

## BOSTON SPA PARISH COUNCIL

### Minutes of the Ordinary Parish Council Meeting held on Monday 17th August 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 Gaussen, M Heum, K Alderson, M Harris, S Courts

**Apologies:** None

**In Attendance:** D Marshall (Clerk to the Council), Penny Stables: Leader of Boston Spa Green Group

**Guests:** Ward Cllr Linda Richards

Four members of the public were in attendance. The Chairman welcomed Ward Cllr Linda Richards, Penny Stables and the members of the public and invited them to address the meeting.

A resident whose property backs onto Stables Lane Park raised concerns about groups of youths who are gathering on the old nurseries site abutting the park and lighting fires in the evening using materials retrieved from the derelict St Vincent's Building. The resident said that the police had attended on an occasion when aerosols were being thrown onto the fire and that numerous incidents had been reported to the police online. Cllr Richards recommended that the resident contact the fire service, who will come and inspect the site and potentially introduce measures to prevent fires from being lit. Cllr Blake said that the PC would write a letter to the landowner to make him aware and recommended that the resident attend the next PACT meeting.

Cllr Richards had been presented with a list of outstanding issues with LCC prior to the meeting. Cllr Richards reported that there was no update on the status of resident-only permit parking on Bridge Close or Church Mews. Following a request from Cllr Lamb to submit requests for Social Distancing signage, the request for Stables Lane had been declined as the park is a PC asset. Cllr Richards confirmed that the PC is responsible for providing its own signage. Cllr Richards said she would follow up with the LCC environmental team regarding the enforceable 'No Dogs' signs which LCC do provide. No given timeframe had been given for adoption of Church Fields by Leeds Highways but Cllr Richards said she would continue to investigate.

Jeff Newton attended the meeting from PFVCWG. The group have not met for 6 months because of Covid-19. He expressed the group's intention to remain active despite the resignation of Cllr Lyne and that the group would like to make the update of the Neighbourhood Plan a priority. Cllr Blake suggested that the Neighbourhood Plan revisions be a coordinated effort between the PFVCWG and the Green Group who could also make a key contribution. Any revisions would then need to be put before the PC for approval. Penny Stables and Jeff Newton were in agreement with the arrangement.

Mr Newton expressed his frustration about the Village Centre Plan and asked why no solution had been proposed by Leeds Highways and Designs Team which was within the budget of the £230,000 Section 278 monies from Church Fields. Cllr Blake confirmed that he would organise a meeting with the Ward Councillors to discuss how this could now be taken forward and whether a compromise could be reached which would include at least some of the elements of the design.

<b>191/20</b>	<b>To receive an update on the Parish Councillor vacancies</b>
	Cllr Lyne had resigned on 5 <sup>th</sup> August. The Chairman acknowledged the time and dedication that Cllr Lyne had invested during his time as Councillor. It was agreed that a letter of thanks be sent. One member of the public attended the meeting with a view to becoming a Parish Councillor.
<b>192/20</b>	<b>To accept apologies for absence and approve reasons for absence</b>
	None.
<b>193/20</b>	<b>To receive declarations of disclosable pecuniary and other interests</b>
	None.
<b>194/20</b>	<b>To confirm the Minutes of the meeting held on 20th July 2020 and review the action list</b>

