

ASPATRIA TOWN COUNCIL

Minutes of Aspatria Town Council Meeting held on Tuesday 18th November 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
1.11.25. Apologies: To receive and accept apologies and note the reasons for absence.	None. Elaine Yates has now resigned from the council with immediate effect.	
2.11.25. Mayors Announcements/Updates:	Cllr S Maxwell thanked the Caretaker for making the cross for the remembrance wreaths which was displayed at the Lawson Monument. The parade on Sunday 9 th November was well attended. Cllr Reay asked why the wreaths had not been placed on the memorial gates as in previous years, Cllr S Maxwell informed the meeting it was due to people wanting to read who had donated the wreaths. The Clerk suggested next year they be placed back on to the memorial gates and lowered onto the fence following Remembrance Day.	
3.11.25. 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.	None	
4.11.25. Minutes of Aspatria Town Council Meeting held 21st October 2025:	The minutes were agreed to be of a true record of the meeting. Approved and signed by the Mayor/Chair. RESOLVED.	

5.11.25. Clerks Report:	The Clerk had nothing to report as items to be discussed are listed on the agenda.	
6.11.25. Public Participation:	<p>Cllr Rose has received complaints of a vehicle being parked at the private car park belonging to the flats at St Kentigerns. It is thought this is due to the Coop car park being out of use. Residents from the flats are unable to park. The Clerk to contact the housing association.</p> <p>Several issues have been raised throughout the town with Cumberland Council not collecting waste from Castle Terrace and Pringle. The Clerk also received a complaint from a resident at the Grapes flats due to no collection. Clerk to report.</p> <p>Cllr Reay mentioned numerous service buses have been cancelled and not running though the town. Cllr Thurlow to investigate.</p>	
7.11.25. Highways:	<p>Cllr S Maxwell has reported two potholes at Cherry Tree Court.</p> <p>Cllr Blackburn asked if Cllr Thurlow could investigate the blocked drain near West Farm. The Clerk had requested to hang Christmas lights on the Lawson Monument however permission would have to be granted from Cumberland Council. Cllr Thurlow is to enquire about this for next year.</p> <p>The Clerk has received three quotes to repair the drain at St Mungos Park. The quotes were exclusive of VAT but included traffic lights, permit for road closure and repair works. Contractor one was £2240, contractor two was £3500 and contractor three was £4600. It was a unanimous vote to go ahead with contractor one.</p> <p>RESOLVED.</p>	KT
8.11.25. To receive for information, reports on issues relevant to the Town from County, District and Independent Councillors: Councillor Kevin Thurlow	Nothing to report.	
9.11.25. Financial Matters:	<p>(i) Expenditure and Income Schedule for October 2025:-</p> <p>RESOLVED that the expenditure of £10,392.38 and income of £15,057.04, (which includes a transfer from the Council's deposit account), be approved.</p> <p>Councillors also agreed the following payments to be made:-</p>	

	<p>- Marie Rose - £23.70 - (Reimbursement for Christmas Expenditure)</p> <p>- Npower - £92.47 - (Electricity for Brandraw Toilets 1.11.24 - 30.11.25)</p> <p>- Aspatria Farmers - £216.08 (Various Materials & Extension Reel)</p> <p>- LR & JA Allen - £101.50 - (Fuel)</p> <p>- Nigel Cook - £72.00 - (Lettering on Mayors Roll Board)</p> <p>- ColourGro - £53.06 - (Winter Plants)</p> <p>- Lloyds - £26.04 - (Roller)</p> <p>- J Airey - £119.80 - (Internal Audit covering April 2025 to September 2025)</p> <p>(ii) To receive the Bank Reconciliation and Statements as at 30th November 2025:- RESOLVED that the Bank Reconciliation and corresponding Statements be confirmed and accepted as a true record.</p> <p>(iii) Internal Audit Report to September 2025:- The RFO discussed the Internal Audit report received following a review of the first half of the 2025/2026 financial year. RESOLVED that the half yearly financial audit report be accepted.</p> <p>No recommendations were made however, both External and Internal Auditors have stated that current best practice guidance requires all Council employees and Councillors should have a '.gov.uk' email address. Although currently this is not mandatory, it appears that this is something which we will all eventually be required to do. Discussions with RFO's and Clerks of other Councils have confirmed that they are either in the process of, or have recently migrated over to these email addresses. RESOLVED that the Town Council's IT consultant be asked to set up the RFO with the relevant email addresses and a quote requested for the work involved to transfer the Councillors emails going forward.</p> <p>(vi) Proposed 2025/26 Budget:- The RFO informed Councillors that the proposed 2026/2027 budget will be brought to the next meeting and asked that Members give consideration to any planned expenditure. Councillors highlighted a number of potential budget requirements for certain projects and agreed to inform the RFO of any other expenditure and income that may arise during</p>	
--	---	--

