

BOSTON SPA PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on Monday 19th October 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, M Harris, S Courts, E Molyneux, S King, G Bowen.

Apologies: Cllr K Alderson

In Attendance: D Marshall (Clerk to the Council)

Guests: Ward Cllr Linda Richards

No members of the public were in attendance. The Chairman welcomed Ward Cllr Linda Richards and invited her to address the meeting. Cllr Richards said she had held some discussions with Leeds Highways regarding the budget for the Village Centre Plan and has a face-to-face meeting with Nick Borrás on Wednesday 21st October. It was agreed that Cllr Keith Blake would also attend the meeting. Cllr Richards asked the Parish Council to give very specific requirements for what was desired ahead of the meeting. It was agreed that members of the Parish Council would meet via Zoom on Tuesday 20th October to discuss the previous plans and create an outline of expectations to be within the £230,000 budget.

Cllr Blake asked Cllr Richards if she could get dates for the review of residents permit parking on Church Mews. Cllr Richards said she would ask again. Cllr Blake also asked why the Parish Council had not received the LCC Planning Enforcement report for some time. The PC are keen to see the outcome of the recent request for review of the planning conditions at 86 High Street as mud from the development is being deposited on the High Street and contractor vehicles are being parked on the roadside. Cllr Richards said she would follow this up. Cllr Blake asked whether there was any confirmation on the requested MICE funding for Christmas trees and lights. Cllr Richards said this would be considered at the Ward Councillors meeting on Wednesday 21st October.

245/20	To accept apologies for absence and approve reasons for absence
	Apologies had been received from Cllr K Alderson
	Resolved: That the apologies were accepted and consented to
246/20	To receive declarations of disclosable pecuniary and other interests
	None.
247/20	To confirm the Minutes of the meeting held on 21st September 2020 and review the action list
	285/19ii To bring back a proposal for signage at Stables Lane together with costs – completed 148/20iii To pull together of list of works required to repair/improve allotments and propose the budget required. – ongoing 205/20iii- Bring back a tree plan for the Riverside meadow and SuDS bowl- completed 207/20iii- Bring back quote for replacement trees at Church Fields – completed 226/20- Visit shops and businesses to get Christmas tree numbers and gain permissions- in progress 228/20ii- Obtain quotes for the build and installation of bus shelters- ongoing 231/20iii- Obtain quotes for No Dogs and Dogs on a Lead signs and posts for mounting- completed 231/20v- Obtain quote for Boston Spa in Bloom gazebo plaque- completed.
	Resolved: That the minutes be accepted as a true record and the action list updated
248/20	To review the monthly figures and quarterly summary (attached)
	The figures had been previously circulated. The Clerk reported forecasted surplus funds of £6,100 in the 2020/21 budget at the end of the second financial quarter.
	Resolved: That the figures be accepted as a true record
249/20	Planning issues

