**WIGTON TOWN COUNCIL**

**A MEETING OF THE FULL COUNCIL WAS HELD ON**

**WEDNESDAY 9th MAY 2018 AT 7.00PM**

**PRESENT**

Cllrs Bryceson, Lynch, Ferriby, Stapley, Williams, Clark, Hodson, Keaveney, Stabler, Pitcher, Stafford, Cowell, Whitham & Huntington

**FC/1/2018 TO RECEIVE APOLOGIES & REASONS FOR ABSENCE**

Apologies – None

Non Attendance – Cllr Scott

**FC/2/2018 APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD 11th APRIL 2018**

**APPROVED** and signed as a true record.

**FC/3/2018 DECLARATIONS OF INTERESTS, MEMBERS AND OFFICERS TO**

**GIVE NOTICE OF INTERESTS ON ITEMS ON THE AGENDA**

Cllr Pitcher – Clerks Report & ABC

Cllr Cowell - ABC

**FC/4/2018 EXCLUSION OF PRESS AND PUBLIC**

Agenda Item 12 – Staff Issues

**FC/5/2018 PUBLIC PARTCIPATION**

**5/2018/1** To receive comments and representations from members of the public – None

**5/2018/2** To receive reports from Borough and County Councillors in attendance –

Cllr Pitcher reported that Cllr Crouch has become Mayor of Allerdale this year – All members

congratulated him.

Cllr Cowell reported he is a substitute member of the Planning Committee.

**5/2018/3** To receive reports from the Police – Apologies received.

Report had been circulated to members prior to the meeting. Cllrs noted that crime was low

for this month. Cllr Hodson asked the clerk to contact police to look at extra patrols at the

Nelson Thom School as youths had been seen on the roof on several occasions.

**FC/6/2018 GOVERNANCE MATTERS**

**6/2018/1** Standing Orders – Reviewed and adopted

**6/2018/2** Retention of documents policy – Agreed and adopted

**6/2018/3**Data and Protection policy – Agreed and adopted. Noted that we are still waiting to

hear with regard to a designated data officer and the clerk will report back once a decision has

been made.

**FC/7/2018 REPORTS FROM COMMITTEES**

**7/2018/1** Festivals Committee – Cllr Keaveney reported the following:

Spring Fling / Wiza Words – Opens on 26th May

Carnival – Themed around WW1

To stay and to serve – Research complete and filming will begin in June. Exhibition and film

will open on 10th November.

Christmas Event – Date for lights switch on is Sunday 25th November. Produce market on

High Street. Various street entertainers and stage. Grotto in Youth Station and craft market in

the market hall.

**7/2018/2** Finance Committee – Cllr Ferriby reported the following:

Donations given to Cricket Club, Free for all and Boxing club

Budget monitoring for Jan to March 2018 – End of year. All ok

Congratulations to Clerk for overall budget.

**FC/8/2018 FINANCE MATTERS**

**8/2018/1** To receive and authorise payments for April 2018 – received and authorised

**8/2018/2** To receive the monthly financial statement for April 2018 – received

**FC/9/2018 TOWN MAYORS ANNOUNCEMENTS**

ABC AGM and Finance meeting

**FC/10/2018 CLERKS REPORT**

* Pay scales have been agreed and backdated to April.
* Bat survey carried out at Barton laws
* New play equipment installed at Fell View and Highmoor.
* Temp road closure – A596 Thursby to Lillyhall 7pm to 6am
* Computer from Wigton Partnership – Request from Cllr Pitcher to buy or be gifted computer for Wigton Baths. Cllr Cowell proposed that the computer be gifted to Wigton Baths. Vote taken – Carried. Cllr Pitcher and Bryceson declared an interest on this item and therefore did not vote.

