

ASPATRIA TOWN COUNCIL

**Minutes of Aspatria Town Council Meeting held on Tuesday 19 April 2022 at 7.00 p.m.
at the Methodist Church Hall, Aspatria.**

PRESENT: Councillor A Maxwell (Chair)

Councillors: Cllr S Maxwell, Councillor A Reay, Cllr K Thurlow, Cllr R Gregory, Cllr D King, Cllr K Smith, Cllr D McRea.

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

Minutes

Item		Action
1. Apologies: To receive and accept apologies and note the reasons for absence.	Cllr Marie Rose Cllr Henry Barker Mr Jim Lister Cllr Barbara Blackburn did not attend	Clerk to note.
2. Mayors Announcements/Updates:	<p>Cllr Alan Maxwell has been approached by Aspatria Football Club and the Rugby Club to ask permission to fertilise and seed the pitches at the Memorial Park, St Mungos, with the help of a contribution of funds from Aspatria Town Council. The pitches are currently compacted with excess water which seems to be adding to the drainage problem within the park. It has been advised the pitches are to be aerated with a Verti-draining machine before fertilisation commences. Cllr Alan Maxwell and Mike Blair (Caretaker) both agree this will help reduce the flooding in this area. As it is now the correct time of year for the work to be completed, the council were all in agreeance to pay the full cost of the contractor to use the Verti-draining machine and cover the costs of the fertiliser and seeds.</p> <p>Cllr Kevin Thurlow is to retrieve a quote to install a drain at the park, nearest to Outgang Road and also to place two smaller drains at the putting green, to help reduce further flooding.</p> <p>The small kissing gate located at St Mungos Park was in disrepair, therefore Mike Blair has fitted a new, galvanised gate. Cllr Kevin Thurlow suggested the surrounding fence should also be replaced.</p> <p>Cllr Alan Maxwell informed the meeting the new Kubota mower has been delivered, which seems to be perfect for the job. Lloyds have contacted the Clerk with details of a buyer for the smaller mower, which is to be traded in.</p> <p>On Saturday 16th April the Bowling Club held an open day for members to pay their green fees. The event was not as well attended as previous events, however as it was Easter weekend and it was felt many could be away.</p> <p>Cllr Alan Maxwell made the Councillors aware the opticians Your Eyes are to close at the end of May, with details of existing patients to be forwarded to</p>	<p>KT</p> <p>MB</p>

	<p>Heals at Cokermouth.</p> <p>Cllr Maxwell reminded the Councillors to return the Acceptance of Office forms to the Town Clerk to be signed and filed. The next council meeting in May is also the AGM whereby elections will take place.</p> <p>Cllr David King provided the meeting with some information of a lunch being held at the Aspatria Community Centre on Sunday 5th June for the Queen's Jubilee.</p>	
<p>3. 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.</p>	None.	
<p>4. Minutes of Aspatria Town Council Meeting held Tuesday 15 March 2022: To authorise the Chairman to sign, as a correct record, the minutes of the last Aspatria Town Council Meeting held on</p>	Approved.	
<p>5. Matters arising from Minutes of the last Meeting held Tuesday 15 March 2022.</p>		
<p>6. Public Participation:</p>	None	
<p>7. Highways:</p>	<p>Mr Jim Lister did not attend the meeting, however the Town Clerk has made him aware of several issues within the town, including pot holes on North Road, damaged pavements at Beacon Hill School and near the Business Park, Park Road.</p> <p>The Councillors agreed the rubbish bin at the entrance to Queen Street car park is constantly full and overflowing. Cllr Karen Smith told the meeting the clothes bin located on Queen Street car park is often full, despite it being emptied weekly. One bin does not seem to be used. Town Clerk to investigate.</p>	Town Clerk
<p>8. To receive for information, reports on issues relevant to the Town from County, District and Independent Councillors:</p> <p>1.1 Councillor Jim Lister</p> <p>1.2 Councillor Kevin Thurlow</p>	Cllr Kevin Thurlow has put himself forward for the upcoming election in May.	
<p>9. Financial Matters:</p>	<p>Financial Matters.</p> <p>(i) Expenditure and Income Schedule for March 2022:- RESOLVED that the income and expenditure detailed</p>	

for March 2022 in the attached schedule be approved.