	i)	To receive any updates on the revised planning application 19/05151/FU – Land at Wharfeside No update had been received.
	ii)	To receive any updates on the revised planning application 19/00664/FU – St Vincent’s/Borlocco House Cllr Richards reported that Leeds Planners were minded not to support the development unless the developers are able to submit revised plans.
	iii)	To discuss any issues relating to planning application 20/00223/FU – The Crown Hotel Cllr Richards said she would follow up on the resident-only parking for Church Mews.
	iv)	To review the remaining planning applications and agree responses 20/05966/FU 32 Grove Crescent- No comment. 20/06113/LI 44 High Street- No comment. 20/06278/FU 82 West End- No comment. 20/06357/FU 5 Whitham Close- No comment. 20/06342/FU 15 Hampole Way- No comment.
		Resolved: The Clerk to submit responses on behalf of the Parish Council to Leeds CC, where appropriate.
250/20	Chairman’s Business	
		<ul style="list-style-type: none"> The Environment Agency had responded to the Parish Council’s letter outlining concerns that the island in the River Wharfe is growing in size and contributing to the erosion of the riverside. The Environment Agency said there is no evidence that the gravels are increasing the flood risk or that properties have flooded in Boston Spa or Thorp Arch as a result of the gravels. The EA also stated that the gravels provide an ideal spawning habitat for Salmonoid fish and as such the EA would be reluctant to remove any gravel in this area without good justification. Any erosion and/or erosion protection measure on the channel side would be the responsibility of the riparian owner to fix. It was agreed that the Parish Council would respond with concerns that the recent scour works undertaken by LCC (which have since washed away) have contributed to the build up of gravel on the island and request that the excess be removed. A response had been received from Leeds Highways regarding the two obscured 20mph signs on the entry and exit from the Village Centre. It was advised that the Department for Transport updated its Traffic Signs Regulations and General Directives (TSRGD) signs in May 2016 and that whilst two terminal signs used to be needed, it is now only one and this can be on either side of the road. There is no requirement for Leeds Highways to move the sign that is obscured by the telegraph pole. Highways said they would forward the request for the reduction of the foliage obscuring the sign at the Church Fields car park to the LCC Environmental Team for them to undertake some trimming work. Cllr Blake said he would circulate the list of groups and committees to the Parish Councillors to see which ones the new Councillors would like to join.
251/20	To receive crime statistics and PACT report	
		A written report had been received. There were fifteen crimes reported in the month of September. Two assault, two burglary residential, two criminal damage/arson, one fraud/deception, six public order offences and two thefts. Cllr Blake attended the September PACT meeting in which the police had reported an increase in domestic incidents because of Covid-19.
252/20	To consider a proposal for free Wi-Fi access in the village	
		Cllr Blake reported that Touch Telecom had received satisfactory uptake of the Digital Enterprise Vouchers and that the project can now go ahead, subject to the PC’s approval. It was confirmed that the Village Hall will be the hub with a 500Mbps leased line and radio terminal. Radio repeaters will be installed along the High Street with the public and businesses will use these to receive the service. Business and public access will be partitioned off separately. It was reconfirmed that there would be no cost to the Parish Council or to the public to use the service and that all costs will be covered by the Digital Enterprise vouchers and ongoing business customer rentals.
		Resolved: That the free Wi-Fi proposal be approved for installation.
253/20	To receive an update on shopfront Christmas trees and lights at Millennium Gardens	

