

# ASPATRIA TOWN COUNCIL

**Minutes of Aspatria Town Council Meeting held on Tuesday 17<sup>th</sup> June 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 S Edmondson, Cllr A Maxwell, Cllr A Reay, Cllr E Yates, Cllr R Gregory, Cllr M Rose

**Also in Attendance:** Mrs K Cooper (Town Clerk), Ms S Hullock (RFO)  
PCSO Pete Nichol and PCSO Dan Snell

**Members of the Public:** None

## Minutes

Item		Action
<b>1.06.25. Apologies:</b> To receive and accept apologies and note the reasons for absence.	Cllr B Blackburn – Medical appointment	
<b>2.06.25. Mayors Announcements/Updates:</b>	<p>Cllr S Maxwell welcomed PCSO Pete Nichol and PCSO Dan Snell to the meeting.</p> <p>The official opening of the Post Office within our Spar store took place on Monday 9<sup>th</sup> June. It seems to be serving the community well and is a great service for the town.</p> <p>Party in the Park (PITP) which was held on 14<sup>th</sup> June was a great success despite the weather. Thanks was given to all the businesses for donations and a special thanks was given to the Clerk for her hard work. The Clerk was awarded with a 'Mayors Certificate of Appreciation'.</p> <p>It was suggested the band Somethings Brewin' receive an appreciation letter as they supported the event and unfortunately with the weather, could not play. TC to action.</p> <p>Cllr Edmondson was also awarded with a 'Mayors Certificate of Appreciation' for all her hard work within the town, including planting and watering the flowers.</p> <p>Cllr Stephanie Maxwell won £20 on the 'guess the Lego' game at PITP and she kindly donated this to the Clerks son as sponsorship for him taking part in the Gelt Gladiator which is raising money for Eden Valley Hospice.</p>	
<b>3.06.25. Declarations of Interest:</b> Members are invited to make any declarations of Pecuniary	Cllr Smith declared an interest on item 12, Parks & Allotments.	

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.		
<b>4.06.25. Minutes of Aspatria Town Council Meeting held 20<sup>th</sup> May 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>5.06.25. Minutes of the Events Committee Meeting held 4<sup>th</sup> June 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>6.06.25. Minutes of the Parks &amp; Allotments Committee Meeting held 4<sup>th</sup> June 2025:</b>	<p>Cllr Alan Maxwell as the Chair expressed the meeting went well and following conversations between the Clerk, Damon McRea and Cllr Maxwell, the decision to remove the goals from the compound was overturned.</p> <p>The minutes were agreed to be of a true record of the meeting. Approved and signed by the Mayor/Chair. <b>RESOLVED.</b></p>	
<b>7.06.25. Clerks Report:</b>	<p>The Clerk explained we are still awaiting on quotes for new external doors for the Brandraw toilet block.</p> <p>The Surgery with MP Markus Campbell-Savours will take place on Saturday 21<sup>st</sup> June to discuss local housing issues. It was agreed Cllr Smith, Cllr Reay and the Clerk would attend.</p> <p>The kissing gate at St Mungos Park has now been repaired. <b>RESOLVED</b></p> <p>The zip wire has also now been repaired. <b>RESOLVED</b></p> <p>The posters for the Senior Citizens free trip to Skipton are now in the charity shop and Bouches for names to be collected. The Clerk will collect them in on Monday 14<sup>th</sup> July and confirm numbers with Ellenvale Coaches.</p> <p>The Clerk had emailed Cumberland Council with concerns of the parking issues on Queen St car park. The Co-op store will be moving onto the car park at the end of June, which will cause further issues. Cumberland Council are looking to extend the parking area next to the locked gate to enable additional parking bays. Ongoing.</p> <p>The Council insurance and council van insurance has been renewed. <b>RESOLVED</b></p> <p>Following reports of low water pressure at</p>	