Members also approved the following invoices for payment:

Aspatria Farmers £515.38
LR & JA Allen £298.65
Aquatrust £124.80
CALC Annual Subscription £407.77
J Davies Enterprise £60.00

The RFO also informed the Councillors that Tivoli were implementing an overall price increase of 7.8% as from 1st April 2022. Members acknowledged this and confirmed that the Council no longer uses this company as much as they did in previous years.

(iii) To receive the Bank Reconciliation Statements as at 31st March 2022 -
RESOLVED that the circulated Bank Reconciliation Statements be confirmed and accepted as a true record for the end of the 21/22 financial year.

(iii) Quarter 4, 2021/22, Budget Monitoring Report
RESOLVED that the budget monitoring report for the year end to March 2022 was accepted and approved. The RFO gave an overview of the net position at that date and commented on areas of budget under/overspends as recorded in the schedule. The RFO also explained that these figures would form part of the year end return which is subject to both internal and external audit.

(iv) To receive the Council's Standing Orders and Financial Regulations
The RFO reminded the Councillors of the need to maintain accurate and up to date Standing Orders and Financial Regulations.
The RFO summarised that Standing Orders are the written rules of the Council. They are essential to regulate the proceedings of a meeting. It was explained that the Council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The Standing Orders of the Council are not the same as the policies of a Council, but Standing Orders may refer to them.

The RFO further summarised that the Financial Regulations are standing orders to regulate and control the financial affairs and accounting procedures of the Council. It was explained that the Council is responsible, in law, for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions,

	<p>including arrangements for the management of risk.</p> <p>RESOLVED that the Council's Standing Orders and Financial Regulations, as presented, are confirmed as being accurate and timely and are accepted and approved.</p> <p>(v) To receive the Asset Register as of 31st March 2022</p> <p>RESOLVED that the circulated Asset Register be confirmed and accepted as a true record for the end of the 21/22 financial year. It was noted that the value of the Council's assets as of 31st March 2022 is £395,613.62. This will be reported in the year end accounting statement.</p>	
10. Grant applications:	<p>Town Clerk has received a grant application form from Dreamscheme, however they did not provide any supporting documents with the application form, such as their bank statement. Cllr Alan Reay is to speak to Dreamscheme regarding the supporting documents. Once these have been received by the Town Clerk, these will then be forwarded to the RFO for the completion of payment. Councillors were in agreeance to pay Dreamscheme £3000 for the year 22/23.</p>	
11. Brandraw toilets:	<p>Cllr Alan Maxwell has been liaising with Atkinson Ritson solicitors with regard to the ownership of the toilets. Cllr Maxwell produced the Deed of Surrender documents which were to be signed by Cllr Alan Maxwell (Mayor), Cllr Stephanie Maxwell (Deputy Mayor), Mrs Kelly Cooper, Proper Officer (Town Clerk) and one witness in the vicinity of the Trustees, that being the full council. This then allows the transfer of ownership from Allerdale Borough Council to Aspatria Town Council. The signing of the documents took place at the meeting at 7.50pm, witnessed and signed by Cllr Alan Reay.</p> <p>Atkinson Ritson have informed the council the damage to the toilets has now been repaired, however before completion of the transferring of ownership, members of the council are to meet with Allerdale Borough Council at Brandraw toilets for inspection.</p> <p>Sharron Hullock (RFO) leaves at 8pm</p>	
12. Allotment update:	<p>Cllr Alan Reay, Mrs Kelly Cooper (Town Clerk) and Mike Blair attended the allotments on 19 April to view the completion of the work carried out to split larger plots into smaller, more manageable plots. Three larger plots were divided into three with new fencing and gates and the top section of one allotment was levelled off and completed with a new fence and gate. This made 10 available allotments to allocate to members of the community on the waiting list. An allotment holder has approached the Town Clerk to downsize their plot. It was agreed by the council for the work to commence straight away, making two more plots available and reducing the amount of people on the waiting list. The Town Clerk is currently allocating allotments to those on the list.</p>	

