

# ASPATRIA TOWN COUNCIL

## Minutes of Aspatria Town Council Meeting held on Tuesday 18<sup>th</sup> July 2023 at 6.00 p.m. at the Methodist Church Hall, Aspatria.

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

**Councillors:** Cllr S Maxwell, Cllr A Reay, Cllr K Thurlow, Cllr R Gregory, Cllr A Hankin, Cllr K Smith, Cllr M Rose, Cllr D McRea, Cllr L Hunter

**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 C Wilkinson – work commitments	
<b>2. Mayors Announcements/Updates:</b>	<p>Cllr Maxwell gave thanks to everyone for attending the meeting and welcomed new councillor Linda Hunter, introductions were made.</p> <p>Cllr Maxwell attended Wigton carnival on 24<sup>th</sup> June alongside Wigton Mayor Christopher Scott. Cllr Maxwell attended the Civic Service of the Cocker mouth Mayor on 9<sup>th</sup> July and is to attend the Civic Service in Wigton on 10<sup>th</sup> September 2023.</p> <p>Following the resignation letter received from the previous Councillor, Mr Harland, Cllr Maxwell had been approached in person by Mr Harland offering his sincere apologies and he had fully understood actions in which were taken were out of order.</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 20<sup>th</sup> June 2023:</b>	Approved. Cllr Maxwell thanked the Clerk for the extensive minutes from the June meeting whereby several issues had to be addressed.	
<b>5. Clerks Report:</b>	The Clerk informed the Councillors a sub-committee, made up of four councillors needs to convene a meeting in September to discuss the Christmas lights and the light event. Cllr Maxwell, Cllr Reay, Cllr Smith and Cllr Hunter will be the sub-committee and will meet, along with the Town Clerk at The Letters Inn on Wednesday 13 <sup>th</sup> September at 5pm.	

<p><b>6. Public Participation:</b></p>	<p>Two members of the public attended the meeting to object to the new planning application which is to see a new gym residing at Aspatria Business Park. The members expressed they had previously applied for premises on the business park, however as this is an industrial park, it was refused. The member of public pointed out the population of Aspatria is around 3000 people and the two gyms already in the town do not function at full capacity. The council listened to the views of the public and advised them this would be discussed as per item 26 of the agenda and the Clerk would contact them with their decision. Members of the public left the meeting at 6.15pm.</p> <p>Cllr Rose mentioned the signs at the entrance and exit to Queen Street car park need replacing or cleaned as it is no longer clear which is the entrance/exit and this could possibly be a safety hazard for pedestrians with vehicles entering and leaving the car park.</p>	<p>TC to contact CC</p>
<p><b>7. Vacancies on Council:</b></p>	<p>Two applications were taken to the meeting by the Town Clerk. One being Jennifer Marsh who is a retired Chief Inspector and lives in Aspatria. Cllr Reay proposed the council accept the application. This was seconded by Cllr Marie Rose.</p> <p>The second applicant, Sarah Edmondson has lived in Aspatria for over 20 years and previous work history includes Copeland Council. Cllr Smith proposed the council accept the application and this was seconded by Cllr Gregory.</p>	
<p><b>8. Highways:</b></p>	<p>Cllr Reay brought it to the attention of Cllr Thurlow, following large amounts of rain the drains throughout the town require cleaning to reduce the overflow. Cllr Thurlow advised he has reported the drains at Outgang Road, Queen Street and Harriston. The covers on the drains at Harriston are to be replaced on 8<sup>th</sup> August 23. Cllr Thurlow told the meeting the potholes at Harriston Road have been completed. The road heading to Prospect (A595) is currently closing at night for resurfacing works to be carried out. Councillors are aware the roads to Hayton and Arkleby from Aspatria are in disrepair. Town Clerk to report.</p> <p>Cllr Thurlow has enquired about a quote for resurfacing work to be carried out at the entrance to Richmond Hill School, however this seems to be private land.</p>	<p>TC</p> <p>Ongoing</p>
<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</p>	<p>A meeting regarding the collection of waste was held on Monday 17<sup>th</sup> July, however nothing seems to have been resolved.</p> <p>Cllr Smith asked Cllr Thurlow to enquire who owns the land at the bungalow adjacent to Aspatria Farmers to seek permission to cut the grass. Cllr Thurlow leaves at 7.30pm</p>	<p>KT</p>
<p><b>10. Financial Matters:</b></p>	<p>(i) Expenditure and Income Schedule for June 2023:- <b>RESOLVED</b> that the income and expenditure detailed</p>	

