

## BOSTON SPA PARISH COUNCIL

### Minutes of the Ordinary Parish Council Meeting held on Monday 21st September 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, M Harris, S Courts

**Apologies:** None

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

**Guests:** Ward Cllr Linda Richards

Two members of the public were in attendance. The Chairman welcomed Ward Cllr Linda Richards and the members of the public and invited them to address the meeting. Both members of the public had applied to be Parish Councillors and provided background information and an introduction. Cllr Blake said he had sent a letter to the Ward Councillors regarding the Village Centre Plan and asked Cllr Richards what the next steps would be to move the project forward within the £230,000 budget. Cllr Richards said there was no further news but that it was the intention that plans and costings would be provided and that Highways Design were usually quite flexible in finding alternative solutions. Cllr Harris asked the PC for feedback on which areas should be considered a priority. Cllr Gausson said he would like Royal Terrace to be resurfaced to take it across to Millennium Gardens to improve pedestrian space and create a central focal point. The PC agreed that this would be a sensible priority. Cllr Blake asked Cllr Richards if there was any update on the residents permit parking on Bridge Close and Church Mews. No further information had been given. Cllr Richards stated there was no update on planning decisions and that things were generally moving slowly at present because of Covid-19.

<b>218/20</b>	<b>To accept apologies for absence and approve reasons for absence</b>
	None.
<b>219/20</b>	<b>To receive declarations of disclosable pecuniary and other interests</b>
	None.
<b>220/20</b>	<b>To confirm the Minutes of the meeting held on 17th August 2020 and review the action list</b>
	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 – see agenda item 230/20ii To remount repaired information board at Riverside – completed. 148/20iii- To pull together of list of works required to repair/improve allotments and propose the budget required – ongoing 179/20iii- To bring back quotes for bins at Stables Lane -completed. See agenda item 231/20iii Organise meeting with Ward Councillors regarding Village Centre Plan – ongoing 201/20 To bring back alternative options from Leeds Lights for Christmas lights – See agenda item 226/20 204/20iv Remove ivy from trees at back of Primrose Hill allotments – completed 205/20iii Bring back a tree plan for the Riverside meadow – on agenda 230/20 207/20iii Bring back quote for replacement trees at Church Fields and hedge outside 101 High Street – see agenda item 232/20i
	<b>Resolved: That the minutes be accepted as a true record and the action list updated</b>
<b>221/20</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>222/20</b>	<b>Planning issues</b>
	<b>i) To receive any updates on the revised planning application 19/05151/FU – Land at Wharfeside</b>

	No update had been received.
ii)	<b>To receive any updates on the revised planning application 19/00664/FU – St Vincent’s/Borlocco House</b>
	No update had been received.
iii)	<b>To discuss any issues relating to planning application 20/00223/FU – The Crown Hotel</b>
	Cllr Blake confirmed that he had contacted Planning and Highways to progress the request for resident permit parking on Church Mews so that it is in place for when the pub opens.
iv)	<b>To review the remaining planning applications and agree responses</b> 20/04744/FU Pear Tree Cottage, Clifford Road – No comment 20/04800/FU 47 Clifford Moor Road- No comment 20/04902/FU Kingswood House, Chestnut Avenue – No comment 20/05027/FU 9 Beeches End- No comment 20/05081/FU 39 Heath Drive- No comment 20/05126/FU 7 Woodlea- No comment 20/05309/FU Shires House, 3 Wharfedale Nurseries- No comment 20/05431/FU 8 Park Road – No comment
	<b>Resolved: The Clerk to submit responses on behalf of the Parish Council to Leeds CC, where appropriate.</b>
<b>223/20</b>	<b>Chairman’s Business</b>
	<ul style="list-style-type: none"> <li>• Cllr Blake thanked Cllr Alderson and the volunteers who helped to erect the new gazebo shelters at Stables Lane Park.</li> <li>• Cllr Blake confirmed he had updated the actions in the community plan to designate responsibilities for the PFVCWG and the Green Group. This would be formally agreed at the next Parish Council meeting.</li> </ul>
<b>224/20</b>	<b>To receive crime statistics and PACT report</b>
	A written report had been received. There were ten crimes reported in the month of August. Three burglary residential, two criminal damage/arson, two thefts, one burglary business, one assault and one interference with a motor vehicle. Cllr Blake confirmed there had been no PACT meeting in August.
<b>225/20</b>	<b>To consider a funding request for the refurbishment of the Village Hall</b>
	A request had been received from the VHMC for the sum of £3,000 for the refurbishment of the public disabled toilet. The VHMC informed the PC of the current balance in both its general and fundraising account and its financial position given that the hall had been closed since late March because of Covid-19. The PC agreed its support for the improvement of the facility.
	<b>Resolved: That the funding request of £3,000 be approved to be taken from the Village Hall Reserve.</b>
<b>226/20</b>	<b>To consider quotes and proposals for Christmas lights in the village</b>
	Leeds Lights had advised that due to increased demand in 2020, no motif lights could be provided and that only tree lights provided in 2019 were available at a cost of £1305 + VAT. Cllr Richards advised the PC that there was Ward Councillor funding available should the PC wish to put in an application. The PC agreed that it was important to provide lights in the village centre during the pandemic. It had been suggested by a resident that the PC pay for the shop-mounted Christmas trees. The PC agreed that this would an appropriate way to assist local businesses and that a budget of £45 per tree be set. Cllr Heum agreed to work with Emma Molyneux to contact the shop keepers to get permissions and numbers required.
	<b>Resolved: That the cost of £1305 be approved for the hiring of tree lights for Millennium Gardens and that a MICE Funding application be submitted. A budget of £45 per tree was set for shop front trees.</b>
<b>227/20</b>	<b>To consider plans for Remembrance Sunday</b>
	Advice had been sought from the Leeds City Council Safety Advisory Support Team and the Royal British Legion. Both confirmed guidance is yet to be finalised given the changing Covid-19 situation. The Bramham Benefice informed the PC that they will hold a service to be broadcast online. Steve Morrith has offered to read the Boston Spa Roll of Honour for the video. It was agreed that a wreath be ordered from

