

ASPATRIA TOWN COUNCIL

Minutes of Aspatria Town Council Meeting held on Tuesday 20th May 2025 at 6.00p.m. at the Methodist Church Hall, Aspatria.

PRESENT: Councillor S Maxwell (Chair)

Councillors: Cllr R Gregory, Cllr M Rose, Cllr A Hankin, Cllr K Thurlow, Cllr S Edmondson, Cllr A Maxwell, Cllr B Blackburn, Cllr E Yates

Also in Attendance: Mrs K Cooper (Town Clerk), Ms S Hullock (RFO), Mr J Baker (Town Caretaker)

ANNUAL GENERAL MEETING

Item		Action
1.05.25. Apologies: To receive and accept apologies and note the reasons for absence.	Cllr K Smith – Holiday Cllr A Reay - Illness	Clerk to note.
2.05.25. Election of Mayor & Chairman: To elect Mayor for the ensuing council year 2025/26	A unanimous vote was received in that Councillor Stephanie Maxwell should remain as Mayor for this year. RESOLVED Cllr Ray Gregory was also voted by all councillors as Deputy Mayor for this year. RESOLVED	
3.05.25. To receive the Mayor's/Chairman's Declaration of Acceptance of Office:	Cllr Maxwell accepted the role of Mayor, and the Declaration of Acceptance of Office was signed by both Cllr Maxwell and the Town Clerk. RESOLVED	
4.05.25. Vacancies on the Council: To co-opt any suitable candidates for the vacancies on the council.	No applications were received.	
5.05.25. To Appoint representatives for Sub-Committees:	Parks & Allotments Committee: The Committee comprises of Cllr A Maxwell (Chair), Cllr A Hankin (Deputy Chair), Cllr A Reay, Cllr K Thurlow and Cllr S Edmondson. Events Committee: The Committee comprises of Cllr S Maxwell (Chair), Cllr K Smith, Cllr M Rose, Cllr E Yates and Cllr R Gregory.	

ANNUAL TOWN COUNCIL MEETING

Item		Action
1.1.05. Apologies: To receive and accept apologies and note the reasons for absence.	Cllr K Smith – Holiday Cllr A Reay - Illness	
2.1.05. Mayor's announcements/updates:	RESOLVED - Cllr Stephanie Maxwell had carried out the staff appraisals for the Town Clerk and the RFO. A meeting with local MP Markus Campbell-Savours, a representative of Homegroup Housing, the Clerk and two councillors will occur on Saturday 21 st June at the Letters Inn to discuss issues arising within the town and local people not being allocated housing. The Railway 200 banner was unveiled at the train station with several councillors, the railway committee and the pupils of Richmond Hill School who won the drawing competition all in attendance.	
3.1.05. Review of the year – Mayor's Report:	As Cllr Stephanie Maxwell is to continue in her role as Mayor, a full year report will be issued in December.	
4.1.05. Declarations of Interest: Members are invited to make any declarations of Pecuniary Interest or other Registerable Interest (other than those recorded on their Notification of Pecuniary Interests or other Registerable Interests) relating to any items on the agenda.	None.	
5.1.05. Minutes of Aspatia Town Council Meeting held on Tuesday 8th April 2025: To authorise the Chairman to sign, as a correct record, the minutes of Aspatia Town Council Meeting held on Tuesday 8 th April 2025.	The minutes were agreed to be of a true record of the meeting. Approved and signed by the Mayor/Chair. RESOLVED.	
6.1.05. Clerks Report:	The Clerk updated the meeting on what has been arranged for Party in the Park. Donations from local businesses have been received and the Clerk has acquired £1000 in funding to help pay for the event. Tynedale in Wigton is donating a small truck to be used as a stage and First Milk are purchasing the council several metal fenced barriers to secure the stage. Gift and Stitch are kindly donating hi-visibility vests for Councillors to wear. Mark Eve will install a socket required for live music free of charge. He is also to carry out PAT testing within the Changing Rooms. The Clerk has asked two local joiners for quotes for the external doors at Brandraw toilet block due to them becoming misshaped because of the weather	