	<p>for June 2023 in the attached schedule be approved.</p> <p>Councillors also agreed the following payments to be made:-  LR &amp; JA Allen £161.30 - (Fuel)  Aspatria Farmers £68.00 - (Compost &amp; Toilet Rolls)  Aquatrust £144.00 - (Legionella Monitoring)  Npower £45.69 - (Electricity for Brandraw Toilets 1.6.23 - 30.6.23)  Tivoli £1323.74 - (Summer bedding for hanging baskets and mangers)  John Elliot Ltd £240.00 - (Hire of Grab Wagon &amp; Removal of 3 loads of green waste)  Kevin Thurlow £918.47 - (Cleaning of Toilets for April to June 2023 &amp; Toilet Rolls)</p> <p>(ii) To receive the Bank Reconciliation Statements as at 30th June 2023:-  <b>RESOLVED</b> that the circulated Bank Reconciliation Statements be confirmed and accepted as a true record.</p> <p>(iii) Quarter 1 Budget Monitoring Report - 1st April to 30th June 2023:-  The RFO gave an overview of the net position for the first 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 costs of Brandraw Toilet Block.</p> <p>The RFO explained that an invoice recently received was actually in relation to the previous year's Senior Citizens Christmas party. This means that two invoices will be received in one financial year. The RFO explained that it is imperative the Council receives invoices as soon as the work is done/service received rather than months later in order to make cash flow monitoring more meaningful. Due to this, the RFO recommends that grant assistance continues to be 'frozen' and reviewed following the summer break.</p> <p><b>RESOLVED</b> that the income and expenditure position for the first quarter to June 2023 was accepted and approved and the virement authorised. It was also agreed that the RFO's recommendation to continue to freeze grant assistance be accepted. The RFO explained that ideally, the Council should maintain a bank balance which would fund approximately one years level of expenditure. Currently, should income and expenditure continue as budgeted, the Council will fall short of this requirement by a considerable amount.</p>	
<p><b>11. Caretakers Salary:</b></p>	<p>For future reference this agenda item is to be placed under confidential items. A meeting needs to take place with members of the council and the caretaker to discuss salary. It is felt a new contract is required</p>	<p>TC</p>

	for the caretaker's employment due to the council updating several documents, including policies and contracts.	
<b>12. Mayor's Civic Service:</b>	The Civic Service for Aspatria Mayor will take place on Sunday 3 <sup>rd</sup> September at St Kentigerns Church. All attendees will meet at The Community Centre at 9.15am with the service commencing at 9.30am. Refreshments will follow in the church after the service. The Clerk is to send invitations out and Cllr Maxwell encouraged all councillors to attend. The current Vicar is holding his final service at St Kentigerns Church on 30 <sup>th</sup> July therefore Cllr Maxwell is awaiting on finalising details with the Curate.	
<b>13. Grant applications:</b>	None	
<b>14. Council Policies:</b>	The Town Clerk has updated the Code of Conduct policy and circulated to all councillors prior to the meeting. It was reviewed and adopted at this meeting on 18 <sup>th</sup> July 2023. This will now be updated onto the council website.	
<b>15. Councillor Training Courses:</b>	The Clerk has contacted CALC to enquire if it is possible for the trainer of the 'effective councillor' course to attend Aspatria and hold a training course face-to-face for all councillors. Awaiting on information.	
<b>16. Civility and Respect Programme:</b>	The Clerk had received an email from CALC with information on several councils within the County taking the Civility and Respect pledge. The aim of this is to reduce bullying, harassment and promote the code of conduct for all councillors, clerks and employees of the council. The information stated the e-learning modules. The councillors require more information.	TC to contact CALC/NALC
<b>17. Brandraw car park bus shelter:</b>	The Caretaker has spoken with a contractor to replace the broken Perspex in the bus shelters and replace them with metal panels to help reduce the damage caused. Town Clerk to contact the contractor for a quote for the work to be carried out. Cllr Reay has received complaints from members of the public about a white van being parked at Brandraw Car Park for several weeks. Town Clerk to investigate and report if necessary.	TC TC
<b>18. Park Play:</b>	Town Clerk contacted the CEO of Park Play who advised if funding is not available the Park Play held in Aspatria park every Saturday morning might come to a close. The Town Clerk informed the CEO grants are available from Aspatria Charity Shop. Cllr Rose stated Park Play can apply for £1000 funding to help with the costs of running the programme and this can be applied for twice per year. The councillors agreed, in September, at the next council meeting to review the council accounts with the possibility of offering funding to Park Play. Town Clerk to contact the CEO.	TC