	the RBL for laying on the memorial and that any arrangements would be finalised at the October PC meeting. A budget of £120 was agreed for the purchase of a wreath.
	<b>Resolved: That £120 be approved for a wreath</b>
<b>228/20</b>	<b>To receive an update on streetscene matters and public toilets (Cllr Harris &amp; Gausson)</b>
<b>i)</b>	<b>To approve the cost of £7875.00 for two bus shelters on the High Street</b>
	A quote for the manufacture of two oak and glass shelters had been provided from Oak by Design.
	<b>Resolved: That the cost of £7875.00 be approved.</b>
<b>ii)</b>	<b>To consider costs for fitting of bus shelters</b>
	It was agreed that Cllr Gausson and E Molyneux would approach local joiners to get quotes for the build and installation of the shelters to be considered at a future meeting.
<b>iii)</b>	<b>To receive an update on permissions to install bus shelters</b>
	Cllr Gausson confirmed that Bramham Benefice required St Mary's Church to get permission from the Faculty to affix the shelter to the church wall. The application would cost £210 and the next meeting of the faculty would be on 20 <sup>th</sup> October. LCC had confirmed that planning permission was not required but that WYCA would need to review the plans.
	<b>Resolved: That the £210 application fee be approved.</b>
<b>229/20</b>	<b>To receive an update on Allotments</b>
	Cllr Harris advised that he has started to remove the ivy from the fence and should complete the work by mid-October. It was agreed that a list of costs for improvements would be submitted for inclusion in the 2021-22 budget.
<b>230/20</b>	<b>To receive an update on riverside issues</b>
<b>i)</b>	<b>To receive an update on the Woodland Management Plan</b>
	Cllr Gausson advised that Forestry Commission approval was still being awaited.
<b>ii)</b>	<b>To consider a quote for the planting of trees at the Riverside Meadow and Church Fields SuDS bowl</b>
	Cllr Gausson advised that a tree plan was being awaited from Enviroscope.
<b>iii)</b>	<b>To consider a quote for the installation of steps at Jackdaw Crag</b>
	Cllr Gausson confirmed that Open Country had visited the site and would submit a quote for consideration at the next meeting.
<b>231/20</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 approve additional materials costs for the building of gazebo shelters</b>
	Additional costs for concrete at £375.92 and resin fixings at £67.45 had been incurred as part of the build. Receipts from the contractors had been submitted.
	<b>Resolved: That the additional costs of £375.92 and £67.45 be approved.</b>
<b>ii)</b>	<b>To discuss options for fire retardant paint for the gazebo shelters</b>
	Following recent vandalism, it had been recommended that fire retardant paint be applied or sprayed to the gazebo legs. A cost of £250 was considered reasonable.
	<b>Resolved: That the cost of £250 be approved for paint.</b>
<b>iii)</b>	<b>To consider the immediate introduction of dogs on a lead</b>
	The Clerk confirmed that LCC had been asked to provide the Dogs on a Lead sign and had asked whether the PC could purchase further signs. No response from LCC had been received. It was recommended by Cllr Alderson that the PC purchase No Dogs signs and wooden posts to mount the signs around the children's play area and that Dogs on a Lead signs should be purchased for the open park area. It was agreed that the design of the sign should be the same as those at the riverside.
	<b>Resolved: That quotes should be sought for the purchase and mounting of signs</b>
<b>iv)</b>	<b>To consider options for additional bins</b>
	Cllr Alderson had previously circulated options and quotes for bins to the PC and FOSL. It was agreed that a wood/ wood effect bin with a metal pull out would be the best option. A budget of £1,500 was requested for 5 bins.
	<b>Resolved: That a budget of £1,500 be approved for the purchase of bins.</b>