	and not locking properly. Ongoing. The Clerk asked if it was possible to purchase 6 metal bins for our events, approved.	
7.1.05. Public Participation:	<p>Cllr Hankin has received complaints of vehicles parking illegally on the corner of St Mungos Park, opposite Church View estate. The Clerk will inform the PCSO of this.</p> <p>Cllr Blackburn reported low water pressure at Lawson Street allotments, however the water pressure has been an issue throughout town. First Milk are currently liaising with United Utilities regarding the problem therefore Cllr Gregory suggested we inform First Milk of the allotment area also.</p> <p>Cllr Yates reported some fencing next to the bus shelter at the beginning of Lawson Street is in disrepair. The fencing however belongs to the railway. The Clerk will take photographic evidence and report to the railway. Ongoing.</p> <p>Cllr Maxwell received a letter from a resident of Springkell requesting a defibrillator at that end of town. It was agreed this is something we could possibly look at in the future however there are already four defibs within the town. The Clerk will respond via letter to the resident.</p>	TC
8.1.05. Highways:	Cllr Thurlow had requested a footpath to be placed at St Mungos Park near to the junction for Westnewton. This area is being monitored by Cumberland Council in the hope this request will be granted. Ongoing. The resurfacing work on the road leading to Arkleby will be carried out however no date has been confirmed yet.	
9.1.05. To receive for information, reports on issues relevant to the Town from County, District and Independent Councillors: 1.1 Councillor Kevin Thurlow	<p>The school patrol lights at Richmond Hill School have recently been replaced however they have been reported as not working.</p> <p>Cllr Blackburn has requested help from Cllr Thurlow due to Cumberland Council not supplying waste bags for the residents at Brough Street.</p>	
10.1.05. Financial Matters:	<p>i) Expenditure and Income Schedule for April 2025:- RESOLVED that the expenditure of £7,631.57 and income of £101,588.50 be approved. The RFO explained the large amount of income was due to the annual precept being received in April as a one-off payment, rather than in two equal instalments in April and then September, as in previous years. This change has been implemented by Cumberland Council to bring the former Allerdale Council in line with other Councils.</p> <p>Members also approved the additional invoices for payment: - Councillor S Edmondson - £493.39 - Reimbursement for various plants and flowers for the town</p>	

	<p>LR & JA Allen - £100.42 - Fuel for van and mowers Aspatia Farmers - March and April invoices £565.29 in total - Various tools and materials, also repairs to the pressure washer Lakeland Laser Creations - £139.50 - Numbers for the allotments J Airey - £109.90 - Internal Audit Review for the second half of 2024/2025 Npower - £70.06 - Electricity for Brandraw Toilets 1.4.25 - 30.4.25 Richard Sewell Ltd - £217.39 - Service of Kubota Mower</p> <p>It was also agreed that payment could be made to ColourGro of £690 plus VAT and Delivery, once the invoice is received, as well as reimbursing Councillor Yates, (once the receipt is received), for the Easter Eggs purchased on the Easter Children's Fun Day.</p> <p>RESOLVED:- that a direct debit be set up for the annual payment to the Information Commissioner's Office.</p> <p>(ii) To receive the Bank Reconciliation Statements as at 30th April 2025: - RESOLVED that the circulated Bank Reconciliation Statements be confirmed and accepted as a true record.</p> <p>(iii) Transfer of Funding Between Accounts :- The RFO explained that now the precept is received in one payment for the full year, rather than in two equal instalments, the balance within the Council's current account is relatively high. The RFO suggested that £40,000 be transferred to the Council's 30-day Deposit Account where this could earn some interest. It was explained that the current account would be monitored, and a form would be brought to the relevant meeting to authorise the transfer of funds back into the Council's current account when required. This would be done within the required timescale in order to ensure no interest was lost.</p> <p>RESOLVED that the RFO transfer £40,000 into the Council's 30-day Deposit Account.</p> <p>(iii) Internal Audit:Review:- The RFO informed Councillors that the Internal Audit for the second half of the 2024/2025 financial year end had taken place earlier that day. Although the audit report would be brought to the June 2025 meeting, the RFO was able to inform Councillor's that no concerns had been raised during the audit review and that the Auditor had stated the Council was fully compliant with requirements and had fulfilled its statutory obligations. RESOLVED that the Internal Audit report be brought to the next meeting.</p>	
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	<p>(iv) Council Insurance Renewal: - The RFO explained that the Council's annual insurance is due for renewal in June and mentioned that the assets acquired through the year, in particular, the Ninja Trail, be included in the policy. The Clerk stated that she was waiting for confirmation of inclusion of the assets acquired and would follow this up with the insurance provider to see if this altered the premium due.</p> <p>RESOLVED Councillors agreed to the renewal of the Council's annual insurance. The RFO requested the invoice so this could be paid. The Clerk would follow up her email with the insurance company to check inclusion of the new Council assets and request an invoice which can be passed onto the RFO for prompt payment.</p>	
11.1.05. Van Insurance:	<p>The Clerk informed the meeting the council van insurance was due to be renewed. The renewal quote was less than last year therefore Cllr Gregory proposed we renew with the existing insurer; this was seconded by Cllr Maxwell. RESOLVED.</p>	
12.1.05. Parks & Allotments:	<p>Outdoor gym – The quote had been revised due to the Clerk changing one piece of the equipment, meaning it increased by £600. Cllr S Maxwell proposed we go ahead and order the equipment as funding has been received to do so. This was seconded by Cllr A Maxwell. Clerk to action.</p> <p>The memorial bench for Andrew Mounsey is to be installed at St Mungos Memorial Park. The Clerk and the P&A Committee will meet with Andrew's family on Thursday 22nd May to agree the location.</p> <p>CCTV – Cllr A Maxwell had spoken with the Caretaker, and he had requested extra cameras to be erected within the play park at St Mungos. The new system would be in the region of £500 to purchase. It was felt by the majority of councillors, the CCTV currently there is sufficient, and no extra cameras are needed. RESOLVED.</p> <p>It was agreed the football coaches should not have access inside the Caretakers compound for Health and Safety reasons. They currently need access to store football goals within the compound. It was agreed the goals should be stored out of the compound, therefore the lock to the compound is to be changed. RESOLVED.</p> <p>Facility Hire – The Clerk had received an email requesting use of the park facilities for summer activities which take place in July and August. It was a majority vote that a charge of £10 per used day would be issued to help cover the running costs of the facilities. Town Clerk to contact.</p> <p>The tenants at Lawson Street allotments who have been issued with an eviction notice have until 31st May to evacuate. Should this not happen, the council</p>	