<p><b>19. Parks &amp; Allotments:</b></p>	<p>A Parks and Allotments meeting was held on Tuesday 4<sup>th</sup> July. The area at Outgang Road allotments which has seen flooding is very overgrown and needs trimmed back. A member of the public has offered to attend to the area on the understanding he can use the land as an allotment. This was agreed by all. The inspection walkaround of the allotments was cancelled due to the weather.</p> <p>The new compound which is to be built in the park for the new football nets has been passed over to Tom Gardner Building, as due to funding this is required to be complete as soon as possible.</p> <p>There are currently grants available to update the pavilions at sports grounds through the Cumberland FA. As the changing rooms at St Mungos Park requires some updating, including new showers, the Town Clerk and Cllr McRea are to arrange a meeting with the FA with the possibility of acquiring funding for the project.</p> <p>It was mentioned about the play equipment inspection which is usually carried out by Allerdale Borough Council. Town Clerk to contact regarding inspecting the equipment.</p> <p>The Caretaker has advised the council the gate at Victoria Park requires repairs. Town Clerk to investigate.</p>	<p>TC/DM</p> <p>TC</p>
<p><b>20. Senior Citizens Trip:</b></p>	<p>The Senior Citizen Trip to Edinburgh takes place on Tuesday 1<sup>st</sup> August. The posters have been displayed in the town noticeboards, on the website and on social media. Two coaches have been booked with Ellenvale for the trip, with numerous seats still available. Town Clerk to advertise again on social media in the possibility of filling the coaches.</p>	<p>TC</p>
<p><b>21.:Homegroup – Aspatria Housing</b></p>	<p>Cllr Smith and the Town Clerk had a meeting with Housing Manager at Cumberland Council regarding housing being prioritised to people outside of the area rather than Aspatria people. The Housing Manager explained they operate on a points system, whereby the needs of the applicants are taken into account and offered housing on a priority basis. It was mentioned the council can adopt a local lettings policy which restricts those people not from the area acquiring housing before local people. The housing manager explained there are very few bungalows available in Aspatria due to the cost and the demand for them. The council have been advised to write to Cumberland Council to voice our concerns.</p>	<p>TC</p>
<p><b>22. Cumberland FA:</b></p>	<p>As per section 19 of the agenda, a meeting is to be arranged with the FA, Town Clerk and Cllr McRea to discuss all matters, including the pitch at St Mungos Park and the funding available for the changing rooms.</p>	
<p><b>23. Brae Lamp painting:</b></p>	<p>To be discussed at the next meeting.</p>	

<b>24. Anti-social behaviour:</b>	Nothing to report	
<b>25. Schedule of Correspondence, Notices and Publications:</b> To receive a schedule of correspondence, notices and publications received since the last meeting.		
<b>26. Applications for Development:</b>	The Councillors discussed the plans for the new gym at the Industrial Business Park. Cllr McRea told the meeting he uses one of the gyms in the town but also supports the gym at the Rugby Club and felt there is possibly no requirement for another gym within the town. It was felt by all Councillors, a gym should not be opened at the Industrial Park. Cllr Gregory proposed the council object to the plans, this was seconded by Cllr McRea. Town Clerk to write to the planning department to voice concerns and object to the plans.	TC
<b>27. Items submitted by members:</b>		
<b>28. Items for the next meeting:</b>		
<b>29. Confidential Items:</b>		
<b>30. The next meeting of Aspatria Town Council will take place on Tuesday 19<sup>th</sup> September 2023 at 6pm.</b>		

The meeting ended at 8.15pm

