

A MEETING OF THE FULL COUNCIL WAS HELD ON

WEDNESDAY 12th APRIL 2023 AT 7.00PM

PRESENT – Cllrs Scott, Armstrong, Hamblin, Clark, Huntington, Stapley, Crouch, Robbins, Jackson, Hodson, Ferriby, McCarthy and Speksnyder.

Clerk: Emma Ireton

FC/01/2023 TO RECEIVE APOLOGIES & REASONS FOR ABSENCE
NONE

FC/02/2023 MINUTES FROM MARCH 2023

The following minutes were agreed as accurate and signed by the Chairman:

Events Committee meeting held on 6th March 2023 - **AGREED**

Full Council meeting held on 8th March 2023 – **AGREED**

Staffing, Policy, and Development meeting held on 24th March 2023 – **AGREED**

Events Committee meeting held on 27th March 2023 – **AGREED**

Staffing, Policy and Development meeting held on 31st March 2023 - **AGREED**

FC/03/2023 DECLARATIONS OF INTERESTS, MEMBERS AND OFFICERS TO GIVE NOTICE OF INTERESTS ON ITEMS ON THE AGENDA
NONE

FC/04/2023 EXCLUSION OF PRESS AND PUBLIC
NONE

FC/05/2023 PUBLIC PARTICIPATION

To receive any representations from members of the public – Members of the public are invited to speak for a maximum of 5 minutes each. The maximum total time for public participation will be 10 minutes. At the close of this item, members of the public will no longer be permitted to address the Council Members unless invited to do so by the Chairman.

5.1 Public Participation

Trevor Grahamslaw was in attendance to bring the councils attention to the Fountain in Wigton. There were concerns raised that now the Cumberland Authority had taken over, the Fountain may not receive the care and attention it requires. In 2003 Allerdale accepted ownership of the Fountain, therefore they would be responsible for its upkeep and repairs. Allerdale's property services carried out a survey and described the Fountain in reasonable condition, but they wanted a proper survey done in early Spring when the weather was better. Trevor Grahamslaw has requested that the Town Council contact the Cumberland Authority to ensure they will continue to be responsible for the upkeep and repairs of the Fountain. It is believed the contact would be Trevor Hurst at the Cumberland Authority, both the

clerk and Cumberland Councillor Elaine Lynch are to follow this up. **ACTION** – Clerk to contact Trevor Hurst.

There is a trust in place with some money left for the Fountain which could go towards the maintenance with the Town Council also contributing or matching the costs.

Cllr Clark also highlighted the importance of having a regular cleaning schedule for the Fountain.

The lack of signage at Phoenix Park was also raised as there is nothing in place to inform the public the pond is a nature area, it was also asked if a gate could be added to the fence as well as other appropriate signage regarding the pond to highlight it is deep water. **ACTION** – Arrange for signage in Phoenix Park.

5.2 Cumberland Authority Report

Cllr Lynch:

It was highlighted that as of 1st April the new authority was in place and there had been some movement within Childrens Services, with a new director in post.

In relation to Wigton, Cllr Lynch has brought into focus the issues with crossing the road outside of Spar and across Station Road, therefore has requested a meeting with Steph Davis-Johnston the Allerdale team leader of Highways. The state of the roads were also mentioned which included the number of pot holes and the loose manhole covers in the High Street. Cllr Lynch encouraged people to take photographs where appropriate and upload them to the Cumberland Authority website.

It was noted that after the initial meeting with Steph Davis-Johnston on the 1st March there had been little change to the highways in Wigton and the Police may be required for enforcement. Cllr Scott asked whether rails could be installed in parts of King St which would prevent the illegal parking.

Community panels have been set up in different areas which can give grants. Each panel has different priorities and the panel in which Cllr Lynch is part of is the Lakes and Fells panel which is to focus on wellbeing and health.

Cllr Armstrong asked Cllr Lynch about the need for electric charging points in Wigton and asked if this was a priority for the Cumberland Authority. It appears there is no person or authority which is responsible for installing them. **ACTION** – clerk to ask Aspatria about their EV charging points.

FC/06/2023 Finance Matters

6.1 To receive and authorise Payments and Bank Reconciliation for March 2023

All payments agreed and authorised.

FC/07/2023 Grounds Maintenance Report

No report was provided so an update from Cllr Hamblin and the clerk was provided.

An update on the allotments was given with Burnfoot allotment just waiting for the plumber to correct the water pipe. Once this has been corrected United Utilities can be contacted for the water supply to be connected.

FC/08/2023 Cemetery Update

There had been two funerals over the month.

The first grass cut had taken place.

A damp survey had been completed on the cemetery house, this resulted in a list of jobs that needed to be completed.

The grave mapping is continuing and will now be computerised.

The next meeting will be to discuss the fees and whether they should be increased, there will also be a 'walkaround' of the cemetery to highlight any issues at this meeting.

The Friends of the Cemetery are still waiting on being able to set up a bank account.

FC/09/2023 Public Toilets

The clerk has been unsuccessful in finding either a company or a self-employed cleaner to open/close and clean the public toilets. Currently the clerk is opening, closing and cleaning the toilets five days per week and Cllr Clark is opening and closing on a Saturday. The clerk proposed that she takes on the toilets on a self-employed basis after her working hours, six days per week at a reduced rate to save the council money, temporarily until a more permanent solution is found. The toilets are currently being looked after by the clerk but cleaning them as and when around the normal working day, prioritising the clerk's job.

Councillors discussed the proposal, and it was **agreed** that the clerk should continue the with the current way of working with Cllr Clark opening and closing on Saturdays.

FC/10/2023 Town Mayor's Report

I am pleased to report that I have had a very busy time in the last month, and I have the honour of representing the Wigton Town Council in the following events: -

10.03.2023 – My Mother and I attended the final Allerdale Borough Council Civic Dinner at the Greenhill for the Mayor of Allerdale chosen charity, Keswick Mountain Rescue.

The Guest of Honour, Harrison Ward the Fell Foodie gave an inspirational talk about his life story and how he overcame his addictions. There were also two great speeches

from the Mayor of Allerdale, Alan Daniels and the Leader of Allerdale Borough Council, Mike Johnson. Brilliant music by Mustangz. The event raised £1124.

14.03.2023 - I was invited by the Trustees and Chief Executive of Hospice at Home Carlisle and North Lakeland to a Reception at Askham Hall, in the presence of HRH The Duke of Gloucester, Prince Richard KG GCVO, to thank the Staff, Volunteers and Supporters and to celebrate 25 years of care.

16.03.2023 - I attended the Mayor of Carlisle's Annual Civic Dinner & Presentation of Community Awards at The Halston. There were some fantastic speakers including Deputy Lord Lieutenant - Mrs Marcia Reid-Fotheringham, The Leader of the City Council - John Mallinson, The Police and Crime Commissioner - Peter McCall and The Mayor himself - Mike Michelson.

23.03.2023 - I attended the unveiling of the Nightingale Garden and Monument at Vulcans Park in Workington. The monument was created by RAF General Engineering for the community of Workington to remember the people who died during the Covid 19 pandemic.

08.04.2023 – Sandra and I filmed our scene for the Cumberland Councils promo video.

09.04.2023 – I attended the Easter Sunday Service at Wigton Methodist Church

FC/11/2023 Clerk's Report

Explained that if there is an issue with receiving emails because it is a new account then email clerk@wigtontowncouncil.org.uk and this should resolve the issues.

Thanked those councillors for putting their name forward for the Taste of Wigton event, that event is now fully covered.

Annemarie Robson's last day at work was the 12th April so a thank you card and gift will be sent, if any councillors would like to sign the card it will be in the office.

An update was given around staffing with the grounds maintenance position now being filled and the vacancy in the office being advertised shortly. It has been agreed to try and recruit an apprentice but pay minimum wage for age so there is no disadvantage for 19+ applicants.

There is an issue with our Facebook page as we have lost access to it, a new page has been set up but it isn't followed as local people do not realise it is a real page. We are going to try and gain access to the old account for this reason.

FC/12/2023 Member's Reports

Cllr Hodson – took part in the 'Here I am' advertisement.

Cllr Hamblin – concerned around the gate not being locked at Phoenix Park/Allotments so a letter will be sent to remind allotment users.

Meeting Closed – 8:30pm

Date of next meeting: Wednesday 10th May 2023

A MEETING OF THE FULL COUNCIL WAS HELD ON

WEDNESDAY 10th MAY 2023 AT 7.00PM

PRESENT –

Councillor Chris Scott (Mayor and Chair)
Councillor Sandra Hodson (Deputy Mayor)
Councillor John Hamblin
Councillor Mary Clark
Councillor Mary Huntington
Councillor Chris Stapley
Councillor John Crouch
Councillor Heather Robbins
Councillor Anne Jackson
Councillor David Ferriby
Councillor Mark Newton
Councillor Shane McCarthy
Councillor Monique Speksnyder.

