

## BOSTON SPA PARISH COUNCIL

### Minutes of the Ordinary Parish Council Meeting held on Monday 15th June 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, K Alderson, J Lyne, M Harris

**Apologies:** Cllr S Courts

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

**Guests:** Ward Cllr Alan Lamb, Penny Stables: Leader of Boston Spa Green Group

One member of the public was in attendance. The Chairman welcomed Cllr Lamb, Penny Stables and the member of the public and invited them to address the meeting. Cllr Lamb advised that the LCC planners were looking to make a decision quickly on the Church Street Development once the consultation period has closed on 26<sup>th</sup> June. Cllr Blake asked why the planners had not made any comments on traffic. Cllr Lamb said that although the level of traffic will increase, the planners look at the city of Leeds as a whole and that traffic in areas such as Headingley and Horsforth is much more severe by comparison. Regarding the Wharfeside Development, Cllr Lamb confirmed that the objections from Highways and the Greenbelt concerns still remain. The applicants are trying to revise the scheme, but it is difficult to find a way around the current issues. Cllr Harris asked about the emptying of public waste bins as many have remained unemptied for 12 weeks and are overflowing. Cllr Lamb advised that bin emptying had been sporadic because of high staff absence and that stand-in teams did not know the location of all the bins. Cllr Lamb asked that a list of bins to be sent to him for him to arrange collection. Cllr Lamb advised that LCC have been putting barriers on busy walkways in town and village centres to assist with queueing and to help with social distancing. Cllr Lamb asked the Councillors to let him know of any areas in Boston Spa where there is a high volume of people who cannot pass at an adequate distance so that solutions could be put in place.

<b>140/20</b>	<b>To accept apologies for absence and approve reasons for absence</b>
	Apologies had been received from Cllr S Courts.
	<b>Resolved: That the apologies were accepted and consented to</b>
<b>141/20</b>	<b>To receive declarations of disclosable pecuniary and other interests</b>
	None.
<b>142/20</b>	<b>To confirm the Minutes of the meeting held on 18th May 2020 and review the action list</b>
	285/19ii To bring back a proposal for signage at Stables Lane together with costs – ongoing 126/20i To bring back a quote for permanent no cycling signs at Riverside – Completed. See item 149/20i 126/20iii To request a quote from Open Country for the improvement of path at Jackdaw Crag- ongoing. 127/20i To request feedback from FOSL regarding dog walking at Stables Lane - completed. See item 150/20i 128/20 To progress with the relevant permissions and obtain S106 monies for the installation of Oak Shelters - ongoing. See item 151/20i 129/20iv Obtain a quote for 3-5 trees at the Church Fields SuDS bowl and pull together a tree plan for future planting – ongoing 130/20 To mount safety signage at Deepdale Skate Park - ongoing To affix new Springie handles at Stables Lane – completed Remount repaired information board at Riverside- ongoing
	<b>Resolved: That the minutes be accepted as a true record and the action list updated</b>
<b>143/20</b>	<b>To review the monthly figures</b>
	The figures had been previously circulated.
	<b>Resolved: That the figures be accepted as a true record</b>
<b>144/20</b>	<b>To receive an update from the Boston Spa, Wetherby and Villages Green Group</b>

Penny Stables attended the meeting to update the Parish Council on the below matters:

**Community Orchard**

A plan for new trees and a community orchard was presented to the Parish Council. The location proposed is at Deepdale in two different areas: an orchard of eight fruit trees to be planted next to the Children’s Centre at Deepdale Park and a row of trees to be planted along the path/road at West End Park. Penny Stables confirmed that she had spoken to a homeowner who overlooks West End Park and that feedback from residents had been positive. The Parish Council welcomed the plans. Cllr Lamb confirmed that he had funding for 200 trees and Penny Stables advised that there were many volunteers who could undertake the planting. Cllr Gausson asked who would water the trees and ensure ongoing maintenance. Cllr Lamb said he would liaise with LCC as the land is owned by them. Cllr Gausson advised that November would be the best time to plant the trees and agreed to act as a liaison between the Green Group and the Parish Council to coordinate the project.