	<p>agreed to begin legal proceedings.</p> <p>It was suggested Plot 1 at Outgang Road would be ideal access from the road into the park for the Caretaker and also to be used for the growing/watering of the town's flowers. It was proposed by Cllr S Maxwell and seconded by Cllr Gregory for this to be carried out.</p> <p>Lawson Street Lease – Cllr Thurlow had the lease, which is between the landowner of Lawson Street allotments and the council, checked over by a solicitor. The council decided the section requesting plot holders to have their own insurance was a difficult task to abide to therefore if this section of the lease is removed, the council are happy to sign.</p>	
13.1.05. Log Wagons Route:	Following an incident recently whereby a log wagon lost some of its load at West Street, the councillors have concerns with the increasing number of wagons which pass through the town. Cllr Gregory suggested we contact Clerks of councils who are situated on the route of A596 for support of our concerns. Cllr Thurlow is to investigate the matter further. Ongoing.	
14.1.05. Senior Citizens Trip:	The council is to provide the Senior Citizens with a free trip again this year. It was decided this year the trip location will be Skipton. The trip will take place on Tuesday 12 th August 2025 leaving Aspatria at 9am and returning at 5pm. The Clerk will retrieve quotes for two coaches.	
15.1.05. Town Council Appreciation:	<p>Cllr Hankin asked that the council thank both Cllr Thurlow and Cllr Edmondson for their efforts on keeping the town, flowers and the park in order whilst the Caretaker was on annual leave. Thanks was given to both Councillors.</p> <p>Cllr Edmondson requested a letter of appreciation be sent to Ryan Fisher for his help with relocating one of our flower tubs, from the library to the entrance of Brandraw car park. The Clerk will action.</p>	
16.1.05. Applications for Development:	None	
17.1.05. Schedule of Correspondence, Notices and Publications: To receive a schedule of correspondence, notices and publications received since the last meeting.		
18.1.05. Items submitted by members:	An email had been received on behalf of Aspatria Doctors surgery enquiring about two participants being active on a Patient Participation Group. Cllr S Maxwell and the Town Clerk will be put forward. Clerk to action.	
19.1.05. Items for the next meeting:	Verti-draining Football fees	
20.1.05. Confidential	Confidential item was discussed and minuted.	

Items:	Councillors only receive the minutes, these are not made public.	
21.1.05 The next meeting of Aspatria Town Council will take place on Tuesday 17th June 2025 at 6.00 p.m. at the Methodist Hall, Aspatria.		

The meeting ended at 8.40pm

Chairman.....

Date.....

