

## BOSTON SPA PARISH COUNCIL

### Minutes of the Ordinary Parish Council Meeting held on Monday 20th April 2020 at 7pm.

In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 this meeting was held virtually using Zoom.

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

**Apologies:** None.

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

**Guests:** Penny Stables, Leader of Boston Spa Green Group and Covid-19 Volunteer Action Group Coordinator.

No members of the public were in attendance. The Chairman welcomed Penny Stables and invited her to address the meeting. Ms Stables confirmed that the Covid-19 Volunteer Scheme, which was set up at the end of March is running successfully. There are 91 volunteers and each street in the village has a dedicated volunteer. Residents have each received a volunteer information card. Ms Stables confirmed that she is the point of contact for Cohen's Chemist and Spa Surgery.

Ms Stables provided an update on the activities of the Green Group, members of which have been holding virtual meetings using Zoom. Sustrans have now completed work on the cycle path to Newton Kyme and work now needs to be done to resurface the cycle path from Walton to Wetherby as it is becoming weedy. Ward Cllr Alan Lamb has obtained a quote for this work and is trying to secure the budget. Sustrans may agree to cut back the undergrowth in the meantime. The Green Group has pulled together a number of local cycle routes which are now on its website. It was agreed that these would be promoted in the Parish Council e-newsletter.

In regard to food waste and recycling, hot bins are currently being tested for feasibility of use in the village. The Green Group website has been updated with lists of where to recycle and signs have now been mounted in Joon and Yeadon's. The tree group are putting together a list of champion trees in the village. Cllr Alan Lamb has received funding for 200 trees and the Green Group is looking at new areas for planting. Areas already identified are at the triangle of land near Wattlesyke roundabout, at the riverside near the bridge and at the triangle of land near Holly Road. The group would also like to propose the planting of a community orchard at the side of West Lane at Deepdale. Cllr Blake requested that details and maps be presented to the Parish Council for its consideration.

The Green Group has posted activities on its website for children and families to undertake during lockdown and is planning to undertake a survey of carbon footprints per household once lockdown is over. Ms Stables confirmed that the Litterpicking Day will now take place in September and that the Green Group will attend the Wetherby Eco fair, also in September.

<b>084/20</b>	<b>To accept apologies for absence and approve reasons for absence</b>
	None
<b>085/20</b>	<b>To receive declarations of disclosable pecuniary and other interests</b>
	None.
<b>086/20</b>	<b>To confirm the Minutes of the meeting held on 16th March 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 012/20ii Seek input from Green Group on replacement tree at Clarendon Road – To be postponed until September. 015/20ii Obtain revised Oak Shelter Design and organise structural approval – ongoing 041/20 To arrange a Yorkshire Water survey for allotments – ongoing 071/20ii To speak to the local scout groups about marquee availability - ongoing 072/20iii To provide an update on the Twin Town scheme – completed
	<b>Resolved: That the minutes be accepted as a true record and the action list updated</b>

<b>087/20</b>	<b>To review the monthly figures (attached)</b>
	The figures had been previously circulated.
	<b>Resolved: That the figures be accepted as a true record</b>
<b>088/20</b>	<b>Funding Requests</b>
i)	<b>To consider a request from TABS for a donation of £1000 towards the replacement of the clubhouse roof</b>
	Clarification had been provided from TABS as to the status of the cricket ground as a <i>Protected Playing Field</i> and had confirmed they are working on obtaining a long-term lease with the Estate Trustees and Land Agents. Councillors considered whether funding should be offered, given that other Sports Clubs had previously been declined funding. It was also believed that the Cricket Club may have received a £10,000 Business Rates Grant as part of the Covid-19 funding which could be used to pay for the roof. A donation of £500 was considered appropriate if the cricket club had not received this grant.
	<b>Resolved: That a donation of £500 be made subject to the cricket club not having received the Business Rates Grant.</b>
ii)	<b>To consider a request from the VHMC to provide a letter of support for a grant of £11,500 towards Village Hall toilet improvements.</b>
	A request had been submitted by the VHMC for support in obtaining a grant from the Biffa Award Scheme. The grant is for £59,500 and a third-party contributor is required to provide an additional £11,500 to cover the £71,000 project cost to improve the foyer and public toilets. The £11,500 had been requested from Leeds City Council Community Funding, however there had been a delay in the processing of the forms due to the Coronavirus Pandemic and it was not known when LCC would make a decision. With the Biffa Award Scheme deadline falling on 30 <sup>th</sup> April, the Parish Council had been asked if it would formally agree to provide the £11,500 so that the paperwork could be submitted to Biffa before the deadline. Cllr Blake confirmed that £5,000 had been set aside from the 2020-21 PC budget for Village Hall improvements and should LCC be unable to fulfil the £11,500, that an additional £6,500 could be taken from PC reserves.
	<b>Resolved: That the £11,500 funding be agreed to and that £6,500 be set aside in a Village Hall reserve.</b>
iii)	<b>To approve the donation under S137 expenditure to Boston Spa in Bloom - £500 (annual donation)</b>
	Cllrs Blake and Gausson noted the excellent work that BSiB had undertaken in the planting of crocii and cowslips at Stables Lane and Church Fields and the installation of the new planter box outside the library. Cllr Alderson gave thanks for the donation received from BSiB for the Gazebo shelter at Stables Lane park. It was acknowledged that BSiB had been very helpful in allowing the bowsers to be used to replenish the water butts at the allotments.
	<b>Resolved: That the annual donation of £500 to Boston Spa in Bloom be agreed</b>
<b>089/20</b>	<b>To approve the annual subscription to the Yorkshire Local Councils Association (£818.00)</b>
	The increase in the annual subscription had been previously notified.
	<b>Resolved: That the subscription to YLCA be renewed for a further year</b>
<b>090/20</b>	<b>To consider the Parish Council insurance renewal</b>
	The Council's existing long-term agreement (LTA) is due to expire on 31 <sup>st</sup> May. Five alternative quotations had been obtained, details of which had been circulated. The lowest quotation had been provided by Zurich whose quotation met the Parish Council's needs and offered the best value for money.
	<b>Resolved: That a new three-year LTA be entered into with Zurich in line with their submitted quotation</b>
<b>091/20</b>	<b>To resolve to postpone the Annual Parish Meeting</b>
	The Local Government Act 1972 Part III requires that an Annual Parish Meeting takes place between 1st March and 1st June each year. There is no duty for the Parish Council to convene this although it is customary that it is convened by the Parish Council Chairman at a date and time set by the Parish Council. With lockdown extended until May, it was considered that this year's Annual Parish Meeting should be cancelled to ensure the safety and wellbeing of residents.
	<b>Resolved: That the Annual Parish Meeting 2020 be cancelled.</b>