Clerk: Emma Ireton

FC/13/2023 TO RECEIVE APOLOGIES & REASONS FOR ABSENCE

Councillor Armstrong

FC/14/2023 MINUTES FROM April 2023

The following minutes were agreed as accurate and signed by the Chairman:

Events Committee meeting held on 3rd April 2023 - **AGREED**

Full Council meeting held on 12th April 2023 – **AGREED**

Parks, Open Spaces and Allotment meeting held on 25th April 2023 – **AGREED**

FC/15/2023 DECLARATIONS OF INTERESTS, MEMBERS AND OFFICERS TO GIVE NOTICE OF INTERESTS ON ITEMS ON THE AGENDA

NONE

FC/16/2023 EXCLUSION OF PRESS AND PUBLIC

Agenda item 9 - Recruitment Update in a confidential part 2.

FC/17/2023 PUBLIC PARTICIPATION

To receive any representations from members of the public – Members of the public are invited to speak for a maximum of 5 minutes each. The maximum total time for public participation will be 10 minutes. At the close of this item, members of the public will no longer be permitted to address the Council Members unless invited to do so by the Chairman.

5.1 Public Participation

Two members of the public were present and observing.

5.2 Cumberland Authority Report

Cumberland Councillor Lynch:

In the April meeting, Cllr Lynch stated that she would contact Trevor Hurst regarding the maintenance of the Fountain in Wigton. An update was provided during this meeting where it was confirmed that an email had been sent as agreed with no replies received at the time of this meeting.

It was stated in the last meeting that there had been a meeting with Steph Davis-Johnston from the Highways department which was to review some of the traffic issues in Wigton, especially around Station Road. During the meeting Steph Davis-Hunter managed to see some of the issues that Wigton face including the illegal parking outside of the Factory shop which while is on private land, it is hoped it will be looked at. Cllr Lynch during this meeting did suggest the use of bollards in specific areas.

It was shared that Cumbria Police had a meeting to review the area around the zebra crossing so it is hoped that some improvements will come from this meeting. In relation to Station Road a crossing was a potential but was discounted as well as an island which would be an issue for large HGVs crossing. The road markings have all pretty much gone at the top of Station Road so these need to be replaced. Overall there is the focus to make this area safer.

In terms of the loose man hole covers, it was advised that they need reported to the specific authority/utility company as they are not all owned by the Cumberland Authority.

There have been discussions taking place regarding Lowmoor Road and the entrance to the Swimming Baths.

The electric charging points are still being followed up.

In relation to Wigton, Cllr Lynch shared information regarding the community panels as a second meeting had taken place with a further meeting to happen on the 12th June to look at the community and investment plan. The process will be different to the Borderlands Project as there will be funding for eight community panels which will be based on the number of people in an area and the level of deprivation. Up to £60000 will be available and will be to improve health and wellbeing as well as other top priorities. Each panel will have an officer taking minutes and a member of the authorities' senior management team which will be Simon Higgins for the Wigton area panel. There will be a meeting later in the month to discuss how the money can be used.

The first full council meeting was on the 18th April which was to set the committees and for members to receive media training. There are weekly meetings in relation to

Children's Services with vaping and smoking policies a hot topic as it is such a big issue in schools.

There was an update provided around the bin collections, it was advised that if one area has not been collected it will be collected the following week.

It was asked if parish councils were able to take on extra responsibilities yet, the response was that nothing had been delegated as of yet.

Early Years outcomes need to be improved so the authority is working on a strategy for this.

Cllr Lynch visited Futamura for a meeting to discuss what the council could do

FC/18/2023 Finance Matters

6.1 To receive and authorise Payments and Bank Reconciliation for April 2023

All payments agreed and authorised.

FC/19/2023 Grounds Maintenance Report

Stephen Farish the Grounds Maintenance Supervisor provided the following:

Firstly, as the football season comes to an end the pitches have stood up well with all the play apart from the 9v9 pitch at Wigton Park, it is my recommendation that we put a proper drainage system in. I know this will cost a bit, but this does need to be done down one side as there is a main drain right through the middle already. There is talk about putting a lady's team on Barton laws next season which is good news. Other good news was hearing Wigton harriers had won their league, their feedback was that it's the best the pitch has ever played. We will try to do as much work on the pitches as possible ourselves but certain jobs like vertidrainning and overseeding will need to be done by Tivoli.

The park verges need repaired after all the traffic throughout the football season just waiting for matches to finish.

Town tubs and benches will be finished before planting in mid-June.

Litter bins have been installed in Throstle Park as they are getting used quite a bit, so we are emptying them every week.

Burnfoot allotments - we have measured up and priced a fence to go in the newly prepared allotments. Also rat baiting is being carried out at the Longthwaite allotments.

The slide and park play equipment - painting has started on the slide at Wigton Park as it needed a lot of TLC, also other equipment needs painting.

Grass cutting is in full swing now and all sites are getting cut fortnightly.

The park beds project AT Wigton Park - all beds have been PH tested and Rhys has worked out what shrubs we need, including varieties.

Staff - our new employee, Frank, starts next week, which will be a godsend as a lot of jobs can be started on as it's been a bit hectic lately and jobs have had to be delayed.

Finally, the large Van had to have a lot of work done on the rear part of the body due to corrosion on the base of the tipper.

FC/20/2023 Cemetery Update

There have been 5 funerals and 2 cremations in April.

The first yearly inspection was also carried out, the result of this was that it was noted that the path at the bottom and to the side of the cemetery needs to be repaired.

The clerk has been in touch with the Monumental Masons to discuss headstone repairs,

The mapping of the cemetery continues.

Cllr Scott announced that he had been in touch with Futamura regarding volunteering and suggested they could help with painting the cemeteries front gates.

ACTION – Cllr Scott to liaise with Futamura.

FC/21/2023 Public Toilets

There has been no further update since the last meeting, the clerk and Cllr Clark continues to open and close, and the cleaning is undertaken by the clerk.

Cllr Clark did mention that she has spoken to a potential self-employed cleaner so she will pass our details on.

Cllr Hodson also offered to help with putting quotes together.

FC/22/2023 Mayor's Update

Mayor Chris Scott provided the following update:

Town Mayors Announcements 13/04/2023 – 10/05/2023

I am pleased to report that I have had a very busy time in the last month, and I have had the honour of representing the Wigton Town Council in the following events: -

22/04/2023 – I, with some fellow councillors manned the stall at the Taste of Wigton event.

Despite the awful weather we had a nice steady flow of people throughout the day. I went to the Throstle with Anna Chippendale after the event, and we discussed how to make the event better. She suggested moving it to another location which I was opposed to as this would take people away from the town centre and the local shops, cafes and business' who all prosper when the event is on. She did agree to my suggestion of a 2-day event.

27/04/2023 – Dennis Graham asked me to come along for a photo for the News & Star for his exhibition of Wigton High Street from 100 years ago that he is building in the Boys Club.

This exhibition will be on display in the Market Hall in the summer.

05/04/2023 – I was invited to West Cumbria age UK for their Coronation Tea & Cake party where I put on my pinny and help serve teas and coffees. The event raised £207.34 which is going towards a minibus.

05/04/2023 – I was asked to present a trophy at the Wigton Rugby Club for their Colts and Senior Presentation. The Colts team approached Wigton Town Council for a grant to

purchase their stripes. This is the first Colts team for 6 years and they've had a good season finishing 3rd.

06/04/2023 – I was invited by Inglewood Nursing Home for their Coronation party where Lol was playing. Jack Thomlinson saved me a seat next to him and asked to see his name on the chain. He ended up wearing it throughout the whole party. Jack was the mayor the year I was born.

06/04/2023 – I got out the Union Jack suit once again for the Beacon Lighting at Barton Law. It was a success with about 100-150 people attending. Wigton Town Council managed to make the Daily Mail

FC/23/2023 Clerk's Report

Firstly, the clerk wanted to thank all councillors who assisted during the lighting of the Beacon but especially Cllr Armstrong as he had spent days on the lead up to the event ensuring the Beacon was painted and ready to be set alight.

It was noted that snacks and drinks were sold at the Lighting of the Beacon and there were some left over. The clerk suggested trialling an honesty box to sell the remaining goods to those using the facilities for football. The other suggestion was to look into leasing a vending machine for Barton Laws.

It was also mentioned that there had been several resident complaints over a cockerel that seems to have been abandoned and is taking resident in people's gardens. It was suggested that Knox Wood is called as the cockerel does not seem to belong to anyone.

