

BOSTON SPA PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on Monday 20th July 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, S Courts

Apologies: Cllr J Lyne

In Attendance: D Marshall (Clerk to the Council)

Guests: Ward Cllr Linda Richards

No members of the public were in attendance. The Chairman welcomed Cllr Richards and invited her to address the meeting. Cllr Richards announced positive news in regard to CCTV on the High Street and said information would be forwarded via email. A request had been made to Cllr Alan Lamb for an update on the Village Centre Plan prior to the meeting. Cllr Richards confirmed that three proposals had been delivered by Leeds Highways, the cheapest being £389,000 and the most expensive £500,505. Whilst it had been hoped that Local Centres Funding could be used to top up the £230,000 from the Churchfields development, Cllr Richards advised that budget revisions as a result of COVID-19 meant that the Local Centres programme had been abandoned and the £150,000 would no longer be available. Cllr Richards said she would investigate whether funds could be obtained through the Ward Councillors.

Cllr Richards advised that planning applications for the Crown Hotel (20/00224/LI), Martin House (20/01566/FU) and various applications relating to Boston Hall (20/00898/FU) were still being considered. A further update on applications for Wharfeside (19/05151/FU) and Church Street (19/00664/FU) can be found below under agenda item 170/20.

Cllr Alderson stated that a bin had gone missing from the Tennis Courts at Stables Lane and the Clerk also enquired about the missing bin from the allotments at Westwood Way. Cllr Richards said she would ask LCC Waste whether they had removed the bins and would request their replacement.

163/20	To accept apologies for absence and approve reasons for absence
	Apologies had been received from Cllr J Lyne.
	Resolved: That the apologies were accepted and consented to
164/20	To receive declarations of disclosable pecuniary and other interests
	None.
165/20	To give notification of any changes in the Members' Register of Interests
	No changes to the Members' Register of Interests were received.
166/20	To confirm the Minutes of the meeting held on 15th June 2020 and review the action list
	285/19ii To bring back a proposal for signage at Stables Lane together with costs – ongoing
	126/20iii To request a quote from Open Country for the improvement of path at Jackdaw Crag – Cllr Gausson is waiting for the company to recommence activities.
	130/20 To mount safety signage at Deepdale Skate Park – completed
	To remount repaired information board at Riverside - ongoing
	To bring back feedback from the PFVCWG on the Green Group's Proposal for Carbon Free Sundays – ongoing
	147/20ii To compile of list of waste bins that have not been emptied and submit to Cllr Lamb- completed
	148/20iii To pull together of list of works required to repair/improve allotments and propose the budget required. – see agenda item 177/20i
	150/20i To arrange a meeting and tour of Stables Lane with Paul Spandler of LCC Environmental Services. – see agenda item 179/20i
	150/20vi Speak to WGC Landscapes to arrange removal of wire cages from trees – Ongoing.
	152/20ii Bring back alternative quote for supply and laying of Terram Grassprotecta – Ongoing

	Resolved: That the minutes be accepted as a true record and the action list updated
167/20	To review the monthly figures and quarterly summary
	The figures had been previously circulated. The Clerk reported a forecast surplus funds of £6,300 in the 2020/21 budget at the end of the first financial quarter. Cllr Courts advised caution against immediate spending as monies could be needed towards the end of the year. One of the biggest savings had been on Community Events and it was considered that monies should be maintained for this purpose as Covid-19 restrictions continue to be lifted.
	Resolved: That the figures be accepted as a true record
168/20	To review the proposed changes to the NALC model code of conduct and consider whether to make a response
	Cllrs review the documents submitted by NALC and agreed with the proposed changes.
	Resolved: That the Clerk submit the Parish Council's support for the changes to the YLCA.
169/20	To review training needs for Councillors and Clerk following the release of the H2 YLCA training course list
	The Clerk advised that Cllrs Blake and Courts on the Employment Committee had approved the cost of £99 for the Clerk to undertake the ILCA Qualification. No requests for training were received from the Councillors.
	Resolved: That the cost of £99 be approved for the Clerk to undertake ILCA.
170/20	Planning issues
	i) To receive any updates on the revised planning application 19/05151/FU – Land at Wharfeside
	Cllr Linda Richards reported that LCC Planners still have concerns about the application based on inappropriate development in the Green Belt, impact on trees and impact on highway safety.
	ii) To receive any updates on the revised planning application 19/00664/FU – St Vincent's/Borlocco House
	Cllr Linda Richards reported that the planners still have a number of concerns over the current proposal which is still under review. The concerns relate to the following issues: <ul style="list-style-type: none"> • Design and layout on the scheme and its impact on the conservation and setting of Borlocco House (positive building) • Impact on trees (although the applicant has recently submitted some additional arboricultural information, LCC are awaiting comments on from the Landscape Officer) • Impact on amenity of future occupants – garden sizes, outlook from windows in proposed stable block, proximity of habitable room windows to trees • Highways issues – inadequate parking, technical amendments needed to parking spaces and visibility splays • Further information on how the drainage system works with regard to impact on trees • Impact on biodiversity • Location and scale of on-site greenspace.
	iii) To review the remaining planning applications and agree responses
	There were no new planning applications between 15 th June and 20 th July 2020.
	iv) To consider the planting of garden trees in the woodland path buffer zone at The Moorlands and decide whether any action needs to be taken
	A report from a resident gave concerns about the planting of garden shrubs in a buffer zone between a property at the Moorlands and the riverside path. Cllr Gausson advised that this was not within the terms of the original planning conditions. It was agreed that LCC Planning should be advised so that they can decide whether any action is necessary.
	Resolved: The Clerk to submit the complaint to LCC Planning.
171/20	Chairman's Business
	The Chairman thanked the Clerk and the members of the Parish Council for everything they had done during Covid-19 pandemic. This had included providing water to allotment holders, emptying and labelling public waste bins and helping the most vulnerable via the volunteer service. The Chairman thanked everyone for their attendance and participation at the monthly Zoom Parish Council meetings, which had allowed the Council to continue with an uninterrupted service throughout the lockdown.

