

# ASPATRIA TOWN COUNCIL

**Minutes of Aspatria Town Council Meeting held on Tuesday 17<sup>th</sup> October 2023 at 6.00p.m at the Methodist Church Hall, Aspatria.**

**PRESENT:** Councillor A Maxwell (Chair)

**Councillors:** Cllr S Maxwell, Cllr A Reay, Cllr K Thurlow, Cllr A Hankin, Cllr K Smith, Cllr M Rose, Cllr L Hunter, Cllr S Edmondson, Cllr C Wilkinson, Cllr D McRea, Cllr C Macdonald

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

## Minutes

Item		Action
<b>1. Apologies:</b> To receive and accept apologies and note the reasons for absence.	Cllr R Gregory - Holiday	
<b>2. Mayors Announcements/Updates:</b>	<p>Cllr Maxwell gave thanks to everyone for attending the meeting and welcomed new councillor Christine Macdonald and introductions were made. Cllr Marsh who joined the Council in September has resigned due to ill health with the option of re-applying in the future.</p> <p>Cllr Maxwell was due to attend the Workington Civic Service on 24<sup>th</sup> September but unfortunately had to cancel due to Covid. Cllr Alan Maxwell and Cllr Stephanie Maxwell will be attending the Judges' Service at Carlisle Cathedral on 9<sup>th</sup> November after receiving an invitation from the High Sheriff of Cumbria.</p>	AM/TC
<b>3. Declarations of Interest:</b> 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	
<b>4. Minutes of Aspatria Town Council Meeting held 19<sup>th</sup> September 2023:</b>	Approved.	
<b>5. Clerks Report:</b>	<p>As per item 16 of Septembers minutes regarding the maintenance of the towns notice boards the Town Clerk will ask the Town Caretaker to action this.</p> <p>As per item 18 of Septembers minutes the Town Clerk contacted the Co-op via email asking of their development plans in the future, however no reply has yet been received.</p> <p>As per item 6 of September s minutes Cllr Rose gave</p>	

	thanks to Cllr Thurlow for reporting the blocked drain at Crookey, this has now been resolved.	
<b>6. Public Participation:</b>	Nothing	
<b>7. Vacancies on Council:</b>	No applications to take to the meeting. The Town Clerk informed the meeting we now have two vacancies on the Council, one for the Central Ward and one for the East Ward.	
<b>8. Highways:</b>	<p>The Town Clerk has received many messages/calls regarding the road closure at Queen Street. Parking was an issue for residents therefore the Clerk contacted Cumberland Council for permission to remove the padlock to the gate on Queen Street overflow car park, this has now been done.</p> <p>At the previous meeting Cllr Hankin mentioned the kerb at Queen Street car park was damaged, this was reported by the Town Clerk and has now been repaired.</p>	
<b>9. To receive for information, reports on issues relevant to the Town from County, District and Independent Councillors:</b> 9.1 Councillor Kevin Thurlow	A workshop was held in Wigton Market Hall on 11 <sup>th</sup> October from 3pm-5pm to inform the attendees of the community panels for Cumberland Council. Aspatria Councillors were encouraged to attend however due to work commitments and Covid several Councillors could not be there.	
<b>10. Financial Matters:</b>	<p>(i) Expenditure and Income Schedule for September 2023:- <b>RESOLVED</b> that the expenditure of £8,115.70 and income of £38,750.00 as detailed in the circulated schedule for September 2023 be approved.</p> <p>Councillors also agreed the following payments to be made:- LR &amp; JA Allen £159.93 - (Fuel) Aquatrust £144.00 - (Legionella Monitoring) Npower £44.47 - (Electricity for Brandraw Toilets 1.9.23 - 30.9.23)</p> <p>(ii) To receive the Bank Reconciliation and Statements as at 30th September 2023:- <b>RESOLVED</b> that the circulated Bank Reconciliation and corresponding Statements be confirmed and accepted as a true record.</p> <p>(iii) Quarter 2 Budget Monitoring Report - 1st April to 30th September 2023:- The RFO gave an overview of the net position for the second quarter of 2023/24 and commented on areas as recorded in the schedule, as well as requesting Members approval for the virement from balances to cover the utility and cleaning costs of Brandraw Toilet Bock. The RFO highlighted those areas of the budget which may overspend due to unforeseen costs, in</p>	

	<p>particular a replacement lawn mower and the new string of Christmas lights along with the associated costs. Given this, it was advised that grant assistance continue to be frozen.</p> <p><b>RESOLVED</b> that the income and expenditure position for the second quarter to September 2023 be accepted and approved and the virement authorised. It was also agreed that the RFO's recommendation to continue to freeze grant assistance be accepted.</p>	
<b>11. RFO's printer/scanner:</b>	<p>The RFO explained that her printer/scanner/photocopier requires a new part and discussed the cost of this in comparison to the purchase cost of a replacement printer. The RFO explained that she would prefer a repair to her current printer given that ink costs are minimal in comparison to the new replacement printers.</p> <p><b>RESOLVED</b> that the current printer be repaired if possible.</p>	
<b>12. Remembrance Sunday:</b>	<p>On Sunday 12<sup>th</sup> November there will be a Remembrance Service held at St Kentigerns Church. Cllr Maxwell has liaised with the Curate Matt Richards to finalise details. Everyone is asked to meet at 2-2.30pm at Brandraw Car Park where a parade will walk to St Mungos Park and congregate to lay wreathes at the Memorial gates. The parade will then continue to the church where the service will commence at 3pm. Unfortunately the Curate is away therefore the service will be taken by Reverend Rivalde from Wigton. Cllr Reay asked the Clerk to remind the football and rugby clubs in the town to purchase wreathes on their behalf. The Clerk has purchased one on behalf of the Council and also made a donation to the Royal British Legion.</p>	
<b>13. Grant applications:</b>	None	
<b>14. Council Policies:</b>	<p>The Town Clerk has updated the Freedom of Information Policy. These were circulated to all councillors prior to the meeting. It was reviewed and adopted at this meeting on 17<sup>th</sup> October 2023. This will now be updated onto the council website.</p>	TC
<b>15. Councillor Training Courses:</b>	<p>The Clerk has contacted a training company for the Councillors to complete the 'effective councillor' course. The Town Clerk informed the Cllrs of two dates in which the course can be delivered. The Town Clerk is to contact the trainer to advise on 5<sup>th</sup> November and also gather further information on the duration of the course.</p>	TC
<b>16. Brandraw car park:</b>	<p>Two panels at Brandraw car park bus shelter, and one at the church are to be replaced will galvanised steel. The Town Clerk has received a quote for the work to be completed, all agreed.</p> <p>On Monday 2<sup>nd</sup> October a vehicle crashed into the Entrance barrier at the car park causing extensive</p>	