**FC/11/2018 MEMBERS REPORTS**

None

**FC/12/2018 STAFF ISSUES - CONFIDENTIAL**

**FC/13/2018 DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 13th June 2018

Meeting Closed 7.50pm

**WIGTON TOWN COUNCIL**

**A MEETING OF THE FULL COUNCIL WAS HELD ON**

**WEDNESDAY 13TH JUNE 2018 AT 7.00PM**

**PRESENT**

Cllrs Bryceson, Lynch, Ferriby, Stapley, Williams, Clark, Hodson, Keaveney, Stabler, Pitcher, Stafford, Cowell, Whitham & Huntington

**FC/14/2018 TO RECEIVE APOLOGIES & REASONS FOR ABSENCE**

Apologies – Cllrs Pitcher, Clark and Cowell

**FC/15/2018 APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD 11th APRIL 2018**

**APPROVED** and signed as a true record.

**FC/16/2018 DECLARATIONS OF INTERESTS, MEMBERS AND OFFICERS TO**

**GIVE NOTICE OF INTERESTS ON ITEMS ON THE AGENDA**

None

**FC/17/2018 EXCLUSION OF PRESS AND PUBLIC**

Agenda Item 14 – Staff Issues

**FC/18/2018 PUBLIC PARTCIPATION**

**18/2018/1** To receive comments and representations from members of the public – None

**18/2018/2** To receive reports from Borough and County Councillors in attendance – None

present

**18/2018/3** To receive reports from the Police – PCSO Harris and Crome were in attendance.

Report had been circulated to members prior to the meeting. Cllrs noted that ASB was on the

increase. The reason being better weather and holidays. Youths on roofs had been a problem,

If caught they are taken home and ‘Your choice forms’ handed out.

PCSO Harris explained that a Mini Police Programme is underway at Thomlinson Junior

School. 26 schools in Cumbria are involved. It is to help children build trust with various

organisations and other children. The programme runs for 1 year and they discuss different

topics each term. This term is water safety. Cllr Lynch had attended the launch at the school

and thought it was a fantastic idea. Members agreed. The police were thanked for their time

and left the meeting

**FC/19/2018 GOVERNANCE MATTERS**

**19/2018/1 Internal Audit Report**

Members received the report from the Internal Auditor.

**19/2018/2** Section 1 To receive and approve the Annual Governance Statement and authorise the Chairman to sign for the year ended 31st March 2018 – Received and Approved and signed by the Chair and RFO.

Section 2 To receive and approve the Accounting Statements for 2017/18 and authorise the Chairman to sign – Received and Approved and signed by the Chair and RFO.

**FC/20/2018 REPORTS FROM COMMITTEES**

**20/2018/1** Footpaths and Parks – The clerk reported the following:

Inspection day set for Wednesday, 20th June 10.30am

Fencing/wind break for the open sites, councillors to meet with the Parks Supervisor 10am on Wednesday, 20th June 10.00am

It was agreed to plant the fenced off area with flowering cherry trees and Rowans – work to take place in the autumn.

Councillors to meet on site with the Parks Supervisor on 4th July, 10.30 to discuss potential improvements at Phoenix Park.

**20/2018/2** WBJC - Cllr Lynch reported the following:

Inspection took place of cemetery grounds on 30th May – No major problems noted.

**20/2018/3** Festivals – Cllr Stabler reported the following:

Spring Fling great success with over 500 visitors.

Wiza words looking at changing the weekend to the end of the Spring Fling Event

Wigon Carnival – Dog Show looking for volunteers to help judge etc.

Christmas Lights – All going well

**20/2018/4** Planning – Cllr Bryceson reported the following:

7 planning applications received – No objections

**FC/21/2018 FINANCE MATTERS**

**21/2018/1** To receive and authorise payments for May 2018 – received and authorised

**21/2018/2** To receive the monthly financial statement for May 2018 – received

**FC/22/2018 WIGTON MARKET**

To discuss issues raised with regard to Friday Market – Concerns have been raised with regard

to the lack of parking in Water Street Car Park on a Friday when the market is on due to the

number of vehicles that accompany the traders. Members would like to discuss the market

with ABC and Geraud to discuss the future development of the market but members do still

support a market in the town.

**FC/23/2018 COMMUNITIES TOGETHER PROJECT**

Cllr Stabler reported to the council the communites together project which came about from

the anti-social behaviour issues we have had in the town recently. She has put together a

programme of works and would like councillors to get involved. The clerk to send out the

dates to councillors.