**Church Street Development**

Penny Stables asked whether the Parish Council would submit a further request on the LCC Planning portal for a wildlife corridor be included within the plans. Cllr Blake confirmed that the PC had requested a green walkway at the boundary with Stables Lane park and that as a decision on the development will be made imminently, it would be better to wait for the outcome before submitting any further comments.

**Carbon Free Sundays**

The Green Group would like to see a reduction in cars in the village on Sunday and had asked for the support of the Parish Council to promote a weekly ‘leave your car at home day’. Cllr Blake suggested that the Green Group liaise with the People Friendly Village Centre Working Group to get their support. It was agreed that Cllr Lyne would act as the liaison.

<b>145/20</b>	<b>Planning issues</b>
	<b>i) To receive any updates on the revised planning application 19/05151/FU – Land at Wharfeside</b>
	Cllr Lamb confirmed there had been no further developments.
	<b>ii) To receive any updates on the revised planning application 19/00664/FU – St Vincent’s/Borlocco House</b>
	Cllr Lamb confirmed that a decision would be made quickly following the consultation deadline. Cllr Blake said that he had met with a resident on St Mary’s Street who had concerns about the Parish Council’s recommendation to include a footpath at the northern end of the development leading to St Marys’ Street. Cllr Blake asked the PC for its views. All were in agreement that the PC should continue to support LCC’s recommendation for a ginnel as this would encourage journeys by foot, improve accessibility for the elderly and meet LCC’s Green policies.
	<b>iii) To consider revised plans for the vehicle entry point at the Crown Hotel - 20/00223/FU</b>
	A revised layout has been submitted to LCC with the entrance to the car park on Church Street blocked in favour of the entrance on Church Mews. Residents had raised concerns about how this might encourage parking on Church Street and Church Mews. It was agreed that the Parish Council would submit a recommendation that double yellow lines be extended along Church Street to Church Mews and that resident only parking be applied on Church Mews.
	<b>iv) To review the remaining planning applications and agree responses</b>
	20/03213/FU Mount House, 249 High Street – No comments.
<b>146/20</b>	<b>To receive crime statistics and PACT report</b>
	There were ten crimes reported in the month of May: three assaults, three public order offences, two criminal damage and two thefts. Cllr Blake confirmed that he had attended the virtual PACT meeting in June and that crime was low. Following confirmation that it was not possible to install CCTV on the High Street, Cllr Harris recommended that the public be made aware and be given an explanation on the reasons why. The Clerk agreed to check this with Cllr Alan Lamb.
<b>147/20</b>	<b>To receive an update on streetscene matters and public toilets (Cllr Harris)</b>
	<b>i) To consider a quote for the refurbishment of additional benches</b>
	A quote had been received from The Job Man for £740 for the refurbishment of additional benches at the Village Hall, Spa Surgery and Cohen’s Chemist. The Clerk confirmed that this was