	<p>damage whereby the barrier had to be taken down as it was blocking the entrance. The Town Clerk reported the incident to the police however the police could not give information of the driver. The Town Clerk has completed a form to send to the DVLA along with a cheque for £2.50 and supporting photos and quote to gain information of the driver. The quote received was agreed by Cllrs and work to restore the barrier will be underway asap.</p> <p>The flagstones at the bus stop are to be replaced in the next couple of weeks. The Town Clerk has acquired funding to pay for the work which is to be carried out by Tom Gardner Building.</p>	
<b>17. Parks &amp; Allotments:</b>	<p>The gate at Victoria Park needs repaired, having retrieved a quote for the bus shelter panels and the repair work for the barrier, the contractor will be repairing the gate free of charge to the council. Thanks was given.</p> <p>Cllr McRea updated the meeting with the project which is ongoing at the changing rooms. Volunteers and coaches of the football teams have been painting the changing rooms. The Town Clerk has applied for a grant to the Charity Shop in order to purchase extra materials and purchase benches/cushions for inside. Cllr McRea put to the Council if we were to remove the urinals it could be cost effective as these are constantly running with water. Cllr Reay proposed this should be discussed at our next meeting to allow Cllrs to decide on the best way forward with this. It was mentioned some time ago about placing a French drain at St Mungo Park to help with reducing the flooding, Cllr Thurlow advised the council wait to see if the new drain at Cemetery Row is efficient. All agreed this would be reviewed in the near future.</p>	
<b>18. Senior Citizens Christmas Party/Light Switch On:</b>	<p>The Senior Citizen Treat will take place on Tuesday 12<sup>th</sup> December 23 at the Masonic Hall. The Town Clerk is to contact local businesses for raffle prizes and also for prizes for the lights in the window raffle. Cllr Reay is to organise a choir from Richmond Hill School, 8 helpers to serve the food from Beacon Hill School and the entertainment. Town Clerk is to contact Gwen regarding the meal and the bingo machine from the Town Caretaker.</p> <p>Cllr Smith has asked for additional bingo tickets for the Senior event, Town Clerk will purchase these.</p> <p>Town Clerk has organised Santa's Sleigh and Santa for the switch on which takes place on Sunday 3<sup>rd</sup> December from 4pm.</p>	TC/AR
<b>19. Mayor's and Deputy Mayor's Chains:</b>	<p>It was agreed at the last meeting to engrave the Mayor's and Deputy Mayor's chain, however it has now been agreed to engrave the chains with previous Mayor's/Deputy Mayor's and the date in which they chaired. A large noticeboard which was erected in the library had all previous Mayor's listed is currently stored at Dreamscheme, whilst the library is under</p>	

	development. Cllr Hunter to provide the Clerk with a list of Mayor's to be engraved.	LH/TC
<b>20. Cumberland FA:</b>	A meeting took place on Monday 25 <sup>th</sup> September with Cllr McRea and the Cumberland FA to discuss the possibility of funding for the changing rooms and pitches. It was also discussed the basketball court could possibly be transformed to an all weather pitch. The pitch preparation funding form has now been submitted and awaiting on approval. The funding towards the pavilion will have to be applied for next year.	
<b>21. Brae Lamp painting:</b>	Councillor Marsh, before resigning had contacted Cumberland Council and Land Registry to investigate the ownership of the land in which the Brae Lamp resides. The Council can pay a fee of £14 to the Land Registry for further information. It was agreed this should be done. Town Clerk to contact.	Ongoing
<b>22. Anti-social behaviour:</b>	Nothing to report	
<b>23. Schedule of Correspondence, Notices and Publications:</b> To receive a schedule of correspondence, notices and publications received since the last meeting.		
<b>24. Applications for Development:</b>	None	
<b>25. Items submitted by members:</b>	None	
<b>26. Items for the next meeting:</b>	Changing Rooms – removal of urinals	
<b>27. Confidential Items:</b>	The Councillors were updated following a meeting of a sub-committee, which comprised of Cllr Maxwell, Cllr Gregory, Cllr Hankin, Cllr McRea, Cllr Thurlow and the Town Clerk to discuss the Town Caretakers contract and job description. The Town Clerk updated the contract, following guidance from CALC. Councillors read through the contract, and it was agreed to convene a meeting with the Town Caretaker to discuss this in detail and introduce supporting paperwork such as daily job sheets.	
<b>28. The next meeting of Aspatria Town Council will take place on Tuesday 21<sup>st</sup> November 2023 at 6pm.</b>		

The meeting ended at 8.15pm

