

ASPATRIA TOWN COUNCIL

Minutes of Aspatria Town Council Meeting held on Tuesday 21st October 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 E Yates, Cllr R Gregory, Cllr D Richardson, Cllr A Reay, Cllr M Rose

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

Members of the Public: None

Minutes

Item		Action
1.10.25. Apologies: To receive and accept apologies and note the reasons for absence.	Cllr B Blackburn - Holiday	
2.10.25. Mayors Announcements/Updates:	Cllr S Maxwell informed the meeting that once the new defibrillator was installed at the Masonic Hall the current one, which belongs to the council, will be installed at Spencer Grahams garage at Lawson Street.	
3.10.25. 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	
4.10.25. Minutes of Aspatria Town Council Meeting held 16th September 2025:	The minutes were agreed to be of a true record of the meeting. Approved and signed by the Mayor/Chair. RESOLVED.	
5.10.25. Minutes of Aspatria Town Council Confidential Item (part 2):	The minutes to agree the annual salary increase for the Clerk and RFO were approved at this meeting and signed by the Mayor/Chair. RESOLVED.	
6.10.25. Minutes of the Events Committee	The minutes were agreed to be of a true record of the meeting. Approved and signed by the	

Meeting held 18th September 2025:	Mayor/Chair. RESOLVED.	
7.10.25. Minutes of the Parks & Allotments Committee Meeting held 3rd October 2025:	The minutes were agreed to be of a true record of the meeting. Approved and signed by the Mayor/Chair. RESOLVED.	
8.10.25. Clerks Report:	The Clerk had circulated a Safeguarding Policy prior to the meeting to be adopted. An incident occurred at Lawson St allotments during the lockdown of the site whereby a child was involved. Following guidance, the Clerk advised this policy should be in place. The policy was agreed and adopted at this meeting. To be uploaded to the website. RESOLVED. The Clerk had received an email from a local fisherman wishing to visit the town to sell fresh fish. It was agreed this would be permitted however the pitch fee would be applied as with all food vans. Clerk to contact. The Clerk had applied for a grant from Aspatria Charity Shop to help pay for our Christmas events, the Clerk was pleased to announce this has been granted and received. RESOLVED.	
9.10.25. Public Participation:	Cllr Reay has been asked if there is anything the council can do about the Co-op restoration being held up. We have been informed of the delay and understand the implications are between the Co-op and another party therefore the council are unable to intervene at this stage.	
10.10.25. Highways:	Cllr Thurlow has requested a footpath at Cemetery Row; this is dependent on funding being allocated next year from Cumberland Council. Ongoing. The drainage issues at St Mungos Park require a permit to close the road to gain access. Three quotes are required due to the cost of the repairs. Clerk to contact contractors for quotes.	
11.10.25. To receive for information, reports on issues relevant to the Town from County, District and Independent Councillors: Councillor Kevin Thurlow	Cllr Thurlow and a colleague from Cumberland Council have been investigating the public footpaths at Station Road and West Street due to overgrown hedges and a public footpath being blocked off to the public. Ongoing. Cllr Thurlow leaves at 7.10pm.	
12.10.25. Financial Matters:	(i) Expenditure and Income Schedules for August and September 2025:- RESOLVED that the:- - expenditure of £8,667.94 and income of £5,396.22 for August 2025 and - expenditure of £12,903.97 and income of	

	£712.00 for September 2025 as detailed in the circulated schedules for both months be approved. Councillors also agreed the following payments to be made:- LR & JA Allen £216.63 - (Fuel) Aquatrust £158.70 - (Legionella Monitoring) Npower £85.34 - (Electricity for Brandraw Toilets 1.9.25 - 30.9.25) Aspatia Farmers £168.24 - (Various Materials) groGreen £330.40 - (Lawn Maintenance for Bowling Club) Ministry of Doing £340.00 - (Web Hosting & Website Maintenance for 1.11.25 - 31.10.26) Lakesloos £480.00 - (Second Hand Portaloo for St Mungos Park) E Yates £37.98 - (Christmas Decorations) M Rose £19.00 - (Christmas Decorations) K Thurlow £874.00 - (Cleaning Brandraw Toilets for July - September 2025) Robinson Joiners, Builders & Maintenance Contractors £679.80 - (Drain Pipe Works/Repairs) (ii) To receive the Bank Reconciliation and Statements as at 30th September 2025:- RESOLVED that the circulated Bank Reconciliation and corresponding Statements be confirmed and accepted as a true record. (iii) Transfer of funds from deposit to current account:- The RFO explained the process to transfer Council funding from the 30 day deposit account to the current account without losing interest earned. Resolved that £10,000 be transferred from the 30 day deposit account into the Council's current account and the relevant forms be signed by the account signatories. (iv) Quarter 2 Budget Monitoring Report - 1st April to 30th September 2025:- The RFO gave an overview of the net position for the second quarter of 2025/26 and commented on areas as recorded in the schedule, as well as requesting Members approval for the transfer of funding from the earmarked reserves to cover the cost of the Ninja Trail as well as the Outdoor Gym projects. The RFO highlighted those areas of the budget which may overspend due to unforeseen	
--	--	--