		not originally in the budget, but it was agreed that in light of Covid-19 that funds for the now cancelled 2020 festival could be reallocated to help improve the High Street.
		<b>Resolved: That the quote of £740 be accepted.</b>
	ii)	<b>Other issues</b>
		Cllr Harris requested that Cllrs submit the location of any public bins that needed to be emptied.
<b>148/20</b>		<b>To receive an update on Allotments (Cllr Harris)</b>
	i)	<b>To consider costs to insert wooden retention slats along allotments on main walkway at Primrose Hill</b>
		It had been reported by an allotment holder that the edge of the main grass walkway had started to recede. A quote of had been obtained at £220 for the installation of wooden supports at the edges of allotment plots adjoining the path to prevent any further reduction of the walkway.
		<b>Resolved: That the quote of £220 be accepted.</b>
	ii)	<b>To receive an update on water supply at Primrose Hill</b>
		The Clerk advised that the invoiced amount for the installation of the pipe had exceeded that originally agreed at £1058.80 versus £600. The contractor advised that the additional costs incurred were due to the additional works as Yorkshire Water wanted the pipe extended at one end. Work was also required at the other end of tying in the 2 taps and putting in a new tap and connections. Digging around the big tree stump, with all the roots, also slowed the work down. The rise in cost also included materials of 2 coils of pipe (£104.40), connections and fittings and tap (£59.51), hire of detection cable (£25) and collection of pipe from York (£20 diesel).
		<b>Resolved: That the invoice of £1058.80 be approved for payment.</b>
	iii)	<b>Other issues</b>
		<ul style="list-style-type: none"> <li>The Clerk advised that Yorkshire Water had not revised the quote to minus the £250 goodwill gesture and was still awaiting a response from Yorkshire Water. It was agreed that the invoice for the full amount be paid and the £250 refund sought later so that the connection could be progressed without any further delays.</li> <li>Cllr Blake advised that repairs and improvements were required at the allotments and that money could be taken from reserves. Cllr Harris would be asked to pull together a list of what was required so that a budget could be approved at a future meeting.</li> </ul>
<b>149/20</b>		<b>To receive an update on riverside issues (Cllrs Gausson &amp; Harris)</b>
	i)	<b>To consider costs for riverside signs</b>
		Three quotes had been acquired for 15 replacement signs in the existing green arch heritage design. The quote from the original supplier was £582+ VAT and a quote from the Sign Shed was £400.20 + VAT. An alternative square version would cost £191.25. It was agreed that the original arched design should be maintained.
		<b>Resolved: That the quote of £400.20 be approved.</b>
	ii)	<b>Other issues</b>
		<ul style="list-style-type: none"> <li>Enviroscope said that a response from the Forestry Commission on the Woodland Management Plan was expected this week and confirmed they would produce a planting plan for additional trees</li> <li>Cllr Gausson advised that Open Country had not yet re-opened following the Covid-19 pandemic and that a quote would be obtained for the path improvements at Jackdaw Crag when the organisation was back up and running.</li> </ul>
<b>150/20</b>		<b>To receive an update on issues concerning Stables Lane and receive any updates from the Friends of Stables Lane Working Group</b>
	i)	<b>To receive feedback from FOSL on dog walking</b>
		Cllr Alderson confirmed that feedback from FOSL had been mixed and largely reflected public opinion with an equal split for and against the permittance of dogs on a lead. Cllrs Alderson and Harris had checked LCC's current restrictions on dogs and had found that a Dog Exclusion Area does exist which relates to when Stables Lane was a Sports Pitch. However, as Stables Lane is now a park it is not clear whether dogs can still be excluded from the entire area. The Children's Play Area should certainly still be a Dog Exclusion Area but may need to be fenced in order for this to have effect. In deciding which areas of the park should permit dogs, it was agreed that the Parish Council