	<b>v)</b>	<b>Other issues</b>
		<ul style="list-style-type: none"> <li>Following Cllr Alderson's report to the police, PC Tom Goringe had confirmed the police had been patrolling the park and local area to prevent vandalism.</li> <li>The PC decided that recognition plaques for the supporters of the shelter funding, notably Boston Spa in Bloom, should be provided. It requested that FOSL provide appropriate wording and Cllr Alderson obtain a quote for the plaque.</li> </ul>
<b>232/20</b>		<b>To receive an update on any matters relating to Church Fields (Cllr Gausson)</b>
	<b>i)</b>	<b>To consider quotes for the replacement of hedge at 101 High Street and replacement of trees which have failed to thrive</b>
		A quote had been received for £590.00 for the replacement of the hedge from Farm & Land. Cllr Harris agreed to visit the residents at 99 High Street to make them aware that part of their hedge would be replaced. It was agreed that Cllrs Blake, Gausson and Harris would need to draw up a tree plan for the replacement of the failed trees on the west of the Square and in the Avenue on the public open space.
		<b>Resolved: That the quote for £590.00 be approved for the hedge replacement outside 101 High Street.</b>
	<b>ii)</b>	<b>To consider changes in hedge maintenance guidance for properties bordering the hedge</b>
		Following the trimming of the hedge by a resident, the PC considered whether residents should be permitted to undertake their own maintenance of the hedge, subject to some restrictions. Cllr Harris drafted a letter which included guidance to be delivered to residents at 81-103 High Street whose properties have a boundary with the hedge.
		<b>Resolved: That the letter be approved and delivered to households by the Clerk.</b>
	<b>iii)</b>	<b>Other issues</b>
		<ul style="list-style-type: none"> <li>A complaint had been received from a resident regarding the south side of the hedge at the Square. Cllrs Harris, Blake and Gausson had inspected the hedge and agreed that 2-3 trees would need replacing but that the hedge would take a number of years to become fully established. Although there are some weeds at present, it was agreed that these will likely be suppressed as the hedge grows and that no action is currently necessary to remove them.</li> <li>Cllr Gausson advised that he had inspected the area at Clarendon Road where a sycamore had been removed and that there was not adequate space for another tree to be planted. It was agreed that the existing nearby hazel be left to grow into the space.</li> <li>Cllr Gausson advised that the Green Group were setting up some volunteer groups to help maintain the riverside.</li> </ul>
<b>233/20</b>		<b>To receive an update from the People Friendly Village Centre working group</b>
	<b>i)</b>	<b>To consider who will act as the replacement liaison between the PFVCWG and the Parish Council</b>
		The Parish Council has three new Councillors and it was considered that over time, one will become chairman. In the meantime, it was agreed that Jeff Newton will lead the group and report back to the PC.
<b>234/20</b>		<b>To receive an update on any matters relating to Deepdale Skate Park (Cllr Blake)</b>
		<ul style="list-style-type: none"> <li>Cllr Blake confirmed that the new Covid-19 signs have now been mounted.</li> </ul>
<b>235/20</b>		<b>To receive reports from members who have attended other committees and meetings</b>
		<ul style="list-style-type: none"> <li>Cllr Gausson reported back from the VHMC that the toilet renovations will commence on Monday 28<sup>th</sup> September.</li> </ul>
<b>236/20</b>		<b>Exchange of Information – to raise any emerging issues</b>
		None.
<b>237/20</b>		<b>Clerk's verbal report</b>
		Nothing to report.
<b>238/20</b>		<b>To note correspondence received – items of interest (to follow)</b>