FC/24/2023 Member's Reports

Cllr Newton – Suggested Wigton has a scarecrow event like Dalston

Cllr Hodson – Taste of Wigton and Beacon Lighting with thanks to the clerk and Cllr Armstrong for all the work he put into the event. Also the displaying of the poppies on the Fountain which will stay up for the carnival and the RBL 100 year anniversary (Wigton branch). Also working with the RBL and shopkeepers to promote this in their shop fronts.

Cllr Jackson - Taste of Wigton and Beacon Lighting

Cllr Speksnyder – Attended the Beacon lighting. Also reported that Wigton for Wildlife along with Futamura will be attending Phoenix Park on Wednesday 17th May to clean and strip the old paint from the Mushroom.

Councillors were informed that Wigton Harriers won the Premier Division of the Cumberland County League, it was therefore suggested that a letter of congratulation was sent. **ACTION** – Clerk to send a letter of congratulations.

Cllr Hamblin referred to the minutes of the recent POA relating to the anti-social behaviour at East End Play area, he explained that there had been no further incidents since the committee met to discuss the issues. However, this should still be monitored as well as continuing with Cllr Scott's idea of planning a meeting to

include the youths to overcome the problem. The actions from the POA minutes will also still be completed.

Cllr Clark - Taste of Wigton and Beacon Lighting and the Infant School Coronation Event at St Mary's.

Cllr Robbins - Taste of Wigton and Beacon Lighting

Cllr Crouch - Taste of Wigton and Beacon Lighting. It was asked when councillors would receive a meeting to discuss the Bowling Club and their position. **ACTION** – To speak to Cllr Ferriby to arrange a meeting.

Cllr McCarthy - Taste of Wigton and Beacon Lighting, he also mentioned that more advertisement was required.

Cllr Stapley - Taste of Wigton and Beacon Lighting.

Meeting Closed – 8:35pm

Date of next meeting: Wednesday 14th June 2023

A MEETING OF THE FULL COUNCIL WAS HELD ON

WEDNESDAY 16th JUNE 2023 AT 7.00PM

PRESENT –

Councillor Chris Scott (Mayor and Chair)

Councillor Sandra Hodson (Deputy Mayor)

Councillor John Hamblin

Councillor Mary Clark

Councillor Mary Huntington

Councillor Chris Stapley

Councillor John Crouch

Councillor Heather Robbins

Councillor Anne Jackson

Councillor David Ferriby

Councillor Mark Newton

Councillor Shane McCarthy

Councillor Monique Speksnyder

Councillors Meszaros and Newton joined the table after the vote was taken.

Clerk: Emma Ireton

FC/25/2023 TO RECEIVE APOLOGIES & REASONS FOR ABSENCE

None

FC/26/2023 MINUTES FROM May 2023

The following minutes were agreed as accurate and signed by the Chairman:

Annual General Meeting held on 10th May 2023 – **AGREED**

Councillor Hodson commented that she did not agree with the wording in FC/4/2023, line four.

Full Council meeting held on 10th May 2023 – **AGREED**

Parks, Open Spaces and Allotment meeting held on 23rd May 2023 – **AGREED**

FC/27/2023 DECLARATIONS OF INTERESTS, MEMBERS AND OFFICERS TO GIVE NOTICE OF INTERESTS ON ITEMS ON THE AGENDA

The clerk Emma Ireton disclosed that one of the councillor candidates was her sister Claire Meszaros.

Cllr Newton declared that one of the councillor candidates was his wife Patricia Newton.

FC/28/2023 EXCLUSION OF PRESS AND PUBLIC

NONE

FC/29/2023 PUBLIC PARTICIPATION

To receive any representations from members of the public – Members of the public are invited to speak for a maximum of 5 minutes each. The maximum total time for public participation will be 10 minutes. At the close of this item, members of the public will no longer be permitted to address the Council Members unless invited to do so by the Chairman.

5.1 Public Participation

Two members of the public were present and observing.

5.2 Cumberland Authority Report

Cumberland Councillor Lynch:

Discussed the list of ongoing traffic issues in Wigton and noted that while she was pleased with Highways response so far, she will be asking for a further update. One key issue is possibly placing bollards around the fountain so she will request a meeting with on street parking team to discuss further.

It won't be possible to put a crossing near the old bus station, so the Highways team are looking at other solutions. It is looking likely that a 20-mph zone will be introduced outside schools.

Cllr Newton raised the issue that Blue Badge holders are able to park on double yellow lines which could cause an obstruction so would it be possible to create more disabled spaces in Water Street car Park?

Councillor Speksnyder arrived: 7:09 PM

It was noted that there has been an increase in parking wardens in the area.

Cllr Lynch is happy to be contacted if potholes aren't being dealt with in a timely manner.

300 bus services being improved with more service on Sunday and an extra bus on weekday mornings. £2 bus fare ends November, then £2.50 until November 2024.

First community panel meeting occurred with the governance agreed along with how money was allocated. There is £60720 for our area (not just Wigton).

Investments (grant) can be applied for by going on website. They will need to match priorities which for Wigton includes, wellbeing, health, and sport etc.

Residents wanting information regarding the bin strikes should have a look on the Cumberland Council website for more details.

Grass cutting in Wigton was discussed as there was an issue with the area outside of the GPs. It has since been resolved but the concern is that this area is known as a roadside verge which would mean it wouldn't be cut regularly. While the Cumberland Council have been contacted about this if this continues then Cllr Lynch can be contacted to follow it up. It was highlighted that the problem is around the merging of different areas so this will take a couple years to resolve.

Cllr Clark asked Cllr Lynch whether she knew about the who was responsible for the grassed area at Fell View as it hadn't been cut, it was noted that Home Group would be responsible.

FC/30/2023 Finance Matters

6.1 To receive and authorise Payments and Bank Reconciliation for May 2023

All payments agreed and authorised.

FC/31/2023 Councillor Vacancies

Patricia Newton and Claire Meszaros were invited to the meeting where they were asked two interview style questions to assess their suitability for the role of councillor. They took it in turns to answer the following questions:

- Why would you like to be a Town Councillor?
- There are 5 committees, POA, Staffing and Development, Events, Barton Laws and Finance. Out of these 5 committees which one would you have the skills and strengths to add to the success of the committee?

During the interviews Cllr Newton left the room.

Cllr Scott proposed Claire Meszaros to become a Town Councillor, this was seconded by Cllr Hamblin.

A vote was taken and the result was **UNANIMOUS**

Cllr Scott proposed Patricia Newton to become a Town Councillor, this was seconded by Cllr Crouch.

A vote was taken and the result was **UNANIMOUS**

Cllrs Meszaros and Newton joined the table.

FC/32/2023 Grounds Maintenance Report

The members were provided with a report produced by Stephen Farish.

FC/33/2023 Cemetery Update

One funeral last month and two next week.

There is a problem with the septic tank, so this is being investigated.

There have been some issues with dogs off the lead.

Next week is Susan McLachlan's final week as the clerk then Emma Ireton will take over.

FC/34/2023 Civic Protocol

Members were provided with a first draft Civic protocol prior to the meeting. The first item to discuss was:

Part a) Vote to amend combining the chairman and the Mayor within the standing orders.

CS proposed this amendment, and it was seconded by Cllr Clark.

A discussion took place around the advantages and disadvantages of combining and splitting the role. Cllr Hodson explained that this vote was taken in 2019 to separate the positions and it could be discriminatory to change it.

The chair suggested a vote to be taken on both having the position separate and combined,

A vote was taken with **10** votes **FOR** combining the role and **2** votes to keep the role **SEPARATE**.

Cllrs Stapley and Ferriby abstained from voting.

Members then discussed:

Part b) to vote on the Civic Policy

Members discussed the draft policy with many members having differing opinions.

Cllr Hodson asked why it had not gone to the Staffing and Policy Committee? The reason for this was it was deemed to be an important policy; therefore all members would likely want to contribute towards it.

It was suggested that before this policy could be voted on members should have the opportunity to contribute.

Cllr Hodson proposed this was deferred until the next full council meeting, this was seconded by Cllr Ferriby.

A vote was taken to defer, 7 members voted to **defer**
A vote was taken to adopt, 6 members voted to **adopt**

The decision was made to defer agreeing to the policy until the next meeting which would allow members to send their amendments by email to the clerk. An amended version along with the original would then be sent out prior to the next meeting.

FC/35/2023 Bowling Club Update – Cllr Ferriby

Had the report, some things need followed up from different committees.

Cllr Hamblin requested access to the accounts as it was in the agreement to have this information every 12 months. It was decided that the accounts would be looked at in the Autumn.