	<p>next financial year prior to the next meeting in order for the RFO to incorporate these within the proposed budget.</p> <p>RESOLVED Councillors agreed to inform the RFO of any items of planned expenditure/income for inclusion in the 2026/2027 budget prior to the next Council meeting in December 2025.</p>	
10.11.25. Elections – Cumberland Council:	<p>The Clerk received an email from Cumberland Council informing us the Electoral Services are looking to start a Community Governance Review whereby they recommended Aspatria Town Council hold 10 seats rather than the current 15. It was proposed by Cllr Smith and seconded by Cllr Gregory we remain at 15 seats due to the expansion of the town and new developments in place. It was also agreed the town could be 'unwarded' as opposed to having three wards which are Central, East and West. The Clerk is to liaise with the Elections Officer.</p>	
11.11.25. Parks & Allotments:	<p>Allotments: Lawson Street and Outgang Road – It was proposed by the Clerk that an extraordinary meeting be held in January to discuss the allotments in full due to several issues which are ongoing.</p> <p>The plumber is to meet with the Caretaker re the public toilet. Ongoing.</p> <p>The Clerk will complete relevant paperwork for the road closure permit for work to begin on repairing the drain.</p> <p>The tree surgeon has quoted £700 plus VAT to attend the park and deadwood the trees which are within the play park area and the footpaths. This is to make them safe. All agreed.</p> <p>RESOLVED.</p> <p>It was proposed by Cllr Reay and seconded by Cllr Hankin to purchase some new uniform for the Caretaker. This will include high visibility workwear for his safety. RESOLVED.</p>	
12.11.25. Standing Orders 2025:	<p>The Clerk circulated the Standing Orders to the Cllrs prior to the meeting. The Standing Orders 2025 were agreed and adopted at this meeting 18/11/25. They will also be updated on the council website. RESOLVED.</p>	
13.11.25. Additional Hours worked by Clerk and Caretaker during allotment lockdown:	<p>Cllr S Maxwell suggested the Clerk contact the RFO with the recorded extra hours worked to be compensated by time off in lieu or paid. It was proposed by Cllr Gregory and seconded by Cllr Smith. The Clerk to liaise with the RFO.</p> <p>RESOLVED.</p>	

14.11.25. Christmas Events:	<p>The Clerk informed the meeting the usual Santa was not available this year, however she has been able to arrange another. The Clerk is also to arrange a Santa sleigh due to the original one we borrow also not being available. Ongoing.</p> <p>The Clerk collected the raffle tickets for the lights in the windows raffle which is to be drawn at our January meeting, the tickets were distributed to Cllrs and they will be posted through doors with lights up from 15th Dec-19th Dec. RESOLVED.</p> <p>The Clerk will collect the name sheets in for the Senior Citizens Treat on 1st Dec and contact Gwen Atkinson for the catering. RESOLVED.</p> <p>The Clerk will contact Reverend Matt Richards to discuss the church being involved with the council at the switch on. RESOLVED.</p>	
15.11.25. Schedule of Correspondence, Notices and Publications: To receive a schedule of correspondence, notices and publications received since the last meeting.		
16.11.25. Applications for Development:	Cllr Gregory suggested we invite Harry Ward to one of our council meetings to discuss the plans for the new developments at Lakeside, as this will be an asset to the town.	
17.11.25. Items submitted by members:	None	
18.11.25. Items for the next meeting:		
19.11.25. Confidential Items:		
20.11.25. The next meeting of Aspatria Town Council will take place on Tuesday 16th December 2025 at 6pm.		

The meeting ended at 8.00pm.

