**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 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

**WIGTON TOWN COUNCIL**

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

**WEDNESDAY 10th OCTOBER 2018 AT 7.00PM**

**PRESENT**

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

**FC/56/2018 TO RECEIVE APOLOGIES & REASONS FOR ABSENCE**

Apologies – Cllrs Bryceson, Cowell and Ferriby

Absent – Cllr Scott

**FC/57/2018 APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD 12TH SEPTEMBER 2018**

Cllr Pitcher wants the minute **FC/48/2018** changed -It appears that this is a private enterprise

with no funds or donations going to the British Legionto ***Unable to ascertain from the***

***company how much is donated from each bench to the British Legion***

Cllr Pitcher wanted it noted that he had no recollection that he and Cllr Cowell were looking

in to the Calc Subscription minute ref **FC/47/2018**

**FC/58/2018 DECLARATIONS OF INTERESTS, MEMBERS AND OFFICERS TO**

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

None

**FC/59/2018 EXCLUSION OF PRESS AND PUBLIC**

Agenda Item 11 - Report from Councillors

**FC/60/2018 PUBLIC PARTCIPATION**

**60/2018/1** To receive comments and representations from members of the public – Lisa

Hodsgon resident of Wigton spoke to members regarding ASB in the town and ASD. Members

reiterated what the Clerk had already discussed with her and that was everything must be

reported to the Police. The Council are looking to putting CCTV in the town.

Cllr Hodson – Ask Police to do some assemblies in School

Cllr Pitcher suggested a public meeting

Lisa Hodgson suggested a meeting with the Police.

Members reported the Police are holding a Road Safety Event on 17th November on Water

Street Car Park to tackle issues with ASD

The Clerk to report issues to the Police.

**60/2018/2** To receive reports from Borough and County Councillors in attendance – Cllr

Pitcher attended ABC Full Council Meeting.

Cllr Huntington reported issues with ABC reporting to ‘Possible New Business Owners’ that

it’s not worth opening a business in Wigton due to footfall in the town not being good. Cllr

Pitcher asked to look in to this.

Cllr Williams commented on how good the town shops were looking due to the facelift scheme.

All members agreed. The Clerk asked to write to ABC and thank them for the grant scheme.

**60/2018/3** To receive reports from the Police – Police report circulated previously via email

Members felt this month was a more positive report.

**FC/61/2018 FINANCE MATTERS**

**61/2018/1** To receive and authorise payments for September 2018 – received and

authorised.

**61/2018/2** To receive the monthly financial statement for September 2018 – received and

authorised

**FC/62/2018 ANNUAL GOVERNANCE AND ACOUNTABILITY**

To receive and respond to the Internal Auditor’s Report for Year Ending 31st March 2018. The

Clerk reported there were no recommendations or actions for the Council to undertake this

year.

**FC/63/2018 TOWN MAYORS ANNOUNCEMENTS**

16th Sept – Civic Service

23rd Sept – Aspatria Civic Service

24th Sept – NTS Y10 Prize Ceremony Leah Donald won TC prize for attitude and service

**FC/64/2018 CLERKS REPORT**

Barton Laws – Only received 1 quote to date. To chase others

Festivals have asked that Union Flags go up end of October for Remembrance Weekend

Back to full complement of staff

Duncan Fairburn Memorial Service – 19th October at Aikton Church 2.00pm

**FC/65/2018 MEMBERS REPORTS**

AP – WBJC and Civic Service

MC – WBJC and Civic Service

**FC/66/2018 REPORTS FROM COMMITTEES**

FOI Internal Review – 19th September Cllrs Whitham and Stafford – Cllr Whitham reported that they had undertaken a FOI Internal review. We did not comply within the 20 working days response time. It was 21 working days. Members must report all FOI requests to the office as soon as they receive them and to follow through with the request to make sure it has been responded to in the timescales set out by the ICO. The Town Council did apologise for the failure in doing this.