FC/36/2023 Public Toilets

The clerk provided members with Nicolle's cleaning services proposal. Daily charge is £27.50 which will be invoiced monthly. This is for a 6-day week from Monday – Saturday and includes the opening, closing and cleaning of the toilets plus all the cleaning supplies. The Town Council will continue purchasing the toilet rolls.

A month's notice will be provided for leave with the clerk's office taking over the opening, closing and cleaning. Any day not covered will not be charged.

Initially this is a three month contract then will become a 12 month contract if the service is value for money.

A vote was taken to use Nicolle's Cleaning Service and the result was **UNANIMOUS**.

FC/37/2023 Mayor's Update

Mayor Chris Scott provided the following update:

Attached

FC/38/2023 Clerk's Report

An extraordinary meeting will need to take place next week to approve the end of year accounts.

FC/39/2023 Member's Reports

Cllr Hodson – Attended the Futamura/Phoenix Park day to strip the mushroom and Age UK.

Cllr Speksnyder – Managed the Futamura/Phoenix Park Day to strip the mushroom and suggested parks committee could get an artist to paint the mushroom. She also suggested asking Futamura to repair the crack in the mushroom. Also attended the Balsam bashing at Wiza beck and met with Geoff Norman.
Put barley straw in pond – water low though. Recommended trees for memorial would be cherry trees.

Cllr Hamblin notified Cllr Speksnyder that future work should go through the POA committee as they need to be aware of the work to be carried out.

Cllr Hamblin – discussed clearing ponds including algae.

Cllr Ferriby – reminded members that there was also a RBL service in Workington as well as Wigton.

Cllr Huntington – attended the service for Geoffrey Ravalde

Cllr Clark – attended the service for Geoffrey Ravalde. It was also asked whether the weeds around Wigton could be dealt with along with the need for paths to be pressure washed.

Meeting closed 21:02

Date of next meeting: Wednesday 12th July

A MEETING OF THE FULL COUNCIL WAS HELD ON

WEDNESDAY 12TH JULY 2023 AT 7.00PM

PRESENT –

Councillor Chris Scott (Mayor and Chair)
Councillor Sandra Hodson (Deputy Mayor)
Councillor John Hamblin
Councillor Mary Clark
Councillor Mary Huntington
Councillor Chris Stapley
Councillor John Crouch
Councillor Heather Robbins
Councillor Anne Jackson
Councillor David Ferriby
Councillor Mark Newton
Councillor Shane McCarthy
Councillor Claire Meszaros
Councillor Patricia Newton

Clerk: Emma Ireton

FC/58/2023 TO RECEIVE APOLOGIES & REASONS FOR ABSENCE

Councillor Speksnyder

FC/59/2023 MINUTES FROM JUNE 2023

The following minutes were agreed as accurate and signed by the Chairman:

Full Council held on 14th June 2023 – **DEFERRED until September meeting.**

Extraordinary Meeting held on 29th June 2023 – **DEFERRED until September meeting.**

Extraordinary meeting held on 29th June – **DEFERRED. AMENDMENT TO PRESENT/APOLOGIES AND A LINE ADDED BY COUNCILLOR CLARK IN FC/57/2023**

FC/60/2023 DECLARATIONS OF INTERESTS, MEMBERS AND OFFICERS TO GIVE NOTICE OF INTERESTS ON ITEMS ON THE AGENDA

Councillor Hamblin declared £50 cash received from a member of the public for plants and flowers.

FC/61/2023 EXCLUSION OF PRESS AND PUBLIC

NONE

FC/62/2023 PUBLIC PARTICIPATION

To receive any representations from members of the public – Members of the public are invited to speak for a maximum of 5 minutes each. The maximum total time for public participation will be 10 minutes. At the close of this item, members of the

public will no longer be permitted to address the Council Members unless invited to do so by the Chairman.

5.1 Public Participation

Two members of the public were present and observing.

5.2 Cumberland Authority Report

None

FC/63/2023 Finance Matters

6.1 To receive and authorise Payments and Bank Reconciliation for June 2023

All payments agreed and authorised.

Councillor Clark queried a payment of £38.99 for canes that were allocated to the WBJC. The receipt was provided by Councillor Hamblin. It was agreed this would be checked and allocated to the correct budget line if necessary.

FC/64/2023 Civic Policy

Chairman Councillor Scott addressed the members of the council with a statement regarding the need for a civic policy. Councillor Hodson refuted claims made during the statement pointing out that there had been a request for a meeting to discuss which had gone unanswered.

Members of the council discussed the civic policy, going through each point before taking a vote.

1.1 Should sentence 1 or 2 be adopted:

This protocol is designed to assist the Town Mayor and Deputy Mayor to understand their roles and responsibilities and to provide guidance for undertaking civic duties. **OR**

This protocol is designed to assist Councillors to understand their roles and responsibilities and to provide guidance for undertaking civic duties.

A **vote** was taken.

10 councillors voted in favour to keep sentence 2.

4 councillors either voted in favour to keep sentence 1 or they abstained.

The adopted sentence for 1.1 is:

This protocol is designed to assist the Town Mayor and Deputy Mayor to understand their roles and responsibilities and to provide guidance for undertaking civic duties.

1.2 Should the following sentence be removed entirely:

a) The Deputy Mayor will not automatically become the Town Mayor the following year.

A **vote** was taken.

12 councillors voted in favour to keep this statement.

The adopted statement for 1.2 a) is:

The Town Mayor is formally elected by the council from amongst its members at the annual council meeting each May. A Deputy Town Mayor is also elected at this meeting. The term of office for the Town Mayor is one civic year, which runs until the next annual meeting. The Deputy Mayor will not automatically become the Town Mayor the following year. The criteria that will help determine who should be considered as Town Mayor includes the following:

1.2 Should the following sentence be removed entirely:

b) They must have served as chairman for at least one committee during their current term.

A **vote** was taken.

13 councillors voted in favour to remove the statement.

2 councillors abstained.

1.2

c) They must not have been subject of a code of conduct complaint within the preceding two years.

A **vote** was taken.

13 councillors were in favour to remove the statement.

2 councillors abstained.

The adopted statement for 1.2 b and c is:

- They must have a good attendance record at both council and committee meetings.
- They must be able to attend engagements and positively promote the Town Council.

4.4 Should this statement be amended with the removal of 4.5.

Invitations should not be sent to nor solicited by the Deputy Town Mayor, and they will not attend functions in their own right except when deputising for the Town Mayor.

A **vote** was taken on whether it should stay in its original form.

12 councillors were in favour of keeping it in its original form.

4.5 Should the original statement be replaced with the following:

Where the Deputy Town Mayor is invited to a function, it should be referred to the Town Clerk as an invitation for the Town Mayor and the Deputy Mayor should only attend where the Town Mayor cannot. (original)

Where the Deputy Town Mayor is invited to a function the invitation should be referred to the Town Clerk so it can be recorded. This invitation will then be extended to the Town Mayor as well as the Deputy Mayor. The Deputy Mayor will not attend functions in their own right except when agreed by the Town Mayor. (Amended)

A **vote** was taken on whether the original statement should be replaced with the amended statement.

13 councillors were in favour of keeping the original statement.

4.6 Should there be an amendment to this statement.

The Deputy Mayor should not attend any external meetings or visit organisations without prior agreement from the Town Mayor unless it is usual councillor business. (Original)

The Deputy Mayor should not attend any external meetings or visit organisations without prior agreement from the Town Mayor unless it is usual councillor business. All councillors are able attend all functions in their role as a councillor. (Amended)

Councillors discussed changing the wording to the following:

The Deputy Mayor should not attend any external meetings in their role as Deputy Mayor or visit organisations without prior agreement from the Town Mayor unless it is usual councillor business.

A **vote** was taken to adopt this new amendment.

13 Councillors were in favour of this amendment.

The final and approved Civic Policy is available online and from the office.

FC/65/2023 Anti-Social Behaviour

The clerk provided members with an update regarding the recent incident at Barton Laws. The CCTV footage of the group of youths setting a sweatshirt alight behind the building was sent to the Police

Members requested the clerk to send a letter to Mike Johnson, copying in Roger Liddle regarding the issues Wigton is facing in relation to Anti-Social behaviour.

It was proposed that a meeting could be held at Barton Laws, inviting youths and parents to discuss Anti-Social behaviour.

FC/66/2023 Grounds Maintenance Update

Members received the grounds maintenance report.

Councillor Stapley shared his concerns about the roof slates as the mortar has moved. **ACTION** – the office to contact the builders.

ACTION – The office to price up portable football goals.

FC/67/2023 Cemetery Update

Councillor Robbins provided an update.

