

BOSTON SPA PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Monday 18th May 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: Ward Councillors Linda Richards and Alan Lamb.

Five members of the public were in attendance. The Chairman welcomed Ward Cllrs Linda Richards and Alan Lamb and the members of the public and invited them to address the meeting. Cllr Gausson enquired as to the status of emptying public waste bins as the bins at Millennium Gardens are overflowing. Cllr Richards advised that LCC are still not emptying the bins, but that urgent cases would be attended to and that a request had been submitted to LCC to empty the bins at Millennium Gardens.

Five members of the Church Street Action Group attended in response to the revised planning application 19/00664/FU for St Vincent's/Borlocco House which now includes an additional 5 dwellings, bringing the total to 83. Three documents had been submitted to the Parish Council covering the following areas of concern: road safety, compliance with National Policy and green issues and biodiversity. The first member of public gave an overview on road safety. In February 2019, 127 objections were raised against the original planning application of which 87% mentioned the volume of traffic and 44% road safety. A key area of concern is the site's proximity to three schools and the congestion that is created at drop off and pick up times. The limited road width and on-street parking on Church Street often leads to motorists either speeding to clear the length of the street to avoid stopping for oncoming cars, or cars mounting the kerb to pass. An additional junction from the development on to Church Street will create more congestion and frustration and pose a significant risk of collision and potential injury for pedestrians. A second member of the public, an experienced developer, explained that the revised plans are non-compliant with policies in all the following documents: the National Planning Policy Framework (NPPF), the Leeds Core Strategy, The Leeds Site Allocation Plan, The Leeds Street Design Guide and The Boston Spa Neighbourhood Plan. Of greatest concern is the mix of housing, property accessibility, and the development's scale, massing and design. A third member of the public, leader of the Boston Spa Green Group, declared that the development would be an ecological disaster for the local community with the loss of 140 trees within the conservation area and the depletion of the habitat for wildlife, noting that LCC has declared a Climate Emergency. The PC was asked whether the Parish Council would consider undertaking an independent Ecology Report to look for the presence of badgers and owls. A fourth member of the public stated that he felt that the original 127 objections to the development had been ignored by the developer and it had failed to comply with regulations. A fifth member of the public asked whether the PC would consider paying for an independent planning consultant. Cllr Lamb recommended this not be necessary at this stage. Cllr Gausson asked whether signs had yet been mounted outside the site. Cllr Lamb confirmed that he had spoken to the case officer and that signs have not yet been put up and that 21 days are permitted to submit comments once signs have been mounted. Cllr Blake thanked the public for their reports and recommendations and said that their input would be considered in the PC's response to the application.

109/20	To elect the Chair and Vice Chair and to receive the Declarations of Acceptance of Office or, if they are not present, to resolve that such a Declaration be made at or before the next Ordinary meeting of the Council
	Cllr Gausson proposed Cllr Blake for the position of Chairman, seconded by Cllr Lyne. Cllr Blake proposed Cllr Heum for position of Vice Chairman, seconded by Cllr Courts. There being no objections or further nominations, Cllr Blake was elected as Chairman and Cllr Heum as Vice Chairman. It was agreed that Cllrs Blake and Heum would be sent the Acceptance of Office forms to be signed and returned by post.
	Resolved: That the Declarations of Acceptance of Office were accepted.
110/20	To accept apologies for absence and approve reasons for absence