		Cllr Molyneux said she had undertaken a review of shops with brackets and had started to distribute the letters. Feedback had been positive so far. A quote had been received from Stockeld Park for 50 x Nordmann Fir at a cost of £13 each. A further supplier, York Christmas Trees will be approached for a second quote. Cllr Heum confirmed she had spoken to Paul Hunt who was keen to help and that trees can be delivered to his house or the Terrace Lawn Tennis Club. The anticipated day for tree mounting will be Sunday 22 nd November. Cllr Heum said that the lights would need testing and that Paul was willing to do this. Cllr Blake said he would meet Paul at the Village Hall and assist.
254/20	To confirm plans for Remembrance Sunday	
	Guidance had been received from the YLCA and LCC on Remembrance Sunday gatherings. As the Boston Spa memorial has limited space for social distancing, it was agreed that a public gathering at 11am should be discouraged and that families should be advised to visit the memorial throughout the day in their household bubbles. Cllr Courts and Blake said that Cllr Alderson would manage the raising and dropping of the Union Flag and lay the Parish Council wreath at 11am. Cllr Blake said he would arrange to clear and clean the trough for crosses and poppies before the day. An online service will be provided by Bramham Benefice and Steve Morrill will provide a video of the reading of the roll of honour. It was agreed that the PC would promote this in Social Media and the e-newsletter.	
255/20	To receive an update from Boston Spa Green Group (Cllr King)	
	Cllr King advised that the range of Terracycling has been expanded at Douglas Yeadon and that the recent Great British September Clean had been a success. Cllr King asked whether anti-litter education/information signs could be considered for areas where there is lot of litter. Cllr Gausson suggested that additional bins would serve as a better reminder. Cllr Blake also raised concerns that the park currently has a lot of signs because of Covid-19 and the message may get lost. It was agreed that more bins should be requested from LCC. Cllr King said that the Green Group were still looking at tree planting and creating a working group for the riverside, but this will likely be delayed until next year because of Covid-19.	
256/20	To receive an update on streetscene matters and public toilets (Cllr Harris & Gausson)	
	i)	To receive an update on the revised shelter design
		A revised shelter design had been provided by Oak by Design to include side panels following advice from WYCA. There was no increase on the original quote of £7875 + VAT. It was agreed that 30% deposit should be paid now for expected shelter delivery in January.
	ii)	To receive an update on shelter permissions
		As the revised shelter design will be freestanding and not affixed to the churchyard wall it is not expected that any further permissions will be required.
	iii)	To consider costs for build and fitting of shelters
		Cllr Blake recommended that the PC seek out a supplier for the design of the footings before speaking to joiners and advised that he would find a supplier.
	iv)	To consider a request from a resident for tree works on POS at Wickham Avenue
		A householder whose property backs on the POS at Wickham Avenue had asked whether a tree could be cut to reduce leaves falling into his property. As per the PC's tree policy, it was agreed that the householder could cut back any branches overhanging his property, subject to obtaining to correct permissions if the tree has a TPO. It was agreed that the trees on the path be reassigned to Tier 1, with a survey carried out every 18 months.
	v)	Other issues
		Cllr Blake confirmed that many of the blocked gulleys along the High Street had now been unblocked by LCC.
257/20	To receive an update on Allotments (Cllr Harris)	
		Cllr Harris presented a quote from G Baxter for £120 to remove the ivy from the fence and tree to the west of the Primrose Hill allotment site.
		Resolved: That the quote of £120 be approved for the removal of ivy.
258/20	To receive an update on riverside issues (Cllrs Gausson & Harris)	
	i)	To receive an update on the Woodland Management Plan