<b>092/20</b>	<b>Planning issues</b>
	<b>i) To receive an update on 19/05151/FU – Land at Wharfeside</b>
	No update had been received.
	<b>ii) To receive an update on application 19/00664/FU – St Vincent’s/Borlocco House</b>
	No update had been received.
	<b>iii) To review the remaining planning applications and agree responses (to follow)</b>
	20/01797/FU 25 Heath Drive – No comment 20/01893/FU 103 High Street – No comment 20/01743/FU 16 Beeches End- No comment 20/02041/FU Alstone, The Close – No comment 20/02051/FU 80 High Street – No comment 20/02080/FU 18 West End – No comment 20/01566/FU Martin House Children’s Hospice – Members of the Parish Council met with Martin Warhurst, the CE on 4 <sup>th</sup> November 2019 to receive an overview of the planning application to extend and improve the hospice. It was agreed that the PC would support the application.
<b>093/20</b>	<b>To receive crime statistics and PACT report</b>
	A written report had been received. There were eight crimes reported in the month of March: two burglary residential, three public order offences, one assault, one drugs offence and one theft.
<b>094/20</b>	<b>To receive an update on streetscene matters and public toilets (Cllr Harris)</b>
	<ul style="list-style-type: none"> <li>LCC advised that public toilets have now been closed to ensure that social distancing is complied with. The disabled toilet at the Village Hall remains accessible to those with a radar key.</li> <li>LCC confirmed that public waste bins would not be emptied until further notice. Members of the PC had applied signs and hazard tape to prevent residents from inserting rubbish. It had been noted that LCC had emptied some bins on the weekend of 12<sup>th</sup> April, but that many had been missed.</li> </ul>
<b>095/20</b>	<b>To receive an update on Allotments (Cllr Harris)</b>
	<b>i) Primrose Hill Allotments Water Supply</b>
	A Grant of Easement has been received from LCC which has now been sent on to Yorkshire Water. The date of a new survey is being awaited. In the short term, Boston Spa in Bloom has allowed its bowzers to be used to fill up the water butts from the tap at the scout hut. This is being managed by the Clerk and Chairman on a rota basis.
<b>096/20</b>	<b>To receive an update on riverside issues (Cllr Gaussen)</b>
	<b>i) To receive an update on the Woodland Plan</b>
	A revised Woodland Management Plan had been received from Enviroscope which includes changes as follows: the inclusion of a proposal to fell trees in the clump adjacent to the Mill at Holgate Meadows; a proposal for the partial planting of the open strip on the bank at Holgate Meadows and removal of the proposal for additional thinning on the flat area at Holgate Meadows. Cllr Gaussen confirmed that he was happy with the revised plan, subject to some minor corrections of place names and typos.
	<b>Resolved: That the revised Woodland Plan be approved and sent to the Forestry Commission subject to minor amends made by Cllr Gaussen.</b>
<b>097/20</b>	<b>To receive an update from the Friends of Stables Lane Working Group (Cllr Alderson)</b>
	<b>i) Stables Lane Car Park repairs</b>
	Two quotes had been received for remedial work to fill in the potholes on the carpark, one at a cost of £675 + VAT and one at £250 + VAT. It was considered that now would be a good time to undertake this work as the car park is not in use.