	costs. RESOLVED that the income and expenditure position for the second quarter to September 2025 be accepted and approved and the transfers authorised. (v) Items for 2026-27 budget:- The RFO explained that it will soon be time to set the Council's budget for the next financial year and asked the Councillors to highlight any known/required/desired expenditure for 2026/2027 as well as income sources. The RFO also gave prior notification of the proposed price increase in the annual CALC subscription for next year from £488.66 to £505.93, highlighting that this is only a guideline and could change. RESOLVED that the Councillors will inform the RFO of budget provisions required for the 2026/2027 budget setting process. (vi) Internal Audit review for April – Sept 25 The RFO informed the Councillors that an internal audit has been scheduled for Wednesday 5th November 2025 and will report the outcome at the next meeting.	
13.10.25. Parks & Allotments:	Allotments: Outgang Road – It was proposed by Cllr Gregory and seconded by Cllr A Maxwell to purchase the gate for the entrance to the park from Outgang Road allotments. RESOLVED. Lawson Street – It was confirmed by APHA the suspected Bird Flu at the allotments was not the cause of the deaths to several birds. It was agreed to have further tests carried out. Ongoing. Following an incident whereby a member of the public entered the site which was under restriction, this has now been passed to the authorities to investigate and prosecute. Ongoing. The Clerk is to contact our solicitors to update them of the situation of the breach of breaking and entering as the person involved should no longer be on site. Ongoing. It was agreed the doors at Brandraw toilet block are not to be replaced yet. The Caretaker is to carry out maintenance work which needs completed. To be reviewed again in the new year. The public toilet which is to be plumbed into the mains of the changing room building at St Mungos Park has been delivered. The Clerk has asked a plumber to attend the site to see what groundwork he requires to install the toilet.	

	Ongoing. It has been agreed to carry out work at the entrance to the park near the large football pitch, this is to help access to the park for Party in the Park for vehicles and fair rides. Ongoing. Cllr Thurlow and the Caretaker have started work to restore the park railings at St Mungos Park. The Clerk suggested starting at the black main gates for the Remembrance Parade, where wreaths will be laid and poppies are to be placed. The Clerk has arranged for a tree surgeon to meet with the Caretaker to view the trees within the park due to health and safety reasons. They are to meet on 28th October at 8am. It was agreed to purchase some winter flowers for the town. These will be planted in the tubs around town. The Caretaker will collect them when he takes the mangers and hanging baskets to be planted up for next spring.	
14.10.25. Cumberland Local Plan:	Cllr S Maxwell and Cllr Gregory attended a meeting at Aspatria Library to meet Cumberland Council representatives regarding the 'Cumberland Local Plan'. As far as they were aware, there are no current plans for any developments within Aspatria but we would be informed were this to change. Cllrs Maxwell and Gregory highlighted the impact that further development would have on the infrastructure within Aspatria, for example, schools and doctors surgeries capacities.	
15.10.25. Council Van:	It was proposed by Cllr Gregory and seconded by Cllr Smith to purchase tools and a spare wheel for the council van. RESOLVED.	
16.10.25. Remembrance Sunday:	The Clerk informed the meeting of the Remembrance Parade on Sunday 9th November. This is organised by St Kentigerns Church. The parade leaves Brandraw car park at approx 2.30pm and heads to St Mungos Memorial Park to lay wreaths. The parade then continues to the church for a service at 3pm. The Caretaker is making a display to be placed at the Lawson monument and the Clerk has been in contact with both Beacon Hill School and Richmond Hill School to ask if they would make some poppies made of plastic bottles to be displayed on the park railings. These are to be collected at the end of October.	
17.10.25. Freedom of	The Clerk circulated the policies to councillors	

Information, Complaints Procedure and Sickness/Absence Policy:	prior to the meeting. The policies were agreed and adopted at this meeting 21/10/25. The Clerk will update the website. RESOLVED.	
18.10.25. Christmas Events/Raffle:	Cllr A Maxwell circulated the areas which Councillors need to visit to put raffle tickets through the doors of those with Christmas lights in the windows/outside. The Clerk asked if the Events Committee could meet at the Caretakers shed to check all Christmas donations we have received for our light switch on and build some Christmas trees. Meeting date to be confirmed by Clerk. Cllr Yates left at 7.55pm.	
19.10.25. Schedule of Correspondence, Notices and Publications: To receive a schedule of correspondence, notices and publications received since the last meeting.		
20.10.25. Applications for Development:	None	
21.10.25. Items submitted by members:	None	
22.10.25. Items for the next meeting:	Additional hours worked by Clerk and Caretaker due to allotment site lockdown.	
23.10.25. Confidential Items:		
24.10.25. The next meeting of Aspatria Town Council will take place on Tuesday 18th November 2025 at 6pm.		

The meeting ended at 8.05pm.