172/20	To receive crime statistics and PACT report	
	A written report had been received. There were six crimes reported in the month of June; three drunk/public order/harassment, one burglary residential, one assault and one theft. Cllr Blake confirmed there had been no PACT meeting in the month of July.	
173/20	To consider a proposal for free Wi-Fi access in the village	
	Cllr Blake advised that Touch Telecom had provided an outlined proposal for a public WiFi solution that would run along the High Street. It has been advised that the cost could be covered if local businesses paid to utilise the new line that would run from 146 High Street to the Village Hall. Touch Telecom asked the Parish Council if it could have permission to approach local businesses to gauge their interest. All members of the Parish Council gave their support. Cllr Blake said he would ask Touch Telecom to attend the next Parish Council meeting.	
174/20	To consider a donation request for Martin House from the scarecrow trail organisers	
	The Scarecrow Trail had been organised by the Festival Group to raise money for Martin House. It had been reported that the competition had been a huge success with over 90 scarecrows on show across the villages of Boston Spa, Thorp Arch and Clifford. David Watts had stated that 848 trail maps had been sold at a cost of £2 each to raise money for the charity. The PC had been asked whether they would provide a top-to up the donation. As the PC had paid cost of for the print of 1000 scarecrow trail maps, at £312+ VAT it was considered that no further donation was required and that Section 137 funds should be saved for Community Events later in the year.	
	Resolved: That the request for a donation to Martin House be declined.	
175/20	To consider initial ideas for 2020 Christmas lights/decorations in the village centre	
	The Clerk requested ideas for the 2020 Christmas Lights as a project proposed by a local business owner had not come to fruition because of the Covid-19 pandemic. Cllr Heum said that she would check with the business owner about whether any plans could be resurrected. Cllr Blake advised that the PC should have a contingency in place. It was agreed that Cllr Heum would contact Leeds Lights to get a price list.	
176/20	To receive an update on streetscene matters and public toilets (Cllr Harris)	
	Cllr Gausson confirmed that the public toilets have now reopened. A resident has complained that a 20mph speed limit sign had been obscured by tree branches near St Mary's Church. The Clerk had confirmed she had written to LCC to ask permission to trim the branches. Cllrs Gausson advised that there is another obscured sign at the eastern gateway to the village and that Leeds Highways should be requested to move both signs to a more prominent location.	
	Resolved: That the Clerk request the repositioning of the two 20mph signs	
177/20	To receive an update on Allotments (Cllr Harris)	
	i)	To consider a list of improvements/repairs to be made to the allotments and costs
		Works to improve the central grassed path at Primrose Hill have now been completed. Cllr Harris advised that the trees at the back are damaging the fence and that he will remove them in the autumn. Cllr Gausson advised that he had cut down the trees in the hedge and sealed the stumps to prevent regrowth and that G Baxter will trim the top of the hedge in September. Cllr Harris confirmed that other jobs are a work in progress and a list would be provided later the year.
	ii)	To receive an update on water supply at Primrose Hill
		The Clerk confirmed the Yorkshire Water had passed the job of connecting the pipe to Morrison Utilities and that an installation date is still being awaited. It had been noted that there had been a number of punctures to the tyres on the water bowsers over the last few months and that the existing tyres are now very worn. Cllr Blake sought approval for the PC to donate £50 to Boston Spa in Bloom to cover the cost of two new tyres.
		Resolved: That Boston Spa in Bloom receive £50 towards tyre costs.
178/20	To receive an update on riverside issues (Cllrs Gausson & Harris)	
	i)	To receive an update on the mounting of riverside signs
		Cllr Harris advised that he had mounted five of the fifteen signs and suggestions were welcome on where the remaining 10 should be placed.