	<p>285/19ii To bring back a proposal for signage at Stables Lane together with costs - ongoing</p> <p>126/20iii To request a quote from Open Country for the improvement of path at Jackdaw Crag - ongoing</p> <p>To remount repaired information board at Riverside - ongoing</p> <p>To bring back feedback from the PFVCWG on the Green Group's Proposal for Carbon Free Sundays - ongoing</p> <p>148/20iii To pull together of list of works required to repair/improve allotments and propose the budget required - ongoing</p> <p>150/20vi Speak to WGC Landscapes to arrange removal of wire cages from trees - ongoing</p> <p>152/20ii Bring back an alternative quote for supply and laying of Terram Grassprotecta - completed</p> <p>175/20 To contact local business holder regarding an update on the Christmas lights scheme -completed</p> <p>175/20 To obtain a Christmas lights price list from Leeds Lights – completed.</p> <p>176/20 Trim branches obscuring 20mph sign at Church Fields – completed.</p> <p>178/20ii Review and respond to queries from the Forestry Commission on the Woodland Management Plan – completed.</p> <p>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 – completed.</p> <p>179/20iii To bring back quotes for bins at Stables Lane - ongoing</p> <p>180/20ii To confirm location of shelters, seek relevant permissions and contact Oak by Design for recommendations on contractors and quotes for shelter installation. - ongoing</p> <p>181/20ii To bring back quotes for the trimming of trees outside 91 and 95 High Street – completed.</p>
	<b>Resolved: That the minutes be accepted as a true record and the action list updated</b>
<b>195/20</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>196/20</b>	<b>To receive an update on the proposal for free Wi-Fi access in the village</b>
	<p>Jamie Hullah, owner of Touch Telecom attended the meeting to give an update on the proposed free wi-fi for the village. He advised that his company had previously installed a Gigabit connection in Wetherby where residents can log in for free. Touch Telecom propose to introduce the same system in Boston Spa, with the Village Hall hosting the Gigabit connection which would also give businesses their own private fast fibre connection and provide free wi-fi across the village. The cost of connection and equipment will be covered by local businesses who can claim Connectivity Vouchers from Leeds Digital Enterprise Scheme if their speed is under 30mbps. Six businesses would be required to take up the fast broadband to cover the cost. Mr Hullah confirmed that he already had 4-5 business customers in the village and was optimistic about take up. It was agreed that he would report back to the PC as things progressed.</p>
<b>197/20</b>	<b>To receive an update from the Boston Spa, Wetherby and Villages Green Group</b>
	<p>Penny Stables attended from Boston Spa Green Group and provided the following updates.</p> <p><b>Deepdale Orchard &amp; Trees</b></p> <p>It had been confirmed that Mike Gadd was liaising with suppliers regarding the different tree species for the orchard. Ms Stables enquired whether the funds from Cllr Lamb to cover the cost would be sent to the PC so that they could pay the invoices. The Clerk said she would investigate.</p> <p><b>Mini Forest</b></p> <p>A Japanese concept of a mini forest was introduced to the PC and it was asked whether the PC would consider which land would be appropriate. Cllr Gausson asked for further information on how the scheme would work, stating that PC-owned spaces are limited and it would be worth contacting LCC to see if any Greenbelt land could be made available. Cllr Blake said the scheme would need to be included within the neighbourhood plan and that the Green Group should liaise with the PFVCWG.</p> <p><b>Litter Picking Day</b></p> <p>It had been confirmed that the postponed Great British Clean would now take place between 11-27 September. Ms Stables proposed Saturday 12<sup>th</sup> September for a group litterpick between 10am- Midday. The PC approved the proposal. The Clerk requested a budget of £500 for the purchase of High Vis Jackets, Litterpicking sticks, gloves and sanitiser gel. This was approved by the PC. Ms Stables said she would liaise</p>

	with the pre-existing litter picking group to get their involvement.
	<p><b>iWharfe Project</b></p> <p>Ms Stables advised the water in at five different sites along the River Wharfe would be collected and sent for laboratory testing to look for E Coli and other bacteria. This forms part of the project to clean-up the river to eventually make it bathing-water standard. Assessments have been undertaken to look at how many people are swimming or paddling. This is a high-profile project which has been included in The Guardian. Yorkshire Water, Defra and the Environment Agency are all involved.</p>
<b>198/20</b>	<b>Planning issues</b>
	<p><b>i) To receive any updates on the revised planning application 19/05151/FU – Land at Wharfeside</b></p> <p>No update had been received.</p>
	<p><b>ii) To receive any updates on the revised planning application 19/00664/FU – St Vincent’s/Borlocco House</b></p> <p>No update had been received.</p>
	<p><b>iii) To receive an update on planning application 20/00223/FU – The Crown Hotel</b></p> <p>Planning permission was approved on 23<sup>rd</sup> July and work is now underway on the building.</p>
	<p><b>iv) To review the remaining planning applications and agree responses</b></p> <p>20/04057/FU - Old School House, St Marys St – No comment. 20/04399/FU – 10 Pine Tree Avenue – No comment.</p>
	<p><b>v) Other issues</b></p> <ul style="list-style-type: none"> <li>It was noted that 179 High Street had appealed the rejection to 20/00672/FU for the installation of a new window and extension to opening hours.</li> </ul>
<b>199/20</b>	<b>Chairman’s Business</b>
	<ul style="list-style-type: none"> <li>It has been confirmed that CCTV has now been installed on the High Street.</li> <li>The Ward Councillors had received a number of complaints regarding unauthorised parking and visitors parking on residential streets and had requested greater traffic parking enforcement in the village. The Ward Cllrs requested the Parish Council’s support in applying pressure on LCC parking management to provide this. All Parish Councillors agreed to support it.</li> <li>The Ward Councillors had approached the Parish Council to request its support in the renaming of Deepdale Park to Gerald Wilkinson Park in memory of the late Councillor. All Cllrs gave their support.</li> <li>Leeds Highways had approached the PC as it had been noted that 5mph signs had been mounted at Church Fields. The PC confirmed that it had not mounted the signs but that these had probably been mounted by concerned residents as children play in the streets during the summer. The PC had requested information from the Ward Councillors as to when the development was likely to be adopted by Leeds Highways so that 20mph signs could be mounted.</li> <li>Following the successful connection of the water supply at the Primrose Hill allotments, the Chairman thanked the Parish Clerk for her efforts in working with Boston Spa in Bloom to co-ordinate the borrowing of the bowsers and her work in ensuring the butts remained filled.</li> <li>It was noted that there were a number of matters outstanding with Leeds City Council for which the PC were struggling to get updates and action on. It was agreed that a list of outstanding matters be produced each month together with the minutes.</li> </ul>
<b>200/20</b>	<b>To receive crime statistics and PACT report</b>
	A written report had been received. There were six crimes reported in the month of July. Three Public Order/Harassment, one assault and one burglary residential.
<b>201/20</b>	<b>To consider a quote from Leeds Lights for the supply of Christmas lights</b>
	Cllr Heum advised that the business owner who hoped to organise the lights in 2020 was no longer able to assist because of the impact of Covid-19. There had been no reply to emails sent to shop owners. As an alternative, a quote had been received from Leeds Lights for 9 sets of white lights for the three trees