	<p>Lawson St allotments, the Clerk informed First Milk of this as they are currently liaising with United Utilities to resolve problems throughout the town.</p> <p>The Clerk had received two Councillor applications. One being Jessica Capsey who helped raise money for PITP and Dawn Richardson who owns Gift &amp; Stitch within the town. It was proposed by Cllr Smith and seconded by Cllr Rose that following agreement to complete module one and two of the councillor course they would be co-opted onto the council. The Clerk to contact.</p> <p>The Clerk informed the meeting she would be off work tomorrow (Wed 18<sup>th</sup> June) as time in lieu for extra hours worked on Sat 14<sup>th</sup> June.</p> <p><b>RESOLVED</b></p>	
<b>8.06.25. Public Participation:</b>	Nothing to report.	
<b>9.06.25. Highways:</b>	<p>Cllr Edmondson shared her concerns of the crossing outside the Sun Inn. The crossing, when driving from West Street isn't very clear. It was asked if Cllr Thurlow could request new beacons which would make the crossing more visible to motorists. Ongoing.</p> <p>Cllr Reay addressed the police and informed them we have a problem with speeding throughout the town. The police stated the council can request the speeding van to visit in order to catch those breaking the limits. A concern of the police is the junction at Richmond Hill School. They have suggested the lollipop man John Wright always wear a bodycam in order to prosecute should any accidents occur.</p> <p>The Clerk had a complaint from a resident at Lawson Street due to a single white line marked on the road outside his property, which encourages motorists to park and reduces his view on entering and exiting his driveway. The Clerk has reported this to the highways department.</p>	
<b>10.06.25. To receive for information, reports on issues relevant to the Town from County, District and Independent Councillors:</b> Councillor Kevin Thurlow	<p>The corner of St Mungos Park heading to Westnewton is very overgrown. Cllr Thurlow has reported this to Cumberland Council.</p> <p>The compost bin within St Mungos Park has been emptied and as plot one of Outgang Road allotments was vacant this has now been emptied and an entrance made into the park. This proved a positive move for Party in the Park due to access required for the food vans. It was suggested a letter of thanks be sent to Craig</p>	

	<p>Gibson. TC to action.</p> <p>The refuse bins at St Mungos Park have not been emptied and following PITP there are several bags of rubbish to dispose of. It was decided the Clerk would contact Cumberland Council to make enquiries on obtaining a pass to use the refuse tip.</p>	
<p><b>11.06.25. Financial Matters:</b></p>	<p>(i) Expenditure and Income for May 2025:  <b>RESOLVED</b> that the expenditure of £(including VAT) and the income of £ as detailed in the May schedule be approved.</p> <p>(ii) Members also approved the following payments to be made:-</p> <ul style="list-style-type: none"> <li>- Burnetts Solicitors - Legal Advice - £1099.00</li> <li>- PSA - Production Services for Party In The Park - £400.00</li> <li>- SW First Aid Associates - First Aid for Party In The Park - £250.00</li> <li>- Craig William Gibson - Removal of Branches and Composting for St Mungo's Park - £200.00</li> <li>- Npower - Electricity for Brandraw Toilet Block - £72.06</li> <li>- Aspatria Farmers - Various Materials and Tools - £103.42</li> <li>- LR &amp; JA Allen - Fuel - £63.39</li> <li>- Cumbria Pest Services - Rodent and Summer Pest Control - £145.20</li> <li>- K Thurlow - Cleaning Toilet Block from March - June 2025 - £1159.00</li> <li>- Colour Gro - Various Plants - £826.80</li> <li>- Cllr E Yates - Reimbursement for Miracle Gro - £9.00</li> <li>- Michael Coates Joinery Ltd - Supply &amp; Fit Indicator Lock to Mens Cubicle in Toilet Block - £94.80</li> <li>- Robinsons Contractors - Drainage Work - £820.95</li> <li>- Cllr Thurlow - Reimbursement for Fuel - £49.01</li> </ul> <p>(iii) To receive the Bank Reconciliation and Statements as at 31st May 2025:  <b>RESOLVED</b> that the circulated Bank Reconciliation and corresponding Statement be confirmed and accepted as a true record.</p> <p>(iv) Annual Return Report 2024/25:  The Annual Return Report for 2024/25 was circulated and discussed.  <b>RESOLVED</b> that the details therein be accepted as a true record.</p>	