		should follow recommendations made by LCC and that Paul Spandler from LCC's Environmental team should be invited to inspect the park and meet with members of the Parish Council.
	<b>ii)</b>	<b>To review the costs of fitness class hire for the summer of 2020</b>
		Following the revised government guidelines that outdoor fitness classes could be held for up to 6 people, two local fitness trainers had asked if they could hold classes on PC owned POS. As a goodwill gesture and to encourage small business recovery, the PC had agreed that the cost of £5 per hour would be waived for the months of June and July and considered whether this should be extended to the end of the year.
		<b>Resolved: That no land rental charges be applied for fitness classes until the end of 2020.</b>
	<b>iii)</b>	<b>To review whether a discount should be given to football teams for the 2020/21 football season in light of the spring 2020 Covid-19 restrictions.</b>
		Junior football pitch hire had been paid upfront for the 2019-20 season with the final match usually taking place in June. Given that matches have not been played since early March, the PC considered whether a discount should be agreed for the following season.
		<b>Resolved: That a 50% discount be given for the 2020-21 football season.</b>
	<b>iv)</b>	<b>To consider how the remainder of the Business Rates Grant should be distributed between sports clubs</b>
		Following a letter to LCC, it had been confirmed that the area of land used for Stables Lane Park did not qualify for the Business Rates Grant as it is maintained with precept monies. LCC recommended that the remaining £1,700 of the grant be distributed between the Bowling and Tennis Clubs who are dependent on membership, matches and hire for funding. The PC considered how the monies should be split with the agreement that 50/50 would be fair.
		<b>Resolved: That the remaining £1,700 be split with £850 each given to the Bowling and Tennis Clubs.</b>
	<b>v)</b>	<b>To consider costs and planning required for the tarmacking of the car park</b>
		Cllr Alderson confirmed that patching up of the car park will take place later this week. It was agreed that in the longer term, a more permanent durable surface would be required and that the Tennis Club and Bowling Club should be asked to make a contribution. Cllr Alderson advised that drainage should be considered and that the entrance to the car park should also be improved at the same time. It was agreed that a survey and proposal would be put together later in the year.
	<b>vi)</b>	<b>Other issues</b>
		Cllr Gausson asked whether the metal surrounds could be removed from the trees that have outgrown them. Cllr Alderson agreed to speak to WGC landscapes.
<b>151/20</b>		<b>To receive an update from the People Friendly Village Centre working group (Cllr Lyne)</b>
	<b>i)</b>	<b>High Street Shelters</b>
		LCC confirmed that Planning Permission was not required for the shelters as they are covered under permitted development by the Town and Country Planning (General Permitted Development) (England) Order 2015. Cllr Lyne had contacted West Yorkshire Combined Authority who has also confirmed their approval was not required. A breakdown of costs for the build, installation and maintenance of three shelters for the High Street had been circulated at a cost of £29,760. Cllr Lyne advised that costs for repairs and maintenance could not be included in the request as the S106 guidelines specified that these costs would need to be covered by the PC. Cllr Alderson asked that a shelter be included in the proposal for Bridge Road and recommended that PC should consider increasing the installation costs. The Clerk agreed to revise the costs before submitting to LCC.
		<b>Resolved: That the above amendments be approved and the S106 monies requested from LCC.</b>
	<b>ii)</b>	<b>Other issues</b>
		Nothing to report.
<b>152/20</b>		<b>To receive an update on any matters relating to Church Fields (Cllr Gausson)</b>
	<b>i)</b>	<b>To consider whether the POS could be used for fitness classes</b>
		The relaunch of fitness classes had increased demand at Stables Lane resulting in two fitness trainers wanting to use the playing field at the same time. One company had asked whether Church Fields could be used to avoid overcrowding at Stables Lane and to ensure social distancing is adhered to. The Parish Council considered the request to allow Church Fields to be used for fitness classes given that it is not a designated playing field. The PC agreed to make an exception whilst social distancing rules were still in place and to review this next year.