	ii) Other issues	<ul style="list-style-type: none"> • Cllr Gausson confirmed that the Woodland Plan had now been reviewed by the Forestry Commission and required some minor amends. There had been a request for information on Tree Protection Orders which Cllr Gausson said he would investigate. • A resident from the Green Group had asked contractors on the riverside path to cease their annual strimming over concerns on its impact on wildlife and ecology. The resident had written to the PC with an explanation for her actions and advised she was seeking advice from the Yorkshire Wildlife Trust to see if they could provide any details of their cutting regimes and/or any knowledge of any other organisations cutting for wildlife regimes. The resident agreed to pass her findings to Penny Stables for review at the August Parish Council meeting. • Cllr Gausson confirmed that he was meeting with Guy Morrison from Enviroscope on August 3rd to discuss plans for the planting of trees above the meadow.
179/20	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 permittance of dogs	Cllrs Blake, Harris and the Clerk attended a Zoom meeting with Sophie Hardisty and Sam Scott from LCC's Environmental Health Team on 7 th July. It was confirmed that dogs should not be permitted within the children's play area and near gym equipment. LCC agreed to provide and mount new signs near the equipment. LCC confirmed that a "dogs on a lead" policy could not be introduced until the next PSPO review in April 2021 and would be open to consultation through a public review. Cllr Blake asked that FOSL be consulted on whether they wanted to go ahead with the application in spring next year. Cllr Alderson agreed to report back from FOSL at the next meeting.
	ii) To receive an update of the building of Gazebo shelters	Cllr Alderson advised that foundations will be dug out and metal bases fitted before the end of July. Mid-late August is now expected for the build of the shelters.
	iii) Other issues	<ul style="list-style-type: none"> • Cllr Alderson advised that the park is now seeing a great deal of use which is creating more litter. Cllr Alderson recommended that bins be installed at the far end of the park and agreed to bring back quotes. Cllr Alderson is also looking to establish a new litter picking rota. • Cllr Alderson advised he had a quote for the full resurfacing of the car park at a cost of £20,000. • Cllr Alderson proposed the launch of the mural competition in September so that local schools can be involved when they reopen. • The Clerk advised that restrictions were about to be lifted on the number of participants that can take part in fitness classes and asked whether Cllrs had any concerns about allowing numbers to be increased in accordance with the Covid-19 guidance. Cllr Alderson said that he welcomed use of the park. There were no objections to increasing numbers within the guidelines. Cllr Blake proposed that the PC reinstate costs and move to a booking fee/annual licencing system which would be easier to administer. The Clerk said she would research the options and distribute a proposal to the PC. • Boston Spa Cycle Club had confirmed they would be able to make a small donation to the park from monies collected at the recent Sportive. Cllr Alderson had asked whether the Parish Council could set up a GoFundMe or JustGiving Page that would allow donations to be made more quickly and easily. The Clerk agreed to look into the options available and report back at the next Parish Council meeting.
180/20	To receive an update from the People Friendly Village Centre working group (Cllr Lyne)	
	i) To bring back feedback from the PFVCWG on the Green Group's Proposal for Carbon Free Sundays	Cllr Lyne had advised prior to the meeting that he is awaiting a proposal from the Green Group on how the PC could assist with the scheme.
	ii) To receive an update on bus shelters	The Clerk confirmed that the £30,000 S106 monies had been received from LCC for the funding of