The new fees had been set from the 1st August 2023.
From the 26th July dampproof work was to be carried out at the cemetery house.
There had been issues with the septic tank being blocked with wet wipes but this has been resolved.
It was highlighted that the VAT for 22/23 had not been refunded to the WBJC account. ACTION – clerk to make the payment from the main town council account.
It was also highlighted that the income and expenditure statement did not match the budget so this needed to be addressed.

FC/68/2023 Bowling Club Update – Cllr Ferriby

Previously some members had requested to see the financial statements of the bowling club, members were reminded that financial statements can only be requested but there is no requirement for the bowling club to provide these statements.

Members still expected an annual report which would provide details of how well the club was doing. Members were reminded that the Bowling Club pay £1000 a year in rent and without that, the building would be unused with no income.

Members were also told that any work carried out by the park staff is paid for by the bowling club by way of invoicing.

The toilets are in very poor condition and the Town Council had agreed to pay to improve the facilities which include replacing the roof, the ladies' toilets, men's toilets and disabled toilet.

It was asked that there were some projections and costings available for the next full council meeting.

FC/69/2023 Mayor's Report

Mayor's Making Ceremony in Carlisle
Wigton Choral Society Concert
RBL Service
Wigton Carnival
Dhaka Restaurant – Cash for kids
Work ready day at Nelson Thomlinson School
Chrysalis AGM
Wigton infant School gala

FC/70/2023 Clerk's report

Clerk raised that the events committee was not up to quorum, councillor Scott proposed councillors Newton and Meszaros to join the committee. A **VOTE** was taken with a **UNANIMOUS** result for both to join the committee.

Welcomed Sophie as the Assistant Town Clerk.

There was a proposal to buy a cold drinks and snacks vending machine and a hot drink vending machine to have at Barton Laws. It was clarified that the town office would be responsible for the restocking and emptying money. A local business is selling a vending machine so we could purchase that for Barton Laws.

Councillor Scott proposed that we purchase the vending machine locally. A **VOTE** was taken with a **UNANIMOUS** result.

The clerk requested that the committee make a decision on which auditor to use for 23/24. It was proposed by Councillor Stapley that Rachael Kelly would be our auditor for 23/24. A **VOTE** was taken and the result **UNANIMOUS**.

FC/71/2023 Member's Reports

Councillor Jackson – Carnival and RBL service

Councillor Newton – Could there be a portaloos at the allotments? To be added to the next POA agenda.

Councillor Newton – Why are the town council not doing something to celebrate Wimbledon?

Councillor Hodson – RBL service, carnival, Wildlife for Wigton and Chrysalis AGM

Councillor Ferriby – RBL service and carnival

Councillor Stapley - carnival

Councillor Hamblin – RHS Wigton in Bloom

Councillor McCarthy – Carnival. Also raised concerns regarding recycling bins and the vape station also selling slush drinks as well as vapes

Councillor Clark – Mentioned the tree planted for the jubilee is dead

Councillor Robbins – RBL service, carnival. Also raised concerns regarding the vape station

Councillor Crouch – RBL service, carnival. Would like a letter to be sent to the carnival committee.

Meeting closed 20:59

Date of next meeting: Wednesday 13th September

A MEETING OF THE FULL COUNCIL WAS HELD ON

WEDNESDAY 13th SEPTEMBER 2023 AT 7.00PM

PRESENT –

Councillor Chris Scott (Mayor and Chair)
Councillor Sandra Hodson (Deputy Mayor)
Councillor John Hamblin
Councillor Mary Clark
Councillor Mary Huntington
Councillor Chris Stapley
Councillor John Crouch
Councillor Heather Robbins
Councillor Anne Jackson
Councillor David Ferriby
Councillor Mark Newton
Councillor Shane McCarthy
Councillor Patricia Newton

Clerk: Emma Ireton

FC/72/2023 TO RECEIVE APOLOGIES & REASONS FOR ABSENCE

Councillor Speksnyder
Councillor Meszaros

FC/73/2023 MINUTES FROM JULY AND AUGUST 2023

The following minutes were agreed as accurate and signed by the Chairman:

Full Council held on 14th June 2023 - **AGREED**

Extraordinary meeting held on 29th June 2023 – **Councillor Clark requested two amendments, to remove the word confidential from the top and to move her previous comments to section four.**

Events Meeting held on 10th July 2023 – **AGREED**

Full Council held on 12th July 2023 – **AGREED**

Barton Laws meeting held on 18th July 2023 – **AGREED**

Events meeting held 25th July 2023 – **AGREED**

Finance meeting held on 31st July 2023 – **AGREED**

Events meeting held on 1st August 2023 – **AGREED**

Events meeting held on 15th August 2023 – **AGREED**

Events meeting held on 29th August 2023 - **AGREED**

FC/74/2023 DECLARATIONS OF INTERESTS, MEMBERS AND OFFICERS TO GIVE NOTICE OF INTERESTS ON ITEMS ON THE AGENDA

Councillor Hamblin declared £50 cash received from a member of the public for plants and flowers.

FC/75/2023 EXCLUSION OF PRESS AND PUBLIC

NONE

FC/76/2023 PUBLIC PARTICIPATION

To receive any representations from members of the public – Members of the public are invited to speak for a maximum of 5 minutes each. The maximum total time for public participation will be 10 minutes. At the close of this item, members of the public will no longer be permitted to address the Council Members unless invited to do so by the Chairman.

5.1 Public Participation

Two members of the public were present to receive their prize for best allotment.

A councillor of Waverton Parish Council attended as a member of the public to question agenda item number eight. The agenda item was to discuss and vote on whether Wigton Town Council agreed to the WBJC's terms of reference. It was highlighted that this was inaccurate as the Town Council were unable to refuse the WBJC's terms of reference as they are an existing legal document that were drafted with Allerdale. The WBJC members wanted the Town Council members to acknowledge that the terms of reference exist, understand its content along with its legal and financial implications on the three joint parish councils, specifically Wigton Town Council as the leading council.

5.2 Cumberland Authority Report

Councillor Lynch provided an update regarding Highways. A speed indication device at Southend was considered but as there is no current speed data it will not be possible. It was mentioned that this device could possibly be bought through the community panel. Issues continue at the Fountain, one option is to look at removable bollards. Signage at Lowmoor Road has been completed. Highway issues relating to King Street will take longer to resolve as a Zebra crossing is not possible but other options are being looked into.

Bin strikes are now over with collections now taking place apart from paper and card but these will start again shortly.

The Solway and the Fells Community panel allows for each member to spend £5000 each on a local project, NADT received Councillor Lynch's share for youth services. The community youth panel is also hoping to provide the swimming baths with support so they can recruit more swimming teachers.

Councillor Lynch wanted to thank Dennis Graham for the work he put into the Historic Wigton event as it was such a success. Councillors were also thanked for the September event.

Councillor Lynch invited members to ask questions:

Councillor P Newton asked for an update regarding the extra disabled spaces in Water Streer car park, unfortunately there are no plans to update the car park.

Councillor M Newton highlighted issues with how the Friday Market was set out and described how if it was moved there would be scope for more stalls.

FC/77/2023 Agenda item 7

The agenda item was moved before finance matters as there were members of the public who were in attendance to receive their allotment prize.

Lisa Mattinson won the 'Best Kept Allotment' Prize and was presented with a cash prize of £80.

The 'Most Improved' allotment prize winner and 'Chairman's' Choice also won a cash prize but were not in attendance.

FC/78/2023 Finance Matters

6.1 To receive and authorise Payments and Bank Reconciliation for August 2023

Councillor Hamblin had questions related to the 'Love Holidays' payment on the bank statement, this was answered in agenda item 11. There was a second question regarding Capsticks invoices as there were 7 items on the payment list but Councillor Hamblin had only reviewed 4 items as the chair of the POA. It was explained that the 4 invoices had been split into 7 different cost codes as some invoices had several items across different cost codes.

Agenda item 11 was moved to discuss in this section.

It was explained that in August when the RFO logged into the bank account, there were 4 unauthorised payments to Love Holidays and Curry's Business to the sum of over £20000. Once this was reported to the Cumberland Building Society, they also could see a further two payments that were leaving the bank account on the same day. The Cumberland Building Society moved quickly and managed to stop and reverse some of the payments and then refunded the main account with the other amounts as they would claim them back from the companies themselves. Online scammers had gained access to the long card number and used the card to make purchases over the phone as an OTP code would not be required. The RFO reassured members that the bank card was kept safe at all times and only used when online payments were not possible on sites that were reputable. It was noted that when in the bank making the report, there was another person also reporting the same issue. This has been the second time the bank card has been compromised and new cards needed issued.

All payments agreed and authorised.