		in Millennium Gardens at a cost of £1305 + VAT. Cllr Harris stated that the tree lights last year were rather drab and asked whether motif lights from lampposts might be better. Cllr Heum agreed to ask Leeds Lights for a brochure of alternative options and prices.
<b>202/20</b>	<b>To receive an update on refurbishment works at the Village Hall (Cllr Gausson)</b>	
	<b>i)</b>	<b>To confirm a 10% contribution towards the grant funding of toilets</b>
		In the approved 20/21 budget, the Parish Council had agreed to contribute £5,000 towards the toilet hall refurbishment. As a third-party grant application required the PC to provide 10% contribution to the overall project cost of £51,478.00, the clerk advised that this amount would be £5,148.
		<b>Resolved: That the £5,148 contribution from the PC be approved.</b>
	<b>ii)</b>	<b>Other issues</b>
		Cllr Gausson confirmed that the Village Hall had reopened on 17 <sup>th</sup> August for limited activities.
<b>203/20</b>	<b>To receive an update on streetscene matters and public toilets (Cllr Harris &amp; Gausson)</b>	
	<b>i)</b>	<b>To receive an update on bus shelters</b>
		Cllr Gausson advised that lead time on shelter build is 14 weeks and that Oak by Design cannot recommend an installer at present. Cllr Gausson advised that a slight redesign was required for one of shelters so that the bus stop pole remains exposed. Permission from St Mary's Church to affix bolts into the church wall is being awaited.
	<b>ii)</b>	<b>Other issues</b>
		None.
<b>204/20</b>	<b>To receive an update on Allotments (Cllr Harris)</b>	
	<b>i)</b>	<b>To receive an update on the water supply at Primrose Hill</b>
		The Clerk confirmed that the water had been connected on 28 <sup>th</sup> July and that both taps were now in full working order. The Clerk is now pursuing a refund of the £250 goodwill gesture that had originally been offered by Yorkshire Water.
	<b>ii)</b>	<b>To confirm a donation to Boston Spa Scout Group for water costs</b>
		A response from the Scout Group leader is still being awaited.
	<b>iii)</b>	<b>To consider the disposal of water butts at Primrose Hill</b>
		2 x 227 litre water butts had been purchased in March 2019 for £39.99 each which were no longer required. It was agreed that these would be offered to the public. Any voluntary donations to Stables Lane Park would be welcomed.
	<b>iv)</b>	<b>Other issues</b>
		Cllr Harris said he would take down ivy from trees on back wall in the coming months.
<b>205/20</b>	<b>To receive an update on riverside issues (Cllrs Gausson &amp; Harris)</b>	
	<b>i)</b>	<b>To receive an update on the Woodland Management Plan</b>
		Cllr Gausson advised that the Forestry Commission needs get approval from Leeds City Council on the Management Plan before the grant can be claimed. A response from LCC is being awaited.
	<b>ii)</b>	<b>To consider any recommendations on a revised strimming programme</b>
		Ms Stables brought forward feedback from a member of the Green Group that strimming would be more appropriate in September rather than in late June to avoid disturbing nesting birds. It was asked whether plant removal could be more discriminatory to remove invasive species such as Himalayan Balsam and Japanese Knotweed. The Green Group asked whether signage could be mounted to inform passing walkers why the foliage was being cut back. Cllr Gausson suggested that the Green Group may want to manage the signage and put forward some ideas as to where and who would mount it.
		<b>Resolved: That the annual strimming of the Riverside be moved to September</b>
	<b>iii)</b>	<b>Other issues</b>
		<b>Jackdaw Crag Steps</b> Cllr Gausson said he had approached Open Country to provide a quote to install some steps at the entrance to the Jackdaw Crag path.
		<b>Trees</b> Cllr Gausson said that Enviroscope had been approached to provide a tree plan and quote for trees