		shelters. It was agreed that Cllrs Lyne and Gausson would confirm the position of the shelters and approach Oak by Design to find a reputable company for installation.	
181/20	To receive an update on any matters relating to Church Fields (Cllr Gausson)		
	i)	To consider the renewal of the 3 year Wildflower Meadow maintenance contract with Peter Brooks Ecology at a cost of £2,250 per year.	
		A quote had been received by the incumbent provider and maintainer of the meadow in January 2020. Cllr Gausson advised that it is planning condition that the Wildflower Meadow be maintained in perpetuity. It was agreed that Peter Brooks Ecology had done an excellent job in maintaining the meadow to a high standard and that with the service being of a such a specialist nature, that continuity of service and understanding the history of the planting and maintenance was critical to its continued success. All Councillors voted in favour of continuing with the current contractor.	
		Resolved: That the quote from Peter Brooks Ecology be approved	
	ii)	To consider alternative quotes for the laying of Terram Grassprotecta on mowed paths	
		Cllr Gausson advised that he is still awaiting an additional quote for review at the next Parish Council meeting.	
	iii)	Other issues	
		Cllr Blake stated that the trees in the hedge outside 91 and 95 High Street still hadn't been cut back by LCC. With such a delay and no communication from LCC about when the work would be undertaken, it was agreed that the PC would obtain quotes and fund the cost of the tree works.	
182/20	To receive an update on any matters relating to Deepdale Skate Park (Cllr Blake)		
		Cllr Blake confirmed that safety signage is now in place and that monthly inspections have now resumed.	
183/20	To receive reports from members who have attended other committees and meetings		
		<ul style="list-style-type: none"> • Cllr Gausson reported back from the VHMCC that Carol Taylor has now taken over the role as Chairman. • Cllr Blake reported back on a Zoom meeting he had attended to discuss the West Yorkshire devolution. It was felt that the change would not have a huge impact on Parish Councils, although it may improve the provision of local public transport. 	
184/20	Exchange of Information – to raise any emerging issues		
		None.	
185/20	Clerk's verbal report		
		The Clerk reported that all trees at Church Fields now have a sponsor and all monies have been paid. It was suggested that trees in proposed future schemes at the riverside and Deepdale could be made available for sponsorship.	
186/20	To note correspondence received – items of interest (to follow)		
		<ul style="list-style-type: none"> • To consider a resident's notification of dead trees on the St Vincent's/Borlocco House site and decide whether action needs to be taken. 	
187/20	To approve responses/action to items of correspondence		
		<ul style="list-style-type: none"> • It was agreed that the trees do not pose any danger to the general public and therefore no action is required. 	
188/20	To receive late items of correspondence		
		A letter had been received from a resident at St Mary Street to request that the Parish Council withdraws its support for a footpath between the proposed Church Street Development at St Marys Street. All Parish Councillors agreed to maintain support for the footpath.	
189/20	To approve payments and receipts in accordance with the budget		
	D Marshall	Salary & Expenses	£751.72
	The Sign Shed	Riverside Signs	£480.24
	Danny O'Rourke	Allotments Path Improvements	£200.00

	FDB Design	Scarecrow Trail Maps print	£374.40
	Andrew Hammond	Stables Lane Car Park Repairs	£300.00
	AgriPest Ltd	Wasp Nest Removal - Riverside Path	£72.00
	Boston Spa Tennis Club	Business Rates Grant - Remaining monies	£850.00
	Boston Spa Bowling Club	Business Rates Grant - Remaining monies	£850.00
	G Baxter & Partners	Stables Lane Park Maintenance	£702.00
	G Baxter & Partners	Village Contract - Interim Payment	£3,600.00
	Scott Courts	Expenses – Brightpay Software	£58.80
	Douglas Yeadon	Key Cutting – Winnow Lane Padlock	£12.00
	Receipts		
	Various	Church Fields Tree Sponsorship	£400.00
	Leeds City Council	S106 Bus Shelter Funds	£30,000.00
190/20	To receive items for the next Parish Council meeting on Monday 17th August		
	Cllr Gausson requested that the Parish Council review the need for hedge planting and repair at Church Fields.		
Next Meeting	The next Parish Council meeting will be held on Monday 17th August 2020. Location is to be confirmed.		
Closure	There being no further business the Chair declared the meeting closed at 21.09 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		
126/20iii	To request a quote from Open Country for the improvement of path at Jackdaw Crag		Cllr Gausson
	To remount repaired information board at Riverside		Cllr Blake
	15th June 2020		
	To bring back feedback from the PFVCWG on the Green Group's Proposal for Carbon Free Sundays		Cllr Lyne
148/20iii	To pull together of list of works required to repair/improve allotments and propose the budget required.		Cllr Harris
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
	20th July 2020		
175/20	To contact local business holder regarding an update on the Christmas lights scheme		Cllr Heum
175/20	To obtain a Christmas lights price list from Leeds Lights		Cllr Heum
176/20	Trim branches obscuring 20mph sign at Church Fields		Cllrs Harris & Gausson
178/20ii	Review and respond to queries from the Forestry Commission on the Woodland Management Plan		Cllr Gausson
179/20i	To bring back response from FOSL on whether they would like to proceed with the application for a dogs on a lead policy at Stables Lane		Cllr Alderson
179/20iii	To bring back quotes for bins at Stables Lane		Cllr Alderson
180/20ii	To confirm location of shelters, seek relevant permissions and contact Oak by Design for recommendations on contractors and quotes for shelter installation.		Cllrs Lyne & Gausson
181/20ii	To bring back quotes for the trimming of trees outside 91 and 95 High Street		Cllr Gausson