FC/79/2023 WBJC Terms of Reference

Members discussed the terms of reference document and asked several questions including:

- When was it written?
- Who did the officer refer to?
- Why did it still refer to Allerdale?

- If changes were required was it the full three councils that could make changes or just the members of the joint committee?

The consensus was that not all newer members were aware of the document and its purpose. Several members requested that the document was updated to reflect the new clerk's position along with amending some of the outdated sections.

The WBJC members wanted an answer to the question 'Do you accept that the terms of reference are a legally binding document'?

A **vote** was taken with **10** out of **13** members voting yes to accepting that the terms of reference are a legally binding document.

3 out of the **13** members abstained from voting as they believed they did not have enough information to be able to vote.

It was proposed that members from the three parishes could be invited to meet before the next full council meeting to further discuss the terms of reference.

FC/80/2023 Grounds Maintenance

Members read the report sent by Stephen Farish.

There was a request to repair the Iseki mower as it was broken, the cost of repair was £1400 but a new machine would be over £5000.

A **vote** was taken to repair with a **UNANIMOUS** decision to repair.

There was a request to replace the Honda Mulcher Mower as it was broken, the cost of the repair was £1000 but £1030 for a new mower.

A **vote** was taken to replace the mower with a **UNANIMOUS** decision to purchase a new machine.

FC/81/2023 Cemetery Update – Councillor Robbins

Members were reminded that the chapel was available for hire. As the weather gets colder there needs to be a way of heating the chapel. **ACTION** – clerk to research hiring heaters.

The graves that had been reported for sinking have all been resolved now as they have been relevelled.

It was noted that the end of year accounts still had some work to do to complete as they required the joint accounts.

FC/82/2023 Bowling Club

Councillor Ferriby started the update by reiterating that it was not legal to ask the bowling club to hand their accounts over to the town council so the contract needed to be reviewed. Members were reminded that the Bowling Club rent the premises from the Town Council and pay rent. In return the council have an obligation to make repairs and an immediate repair are the toilets as they are rotten.

It was suggested that a ready made cabin was bought and placed in the bottom car park as it would be cheaper than replacing and repairing the current toilet block. It was **AGREED** the office would research options and report back with costs.

Members requested the hedge cut back as it was too high and also asked for better signage to promote both the park and the bowling club.

FC/83/2023 Mayor's Report

Reported that Wigton Colt's have had Wigton Town Council printed on their training tops as they received a donation from the council.

FC/84/2023 Clerk's report

Reported that Cumbria Constabulary declared NFA in relation to the fire at Barton Laws due to insufficient evidence.

The clerk will start her CiLCA qualification in October which will qualify her as a clerk.

FC/85/2023 Member's Reports

Councillor Jackson – Reported residents concerns over the shabbiness of the town.

Councillor P Newton – Party in the Park. Asked whether councillors could attend schools to discuss ASB.

Councillor M Newton – Had a discussion with youths with cars at Barton Laws and asked them to respect the facilities.

Councillor Hodson – Attended the inauguration of Richard Corrie, Heritage weekend, Party in the Park, and Mayor Scott's Civic Service.

Councillor Hodson addressed the chairman reading a statement which was a reply to the statement read in the July meeting. It was stated that she felt the July statement was slanderous and did not follow procedure. It was made clear that the allegations felt personal and left her with no opportunity until this meeting to be able to reply. While she did not insist on a resignation, she requested an apology.

Councillor Ferriby – Civic Service, Party in the Park, Richard Corrie's inauguration

Councillor Stapley – Party in the Park and the heritage weekend. Asked if the plastic flowers around the fountain could be removed?

Councillor Hamblin – Invited to an RHS presentation in October relating to Wigton in Bloom.

Councillor McCarthy – Party in the Park and the Civic Service

Councillor Clark – Mentioned the lack of signage around Wigton and asked if more signage could be erected in the car park to show the map of the town.

Councillor Robbins – Heritage weekend and Party in the Park

Councillor Crouch – Party in the Park, asked about whether students still learnt about citizenship in schools? Also mentioned about new residents receiving a welcome pack.

Councillor Huntington – Richard Corrie’s service

Meeting closed 21:04

Date of next meeting: Thursday 12th October 2023

A MEETING OF THE FULL COUNCIL WAS HELD ON

THURSDAY 12TH OCTOBER 2023 AT 7.00PM

PRESENT –

Councillor Chris Scott (Mayor and Chair)
Councillor Sandra Hodson (Deputy Mayor)
Councillor Mary Clark
Councillor Mary Huntington
Councillor Chris Stapley
Councillor John Crouch
Councillor Anne Jackson
Councillor Shane McCarthy
Councillor Claire Meszaros

Clerk: Emma Ireton

FC/86/2023 TO RECEIVE APOLOGIES & REASONS FOR ABSENCE

Councillor David Ferriby
Councillor John Hamblin
Councillor Mark Newton
Councillor Patricia Newton

FC/87/2023 MINUTES FROM SEPTEMBER 2023

The following minutes were agreed as accurate and signed by the Chairman:

Full Council held on 13th September 2023 - **AGREED**

It was agreed that only full council minutes would be attached to this agenda item moving forward as committee minutes will be agreed at the committee meeting. Once agreed, a copy will be sent to all councillors to review.

FC/88/2023 DECLARATIONS OF INTERESTS, MEMBERS AND OFFICERS TO GIVE NOTICE OF INTERESTS ON ITEMS ON THE AGENDA

NONE

FC/89/2023 EXCLUSION OF PRESS AND PUBLIC

NONE

FC/90/2023 PUBLIC PARTICIPATION

To receive any representations from members of the public – Members of the public are invited to speak for a maximum of 5 minutes each. The maximum total time for public participation will be 10 minutes. At the close of this item, members of the public will no longer be permitted to address the Council Members unless invited to do so by the Chairman.

5.1 Public Participation

NONE

5.2 Cumberland Authority Report

NONE

FC/91/2023 Finance Matters

6.1 To receive and authorise Payments and Bank Reconciliation for September 2023

Payment lists for the town council and WBJC has some amendments as further invoices had been received after sending the documents to councillors. A record of the extra payments were read out with a new payment list provided on the evening.

Extra payments included:

V340	Blade	£33.50
V318	Generator	£254.40
V320	Fuel	£523.34
V323	Hire	£109.20
V319	Fuel	£314.70
V335	Toilets	£715
V334	Room hire	£50
V327	Flowers	£35
V329	Sand	£104.95
V333	GroGreen	£151.20
V332	Depot rent	£1950
V336	Machine Maintenance.	£1834
V324	Back up	£10.80
V338	Depot running costs	£54.27
V314	New Machine	£1230
V331	Rent MH	£728.76
V330	Travis Perkins	£101.76

All payments agreed and authorised.

FC/92/2023 TOWN CCTV

The town CCTV is managed and monitored by Cumbria Constabulary and maintained by Bedroq. There is an annual maintenance cost for the CCTV payable to Bedroq which is £6863.18. A vote was taken to pay the annual maintenance costs of £6863.18 and the decision was **UNANIMOUS** to make the payment.

FC/93/2023 EQUALITY ACT

Councillor Hamblin requested this agenda item to be discussed while he was on leave. It was highlighted that there is no provision for staff, councillors or members of the public who are hard of hearing or are deaf. Councillor Hamblin pointed out that he alone finds it almost impossible to participate in meetings that are held in the Market Hall as there is no hearing loop and no other facilities. It was discussed what could be done to assist those that are hard of hearing, options included looking at technology that could help such as portable hearing loops. It was decided the first step would be to ask the owner of the meeting rooms to see if they can provide any assistance before the town council bought resources. **ACTION** – Clerk to speak to Sandra Keaveney the CEO of Solway Plain Futures and report back to full council at the next meeting.

FC/94/2023 ELECT A MEMBER FOR THE WBJC

Due to a resignation on the WBJC there was a committee space to be filled. Councillor Scott proposed himself and this was seconded by Councillor Stapley, after a **UNANIMOUS** vote, Councillor Scott was welcomed onto the WBJC committee.

No other members were proposed.

FC/95/2023 TREE WORK

Residents of Procter's Row have reported the trees in St Mary's on several occasions as they are overgrown and are touching some of the houses. Three quotes were sought to undergo the tree work. Two out of the three returned a quote of:

Company A) £660

Company B) £2040

Both companies had the relevant insurance and qualifications to be able to carry out the work.

A vote was taken, and the result was **UNANIMOUS** for company A to proceed with cutting back the trees.