	A resident had written to complain about tables and chairs which had been placed in Millennium Gardens by the Stew and Oyster. Cllr Blake confirmed that the Stew and Oyster had applied to LCC for a licence and that the tables had been placed there temporarily to aid with social distancing during the pandemic. Cllr Blake and the Clerk had inspected the site and concluded that the public benches were not being obstructed and that access was not being restricted for the disabled. Under the current regulations, the Parish Council gave its support for the placement of the outside seating.		
<b>239/20</b>	<b>To approve responses/action to items of correspondence</b>		
	That the resident be sent a letter confirming the PC's support for the seating.		
<b>240/20</b>	<b>To receive late items of correspondence</b>		
	None		
<b>241/20</b>	<b>To approve payments and receipts in accordance with the budget</b>		
	D Marshall	Salary & Expenses	£918.92
	Tadweld	Galvanised Steel Support Plates - Gazebos	£540.00
	Deans Computer Services	ESET Anti-virus (Annual Charge)	£20.95
	The Sign Shed	Coronavirus Safety Signage – Parks	£58.86
	Danny O'Rourke	Gazebo Concrete Bases	£992.50
	T Wloch	Gazebo Shelter Build	£1900.00
	P Harrison	Gazebo Resin Fixings	£67.45
	HMRC	Q2 PAYE & NI	£0.30
	Farm & Land	Church Fields Maintenance September	£244.80
	<b>Receipts</b>		
	Various	Stables Lane Donations	£25.00
	Collingham Juniors	Football Pitch Hire	£100.00
	Clifford Juniors	Football Pitch Hire	£100.00
	Yorkshire Water	Allotments goodwill refund	£250.00
	Various	Allotment rents	£555.00
<b>242/20</b>	<b>To receive applications for the office of Parish Councillor and to co-opt candidates to fill existing vacancies.</b>		
	Further to the resignation of Cllr Lyne and the advertisement of the four available vacancies, three people had applied for the role of Councillor. Cllr Keith Blake nominated Ms Emma Molyneux, Ms Sara King and Ms Gail Bowen to be co-opted to the Parish Council. These nominations were seconded by Cllrs Gausson, Alderson and Harris. It was agreed that the new councillors would complete their declarations of Acceptance of Office the next working day to be witnessed by the Clerk and would complete their Register of Interests within 28 days.		
	<b>Resolved: That Emma Molyneux, Sara King and Gail Bowen be co-opted onto the Parish Council</b>		
<b>243/20</b>	<b>To note the new payscales as agreed by the National Joint Council for Local Government Services (NJC) for 2020-21 to be implemented from 1 April 2020.</b>		
	The NJC confirmed a pay increase of 2.75% for 2020-21. An increase of 2.5% had been awarded by the Employment Committee in April 2020 in anticipation of the expected increase. It was agreed that payment for the additional 0.25% would be backdated to April for payment in the Clerk's September wage. The Clerk advised that the Employment Committee had agreed an increase in the Clerk's working hours to 16 per week at the start of the pandemic. It was agreed that this would be maintained until review in February 2021.		
<b>244/20</b>	<b>To receive items for the next Parish Council meeting on Monday 19<sup>th</sup> October</b>		
	None.		
<b>Next Meeting</b>	<b>The next Parish Council meeting will be held on Monday 19<sup>th</sup> October 2020 by Zoom.</b>		
<b>Closure</b>	<b>There being no further business the Chair declared the meeting closed at 20.52 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>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>17<sup>th</sup> August 2020</b>	
205/20iii	Bring back a tree plan for the Riverside meadow and SuDS bowl	Cllr Gausson
207/20iii	Bring back quote for replacement trees at Church Fields	Cllrs Gausson & Harris
	<b>21<sup>st</sup> September 2020</b>	
226/20	Visit shops and businesses to get Christmas tree numbers and gain permissions	Cllrs Heum & Molyneux
228/20ii	Obtain quotes for the build and installation of bus shelters	Cllrs Gausson & Molyneux
231/20iii	Obtain quotes for No Dogs and Dogs on a Lead signs and posts for mounting	Cllr Alderson
231/20v	Obtain quote for Boston Spa in Bloom gazebo plaque	Cllr Alderson

**OUTSTANDING ACTIONS FROM LEEDS CITY COUNCIL**

<b>19/08/20</b>	Hold meeting to consider Village Centre Plan	
	Receive expected date for adoption of Church Fields by Leeds Highways	
	To receive an update on the approval of resident-only parking on Bridge Close and Church Mews.	
<b>21/10/20</b>	To receive an update on Planning Applications 19/05151/FU – Land at Wharfeside and 19/00664/FU – St Vincent’s/Borlocco House	