		above the meadow.
<b>206/20</b>		<b>To receive an update on issues concerning Stables Lane and receive any updates from the Friends of Stables Lane Working Group</b>
	<b>i)</b>	<b>To receive feedback on whether a dogs on leads PSPO application should be made</b>
		CLlr Alderson reported that had liaised with FOSL and it had been agreed that a PSPO application should be put forward at the start of 2021 to introduce a dogs on a lead policy.
	<b>ii)</b>	<b>To receive an update on the building of Gazebo shelters</b>
		CLlr Alderson confirmed that footings will go in before the end of August. The builder has been scheduled for w/c 6 <sup>th</sup> September.
	<b>iii)</b>	<b>To consider costs for additional bins</b>
		LCC confirmed that a replacement bin had been ordered for the edge of the Tennis Courts. CLlr Alderson confirmed he would bring back quotes for additional bins for centre of the park at the September meeting.
	<b>iv)</b>	<b>To consider a quote for the annual inspection of play equipment</b>
		A quote had been received for £200 from the Play Inspection Company for the independent inspection of Stables Lane gym equipment and Toddler play equipment and the skate park equipment at Deepdale.
		<b>Resolved: That the quote for £200 be accepted and the annual inspection booked for October.</b>
	<b>v)</b>	<b>To consider options for launching an online fundraising page</b>
		A list of possible options had been circulated. It was agreed GoFund Me would be the best option. CLlr Alderson said that the window mural competition would provide a good opportunity and that a target and details of what the money would buy should be determined. The Clerk advised that the bank signatories would be required to be named on the account and that they would need to provide ID. The bank signatories were in agreement.
		<b>Resolved: That the Clerk create a GoFund Me account</b>
	<b>vi)</b>	<b>Other issues</b>
		Nothing to report.
<b>207/20</b>		<b>To receive an update on any matters relating to Church Fields (CLlr Gausson)</b>
	<b>i)</b>	<b>To consider alternative quotes for the laying of Terram Grassprotecta on mowed paths</b>
		Three quotes had been received. Farm and Land had provided the cheapest quote, suggesting a more cost-effective alternative to Terram Grassprotecta for which they would provide a sample. It was agreed that the 10 metres at the north of car park and the 20 metres on the avenue at the west of the car park should be a priority at costs of £190 and £330 respectively.
		<b>Resolved: That the total cost of £520 be approved subject to approval of the mesh sample</b>
	<b>ii)</b>	<b>To consider quotes for the trimming of trees in the hedge outside 91 and 95 High Street</b>
		Mike Rhodes inspected the trees in the hedge. A quote of £400+VAT had been provided for the beech tree outside number 91. It was recommended that the sycamore and ash trees outside number 95 eventually be removed as the sycamore is 5 stem and the ash has a bad angle that might become dangerous to road users over time. It was agreed that remedial trimming would be done in the meantime. CLlr Gausson agreed to ask Mike Rhodes if he would include this for the same price.
		<b>Resolved: That the quote for £400 be approved.</b>
	<b>iii)</b>	<b>To consider reparations and replacement of High Street hedge and trees which have failed to thrive</b>
		CLlr Gausson, Blake and Harris agreed that the trees would need replacing and that the hedge at 101 High Street should be replaced. Quotes would be sought for review at the next PC meeting.
	<b>iv)</b>	<b>Other issues</b>
		<ul style="list-style-type: none"> <li>• Enviroscope is drawing up a plan for 3 trees at the SuDS bowl.</li> <li>• A number of complaints had been received regarding the length of time left between cuts of the grass and the excessive cuttings now left behind. CLlr Gausson had spoken to the contractor to remind them that their contract states a cut every 10-14 days. The contractor had given staffing levels and weather as a reason for the month gap and said that normal service would resume.</li> </ul>