**FC/24/2018 TOWN MAYORS ANNOUNCEMENTS**

18th May – The Tempest at John Peel Theatre

26th May – Spring Fling Opening

30th May – WBJC

6th June – Chrysalis volunteer lunch

8th June – Launch of Mini Police

CCTV meeting

**FC/25/2018 CLERKS REPORT**

* Carnival 23rd June. All Councillors invited. Looking for marshalls on the day
* Flood risk management meeting – 1.00pm in Market Hall prior to public meeting from 3-7pm
* Data Protection Officer – confirmed that Town council don’t need to appoint an outside officer

**FC/26/2018 MEMBERS REPORTS**

SH – CCTV

PW – WBJC

DF – Spring Fling

SK – Spring Fling

GS - WBJC

**FC/27/2018 STAFF ISSUES - CONFIDENTIAL**

**FC/28/2018 DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 11th July 2018

Meeting Closed 8.35pm

**WIGTON TOWN COUNCIL**

**A MEETING OF THE FULL COUNCIL WAS HELD ON**

**WEDNESDAY 11TH JULY 2018 AT 6.00PM**

**PRESENT**

Cllrs Bryceson, Lynch, Ferriby, Stapley, Clark, Cowell, Pitcher, Scott, Hodson, Keaveney, Stafford, Whitham & Huntington

**FC/29/2018 TO RECEIVE APOLOGIES & REASONS FOR ABSENCE**

Apologies – Cllrs Stabler and Williams

**FC/30/2018 APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD 13TH JUNE 2018**

**APPROVED** and signed as a true record.

**FC/31/2018 DECLARATIONS OF INTERESTS, MEMBERS AND OFFICERS TO**

**GIVE NOTICE OF INTERESTS ON ITEMS ON THE AGENDA**

Cllr Pitcher – Item 6

Cllrs Cowell and Hodson – Item 10

**FC/32/2018 EXCLUSION OF PRESS AND PUBLIC**

Agenda Item 10 – Report from Committees

**FC/33/2018 PUBLIC PARTCIPATION**

**33/2018/1** To receive comments and representations from members of the public – None

**33/2018/2** To receive reports from Borough and County Councillors in attendance –

Cllr Pitcher had been invited to the Executive today as the chair of Scrutiny. Finances were

discussed and funding will still be available for Wigton separate to the Workington

development.

**33/2018/3** To receive reports from the Police – Police report circulated previously via email

Noted by members there are no serious crimes reported.

**FC/34/2018 FINANCE MATTERS**

**34/2018/1** To receive and authorise payments for June 2018 – received and authorised

**34/2018/2** To receive the monthly financial statement for June 2018 – received

**FC/35/2018 TOWN MAYORS ANNOUNCEMENTS**

June – Forest School at Speet Gill with Wigton Infants 2 visits

23 June – Wigton carnival and Wigton Choral Society Concert

25 June – Armed Forces Day Parade at Allerdale House

6 July – Assembly an Wigton Infants School and a meeting with the School Council for

Democracy Week with Mayor of Allerdale, Wigton Hospital Tea Party to celebrate

70 years of the NHS

11 July – Chrysalis AGM

**FC/36/2018 CLERKS REPORT**

* Toni Magean and Phil Byers will be attending the September meeting to discuss the future of Wigton Market
* Future Flood Risk Management Meeting held on 19th June – Copies available
* Town Centre Clean Up – 18th July 10.00am
* Insurance claim received for personal injury with regard to the accident last July with vehicle
* 2 Agency workers at present, Apprentice left on 15th June 2018
* Email from Youth Station to say they will not be able to host the Santa’s grotto from next year but have committed to this year.
* CCTV – Waiting for 3 quotes
* Barton Laws – Planning application FULL PLANS APPROVED. Some conditions which Julie Diamond is coming to talk to me on Wed 18th July 2.00pm

**FC/37/2018 MEMBERS REPORTS**

GS – WBJC

MC – WBJC

DF – Chrysalis AGM

PS – Wigton Carnival

AP – Wigton Carnival and WBJC

**FC/38/2018 REPORTS FROM COMMITTEES - CONFIDENTIAL**

**FC/39/2018 DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 12th September 2018

Meeting Closed 6.40pm

**WIGTON TOWN COUNCIL**

**A MEETING OF THE FULL COUNCIL WAS HELD ON**

**WEDNESDAY 11TH JULY 2018 AT 6.00PM**

**PRESENT**

Cllrs Bryceson, Lynch, Ferriby, Stapley, Clark, Cowell, Pitcher, Scott, Hodson, Keaveney, Stafford, Whitham & Huntington