13. Website update:	Town Clerk is looking to update the Town Council website, making it more accessible to members of the public with the possibility of sharing information between the web page and the social media page.	Ongoing
14. Park survey:	As per section 2 – Mayors Announcements, recreation ground maintenance and drainage problems. Town Clerk to speak to Mike Blair regarding the inspection of the park equipment. Town Clerk reported an incident to the police which happened at Cemetery Row, near the park whereby a memorial sign had been dismantled from a tree and damaged. This was then left on a bench within the Memorial Park. The police now have this logged.	TC
15. Sports pitches grant application:	Ongoing	TC & DM
16. Senior Citizens summer trip:	It was agreed the Senior Citizens trip will go ahead this year and will be discussed at the next meeting in May.	
17. Jubilee footpath:	Town Clerk updated the meeting with an email received from Cumbria County Council which states they are awaiting on quotes to install a French drain and raise the footpath to resolve the flooding issues. They are to acquire funding for the work to be carried out. To avoid disruption on the footpath, Cumbria County Council are looking to commence work in the summer holidays.	
18. Welcome Back Fund – Toni Magean:	The Welcome Back Fund deadline was the end of March whereby all supporting documents and photo evidence had to be provided. The Town has acquired five new benches, five new noticeboards, a shelter at Harriston Road, extra illuminations, mangers and hanging baskets complete with flowers. Cllr Alan Maxwell praised the Town Clerk for the work completed.	
19. Park wall:	Cllr Kevin Thurlow suggested we provide a rebound in St Mungos Park, giving children and adults the opportunity to play sports alone as opposed to using the changing room wall. It was felt some of the fencing at the basketball court could be removed and replaced with a rebound wall.	KT to retrieve quotes
20. Park compound:	Cllr Damon McRea has applied for funding via PCC and Aspatria Charity Shop to provide a compound near the putting green at the Memorial Park. This will provide a secure place to store new football nets which are to be purchased for next season. Cllr Kevin Thurlow approached the meeting with the idea of providing a car park for St Mungos, using an area of the putting green. It was felt by the council this would be rejected via the planning department.	Ongoing
21. Park gates:	It was previously mentioned the park gates would be returned from the specialist company by the end of March, however this has been delayed.	TC to action
22. Police report:	An emergency meeting was called on Friday 25 th March due to the rising Anti-Social Behaviour within the town at the moment. The meeting was attended by	

	several Councillors, Town Clerk, Beacon Hill School, members of the church and residents of College Close. The police were also to be in attendance however they did not make the meeting. Town Clerk had a meeting with a Police Sergeant, who advised any incidents to be reported to the police. Town Clerk has provided details of this on social media and in the noticeboards around the Town. Additional police patrols are to be in presence in the town and a PCSO is to be allocated for Aspatria. The Police Sergeant informed the Town Clerk, officers will be attending the next council meeting in May.	
23. Schedule of Correspondence, Notices and Publications: To receive a schedule of correspondence, notices and publications received since the last meeting.		
24. Applications for Development:	Planning application sent to Councillors with council papers.	
25. Items submitted by members:		
26. Items for the next meeting:		
27. Confidential items:	None.	
28. The next meeting of Aspatria Town Council will take place on Tuesday 17 May 2022 at 7.00 p.m. at the Methodist Hall, Aspatria.		

The meeting ended at 8.35pm

Chairman.....

Date.....

