

ASPATRIA TOWN COUNCIL

Minutes of Aspatria Town Council Meeting held on Tuesday 16th September 2025 at 6.00p.m at the Methodist Church Hall, Aspatria.

PRESENT: Councillor S Maxwell (Chair)

Councillors: Cllr K Thurlow, Cllr A Hankin, Cllr K Smith, Cllr A Maxwell, Cllr E Yates, Cllr B Blackburn, Cllr D Richardson

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

Members of the Public: None

Minutes

Item		Action
1.09.25. Apologies: To receive and accept apologies and note the reasons for absence.	Cllr R Gregory – Holiday Cllr A Reay – Illness Cllr M Rose – Family Commitment Sarah Edmondson and Jessica Capsey have both resigned as Councillors. The Clerk suggested a letter of thanks be sent to Sarah for her hard work. Agreed.	
2.09.25. Mayors Announcements/Updates:	Cllr S Maxwell thanked those who attended the Mayor's Civic Service on 7 th September, it was a lovely service. The Senior Citizens Trip in August was a success and feedback was very positive. The outdoor gym is now installed and will be opened by the council on Monday 22 nd September at 12 noon.	
3.09.25. 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.	Cllr Smith declared an interest on item 10 on the agenda under the topic of the waste ground at Outgang Road.	
4.09.25. Minutes of Aspatria Town Council Meeting held 15th July 2025:	The minutes were agreed to be of a true record of the meeting. Approved and signed by the Mayor/Chair. RESOLVED.	

5.09.25. Clerks Report:	The Clerk posted on social media requesting for local businesses to quote for two plastic or metal external doors to replace the current ones at Brandraw toilets. To be discussed at the next meeting.	
6.09.25. Public Participation:	<p>The Clerk had received an email from a concerned resident at Park Road due to cars parking illegally in the layby and blocking driveways. The email has been forwarded to the police. RESOLVED</p> <p>Wood wagons have been reported coming through town with no strapping over their load, without a company name or registration plate this cannot be reported.</p> <p>The lights at the crossings in the town require being updated to make them more visible. Cllr Thurlow to action.</p> <p>No further update has been reported on the Battery Energy Storage Site (BESS).</p> <p>Jack Baker has organised a monthly litter pick at Harriston. Children in the area are also helping. Jack has contacted both Cumberland Council and Castles and Coast who are to supply the waste bags and equipment.</p> <p>Cllr Blackburn has requested a letter be sent to the residents at Croft House due to the trees overhanging from the property onto Queen Street car park. Ongoing.</p> <p>Cllr Richardson voiced concerns on behalf of the football teams who play from St Mungos Park with regards to the public bringing dogs into the play area when watching football. The teams inform the away teams of the No Dog rule however this can be ignored. This will be monitored and anyone with a dog will be asked to leave.</p>	KT
7.09.25. Highways:	<p>A letter was sent to a resident at West Street requesting the removal of trees overhanging the public footpath which runs behind Bellgate Steading. The Clerk is to contact Cumberland Council informing them of the situation.</p> <p>The public footpath at Station Road has been closed off with wire fencing to stop people using the path. Cllr Thurlow to action.</p>	TC KT
8.09.25. To receive for information, reports on issues relevant to the Town from County, District and Independent Councillors:	Cllr B Blackburn thanked Cllr Thurlow for his help in receiving the waste bags for Brough St residents from Cumberland Council.	

Councillor Kevin Thurlow		
9.09.25. Financial Matters:	<p>(i) Expenditure and Income Schedules for July 2025:- RESOLVED that the schedule detailing expenditure of £7,844.41 (including VAT) and income of £290.31 for July 2025 as detailed in the circulated schedule be approved.</p> <p>Councillors also agreed the following payments to be made:- LR & JA Allen £114.89 - (Fuel) Npower £77.57 - (Electricity for Brandraw Toilets 1.8.25 - 31.8.25) Burnetts Solicitors £571.40 - (Legal Advice and Allotment tenancy lease/agreements) Aspatria Farmers £39.05 - (Various Materials and Maintenance) Cumbria Pest Control £145.20 - (Quarterly invoice for rodent control at the allotments -Oct to Dec 25) Sovereign Design Play Systems Ltd £5,978.77 - (75% Balance Invoice to supply and fit outdoor gym equipment). Note £3,000 grant funding was received towards the overall cost of the outdoor gym project with Aspatria Town Council providing the balance.</p> <p>(ii) To receive the Bank Reconciliation Statements as at 31st July and 31st August 2025:- RESOLVED that the circulated Bank Reconciliations and supporting statements be confirmed and accepted as a true record.</p> <p>(iii) External Audit Sign Off and Publication:- (a) RESOLVED that the External Audit report regarding the sign off of the 2024/2025 year end accounts be accepted. The RFO gave an overview of the comment made by the External Auditor following completion of their review. It was explained that on the basis of their review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in their opinion, the information contained within those Sections is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern, with relevant legislation and regulatory requirements met. (b) RESOLVED that the preparation and publication of "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements, along with the certified AGAR (Sections 1. 2 & 3) be published</p>	