**FC/29/2018 TO RECEIVE APOLOGIES & REASONS FOR ABSENCE**

Apologies – Cllrs Stabler and Williams

**FC/30/2018 APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD 13TH JUNE 2018**

**APPROVED** and signed as a true record.

**FC/31/2018 DECLARATIONS OF INTERESTS, MEMBERS AND OFFICERS TO**

**GIVE NOTICE OF INTERESTS ON ITEMS ON THE AGENDA**

Cllr Pitcher – Item 6

Cllrs Cowell and Hodson – Item 10

**FC/32/2018 EXCLUSION OF PRESS AND PUBLIC**

Agenda Item 10 – Report from Committees

**FC/33/2018 PUBLIC PARTCIPATION**

**33/2018/1** To receive comments and representations from members of the public – None

**33/2018/2** To receive reports from Borough and County Councillors in attendance –

Cllr Pitcher had been invited to the Executive today as the chair of Scrutiny. Finances were

discussed and funding will still be available for Wigton separate to the Workington

development.

**33/2018/3** To receive reports from the Police – Police report circulated previously via email

Noted by members there are no serious crimes reported.

**FC/34/2018 FINANCE MATTERS**

**34/2018/1** To receive and authorise payments for June 2018 – received and authorised

**34/2018/2** To receive the monthly financial statement for June 2018 – received

**FC/35/2018 TOWN MAYORS ANNOUNCEMENTS**

June – Forest School at Speet Gill with Wigton Infants 2 visits

23 June – Wigton carnival and Wigton Choral Society Concert

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6 July – Assembly an Wigton Infants School and a meeting with the School Council for

Democracy Week with Mayor of Allerdale, Wigton Hospital Tea Party to celebrate

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**FC/36/2018 CLERKS REPORT**

* Toni Magean and Phil Byers will be attending the September meeting to discuss the future of Wigton Market
* Future Flood Risk Management Meeting held on 19th June – Copies available
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* CCTV – Waiting for 3 quotes
* Barton Laws – Planning application FULL PLANS APPROVED. Some conditions which Julie Diamond is coming to talk to me on Wed 18th July 2.00pm

**FC/37/2018 MEMBERS REPORTS**

GS – WBJC

MC – WBJC

DF – Chrysalis AGM

PS – Wigton Carnival

AP – Wigton Carnival and WBJC

**FC/38/2018 REPORTS FROM COMMITTEES - CONFIDENTIAL**

**FC/39/2018 DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 12th September 2018

Meeting Closed 6.40pm

**WIGTON TOWN COUNCIL**

**A MEETING OF THE FULL COUNCIL WAS HELD ON**

**WEDNESDAY 12th SEPTEMBER 2018 AT 7.00PM**

**PRESENT**

Cllrs Lynch, Ferriby, Stapley, Clark, Cowell, Pitcher, Scott, Hodson, Stafford, Whitham Stabler, Williams & Huntington

**FC/40/2018 TO RECEIVE APOLOGIES & REASONS FOR ABSENCE**

Apologies – Cllrs Bryceson, Scott & Keaveney

**FC/41/2018 APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD 11TH JULY 2018**

**APPROVED** and signed as a true record.

**FC/42/2018 DECLARATIONS OF INTERESTS, MEMBERS AND OFFICERS TO**

**GIVE NOTICE OF INTERESTS ON ITEMS ON THE AGENDA**

Cllrs Pitcher & Cowell – Item 6

Cllr Hodson – Item 15, nos. 1 & 2

**FC/43/2018 EXCLUSION OF PRESS AND PUBLIC**

Agenda Item 15(1) – Report from Committees

**FC/44/2018 PUBLIC PARTCIPATION**

**44/2018/1** To receive comments and representations from members of the public – Mr

Hetherington objected to Minute number FC/38/2018. Cllr Lynch explained the minutes had

been approved and could not be changed. Mr Hetherington wished for his objection to be

noted. With regard to Mr Hetherington’s complaint concerning the conduct of a Town

Councillor, to which Cllr Lynch did not respond, and Cllr Williams giving incorrect

information, Mr Hetherington advised that he had now been advised of the correct complaint

route and will be taking this up.

**44/2018/2** To receive reports from Borough and County Councillors in attendance –

Councillors Cowell & Pitcher had nothing to report (no meetings in August)

**44/2018/3** To receive reports from the Police – Police report circulated previously via email

Cllr Pitcher stated there had been 2 incidents at Cuddy Lonning which were not included -

Clerk to check with the Police. Cllr Stabler advised members of the Road Safety Day to be

held in November.

