for polypropylene pipe	Cllr Harris
012/20ii	Seek input from Green Group on replacement tree at Clarendon Road	Cllr Gaussen
015/20ii	Obtain revised Oak Shelter Design and organise structural approval	Cllr Gaussen
	<b>17<sup>th</sup> February 2020</b>	
031/20	Consider a resolution supporting the journey to gain Plastic Free Community status in Boston Spa	All
041/20	To arrange a Yorkshire Water survey for allotments	Cllr Harris
043/20i	To seek feedback and receive proposals from Gala and Festival/FOSL on marquee options	Cllr Alderson
044/20ii	To distribute Information forms to businesses	Cllr Lyne

Signed \_\_\_\_\_  
Chair

Date 16<sup>th</sup> March 2020