	None.
111/20	To receive declarations of disclosable pecuniary and other interests
	Cllrs Alderson and Heum had declared an interest in the Church Street Development 19/00664/FU in the February 2019 Parish Council Meeting and will be excluded from decisions in agenda item 121/20ii.
112/20	To confirm the Minutes of the meeting held on 20th April 2020 and review the action list
	285/19ii To bring back a proposal for signage at Stables Lane together with costs – ongoing 071/20ii To speak to the local scout groups about marquee availability – With the cancellation of public events, this will be reviewed in spring 2021. 098/20i To obtain an Oak Shelter design for south side of High Street and engage Toby Ware for structural approval with relevant authorities. –Completed. See agenda item 128/20i 099/20ii To contact LCC regarding the trimming of the beech tree outside 91 High Street – completed. 100/20 To mount safety signage at Deepdale Skate Park – Ongoing Additional- To affix new Springie handles at Stables Lane and remount repaired information board at Riverside- Ongoing
	Resolved: That the minutes be accepted as a true record and the action list updated.
113/20	To review the monthly figures (attached)
	The figures had previously been circulated.
	Resolved: That the figures be accepted as a true record
114/20	To appoint representatives to the following outside bodies:
	Village Hall Management Committee (2)- Cllrs Gausson and Heum Charity of Richard Dawson (2)- Cllrs Alderson and Courts Boston Spa Festival Liaison (1)- Cllr Alderson Deepdale Management Association (1) – Cllr Heum Leeds CC Annual Parish Forum (2)- Cllrs Blake and Heum Harewood & Wetherby Wards Town and Parish Council Forum (1) Cllrs Blake and Heum Yorkshire Local Councils Association (2) Cllr Blake Boston Spa festival liaison (1) Cllr Alderson.
	Resolved: That the above representatives be nominated to represent the Parish Council on outside bodies.
115/20	To review and agree membership of the Parish Council’s Committees and Working Parties and appoint Lead Members
	Green spaces, Footpaths & Trees (2) – Cllrs Gausson and Harris Stables Lane Development Working Group (2) – Cllrs Alderson and Courts People Friendly Village Centre Working Group (2) – Cllrs Lyne and Gausson Sports Club Liaison (1)- Cllr Courts Allotments Lead Member- Cllr Harris Streetscene Lead Member- Cllr Harris Finance/Internal Control Lead Member- Cllr Courts Planning Lead Member (2) Cllr Blake Communications (2)- Cllr Heum and Lyne Employment Sub Committee (2) – Cllr Blake and Courts Neighbourhood Plan Group (3)- Cllr Lyne, Cllr Blake It was agreed that a Grove Road liaison was no longer required.
	Resolved: That the above representatives become members of the Parish Council committees.
116/20	To approve the statutory documents
	i) Standing Orders – changes had been made to bring the document in line with the NALC Model Standing Orders with the amendments from the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.
	ii) Financial Regulations – changes had been made to bring the document in line with the latest NALC Model Financial Regulations and to include an amendment that the maximum spend without the need for three quotes should be increased to £1,000.
	iii) Asset Register – The asset register had been updated to include any assets acquired in 2019/20.

	iv)	Publications Scheme – No changes
	v)	Complaints Scheme – No changes
		Resolved: That the above documents be approved and adopted.
117/20		To receive an update on the Annual Review of Risk Assessments and confirm any updates
		The risk assessments had previously been circulated and reviewed. There were no revisions to the Risk Assessments.
		Resolved: That the risk assessments be agreed
118/20		To consider the Internal Auditor’s report to the Parish Council
		The report from the Internal Auditor had been circulated. No recommendations had been made. The Chairman thanked the Clerk for the work she had put into managing the accounts.
		Resolved: That the report be welcomed
119/20		To approve Section 1 - Annual Governance Statement 2019/20 on page 4 of the Annual Governance and Accountability Return 2019/20.
		A report on Internal Controls had been circulated. All internal controls and the internal audit system are considered effective.
		Resolved: That the report be accepted by the Chairman and Cllr Courts and that section 1 of the Annual Governance and Accountability Return – Annual Governance Statement 2019/2020 be signed by the Chairman and Responsible Financial Officer (Clerk)
120/20		To approve and sign the Financial Statements for the year ended 19/20 together with Section 2 - Accounting Statements 2019/20 on page 5 of the Annual Governance and Accountability Return 2019/2020.
		The accounts had previously been circulated. The Annual Governance and Accountability Return had been completed and will be submitted to the External Auditor in accordance with the published timetable.
		Resolved: That the Income & Expenditure Account and the Balance Sheet for the year ending 31st March 2020 be approved and the accounts and Section 2 of the Annual Governance and Accountability Return – Accounting Statements 2019/2020 be signed by the Chairman and the Responsible Financial Officer (Clerk)
121/20		Planning issues
	i)	To review the revised planning application 19/05151/FU – Land at Wharfeside
		Cllr Blake reviewed the revised plans noting that whilst the number of houses had been reduced, the eastern plot is designated Greenbelt. Building on this land goes against Greenbelt policy and the BSNP. The PC supports the comments from LCC Highways concerning access onto the High Street. It was agreed by all Councillors that the PC should object to the revised plans.
		Resolved: That the Parish Council object to revised planning application 19/05151/FU
	ii)	To review the revised planning application 19/00664/FU – St Vincent’s/Borlocco House
		The Parish Council reviewed the revised plans with consideration given to the documents submitted by the Church Street Action Group and the public objections on the LCC Planning Portal. On the grounds of ecology, resident needs, traffic and parking, design, scale and massing it was proposed that the PC object to the plans in their current form. Cllrs Blake, Lyne, Courts, Gausson and Harris voted to object. Cllrs Alderson and Heum were excluded from the discussion and vote as they had declared an interest.
		Resolved: That the Parish Council object to revised planning application 19/00664/FU
	iii)	To review the remaining planning applications and agree responses
		20/02185/FU 1 Meadow Close – No comments 20/02359/FU Hawthorne Cottage, Bridge Road- No comments 20/02506/FU Chapel Cottage, High Street – No comments 20/02587/FU 64 High Street – No comments
123/20		To receive crime statistics and PACT report
		A written report had been received. There was one crime reported in the month of April, a public