**FC/45/2018 WIGTON MARKET**

Phil Byers attended from Geraud Markets UK and gave apologies for Toni Magean, Allerdale

BC. The market has been running for 11 months. Traders vary from 8-13 depending on the

season, and all are happy to carry on. Phil acknowledged it is not of the highest quality, but it

is working. The market itself is a nice little community area. Cllr Cowell asked that better

quality stalls be encouraged. Phil explained that had been tried, but it doesn’t seem to take off.

Phil also stated that parking complaints seem to have died down.

Cllr Huntington stated in her view the car park was dangerous, especially the area leading to

Church Street. Cllr Hodson suggested tidying it up a little and move towards the central barrier.

Phil agreed to look at leaving 2 clear car spaces with cones. Cllr Hodson also suggested a

Leaflet be produced to hand to traders in Keswick etc. Phil explained traders were aware of

Wigton market. Cllr Lynch stated it could be looked at again.

**FC/46/2018 FINANCE MATTERS**

**46 /2018/1** To receive and authorise payments for July & August 2018 – received and

authorised. Cllr Stafford noted incorrect budget heading – now amended

**46 /2018/2** To receive the monthly financial statement for July & August 2018 – received and

authorised

**FC/47/2018 TO DISCUSS PROPOSED CALC MEMBERSHIP SUBSCRIPTION**

**PROPOSAL FOR 2019/20**

The clerk explained the reasons for changes to how the subscription is to be calculated, which

means approximately a 20% increase. Cllr Cowell suggested we work out how we use it and

what benefits it brings. Cllr Cowell and Pitcher to look into and report back at the next meeting.

**FC/48/2018 MEMORIAL BENCH**

Cllr Pitcher has made enquiries concerning the suggested joint purchase with the British

Legion of a memorial bench. It appears that this is a private enterprise with no funds or

donations going to the British Legion. Cllr Pitcher is to check with Brian Warren and report

back at the next meeting.

**FC/49/2018 TO DISCUSS STAFFING REQUIREMENTS**

Councillors are aware of the need to employ agency workers this summer. The Clerk has been

approached by a suitable local person to see if there is a possibility of flexible hours working

for the council. A Zero hours contract could be drawn up. Councillors **RESOLVED** to go

ahead, and look at taking on an apprentice at a later date.

**FC/50/2018 TO REVIEW AND ADOPT THE COUNCILLOR CODE OF CONDUCT**

Reviewed and adopted. Cllr Pitcher suggested it be placed on the agenda annually.

**FC/51/2018 TOWN MAYORS ANNOUNCEMENTS**

18th July, Wigton Town Centre Clean up

22nd July, Mayor of Allerdale Civic Service

26th July, Communities Project – Wigton Baths Railings

29th July, Cockermouth Civic Service, Youth Station 20th Anniversary

31st July, Communities Project – Activates at Barton Laws

8th August, Allotment Inspections

28th August, Communities Project, Activities at Barton Laws

The chair reminded councillors it was her Civic Service Sunday 16th September

**FC/52/2018 CLERKS REPORT**

* Circus – great success provisionally first week July next year
* Barton Laws – quotes asked for project manager / costings etc for next meeting
* CCTV working group needs to meet. I will book room
* Elaine’s Civic Service on Sunday
* Elaine, David – text for pinfold

**FC/53/2018 MEMBERS REPORTS**

AP – Communities activity. Cllr Pitcher will be attending the Remembrance Day at Whitehall and asked if members agreed a Town Council wreath could be laid - AGREED

JC – CCC working together meeting. CC are struggling to provide services, and will be working on putting together a framework and permissions etc. in order for other parties to carry out works (e.g. cutting verges)

PW– Allerdale Mayor Making ceremony

Cllr Hodson asked councillors their views on the parade for Remembrance Sunday. They

agreed that the start point of Barton Laws is suitable. Cllr Ferriby reported details of the service

were in hand

**FC/54/2018 REPORTS FROM COMMITTEES**

Planning – DF reported on the planning meeting of 23rd August and the objection to the

removal of a tree outside St Marys Churchyard. The tree now has a preservation order on it.

Festivals – CS reported on plans to date for the Christmas Lights festival

Cllr Lynch requested that the winners of the best kept allotment and most improved allotment

be invited to the next meeting

WBJC – **CONFIDENTIAL** Cllrs Cowell and Hodson declared an interest.

**FC/55/2018 DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 10th October 2018

Meeting Closed 8.35pm