		Enviroscope had advised the PC that the Forestry Commission were still awaiting approval of the felling licence and that things are taking a little longer than usual.
	ii)	To consider a plan for the planting of trees at the Riverside Meadow and Church Fields SuDS bowl
		A plan had been received from Enviroscope for the planting of three Prunus Avium at the SuDS bowl and a selection of native trees for the riverside area. Cllr Harris raised concerns about the number of trees planned for the riverside space and that 6-8 trees along the tree line would be better as the proposed smaller trees would only be swamped by bindweed. Trees on the tree line would also not block the view from bungalow at the top of the bank.
		Resolved: That the three trees at the SuDS bowl be approved and that a revised plan be provided by Enviroscope for 6-8 trees at the riverside.
	iii)	To consider a quote for the installation of steps at Jackdaw Crag
		A quote had been received from Open Country for the installation of wooden risers for steps at the Church Car Park and Jackdaw Crag at a value of £629.00.
		Resolved: That the quote of £629.00 be accepted for wooden riser installation.
	iv)	Other issues
		A resident at Lynton Avenue has expressed concerns about the riverside trees overhanging her garden and asked whether the branches could be cut back. It was confirmed that the trees did not pose any danger and that as per the PC's tree policy, the resident should be advised to cut back any branches overhanging their property at their own cost, subject to obtaining the correct permissions if the tree has a TPO and/or is in the Conservation Area.
259/20		To receive an update on issues concerning Stables Lane and receive any updates from the Friends of Stables Lane Working Group (Cllr Alderson)
	i)	To consider quotes for No Dogs, Dogs on a Lead signs and materials for installation
		Cllr Alderson presented designs and quote via email from the Sign Shed for 10 signs at £266.80 (+VAT). Cllr Blake presented a quote of £160 for the purchase of poles, plywood backing and postfix for the mounting of the signs.
		Resolved: That a budget of £450.00 be approved for signs and post materials
	ii)	To consider quotes for replacement BBQ's
		Cllr Alderson had previously submitted a quote for two metal BBQ's to be ordered from a Dutch manufacturer for 842.50 Euros (£780.45). With the value of the pound expected to drop, Cllr Alderson recommended that the BBQ's should be ordered now for storage over the winter before installation in summer 2021.
		Resolved: That the cost of £780.45 be approved for BBQ's.
	iii)	To consider whether to request that CCTV be reinstated by LCC
		Cllr Alderson recommended that the PC wait until the spring when it is likely that Anti-Social Behaviour will become more of an issue.
	iv)	To consider a quote for antimicrobial coating on play equipment
		The Parish Council had been approached by InfectProtect, a company that applies an antimicrobial coating to play equipment. A quote for £357 + VAT had been provided for the coating, which would need to be reapplied every 60-90 days at an additional cost. The Cllrs agreed that this was not a wise use of Parish Council money at the present time.
		Resolved: That the quote for antimicrobial coating be declined.
	v)	To consider a quote for a recognition plaque
		Quotes and designs had been received for two plaques to be fitted to the exterior of each corner leg of the gazebos to thank the financial contributors. The cost for each plaque is £7.85 (+VAT) total cost: £15.70.
		Resolved: That the cost of £15.70 be approved.
	vi)	To consider quotes for welcome signs
		These are plaques to be placed on the middle legs of the new gazebos with wording that welcomes visitors and asks them to treat the gazebos with respect. The price quoted per plaque is £4.95 (+VAT). It was recommended by Cllr Alderson that 4 be purchased at a total cost of £19.80.
		Resolved: That the cost of £19.80 be approved.
260/20		To receive an update on any matters relating to Church Fields (Cllr Gaussen)
	i)	To consider a quote for the replacement of failed trees at the Square and Avenue
		Quotes had been received from two suppliers for seven replacement trees. The first at a cost of £1,155 plus and annual maintenance fee of £196 and the second for £2960 plus an annual

		maintenance fee of £955. It was recommended that the cheaper quote, provided by Farm & Land Services, be accepted.
		Resolved: That the quote from Farm & Land for 7 replacement trees at a value of £1,155 and £196 annual maintenance per year be accepted.
	ii)	To consider a request for herbicide and laying of bark chips under the southern side of the hedge at the Square
		Cllr Gausson advised that Farm & Land had been instructed to replace any failed trees in the hedge, but that it was thought that the concrete in the ground near the lamppost was preventing the tree roots from growing. Farm & Land would be asked to take a look at their next visit. It was agreed that Farm & Land would also be asked to recommend the best course of action for the control of weeds under the hedge.
	iii)	Other issues
		None.
261/20		To receive an update from the People Friendly Village Centre working group (Cllr Blake)
		Cllr Blake confirmed he and the Clerk had held a Zoom call on 8 th October with Penny Stables from the Green Group and Jeff Newton at the PFVCWG. A revised Community Action Plan had been circulated with responsibilities designated between the two groups and the Parish Council. It was proposed that 3 representatives from each group feed into a Neighbourhood Planning Committee to be chaired by Cllr Gail Bowen.
262/20		To receive an update on any matters relating to Deepdale Skate Park (Cllr Blake)
		Nothing to report.
263/20		To receive reports from members who have attended other committees and meetings
		Cllr Gausson attended the VHMCM meeting. It was reported that there has been a couple of delays with the new toilets but that things had now started to progress.
264/20		To confirm the dates for next year's meetings
		The 2021 proposed meeting dates had previously been circulated. The following dates were agreed: 18th January, 15 th February, 15 th March, 19 th April, 5 th May (Annual Parish Meeting), 17 th May, 21st June, 19 th July, 16 th August, 20 th September, 18th October, 15th November, 20th December.
265/20		Exchange of Information – to raise any emerging issues
		Nothing to report.
266/20		Clerk's verbal report
		<ul style="list-style-type: none"> The Clerk confirmed that CIL payment of £188.78 had been received from LCC and is awaiting a response on which property it relates to. The Clerk confirmed she had successfully completed and passed the iCLA qualification The Clerk reminded the Councillors that Cllr Alderson would like support in working with schools to launch the Stables Lane welcome sign competition. The Clerk advised that Illuminating Investments had responded to the letter raising concerns about anti-social behaviour on the land and derelict building at St Vincent's and that they are trying to tackle the problem. The Clerk advised the PC had been approached by Screen Yorkshire who had set up a 'Made in Yorkshire' website giving information on villages where films had been made. They had requested some information following the filming of Official Secrets in 2018.
267/20		To note correspondence received – items of interest (to follow)
		A resident had written to request that a pedestrian crossing be installed on the High Street at Grove Road. This would slow down traffic approaching from Tadcaster and allow children to cross safely.
268/20		To approve responses/action to items of correspondence
		The Parish Council gave its support for a crossing and agreed to submit a request to LCC via the Ward Councillors.
269/20		To receive late items of correspondence