	order/harassment offence.
	Cllr Alderson stated that the CCTV Camera had been removed from Stables Lane. Cllr Lamb said he had not been notified of its removal and would ask if it could be remounted and the trial period extended given that the camera had only been in place during the winter months and through the lockdown period.
124/20	To receive an update on streetscene matters and public toilets (Cllr Harris)
	Cllr Harris confirmed that the public toilets are still closed.
125/20	To receive an update on Allotments (Cllr Harris)
i)	To approve a quote from Yorkshire Water for the installation of an 8 metre pipe and connection to mains supply
	A quote had been received from Yorkshire Water for the connection of the PC's water pipe to the mains at a cost of £1467.60, plus a £250 discount as a goodwill gesture. Cllr Harris confirmed that work had been started by Danny O'Rourke to install the main pipe across the allotment land.
	Resolved: That the quote be approved and accepted.
126/20	To receive an update on riverside issues (Cllr Gausson)
i)	To consider the issue of cyclists using Riverside paths
	Cllr Harris advised that he had mounted temporary signs following a complaint from a resident that cyclists were travelling at speed on paths that prohibit cycling. Cllr Gausson stated that cyclists are often not aware that cycling is not permitted and that the signs should bring them to attention. It was agreed that more permanent and aesthetic signs should be mounted, and that Cllr Harris will get quotes from a sign provider.
ii)	Woodland Plan
	The Woodland Plan has now been revised by Enviroscope and sent to the Forestry Commission for approval. Enviroscope had asked whether a copy of the SEGI (Sites of Ecological and Geographical Importance) citations mentioned in the plan could be found from 1996, 1997 and 2002. The Clerk agreed to look through the paper archives to see if these were on file.
iii)	Path improvements
	Two members of the public had asked whether the riverside footpath surface could be improved at Jackdaw Crag. The issues are the gravelling and uneven path entrance on Deepdale Lane and the steep slope along the riverside which can be hard to climb. A resident had asked whether wooden boards could be inserted to create 'steps' at the bottom of the path. It was agreed that Open Country would be approached to provide a quote to undertake the work.
127/20	To receive an update on issues concerning Stables Lane and receive any updates from the Friends of Stables Lane Working Group
i)	To consider the issue of dog walking and decide whether any action needs to be taken
	A resident had complained about the new "No Dogs" signs at Stables Lane and had asked whether the restriction could be lifted. The PC acknowledged that the issue had been debated on Social Media by residents and that views on the matter were very polarised. Cllr Blake requested that Cllrs Alderson and Courts liaise with FOSL to get their initial views on the matter before bringing back a recommendation to the PC.
ii)	To review the costs for football pitch and fitness class hire for 2020-21
	It was confirmed that the cost of hiring the football pitches and goals would not be increased once the government had lifted restrictions on playing field use. Hire for fitness/yoga classes would be set at a cost of £5 per hour if no equipment is supplied.
iii)	Honours board, BBQ's and Gazebo Shelters
	Cllr Alderson advised that the manufacture of the honours board and BBQ's had been delayed because of Covid-19. Gazebo shelters will be built in June if restrictions are lifted.
128/20	To receive an update from the People Friendly Village Centre working group (Cllr Lyne)
	Designs for the shelter for the southern side of the road had been received from Oak by Design. The shelters were approved by the PC and Cllrs Gausson and Lyne agreed to progress with official approval, planning permission and obtaining the S106 funds from LCC.
129/20	To receive an update on any matters relating to Church Fields (Cllr Gausson)