Finance Committee – 24th September Cllr Ferriby – The Clerk reported donations had been granted to Carnival Group, Hearing Impairment Service, Citizens Advice Centre, St Cuthbert’s Parish Hall and Wigton Harriers Football Club. Started looking at budget for 2018-19

WBJC – 26th September – Cllr Williams – DEFERRED TO END OF MEETING

Planning Committee – 27th September – Cllr Bryceson – Only 1 application received

Change of Use first and second floors flats to Bar/restaurant and office space, 18 High Street, Wigton for Mr P Evans – **No Objections**

Festivals Committee – 8th October – Cllr Stabler – Christmas Lights Switch On – Going well, Approx. 21 market stalls at present. Looking for volunteers to help put up gazebos etc. on day

Calc Subscription – Cllrs Cowell and Pitcher – The Clerk reported the necessity for the subscription to CALC. This is where we are kept up to date with all governance information etc. Very helpful with templates etc. Members **AGREED** to continue with subscription

Memorial Bench – Cllr Pitcher – **AGREED** not to purchase bench and donate money to The Royal British Legion. Defer to Finance Committee

CCTV – CCTV Working Group – The Clerk to ask an Electrician to look at existing CCTV posts to see if electricity is still connected.

Pinfold – Cllrs Lynch and Ferriby – Cllr Lynch reported they had met twice to look at wording

etc. They have now agreed wording and a draft will be put together for Council to agree.

**FC/67/2018 DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 14th November 2018

Meeting Closed 8.20pm

**WIGTON TOWN COUNCIL**

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

**WEDNESDAY 14th NOVEMBER 2018 AT 7.00PM**

**PRESENT**

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

**FC/68/2018 TO RECEIVE APOLOGIES & REASONS FOR ABSENCE**

Apologies – Cllrs Williams, Cowell and Ferriby

Absent – Cllr Scott

**FC/69/2018 APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD 10TH OCTOBER 2018**

Approved and signed as a true record

**FC/70/2018 DECLARATIONS OF INTERESTS, MEMBERS AND OFFICERS TO**

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

Cllr Pitcher - Finance

**FC/71/2018 EXCLUSION OF PRESS AND PUBLIC**

Agenda Item 12 - WBJC

**FC/72/2018 PUBLIC PARTCIPATION**

**72/2018/1** To receive comments and representations from members of the public – None

**72/2018/2** To receive reports from Borough and County Councillors in attendance – Cllr

Pitcher co-chaired Scrutiny Panel who discussed how funding is distributed for further

education through LEP.

**72/2018/3** To receive reports from the Police – No report received by the office. A reminder to

all members that the road safety event is on Saturday 17th Nov from 12 to 4pm on Water Street

Car Park.

**FC/73/2018 FINANCE MATTERS**

**73/2018/1** To receive and authorise payments for October 2018 – received and

authorised.

**73/2018/2** To receive the monthly financial statement for October 2018 – received and

authorised

**FC/74/2018 BARTON LAWS PROJECT**

The Clerk asked members to consider meeting with Architects/Surveyors to discuss how we

move the project forward.

The Clerk to set up meetings in the next couple of weeks and let members know dates/times.

**FC/75/2018 SPEET GILL WOOD**

During the last storm, there has been quite a lot of damage to trees in Speet Gill. Given the windblown/storm damaged trees and hanging branches we have closed the footpath. Several residents of Scholars Green have expressed concerns about potential damage (especially from the fast growing Poplars bordering the houses)

**Background**

In 2016, Peter Fox of the Forestry Commission visited the site. He reported that the woodland had good level of species and structural diversity. He said at the time said that that

* It would be wise to gradually remove the very large poplar trees or either through felling, or gradual height reduction, without posing a long term threat to adjacent properties and footpaths.
* Some of the smaller Sitka Spruce could be cleared out, especially where they are stealing light from the large mature oaks.
* Some of the open areas are overgrown and would benefit from partial clearance to be replanted with native species
* Continuous survey of trees for signs of defects, and take appropriate action
* Creation of a 5 management plan

Following his report, we asked companies to quote for a 5 year Management plan. Only one quote was obtained - £11k in the first year, £9.3K for the remaining 4 years.

Of the management plan, the only works carried out to date (February 18) was removing deadwood from over the footpaths (cost £2.2K)

**Current Position**

Peter Fox visited again following damage caused by the storm. His current advice is

* Removal/ Severely pollard of all the large poplar trees(for which we will need a felling licence)
* Replant with a mix of hazel, rowan, hawthorn and possible cherry as species that are suitable for a woodland edge (bordering Scholars Green)
* There are quite a lot of large mature trees, some of which have decay at their bases, so further damage is inevitable, but some of the mature oaks will benefit from crown reduction.

**Recommendation**

At the Footpaths and Parks Committee Meeting on 1st November, Councillors agreed to fell half of the poplars, and pollard half (appointed contractor to decide).

In addition to the above, the main concern is windblown/storm damaged trees and hanging branches that need cleared.

