

## ASPATRIA TOWN COUNCIL

**Minutes of Aspatria Town Council Meeting held on Tuesday 16<sup>th</sup> December 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 R Gregory, Cllr D Richardson, Cllr A Reay, Cllr M Rose, Cllr B Blackburn

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

**Members of the Public:** None

### Minutes

Item		Action
<b>1.12.25. Apologies:</b> To receive and accept apologies and note the reasons for absence.	None.	
<b>2.12.25. Mayors Announcements/Updates:</b>	<p>Following both Christmas events, the light switch on and the Senior Citizens Treat, we have received nothing but positive feedback. Both events were well attended and some comments from members of the town included they were the best yet! Cllr Reay had been approached by an attendee of the Senior Citizens Treat, who had suggested the raffle had taken too long, however the council had received many donations and are grateful for this.</p> <p>The Clerk informed the meeting Victoria Park, Lawson Street had to be closed due to flooding. Cllr Reay believes the water runs down from Brayton fishpond. Cllr Thurlow is investigating the issue due to plans being submitted for additional lodges at Brayton therefore the drainage issues would have to be resolved. Ongoing.</p> <p>Cllr S Maxwell has asked for the council noticeboard situated at the Community Centre to be repaired as water is getting into the board and destroying the posters erected. The Clerk is in need of a laminator to secure all posters/signs needed for the town. TC to enquire.</p>	
<b>3.12.25. Declarations of Interest:</b> Members are invited to make any declarations of Pecuniary Interest or other	None	

Registerable Interest (other than those recorded on their Notification of Pecuniary Interests or other Registerable Interests) relating to any items on the agenda.		
<b>4.12.25. Minutes of Aspatria Town Council Meeting held 18<sup>th</sup> November 2025:</b>	The minutes were agreed to be of a true record of the meeting. Approved and signed by the Mayor/Chair. <b>RESOLVED.</b>	
<b>5.12.25. Clerks Report:</b>	<p>The Clerk reminded the Cllrs to circulate their Christmas lights raffle tickets to their designated areas this week.</p> <p>The defibrillator which was located at the Masonic Hall has now been moved to Spencer Grahams garage, due to the Masonic purchasing a new one. This was installed free of charge by Mark Eve and the Clerk has now updated The Circuit online. It was agreed to purchase new pads for the defib as these expired in November. <b>RESOLVED.</b></p> <p>The outdoor gym requires some repairs, the company are attending the site on Friday 19<sup>th</sup> December to carry this out.</p> <p>The parking of a car at St Kentigerns flats has been reported to Castles and Coasts however this land is attached to the road therefore it will belong to Cumberland Council. TC to report.</p> <p>The Clerk has spoken to a representative of Castles and Coasts regarding one of their tenants, the information will be passed to their legal team. Ongoing.</p> <p>An incident occurred on Monday 15<sup>th</sup> December whereby the bus stop at Queen Street was damaged. This is beyond repair. The Clerk has liaised with the company involved and they are to remove the damaged one and replace with a new bus stop in the new year. Ongoing.</p> <p>The Clerk was pleased to announce from both Christmas events we had made £465.44 in profit from donations; plus, the donations we have received from local businesses via bank transfer. This will help the council with future events in the town. The Clerk requested the council look to build our own sleigh rather than borrowing from other organisations, and also if we could purchase a first aid kit for events and also walkie talkie radios. This was proposed by Cllr A Maxwell to go ahead and seconded by Cllr Hankin. The Clerk will purchase. <b>RESOLVED.</b></p> <p>It was agreed to donate £50 to David Lunney for attending the switch on event as Santa.</p>	

	<p><b>RESOLVED.</b> The Clerk requested the pitch fee received from the food vans for the Tractor Run be transferred to their chosen charities, as we did last year. Agreed. <b>RESOLVED.</b></p>	
<b>6.12.25. Public Participation:</b>	<p>The Clerk had been contacted by a member of the public wanting to attend to speak about Lawson Street allotments, however the Clerk informed him notice had to be given and advised it would be more beneficial to attend an Extraordinary Meeting where councillors are to discuss the allotments solely. <b>RESOLVED.</b></p>	
<b>7.12.25. Highways:</b>	<p>Nothing to report.</p>	
<b>8.12.25. To receive for information, reports on issues relevant to the Town from County, District and Independent Councillors:</b> Councillor Kevin Thurlow	<p>Cllr Thurlow reminded councillors to keep reporting any issues throughout the town, including drains which are overflowing due to the adverse weather we are experiencing.</p>	
<b>9.12.25. Financial Matters:</b>	<p>(i) Expenditure and Income Schedule for November 2025: - <b>RESOLVED</b> that the expenditure of £8,041.95 and income of £2,218.32 be approved.</p> <p>Councillors also agreed the following payments to be made: - S Maxwell £94.45 - Reimbursement for Senior Citizens Christmas Hamper and various Civic Duties R Gregory £23.35 - Reimbursement as Deputy Mayor for various Civic Duties Npower £121.83 - Electricity for Brandraw Toilets 1.11.25 - 30.11.25 Aspatia Farmers £108.59 - Tools and Materials LR &amp; JA Allen £131.21 – Fuel Cumbria Pest Services £145.20 - Allotments Rodent Devonne £200.00 - Singer for Senior Citizens Christmas Party Gift and Stitch £175.19 - Caretakers various items of uniform and logo Gift and Stitch £150.00 - Balloon Arch for various Christmas Events D Lunney £50.00 - Donation for time given during Christmas Light switch on (Santa duties)</p> <p>(ii) To receive the Bank Reconciliation and Statements as at 30th November 2025: -</p>	