	<p>on the Council's website and notice boards before 30 September 2025 be accepted. The Clerk is to publish the necessary documentation on the website and print off the sections for display on the Council's notice boards.</p>	
<p>10.09.25. Parks & Allotments:</p>	<p>Allotments: Outgang Road – Waste Ground; The Clerk had received a complaint from a resident regarding Mr James Robinson using the land at Outgang Road as a builder's yard and the dumping of waste etc. A meeting was held between Cllr A Maxwell, Cllr Thurlow and James on site, and it was agreed once the drainage works was complete, land would be available to make an additional four plots for allotments. James has improved the area which flooded regularly. All the correct procedures for this work to be carried out have been adhered to. RESOLVED.</p> <p>Lawson St Tenant Refund: a previous tenant who has handed back her allotment had requested her £25 deposit back. Agreed. RESOLVED.</p> <p>Solicitor Update: The Clerk has been in discussions with the council solicitor and the landowners solicitor regarding the lease and updated tenancy agreements. Due to the running costs of the allotments and the current issues the council are dealing with which will result in further costs, the Clerk will speak to both parties and gather further information on how to move forward. Ongoing.</p> <p>St Mungos Park: Shelter; To be discussed at the next Parks and Allotments meeting.</p> <p>Public Toilet; The Clerk has retrieved a quote for a toilet cubicle which will be plumbed into the mains of the Changing room building. The cost of the cubicle was £400 excluding a sink. Cllr Smith offered a brand-new sink which she no longer needs and the Clerk suggested her husband could carry out the plumbing works required. Cllr S Maxwell proposed to go ahead, and this was seconded by Cllr Blackburn. RESOLVED.</p> <p>Drainage Issues; The drainage problem within the park is connected to a manhole on the road at St Mungos junction. Following investigations Cllr Thurlow informed the council it was our responsibility to repair the problem. This will be discussed further at the P&A meeting. Ongoing.</p> <p>Caretakers Input – gym installation; Thanks was given to Jack Baker for his efforts and hard work in assisting the installation company with</p>	

	<p>the outdoor gym. This will now be opened on Monday 22nd September at 12 noon.</p> <p>RESOLVED.</p> <p>Entrances to the park for vehicles; To be discussed at the P&A meeting. Ongoing.</p> <p>Invoice for facility usage – football camp; In the summer a local football club held a football camp and used the council facilities. As the numbers were very low on two of the days and the third day being cancelled, the Clerk asked if the invoice could be amended to charge just £10 per day. The coach has also requested further use in October half term which offers help to parents within the town. It was agreed the invoice for the two days (26th and 27th August) would be £20. The fee for October would be £30 per day numbers/weather permitting.</p> <p>RESOLVED</p>	
11.09.25. Co-op Building Restoration:	The restoration of the Co-op building is currently on hold. The council are disappointed to hear this as the Co-op is a huge asset to the town.	
12.09.25. Defib at Lawson Street::	The current defibrillator located at the Masonic Hall is owned by the council, however due to them receiving a new one the original defib will be removed and placed at Spencer Grahams garage at Lawson Street. This is in the process of being arranged. Ongoing.	
13.09.25. Code of Conduct Policy:	The Clerk circulated the policy and Code of Conduct presentation slides from CALC to councillors prior to the meeting. The policy was agreed and adopted at this meeting 16/09/25. The Clerk will update the website. RESOLVED.	
14.09.25. Date for Christmas Sub-Committee meeting:	<p>The Clerk requested the Events Committee meet to discuss the Christmas events which are to take place. The meeting was agreed for Thursday 18th September at 10am at the Methodist Church.</p> <p>The Clerk received a quote for extra electrical work to be carried out for the Christmas lights, the quote being £696 including VAT. Agreed to go ahead with this. RESOLVED</p> <p>Cllr Reay had previously booked the singer for the Senior Citizens Treat and this is to be charged at £250. Agreed. RESOLVED.</p>	
15.09.25. Schedule of Correspondence, Notices and Publications: To receive a schedule of		

correspondence, notices and publications received since the last meeting.		
16.09.25. Applications for Development:	Alison Carruthers. Ref; VAR/2025/0023 Adele Ajai-ajagbe. Ref; FUL/2025/0134	
17.09.25. Items submitted by members:	None	
18.09.25. Items for the next meeting:	None	
19.09.25. Confidential Items:	Annual Salary Increase for the Town Clerk and the RFO. To be minuted confidentially.	
20.09.25. The next meeting of Aspatia Town Council will take place on Tuesday 21st October 2025 at 6pm.		

The meeting ended at 8.30pm.