Quotes have been obtained to carry out the above works. All branch wood to be chipped with the chippings spread back onto the site, any large timber will be stacked on site (note contractor E has voiced his concern regarding the volume of timber that will be stacked- it will encourage people to climb causing a potential health and safety issue, and look unsightly)

Quote A £9756

Quote B £22,000

Quote C £12,000

Quote D £7500

Quote E £ 9800 (additional quote of £1800 to remove half of the wood)

Once this necessary work is carried out (some of which will need to wait until a felling licence has been obtained) a woodland management plan needs to be put in place

NB there are no grants available for the remedial works we need to undertake.

Wigton Town Council are responsible to the boundary, which is the old iron fencing still in situ.

Members discussed the recommendation from footpaths and parks.

**Cllr Stabler motioned that all poplars were felled, replant trees recommended by the**

**Forestry commission and remove half of the wood from site – Vote taken 10 agree /1**

**abstain**

Clerk to ask lowest 3 quotes to re-quote on felling all poplars and removal of half the

wood. New quotes to be emailed and decision made on the lowest quote received.

**FC/76/2018 TOWN MAYORS ANNOUNCEMENTS**

14th Oct – Silloth Civic Service

6th/7th/9th Nov – Selling poppies in Co-Op/Lidl

7th Nov – WBJC meeting

8th Nov – Allotment Prizes to Winners

8th Nov – John Peel Theatre – Remembering

9th Nov – To Stay and To Serve Opening

11th Nov – Remembrance Service

**FC/77/2018 CLERKS REPORT**

Annette Parker has been in touch about siting a bench in Wigton in memoriam to her father Reg Parker. The Clerk to assist.

**FC/78/2018 MEMBERS REPORTS**

AP – WBJC

PS – Remembrance Service

CStapley – Remembrance Service

MB – Remembrance Service

MH – Remembrance Service

SH – Remembrance Service & Poppies

MC – Remembrance Services & WBJC

**FC/79/2018 REPORTS FROM COMMITTEES**

Finance Committee – 16th October - The Clerk reported the committee met for initial discussions regarding the budget for 2019-20

Festivals Committee – 1st November – Cllr Stabler reported volunteers to be at Café 1262 at 9.30am on Sunday 25th to help with stall holders.

To Stay and Serve Exhibition still running until Sunday 18th

Clerk asked to write to ABC and ask for free parking for lights switch on and some days running up to Christmas to boost trade in the town.

Footpaths and Parks – 1st November – Cllr Clark Committee had discussed fencing for new allotments but at present no funding. WCF allotments would be a good addition but need to discuss further with WCF. On 8th Nov prizes were handed out to allotment winners for Best Kept and Most Improved allotments. Well received.

Cllr Clark asked that the town council send a letter to ABC with regard to the improvements/cleanliness around the town by the street scene officer. All members agreed.

WBJC – 7th November – Cllr Lynch reported the memorial garden started, grave spaces will be back to back and larger in future and a budget meeting had been set for 26th November

CCTV – CCTV Working Group to meet on Wednesday 28th November at 9.30am

**WBJC – CONFIDENTIAL**

**FC/80/2018 DATE OF NEXT MEETING**

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

Meeting Closed 8.30pm

**WIGTON TOWN COUNCIL**

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

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

**PRESENT**

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

**FC/81/2018 TO RECEIVE APOLOGIES & REASONS FOR ABSENCE**

Apologies – Cllr Whitham

**FC/82/2018 APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD 14TH NOVEMBER 2018**

Approved and signed as a true record

**FC/83/2018 DECLARATIONS OF INTERESTS, MEMBERS AND OFFICERS TO**

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

Cllr Pitcher – Allerdale Borough Council and Wigton Baths Trust.

Cllr Cowell – Allerdale Borough Council

Cllr Bryceson – Wigton Baths Trust

**FC/84/2018 EXCLUSION OF PRESS AND PUBLIC**

None

**FC/85/2018 PUBLIC PARTCIPATION**

**85/2018/1** To receive comments and representations from members of the public. Four

members of the public were present who expressed their concern concerning anti-social

behaviour, driving and parking in the town. They requested that the Crime Commissioner

attend a town council meeting. Councillors urged everyone to report instances to 101.

Councillors explained the Town Council intend to purchase CCTV for deployment in the town

which residents welcomed. Cllr Keaveney explained that the police are actively trying

to address the problems, and are working with other agencies.