	<p><b>RESOLVED</b> that the Bank Reconciliation and corresponding Statements be confirmed and accepted as a true record.</p> <p>(iii) Proposed 26/27 Budget and Appendix A: - The RFO talked through each line of the 2026/27 proposed budget and requested guidance from Councillors in respect of any future works which may be planned, or known costs to be incurred. The RFO explained that the proposed budget figures have been kept in line with the current year's figures, the main increase being due to a planned contribution to a vehicle replacement reserve for the Caretakers van. Income has been increased now that the Council is receiving donations from the food vendors.</p> <p><b>RESOLVED</b> the Councillors approved a proposed 2026/27 budget amounting to £141,725.00 noting that this will require a contribution from balances of £26,155.00 should no increase in precept be agreed for the next financial year. It was also acknowledged that this 2026/27 budget does not include any expenditure or income in relation to any proposed asset transfers or purchase of any buildings. The RFO informed Councillors that the precept setting report would be brought to the January 2026 meeting based on this approved budget.</p>	
<p><b>10.12.25. Parks &amp; Allotments:</b></p>	<p><b>Allotments: Outgang Road</b> – James Robinson has now applied for planning permission to place storage containers at the land he rents from the council. Ongoing.</p> <p>The work at the entrances to the park are going to be commencing soon, this is to gain better access to the park with vehicles to prevent damage to the grass. Ongoing.</p> <p><b>Lawson Street</b> – The Clerk contacted the council solicitor regarding a tenant in breach of their contract due to homing livestock on their plot which should not be there. Following advice, it was agreed to write to the tenant for removal of the bird, failing this they will be given notice to vacate.</p> <p>An Extraordinary Meeting to discuss the allotments, tenancy agreements and further issues will take place on Tuesday 13<sup>th</sup> January at 6pm.</p> <p><b>St Mungos Park</b> – The Clerk has applied for a permit to begin drainage works at St Mungos Park. It was advised we may also need a permit to access the sewer therefore works could not begin until 19<sup>th</sup> January at the earliest. Cllr</p>	

	Thurlow to investigate. Ongoing.	
<b>11.12.25. Data Breach Policy:</b>	<p>The Clerk circulated the Data Breach Policy to the Cllrs prior to the meeting. The policy was agreed and adopted at this meeting 16/12/25. They will also be updated on the council website. <b>RESOLVED.</b></p> <p>Cllr S Maxwell reminded all councillors of their Code of Conduct and should not be posting publicly on social media anything relating to the council or on behalf of the council. The Clerk has sole responsibility to do so. <b>RESOLVED.</b></p>	
<b>12.12.25. Events Meeting:</b>	The Clerk requested a meeting for the Events Committee to decide the events for 2026 in order to book acts required. The Events Committee will meet on Thursday 15 <sup>th</sup> January at either 11am or 1pm once the Clerk has confirmed the venue. <b>RESOLVED.</b>	
<b>13.12.25. Schedule of Correspondence, Notices and Publications:</b> To receive a schedule of correspondence, notices and publications received since the last meeting.		
<b>14.12.25. Applications for Development:</b>	<p>James Robinson – FUL/2025/0196</p> <p>Paul Rowe, Aspatria Creamery – FUL/2025/0188</p>	
<b>15.12.25. Items submitted by members:</b>	None	
<b>16.12.25. Items for the next meeting:</b>	<p>Christmas Raffle</p> <p>Discuss tools required for Caretaker as requested.</p>	
<b>17.12.25. Confidential Items:</b>		
<b>18.12.25. The next meeting of Aspatria Town Council will take place on Tuesday 20<sup>th</sup> January 2026 at 6pm.</b>	<p>Once items had all been discussed, Cllr Alan Reay stated this meeting would be his last. Sadly, due to contributing factors with health, Cllr Reay, following numerous years on the council including four years as Mayor has now resigned. All Councillors applauded Cllr Reay for his time, hard work and efforts during his time on the council and thanked him for serving the town.</p>	

The meeting ended at 7.30pm.