		<b>Resolved: That the cost of £250 to repair potholes be approved.</b>
	ii)	<b>Gazebos</b>
		Cllr Alderson confirmed that the construction of the Gazebos is on hold because of Covid-19 and that work will commence when social distancing rules have been relaxed.
<b>098/20</b>		<b>To receive an update from the People Friendly Village Centre working group (Cllr Lyne)</b>
	i)	<b>To receive an update on the design of rain shelters</b>
		A design for the shelter had been circulated at a quoted cost of £4655.00 each. Cllr Blake asked if designs and costs could be provided for the shelters on the south side of the High Street before designs are taken to Highways and Planning for approval. Cllr Lyne advised that Toby Ware at Keystone Building Consultancy would be the best person to coordinate the paperwork and approval process.
		<b>Resolved: That Oak by Design be asked to provide designs for shelters on the south side of the High Street and that Toby Ware be engaged as the building consultant.</b>
	ii)	<b>To receive an update on the twin town scheme</b>
		Cllr Lyne confirmed that the Twin Town scheme is no longer available now that the UK has left the EU.
<b>099/20</b>		<b>To receive an update on any matters relating to Church Fields (Cllr Gausson)</b>
	i)	<b>To consider a proposal to make path improvements on grassed areas</b>
		Cllr Gausson circulated details of plastic netting that had previously been installed on grassed areas at St Mary's Church to prevent well-walked areas from becoming muddy. It was thought that a similar solution could be put in place at Church Fields in the autumn.
		<b>Recommended: That a quote is sought from the installers of netting at St Mary's Church for consideration in September.</b>
	ii)	<b>High Street Hedge</b>
		<b>Large beech tree in hedge</b>
		The PC had previously been given permission to remove the lower branch from the beech tree in the hedge outside 91 High Street. As the hedge sits on the highway, it was deemed to be the responsibility of Leeds Highways to undertake the work. Cllr Gausson agreed to write to LCC to request that the work be undertaken.
		<b>85 High Street</b>
		A request had been received from the resident at 85 High Street whose hedge had recently been improved by the Parish Council. The PC resolved that: <ol style="list-style-type: none"> <li>1) Farm &amp; Land would be asked to apply grass seed to the soil and sparse grass on the verge between the hedge and pavement.</li> <li>2) That the existing hawthorn tree should not be moved</li> <li>3) That the homeowner be free to plant what they wish on the land on the inside of the hedge closest to their property.</li> </ol>
		<b>Resolved: That the homeowner be sent a letter to confirm the above agreement</b>
	iii)	<b>To receive an update on the installation of carpark hoops</b>
		Cllr Gausson confirmed that hoops are currently being installed.
<b>100/20</b>		<b>To receive an update on any matters relating to Deepdale Skate Park (Cllr Blake)</b>
		Cllr Blake confirmed that safety signs will be mounted after lockdown has been lifted.
<b>101/20</b>		<b>To receive reports from members who have attended other committees and meetings</b>
		None.
<b>102/20</b>		<b>Exchange of Information – to raise any emerging issues</b>
		A Business Support Grant has been received for £10,000 for Stables Lane Community Park which includes the Tennis Courts and Bowling Club. The Clerk has written to LCC to advise them that the Park is funded by precept and should not receive the grant, but that the Tennis Courts and Bowling Green are funded by membership. Cllrs considered that the Tennis Courts and Bowling Club should be transferred a proportion of the grant based on their rateable value as determined by LCC.
		<b>Resolved: That the Tennis Club receive 66% of grant based on its rateable value of £1930 and the Bowling Club receive 17% of the grant based on its rateable value of £510.</b>

<b>103/20</b>	<b>Clerk's verbal report</b>																																																						
	<ul style="list-style-type: none"> <li>Business Rates have been waived for Stables Lane Community Park for the 20/21 financial year because of the Covid-19 outbreak. The Tennis and Bowling Club will not be charged their proportion for the 20-21 financial year.</li> <li>The annual accounts have now been completed and will be sent to internal auditor w/c 27<sup>th</sup> April.</li> </ul>																																																						
<b>104/20</b>	<b>To note correspondence received – items of interest (list circulated)</b>																																																						
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	Nothing to report.																																																						
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<b>108/20</b>	<b>To receive items for the next Parish Council meeting on Monday 18<sup>th</sup> May.</b>																																																						
	None. New items to be received by Friday 8 <sup>th</sup> May 2020.																																																						
<b>Next Meeting</b>	<b>The next Parish Council meeting will be held on Monday 18<sup>th</sup> May 2020 at 7.00 pm via Virtual Meeting Software.</b>																																																						
<b>Closure</b>	<b>There being no further business the Chair declared the meeting closed at 20.46 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> March 2020</b>	
071/20ii	To speak to the local scout groups about marquee availability	Cllr Courts
	<b>20<sup>th</sup> April 2020</b>	
098/20i	To obtain Oak Shelter design for south side of High Street and engage Toby Ware for structural approval with relevant authorities.	Cllr Gaussen
099/20ii	To contact LCC regarding the trimming of the beech tree outside 91 High Street	Cllr Gaussen
100/20	To mount safety signage at Deepdale Skate Park	Cllr Blake
	To affix new Springie handles at Stables Lane and remount repaired information	Cllr Blake

	board at Riverside	
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