**85/2018/2** To receive reports from Borough and County Councillors in attendance

Cllr Pitcher attended a Scrutiny meeting. The Executive have been invited to the next meeting

and if anyone has any questions for the Portfolio holders they can be forwarded to either Cllr

Pitcher or Cowell. Cllr Pitcher also updated members regarding his correspondence with ABC

with regard to free parking over the Xmas period, and that ABC had determined that free

parking for the Xmas Lights Switch on did not fall into the criteria required. Members agreed

to set up a working group to look at the issue. Cllr Cowell, Huntington, Pitcher, Clark &

Ferriby to meet in the New Year.

Cllr Cowell advised he had chaired the Budget Policy Group and Public Health Strategy

**85/2018/3** To receive reports from the Police – The report had been previously circulated to

members. Cllrs expressed their concerns, and in light of comments expressed earlier by

members of the public, Cllrs requested that the clerk ask what actions are being taken, and is

there anything the Town Council can help with.

**FC/86/2018 FINANCE MATTERS**

**86/2018/1** To receive and authorise payments for November 2018 – received and

authorised. Cllr Stabler queried a payment to Joel Dickinson, which she would check against

her quote. Cllrs requested that the schedule be distributed prior to the meeting

**86/2018/2** To receive the monthly financial statement for November 2018 – received and

authorised

**FC/87/2018 BUDGET 2019-20**

Cllr Ferriby put forward the budget proposals recommended by the Finance Committee and

the reasons for the recommended increase in the precept. After discussion, Cllr Keaveney

requested that in future a summary report be issued along with the recommendation in advance.

A Vote was taken, 11 in favour, 3 abstentions.

**FC/88/2018 ADMINISTRATION AND GOVERNANCE**

**88/2018/1** To receive amended Standing orders – **Received, adopted and signed off**.

**88/2018/2** To review Financial Regulations – No changes, **Received and signed off**

**FC/89/2018 TOWN MAYORS ANNOUNCEMENTS**

17th November – Police Event on Car Park

21st November – Youth Station AGM

25th November – Christmas Lights Switch on and parade

26th November. 6th and 10th December WBJC

5th December – RABI Carol Service at Hopes Auction

11th December – Pantomime at John Peel Theatre

12th December – Met with group of children from Wigton Infants to talk about their Refuse,

Re-use, Reduce & Recycle campaign (plastics)

The Mayor thanked everyone for the work done for Xmas Lights, and in particular Cllrs Stabler

& Keaveney

The Mayor also asked that the Clerk write to George Scott, who has resigned from the council,

and thank him for his service

**FC/90/2018 CLERKS REPORT**

 **Clerk’s Report – December 18**

* Following quotes received from the 4 companies who met with councillors, Day Cummings has been appointed for the next phase.
* Speet Gill – Emergency works now completed and footpath open. Felling licence applied for
* New member required for the burial committee following the resignation of Mr G Scott – Cllr Huntington
* Review of Town Plan, I will email out to all chairs, need a date set now for January
* We are currently reviewing use of machinery for hand-arm vibration levels. This may mean work schedules will need amended.
* Footpath lighting, email sent out to everyone
* Town meeting date to be set 1st March and 1st June – working group volunteers to do please. Suggest April as May is an election year.
* Office closed from 20th c until 2nd Jan
* Facebook page being set up (Sandra K) will go live early January

**FC/91/2018 MEMBERS REPORTS**

SK – Xmas Lights, Road Safety

AP – Xmas Lights, WBJC

C Stapely – Xmas Lights, Road Safety

C Stabler – Xmas Lights, Road Safety

PS – Xmas Lights

MB -Xmas Lights, Road Safety

DF – Xmas Lights

PW – Xmas Lights, WBJC

SH – Xmas Lights, Road Safey

MC – WBJC

MH – Road Safety

Cllrs Keaveney and Pitcher to judge the Xmas shop windows

**FC/92/2018 REPORTS FROM COMMITTEES**

WBJC – Cllr Lynch - Memorial Garden completed, still to plant up. Committee beginning work on a 3 year business plan

Finance – Cllr Ferriby – Covered under Agenda item 7

Planning – Cllr Bryceson – updated on the last 2 meeting

CCTV Working group – Cllr Pitcher advised Abbey Electrics had confirmed power sources to some of the points, corrosion on others. Like for like quotes will be required.

**FC/93/2018 DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 9th January 2018

Meeting Closed 8.55pm