FC/96/2023 GROUNDS MAINTENANCE

Members were advised that a meeting had been held at the Nelson Thomlinson School to look at reviewing the grass cutting contract to include an extra cut to reduce or remove the grass cuttings. This will be priced by the RFO and submitted to the school. This extra work will not have a significant impact on the team as they are already in attendance.

FC/97/2023 Mayor's Report – See Attached

Thanked Councillor Robbins for her service to the council and wished her well for the future.

An update was given regarding the car that crashed into the barber shop in Wigton. There were concerns that it was not safe but the building has been inspected and it is structurally safe although the window needed to be fixed as soon as possible.

FC/98/2023 Clerk's report

Members were informed that the clerk was undertaking the CiLCA qualification and requested that the registration fee of £480 be paid to complete the qualification.

Members voted with a **UNANIMOUS** result to pay the fee.

FC/99/2023 Member's Reports

Councillor Hodson – Macmillan Coffee morning, Solway and Fells Community Group

Councillor McCarthy – Solway and Fells Community Group

Councillor Huntington – attended the WBJC meeting.

Councillor Clark – Announced she was sorry Councillor Robbins resigned and informed members she had now become chair of the WBJC. It was explained that the budget was being looked at and this would be shared at future meetings.

Explained that the summer ground maintenance contract was finished and now the winter would be starting. Once again mentioned the issues with graves sinking and how the committee were trying to combat these issues. Highlighted that there had been 11 funerals this last month.

Meeting closed 20:19

Date of next meeting: Wednesday 8th November

A MEETING OF THE FULL COUNCIL WAS HELD ON

WEDNESDAY 8th NOVEMBER 2023 AT 7.00PM

PRESENT –

Councillor Chris Scott (Mayor and Chair)
Councillor Sandra Hodson (Deputy Mayor)
Councillor Mary Clark
Councillor Mary Huntington
Councillor Chris Stapley
Councillor John Crouch
Councillor Anne Jackson
Councillor Shane McCarthy
Councillor David Ferriby
Councillor P Newton
Councillor M Newton

Clerk: Emma Ireton

FC/100/2023 TO RECEIVE APOLOGIES & REASONS FOR ABSENCE

Councillor Meszaros
Councillor John Hamblin
Councillor Speksnyder

FC/101/2023 MINUTES FROM OCTOBER 2023

The following minutes were agreed as accurate and signed by the Chairman:

Full Council held on 12th October 2023 - **AGREED**

It was agreed that only full council minutes would be attached to this agenda item moving forward as committee minutes will be agreed at the committee meeting. Once agreed, a copy will be sent to all councillors to review.

FC/102/2023 DECLARATIONS OF INTERESTS, MEMBERS AND OFFICERS TO GIVE NOTICE OF INTERESTS ON ITEMS ON THE AGENDA

NONE

FC/103/2023 EXCLUSION OF PRESS AND PUBLIC

Part of agenda item 8

FC/104/2023 PUBLIC PARTICIPATION

To receive any representations from members of the public – Members of the public are invited to speak for a maximum of 5 minutes each. The maximum total time for public participation will be 10 minutes. At the close of this item, members of the public will no longer be permitted to address the Council Members unless invited to do so by the Chairman.

5.1 Public Participation

A member of the public was in attendance to voice their concerns over the recent issues at the cemetery. It was disclosed that the new row of graves would be placed with headstones back-to-back, a decision that was made several years ago to prevent health and safety incidents. Unfortunately, it was noted there had been a breakdown in communication between those involved in the burial process which led to headstones being placed at the foot of the grave. This caused upset to the grieving families involved so was raised to councillors so action could be taken.

Cllr Clark invited members of the public to attend the WBJC meeting on Wednesday 15th November where members would discuss the issues.

5.2 Cumberland Authority Report

Cumberland Cllr Lynch prepared a report which was sent to all members prior to the meeting.

Members discussed the ongoing parking concerns, highlighting the issues around the car park at the Nelson Thomlinson School now being closed, forcing more cars to park on Lowmoor Road which already suffers from poor parking and congestion during peak times.

It was asked why schools do not utilise schemes such as 'walk to school trains'?

In relation to waste services, it was highlighted that there would be an extra garden collection on December 13th.

FC/105/2023 Finance Matters

6.1 To receive and authorise Payments and Bank Reconciliation for October 2023

Due to clerk/RFO sickness, some members did not feel they had ample time to review the payment list and asked for it to be deferred. It was noted that any regular payments, time sensitive payments or payments that would be paid late and would incur a charge would still be paid.

FC/106/2023 BUDGET UPDATE

Members were advised that a finance meeting took place to discuss the 2024-2025 budget, with a further meeting taking place next week to agree on the precept and finer details. Some specific items that were highlighted included:

- The need to earmark reserves for specific projects.
- The need to replace the smaller transit van used for ground maintenance. Options being researched included leasing, purchasing preowned, and buying new.

- Earmarking a further £10000 for the Dalton Shelter so the total earmarked is £20000. Although the COF is still to agree on agreed funding on top.
- The need to carry out drainage works on the football pitches at Wigton Park.
- To replace or repair the toilet block at Wigton Park.

External contracts that are due for renewal in 2024 were discussed. Members were advised that the contracts were being calculated with figures being shared at the finance and policy and staffing meetings, the conclusion will be shared with full council at the December meeting.

The draft precept request is £400000 which includes the WBJC request. This will be discussed at the next finance meeting and will be shared with full council at the December meeting. The final precept request must be sent to the Cumberland Council by the 12th January 2024.

FC/107/2023 CEMETERY UPDATE – Cllr Clark

Recent concerns relating to the headstones was discussed with members being informed that the WBJC would be discussing what action to take at their meeting on the 15th November. It was reiterated that not all the partners involved in Wigton burials had shared the information regarding the new row of graves and the placement of the headstones. All members of the WBJC is extremely sorry for any upset that has been caused.

It was highlighted that the WBJC had completed a business plan which then fed into their budget, with reserves being earmarked for future projects. The precept request from Wigton, Waverton and Woodside totals £17371.

There were no burials in October.

Cllrs Clark and Huntington were thanked for all the work put into the business plan and budget setting.

Cllr Hamblin was acknowledged for all the effort put into the cemetery.

FC/108/2023 GROUNDS MAINTENANCE

Members were provided with a report prior to the meeting.

FC/109/2023 COUNCILLOR AND COMMITTEE VACANCY

Members were informed that the councillor vacancy due to resignation would be advertised.

The resignation caused vacancies on the finance committee and the parks, open spaces, and allotment committee.

Members discussed with Cllr Scott proposing Cllr Hodson to sit on the finance committee. This was seconded by Anne Jackson. A **vote** was taken which was **UNANIMOUS**.

RESOLVED – Cllr Hodson is the new member of the finance committee.

Members discussed with Cllr Clark proposing Cllr P Newton sit on the POA committee. This was seconded by Cllr Huntington. A **vote** was taken which was **UNANIMOUS**.

RESOLVED – Cllr P Newton is the new member of the POA committee.

FC/110/2023 TOWN MAYOR REPORT

See attached.

FC/111/2023 CLERK'S REPORT

Requested volunteers for the Christmas light switch on event.

FC/112/2023 MEMBER REPORTS

Councillor Hodson – Civic Service at Maryport, displayed the poppies across Wigton and attended the Scouts Bonfire.

Councillor Ferriby – Thanked Cllr Hodson for her work with the poppies. Reminded members about Remembrance services on Saturday 11th November at 11am and Sunday 12th November, 3pm at St Marys. Also asked for the Bowling Club to be on December's agenda.

Councillor Huntington – attended the WBJC meeting.

Councillor Clark – Mentioned the need for another bin at Fell View. **ACTION** – Speak to Cumberland Council. Also discussed the weeds near the old Police Station.

Meeting closed 20:39

Date of next meeting: Wednesday 13th December

A MEETING OF THE FULL COUNCIL WAS HELD ON

WEDNESDAY 13TH DECEMBER 2023 AT 7.00PM

PRESENT –

Councillor Chris Scott (Mayor and Chair)

Councillor Mary Clark

Councillor Mary Huntington

Councillor Chris Stapley

Councillor Anne Jackson

Councillor David Ferriby
Councillor Mark Newton
Councillor John Hamblin
Councillor Monique Speksnyder

Clerk: Emma Ireton

FC/114/2023 TO RECEIVE APOLOGIES & REASONS FOR ABSENCE

Councillor Sandra Hodson (Deputy Mayor)
Councillor Shane McCarthy
Councillor John Crouch

FC/115/2023 MINUTES FROM NOVEMBER 2023

The following minutes were agreed as accurate and signed by the Chairman:

Full Council held on 8th November 2023 - **AGREED**

FC/116/2023 DECLARATIONS OF INTERESTS, MEMBERS AND OFFICERS TO GIVE NOTICE OF INTERESTS ON ITEMS ON THE AGENDA

NONE

FC/117/2023 EXCLUSION OF PRESS AND PUBLIC

Part two of clerk's report regarding staffing issues.