	None.		
270/20	To approve payments and receipts in accordance with the budget		
	D Marshall	Salary & Expenses	£753.80
	The Job Man	Public Bench Refurbishment	£790.00
	Streetscape	Replacement Handles - Gym Equipment	£72.00
	YLCA	Planning Appeals Online Training	£22.50
	Oak by Design	Oak Bus Shelters - 30% Deposit	£2,835.00
	VHMC	Disabled Toilet Contribution	£3,000.00
	Enviroscope	Church Fields Tree Planting Plan	£240.00
	G Baxter	Open Spaces Maintenance - final payment	£3323.40
	International Passive Fire Ltd	Fire Retardant Paint	£187.18
	Farm & Land	Church Fields Tree Maintenance	£216.00
	Farm & Land	Riverside Strimming	£409.20
	Receipts		
	Various	Allotment Rents	£255.00
	Leeds City Council	CIL Monies	£188.78
271/20	To receive items for the next Parish Council meeting on Monday 16th November		
	The Clerk requested that Councillors consider requests for the 2021/22 budget.		
Next Meeting	The next Parish Council meeting will be held on Monday 16th November 2020 by Zoom.		
Closure	There being no further business the Chair declared the meeting closed at 21:04 hours.		

ACTIONS

	15th June 2020	
148/20iii	To pull together of list of works required to repair/improve allotments and propose the budget required.	Cllr Harris
	19th October 2020	
250/20	Circulate list of committees and groups to new Councillors	Cllr Blake
253/20	Arrange a meeting with Paul Hunt to test Christmas Tree lights	Cllr Blake
254/20	Clear out and clean Remembrance Day trough at memorial	Cllr Blake
254/20	Arrange for Union Flag to be raised at dropped at the Village Hall on Remembrance Sunday and lay the PC wreath	Cllr Alderson
256/20iii	Find supplier for the design of bus shelter footings	Cllr Blake
256/20iv	Review tree plan to reallocate trees on paths to tier 1 and arrange tree survey.	Cllrs Gausson and Harris
Other	Advise Mike Rhodes to cut back trees in hedge on High Street	Cllr Gausson
271/20	To consider expenditure for the 2021-22 annual budget	All

OUTSTANDING ACTIONS FROM LEEDS CITY COUNCIL

19/08/20	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.	
21/09/20	To receive an update on Planning Applications 19/05151/FU – Land at Wharfeside and 19/00664/FU – St Vincent's/Borlocco House	
	To receive an update of any actions taken in regards to a breach of planning conditions at the Moorlands	
19/09/20	To receive a response to the complaint submitted regarding 86 High Street, mud on road and contractor vehicles parked on roadside	
	To receive the monthly Planning Enforcement report	

	To receive an update on MICE/Community funding for Christmas trees and lights at Millennium Gardens.	
	To report back on whether Thorp Arch tip will accept Christmas trees in January	