	i)	Tree in hedge outside 91 High Street
		The Clerk confirmed that a letter had been sent to LCC to request that works be undertaken to remove overhanging branches on the beech tree. A response from LCC is still being awaited.
	ii)	Church Fields Path
		Cllr Gausson had acquired a quote for Terram Grassprotecta to run along the grass at the front of Church Fields, but had spoken to a member of Leeds Highways who had recently been inspecting the site for snagging issues and had been advised that the site plans had included a tarmacked pathway that had not been installed by Taylor Wimpey. It was agreed that the Clerk would speak to Leeds Highways to see if the path would be installed.
	iii)	Wildflower Areas
		Cllr Gausson had asked whether the grass along the SuDS bowl could be left to grow longer in line with the original plans provided by Taylor Wimpey and longer grass also left on the overflow car park. The PC were in agreement.
	iv)	New trees
		Cllr Gausson recommended that 3-5 new trees be planted around the SuDS bowl and confirmed that he would get a quote. Cllr Gausson advised that the Green Group had planted some new trees, but they would benefit from being placed in a different position. The PC agreed that the Green Group should be asked to move them. Cllr Alderson proposed that a tree plan be drawn up for Church Fields to ensure that trees were not planted on an arbitrary basis.
	v)	Grass verges
		Cllr Gausson asked whether grass verges on housing estates could be left to grow longer grass. It was agreed that the PC would review this in autumn 2020 for the 2021 summer before liaising with LCC.
130/20	To receive an update on any matters relating to Deepdale Skate Park (Cllr Blake)	
	Cllr Blake confirmed that the safety signs would be mounted once wood became available.	
131/20	To approve the purchase of a new mobile phone for the Clerk	
	The Clerk advised that the second-hand PC mobile phone had failed and requested funds for a new one.	
	Resolved: That a budget of £150 be agreed for a mobile phone.	
132/20	To receive reports from members who have attended other committees and meetings	
	Cllr Blake advised that he had a brief Zoom meeting with the Chairmen from other local Parish Councils. The main topic had been planning applications for large developments.	
133/20	Exchange of Information – to raise any emerging issues	
	<ul style="list-style-type: none"> The Gala and Festival organisers had asked whether they could mount the bunting this year The PC agreed that it would be confusing to residents to mount the bunting at the present time and it would send the wrong the message given that we are still in lockdown. It was agreed that the situation would be monitored and reviewed at the next PC meeting. It had been confirmed that the scarecrow trail would go ahead. The organisers had asked whether the Village Hall postbox could be used to receive entry forms and donations Cllr Gausson agreed to seek permission from the VHMC committee and arrange a time for post to be collected as the Village Hall is currently closed. CIL Monies of £745.89 had arrived from LCC for 177 High Street (Bank House). The PC agreed that the money would be ringfenced to pay for the Stables Lane mural to be mounted in the bricked-up window at Cohen’s Chemist. Cllr Blake confirmed that work to repair and refurbish the High Street benches had now been completed. Cllr Richards advised that a dead deer had been reported in the Deepdale play area and that LCC had been asked to remove it. Cllr Lyne asked whether a four-year highways schedule had been prepared for Boston Spa. Cllr Richards said she would request this from LCC. 	

134/20	Clerk's verbal report		
	Nothing to report		
135/20	To note correspondence received – items of interest (to follow)		
	None.		
136/20	To approve responses/action to items of correspondence		
	None.		
137/20	To receive late items of correspondence		
	None.		
138/20	To approve payments and receipts in accordance with the budget		
	D Marshall	Salary & Expenses	£751.72
	Scribe	Accounting Software	£416.40
	Zurich	Parish Council Insurance Renewal	£805.97
	Hartwell Manufacturing	Galvanised Parking Hoops – Church Fields	£1836.00
	Boston Spa Bowling Club	LCC Business Rates Grant	£1,700.00
	Boston Spa Tennis Club	LCC Business Rates Grant	£6,600.00
	Yorkshire Water	Allotments Survey	£142.80
	Douglas Yeadon	Hammerite- Church Fields Bollards	£8.00
	Richard Dorsey	Internal Audit Fee	£200.00
	M Harris	No Dogs & No Cycling Signs	£38.03
	Oak by Design	Oak Shelter Designs	£234.00
	Receipts		
	Leeds City Council	CIL Monies – 177 High Street	£745.89
	Leeds City Council	Parish Paths Grant	£241.00
139/20	To receive items for the next Parish Council meeting on Monday 15th June		
	None. New items to be received by Friday 5 th June 2020.		
Next Meeting	The next Parish Council meeting will be held on Monday 15th June 2020. Location is to be confirmed.		
Closure	There being no further business the Chair declared the meeting closed at 21.08 hours.		

ACTIONS

	18th November 2019	
285/19ii	To bring back a proposal for signage at Stables Lane together with costs	Cllr Alderson
	18th May 2020	
126/20i	To bring back a quote for permanent no cycling signs at Riverside	Cllr Harris
126/20iii	To request a quote from Open Country for the improvement of path at Jackdaw Crag	Cllr Gausson
127/20i	To request feedback from FOSL regarding dog walking at Stables Lane	Cllr Alderson
128/20	To progress with the relevant permissions and obtain S106 monies for the installation of Oak Shelters	Cllrs Gausson & Lyne
129/20iv	Obtain a quote for 3-5 trees at the Church Fields SuDS bowl and pull together a tree plan for future planting.	Cllr Gausson
130/20	To mount safety signage at Deepdale Skate Park	Cllr Blake
	To affix new Springie handles at Stables Lane and remount repaired information board at Riverside	Cllr Blake