	<p>(v) Annual Audit 2024/25:  (a) Section 1 Annual Governance Statement 2024/25:  <b>RESOLVED</b> that it be formally recorded that in the opinion of the Council, it has met all its statutory obligations to comply with the Account and Audit Regulations 2015 and accordingly authorises the Chairman and the Clerk to sign the Annual Governance Statement, prior to submission to the External Auditor.</p> <p>(b) Section 2 Accounting Statements 2024/25:  <b>RESOLVED</b> that copies of the Council's accounts for the year 2024/25, as circulated by the RFO, be formally received, noted and approved by the Chairman.</p> <p>(vi) Explanation of Variances for the Year End 31st March 2025:  The report was circulated and the RFO explained the reasons for the variances reported therein.  <b>RESOLVED</b> that the details therein be accepted as a true record.</p> <p>(vii) Dates for the Exercise of Public Rights:  The proforma for the Dates for the Exercise of Public Rights was discussed and <b>RESOLVED</b> that the Chairman set the commencement date for the exercise of public rights of the unaudited annual Governance &amp; Accountability return for the year ended 31st March 2025 as from Monday 23 June 2025 to Friday 1 August 2025.</p> <p>(viii) Financial Reserves 2024/25  The RFO circulated a report highlighting the Council's Financial Reserves for 2024/25. The RFO also explained the conditions of earmarked reserves and ringfenced reserves.  <b>RESOLVED</b> that the details therein be accepted as a true record.</p> <p>(ix) Internal Audit Report:  The Internal Audit report for the second half of the 2024/2025 financial year was circulated by the RFO.  <b>RESOLVED</b> that the report be accepted and included in the year end documentation sent to the External Auditors for review as part of the year end sign off. Councillors thanked the Clerk and RFO for their work throughout the year.</p>	
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<p><b>12.06.25. Parks &amp; Allotments:</b></p>	<p><b>Lease:</b> The lease between the landowner of Lawson Street allotments and the council is being dealt with by solicitors. The lease was checked over by Cllr Thurlow's solicitors and once the councils postal address has been updated the signatories will be complete.</p> <p><b>Allotments:</b> The discussion of plot 20 is to be discussed under item 20 as a Confidential Item.</p> <p>Cllr Smith left the room due to a declaration of interest. The Clerk has been approached by James Robinson who is using the land owned by the council at Outgang Road. James is requiring a storage container to store his machinery on site. Work is currently being carried out by James on the land and drainage works within St Mungos Park to reduce flooding. The Clerk suggested the Parks and Allotments Committee meet on Friday 20<sup>th</sup> June to visit the area before making a decision. Agreed. Cllr Smith rejoined the meeting.</p> <p>The Clerk contacted Mike Dowling to arrange the verti-draining of the pitches in St Mungos Park. It was requested for this to be carried out following the last game of the season on 23<sup>rd</sup> June. It was proposed by Cllr A Maxwell and seconded by Cllr Gregory. <b>RESOLVED</b></p> <p>Cllr Gregory put to the meeting that the area where the old band stand used to reside be used for benches or flowers to improve the area. The Clerk produced a picture of a floral display. The Parks and Allotments Committee are to view the area to decide.</p> <p>It was agreed at a previous meeting the fees for the football clubs using our facilities would be reviewed. Due to the rising costs of the running of the building alongside the verti-draining and works being carried out on the drains to reduce flooding in the area, it was agreed all four teams, Sun Inn Athletics, Sun Inn FC, Aspatria FC and Aspatria Juniors all pay £500 for the upcoming season. This will be from the period September 25-May 26. <b>RESOLVED</b></p>	
<p><b>13.06.25. Defib at Masonic Hall:</b></p>	<p>A new battery is required on the defibrillator located at the Masonic Hall. The Clerk advised the councillors this would be in the region of £270. Under section 137, it was proposed by Cllr Gregory and seconded by Cllr Smith to purchase the battery. The Clerk will purchase. <b>RESOLVED</b></p>	
<p><b>14.06.25. Mayor's Noticeboard:</b></p>	<p>It was proposed by Cllr Gregory and seconded by Cllr Hankin to update the Mayor's noticeboard</p>	

	this year. The noticeboard is located in one of the meeting rooms in the library.	
<b>15.06.25. Town Events:</b>	The Clerk and Cllr Stephanie Maxwell is to meet with Mr Young at Beacon Hill School to discuss the plans for the Christmas switch on. Cllr Reay confirmed the singer had been booked for the Senior Citizens Christmas treat which will be held on Tuesday 9 <sup>th</sup> December. <b>RESOLVED</b>	
<b>16.06.25. Schedule of Correspondence, Notices and Publications:</b> To receive a schedule of correspondence, notices and publications received since the last meeting.		
<b>17.06.25. Applications for Development:</b>		
<b>18.06.25. Items submitted by members:</b>	None	
<b>19.06.25. Items for the next meeting:</b>	Mayor's Civic Service	
<b>20.06.25. Confidential Items:</b>	To discuss Confidential matters. These are minuted and only distributed to Cllrs.	
<b>21.06.25. The next meeting of Aspatria Town Council will take place on Tuesday 15<sup>th</sup> July 2025 at 6pm.</b>		

The meeting ended at 8.30pm.