	<b>To receive an update from the People Friendly Village Centre working group</b>		
<b>208/20</b>	<b>i)</b>	<b>To consider who will act as the replacement liaison between the PFVCWG and the Parish Council</b>	
		Jeff Newton from the PFVC Group attended the meeting following the resignation of Cllr Lyne. It was noted that PC were short of Cllrs and that it was hoped that a member of PFVCWG could become a member of the Parish Council. Cllr Harris asked about the purpose of the PFVCWG and it was agreed that the Terms of Reference would be circulated. The Chairman said he would consider the current situation and propose solutions at the next PC meeting.	
<b>209/20</b>	<b>To receive an update on any matters relating to Deepdale Skate Park (Cllr Blake)</b>		
	Nothing to report		
<b>210/20</b>	<b>To receive reports from members who have attended other committees and meetings</b>		
	No meetings had been attended.		
<b>211/20</b>	<b>Exchange of Information – to raise any emerging issues</b>		
	A request to advertise in the e-newsletter had been received from a local business. The Clerk advised that no marketing packages had been taken up in April as a result of Covid-19. The Clerk enquired as to whether the PC should introduce standalone advertising in the e-newsletter. Cllr Heum stated that the newsletter was already rather long and did not follow a set schedule at the moment due to time constraints. It was agreed that advertising would be reviewed in the new year.		
<b>212/20</b>	<b>Clerk's verbal report</b>		
	The Clerk advised that the External Audit has now been completed and that the Notice of Completion of Audit had been mounted on the Parish Council notice board.		
<b>213/20</b>	<b>To note correspondence received – items of interest (to follow)</b>		
	None.		
<b>214/20</b>	<b>To approve responses/action to items of correspondence</b>		
	None.		
<b>215/20</b>	<b>To receive late items of correspondence</b>		
	None.		
<b>216/20</b>	<b>To approve payments and receipts in accordance with the budget</b>		
	D Marshall	Salary & Expenses	£751.72
	SLCC	ILCA Course Fee	£118.80
	PKF Littlejohn	External Audit Fee	£360.00
	Wildlife Trusts	Village Hall Refurb Grant Contribution	£5,147.80
	Boston Spa in Bloom	Bowser Tyre Donation	£50.00
	Business Stream	Water Costs – Stables Lane Park	£33.21
	Farm & Land	Millennium Gardens/ High Street Maintenance	£438.00
	Farm & Land	Church Fields Maintenance Jun-Aug	£487.20
	<b>Receipts</b>		
	Workoutlikeamum	Stables Lane Fitness Class Licence	£60.00
	Principal Fitness	Stables Lane Fitness Class Licence	£60.00
	Five Star Sports	Stables Lane Fitness Class Licence	£60.00
<b>217/20</b>	<b>To receive items for the next Parish Council meeting on Monday 21<sup>st</sup> September</b>		
	None.		
<b>Next Meeting</b>	<b>The next Parish Council meeting will be held on Monday 21<sup>st</sup> September 2020. Location is to be confirmed.</b>		
<b>Closure</b>	<b>There being no further business the Chair declared the meeting closed at 21.33 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
	To remount repaired information board at Riverside	Cllr Blake
	<b>15<sup>th</sup> June 2020</b>	
148/20iii	To pull together of list of works required to repair/improve allotments and propose the budget required.	Cllr Harris
	<b>20<sup>th</sup> July 2020</b>	
179/20iii	To bring back quotes for bins at Stables Lane	Cllr Alderson
	<b>17<sup>th</sup> August 2020</b>	
	Organise meeting with Ward Councillors regarding Village Centre Plan	Cllr Blake
201/20	To bring back alternative options from Leeds Lights for Christmas lights	Cllr Heum
204/20iv	Remove ivy from trees at back of Primrose Hill allotments	Cllr Harris
205/20iii	Bring back a tree plan for the Riverside meadow	Cllr Gausson
207/20iii	Bring back quote for replacement trees at Church Fields and hedge outside 101 High Street	Cllrs Gausson & Harris

## OUTSTANDING ACTIONS FROM LEEDS CITY COUNCIL

<b>19/08/20</b>	Hold meeting to consider Village Centre Plan	
	Installation of No Dogs signs at Stables Lane	
	Receive expected date for adoption of Church Fields by Leeds Highways	
	To receive an update on the approval of resident-only parking on Bridge Street and Church Mews.	