		<b>Resolved: That fitness classes be permitted at Church Fields until the end of 2020.</b>	
	<b>ii)</b>	<b>Pathway</b>	
		Leeds Highways had confirmed that, after analysis of the Taylor Wimpey plans, the path was not set to be tarmacked and had been designed as a mown walkway. Cllr Gausson had acquired a quote for the purchase and laying of Terram Grassprotecta and agreed he would seek a comparative quote.	
	<b>iii)</b>	<b>Car Park Hoops</b>	
		The Clerk advised that the invoice for the installation of car park hoops had come in over budget at £1,160 versus the £800 originally quoted. The contractor advised that increased costs had been due to the adaptation of one hoop to make it fold down and the cost of a labourer for one day. There had also been an additional cost for postcrete as a Covid-19 shortage had meant this had to be bought and collected from Sheffield.	
		<b>Resolved: That the invoice of £1,160 be approved.</b>	
	<b>iv)</b>	<b>Other issues</b>	
		A resident from a property bordering the Square had reported that the newly planted trees had failed to thrive, suggesting that the soil quality and lack of water had been to blame. Cllrs Blake and Gausson visited the site and agreed that it was likely that the trees would need to be replaced in the autumn.	
<b>153/20</b>	<b>To receive an update on any matters relating to Deepdale Skate Park (Cllr Blake)</b>		
	Cllr Blake advised that he had been to remove the broken glass which had been reported on Next Door. Wood had now become available for the mounting of safety signs and these would be put in place over the next few weeks.		
<b>154/20</b>	<b>To consider whether advertising costs should be waived for the 2020 Annual Newsletter</b>		
	The Annual Parish Council Newsletter had been posted to the website in April, however Covid-19 had prevented printed copies from being available at the Village Hall and Library. It was also noted that the newsletter hadn't been distributed at the Annual Parish Meeting due to its cancellation. The Clerk advised that one company had advertised in the newsletter, however the business had been closed since the start of the lockdown in March. The Parish Council considered that the advertising cost of £75 should be waived as it had provided no value to the customer.		
	<b>Resolved: That no advertising charges be applied for the 2020 Newsletter.</b>		
<b>155/20</b>	<b>To receive reports from members who have attended other committees and meetings</b>		
	None.		
<b>156/20</b>	<b>Exchange of Information – to raise any emerging issues</b>		
	<b>West Yorkshire Devolution</b>		
	A public consultation has been launched which will run until 19 July 2020. The Clerk asked if the Parish Council would like to submit any comments on the proposal. The PC agreed there was no feedback at the present time.		
<b>157/20</b>	<b>Clerk's verbal report</b>		
	Nothing to report.		
<b>158/20</b>	<b>To note correspondence received – items of interest</b>		
	None.		
<b>159/20</b>	<b>To approve responses/action to items of correspondence</b>		
	None.		
<b>160/20</b>	<b>To receive late items of correspondence</b>		
	None.		
<b>161/20</b>	<b>To approve payments and receipts in accordance with the budget</b>		
	D Marshall	Salary & Expenses	£854.80
	Farm & Land	Church Fields Maintenance Apr-May	£489.60

	Parish Printing Company	Annual Newsletter Print	£103.50
	The Job Man	High Street benches repair and refurb	£1040.00
	Yorkshire Water	Allotments Pipe Connection	£1,761.12
	Danny O'Rourke	Allotments Pipe Installation	£1058.91
	Danny O'Rourke	Car Park Hoops Installation	£1160.00
	<b>Receipts</b>		
	Cambridge & Counties	Savings Account Interest	£2101.72
	VHMC	Insurance Recharge Costs	£241.47
	WiSE Café	Insurance Recharge Costs	£63.75
<b>162/20</b>	<b>To receive items for the next Parish Council meeting on Monday 20<sup>th</sup> July</b>		
	None. New items to be received by Friday 10 <sup>th</sup> July 2020.		
<b>Next Meeting</b>	<b>The next Parish Council meeting will be held on Monday 20<sup>th</sup> July 2020. Location is to be confirmed.</b>		
<b>Closure</b>	<b>There being no further business the Chair declared the meeting closed at 20.57 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>18<sup>th</sup> May 2020</b>		
126/20iii	To request a quote from Open Country for the improvement of path at Jackdaw Crag		Cllr Gausson
130/20	To mount safety signage at Deepdale Skate Park		Cllr Blake
	To remount repaired information board at Riverside		Cllr Blake
	<b>15<sup>th</sup> June 2020</b>		
	To bring back feedback from the PFVCWG on the Green Group's Proposal for Carbon Free Sundays		Cllr Lyne
147/20ii	To compile of list of waste bins that have not been emptied and submit to Cllr Lamb		Cllr Harris
148/20iii	To pull together of list of works required to repair/improve allotments and propose the budget required.		Cllr Harris
150/20i	To arrange a meeting and tour of Stables Lane with Paul Spandler of LCC Environmental Services.		Cllr Alderson
150/20vi	Speak to WGC Landscapes to arrange removal of wire cages from trees		Cllr Alderson
152/20ii	Bring back alternative quote for supply and laying of Terram Grassprotecta		Cllr Gausson