FC/118/2023 PUBLIC PARTICIPATION

To receive any representations from members of the public – Members of the public are invited to speak for a maximum of 5 minutes each. The maximum total time for public participation will be 10 minutes. At the close of this item, members of the public will no longer be permitted to address the Council Members unless invited to do so by the Chairman.

5.1 Public Participation

None

5.2 Cumberland Authority Report

Cumberland Cllr Lynch was in attendance to provide an update.

Highways

Members were informed that faint road markings in key areas around Wigton such as crossings would be painted in January.

A meeting had been planned with the head of Highways to discuss a resident parking concern, but this was postponed due to the extreme snow as staff were

diverted to the Millom area for support. The postponed meeting will be booked again in the new year to look at pedestrian access points, school parking and possible signage outside schools. There will also be a discussion around bollards at the Fountain.

It was reported that while there had been ongoing traffic enforcement in the area, the Cumberland Council were looking into combining staff to cover more areas more quickly.

Members highlighted some issues for Cllr Lynch to look at including:

- Why a large HGV which was carrying heavy plant machinery was told to go down the High Street in Wigton, which subsequently caused delays as it was unable to turn at the Fountain?
- Can the lights on the zebra crossing outside of the GP surgery be changed as they are dimly lit and it is difficult to see people crossing?
- Why have all the manhole covers still not been repaired? Cllr Lynch explained that each one would need to be reported to the relevant service.
- To report that the kerb stone outside the Granary is loose. Cllr Lynch explained this would need to be reported via the Cumberland Council portal.
- The barber shop still has no window.
- The reporting of the zig zags that also need to be re-painted outside The Nelson Thomlinson School.
- It was asked if anyone had reported the issues with illegal parking outside St Cuthbert's School.
- It was asked why the road at Micklethwaite had been reduced to 40mph, which was changed due to the amount of fatalities on this stretch of road.

Cllr Lynch also reported that she had been on several training courses in relation to Children's Services.

The Cumberland Council were also looking at their budget for the following year, it was reported that savings would need to be made. The public consultation is online and is open for residents to view. The final budget meeting has been set for the 8th March 2024.

FC/119/2023 Finance Matters

6.1 To receive and authorise Payments and Bank Reconciliation for October and November 2023

All payments were agreed and authorised for October and November 2023.

FC/120/2023 BUDGET UPDATE

Members were advised that the finance committee had completed the 2024/2025 budget which had been circulated prior to this meeting.

Members were also informed that there would be a budget deficit and that the recommended precept request would be £390000 for the 2024/2025 period.

A vote was taken with two councillors abstaining.

RESOLVED

Committee members approved the 2024/2025 budget and the precept request of £390000.

FC/121/2023 EXTERNAL CONTRACT

Members were informed that two of the higher value external contracts are for renewal in 2024. The RFO provided members with a breakdown of the cost of the contract with profit for the first contract.

RESOLVED

Members agreed to submit the tender application for contract one. It was agreed that the RFO would work with the grounds supervisor to cost the second contract and report back to full council.

FC/122/2023 BOWLING CLUB REPORT – Cllr Ferriby

Members were provided with a report prior to the meeting.

It was noted that there were parts of the Bowling Club that needed attention and that the Town Council had previously agreed to maintain the building as per the previous contract and in return the Bowling Club would pay £1000 a year rent. It was agreed that this should continue for 2024/2025 with the agreement being amended to remove the financial statement request. It was also agreed that the hourly rate charged to complete the grounds work at the Bowling Club would increase to £21 an hour which is in line with all external contracts.

Members also discussed the need to have a formal agreement with Innovia regarding the electric and the water supply.

ACTION – The clerk will investigate options regarding the toilets and draw up a new contract.

FC/123/2023 WBJC REPORT – Cllr Clark

No funerals had been held since the end of September.

Bereavement services have nearly completed the electronic mapping, some errors were spotted during this activity which were historic errors so it has been a useful activity.

Most of the winter contract has been completed.

The committee will be looking at new grave contractors in the new year.

FC/124/2023 TOWN MAYOR REPORT

See attached.

FC/125/2023 GROUNDS MAINTENANCE

See attached.

FC/126/2023 CLERK'S REPORT

The clerk thanked all volunteers for their help at the Christmas light switch on.

Some solar lights have been purchased to install on the fence at Barton Laws, this will light up the fence where cars park.

It was agreed that the clerk can pay for the grounds maintenance team to have a Christmas lunch and provide all staff with £20 and a card as a thank you for their hard work over the year.

FC/127/2023 MEMBER REPORTS

Councillor Newton – reported that there doesn't appear to be a deep-water sign at Phoenix Park.

Councillor Ferriby – shared the details of the upcoming carol service at St Mary's and asked for numbers so seats could be reserved.

Councillor Huntington – attended the remembrance service.

Councillor Clark – attended the remembrance service.

Councillor Speksnyder – attended the light switch on.

Councillor Hamblin – described to members that he attended Cumbria in Bloom on the 18th of October and received the silver guild for his flower beds in Phoenix Park. The AGM was also attended two weeks later.

Councillor Stapley – attended the cenotaph service.

Councillor Jackson – attended the light switch on.

Meeting closed 20:24

Date of next meeting: Wednesday 10th January 2024.

A MEETING OF THE FULL COUNCIL WAS HELD ON

WEDNESDAY 10th JANUARY 2024 AT 7.00PM

PRESENT –

Councillor Chris Scott (Mayor and Chair)
Councillor Sandra Hodson (Deputy Mayor)
Councillor Mary Clark
Councillor Mary Huntington
Councillor Chris Stapley
Councillor Anne Jackson
Councillor Mark Newton
Councillor John Hamblin
Councillor John Crouch
Councillor Shane McCarthy

Clerk: Emma Ireton

FC/128/2024 TO RECEIVE APOLOGIES & REASONS FOR ABSENCE

Councillor Ferriby
Councillor Speksnyder
Councillor Meszaros

FC/129/2024 MINUTES FROM DECEMBER 2023

There was a requested amendment to agenda item 6, finance matters.

RESOLVED

Amend agenda item 6 of the minutes of Full Council held on 10th December 2023.

FC/130/2024 DECLARATIONS OF INTERESTS, MEMBERS AND OFFICERS TO GIVE NOTICE OF INTERESTS ON ITEMS ON THE AGENDA

NONE

FC/131/2024 EXCLUSION OF PRESS AND PUBLIC

NONE

FC/132/2024 PUBLIC PARTICIPATION

To receive any representations from members of the public – Members of the public are invited to speak for a maximum of 5 minutes each. The maximum total time for public participation will be 10 minutes. At the close of this item, members of the public will no longer be permitted to address the Council Members unless invited to do so by the Chairman.

5.1 Public Participation

Representatives from the Laal Collective were in attendance to inform members about their current project, the history of the textile industry. They asked members for some support in gaining information about Wigton's textile history and who they

could speak to. Members recommended speaking to Trevor Grahamslaw, Dennis Graham, Sue Allen, Stead McAlpine and Redmaynes.

5.2 Cumberland Authority Report

Cumberland Cllr Lynch was in attendance to provide an update.

General Update

The main area that is being looked at is the mental health strategy, family transformation and the SEND policies up to the age of 25. This will take 18 months to review but all services will be reviewed as well.

Highways

This is Wigton's main area to review. The previously postponed meeting between Cllr Lynch and the highways team has been rearranged for Monday 15th January to discuss residents' feedback. There is still a push for bollards to be placed at the fountain and it was noted that road markings are to be done in January.

It was mentioned that the barbers received a notice giving them 7 days to respond about the window not being replaced.

Budget

It was explained that the budget consultation could be accessed online as well as the council tax survey which closes on the 12th January.

Council tax is likely to raise 4.99% of which 2% will be adult social care.

Questions for Cllr Lynch included:

How are the Cumberland Council planning for the new Covid strain from Europe? The Cumberland Council are aware of the new strain, but the health advisor would need to be contacted for more information.

Why have councillors received such short notice to complete the council tax survey? It was highlighted that it was discussed in the previous full council meeting and emails will have been sent by CALC and the Cumberland Council.

Why are there so many potholes around Wigton that are not being fixed? The reply was that there is a hierarchical strategy in relation to potholes with major routes being fixed first. Everyone is advised to report potholes to the highways team online.

FC/133/2024 Finance Matters

6.1 To receive and authorise Payments and Bank Reconciliation for December 2023

Before members agreed to payments there were some questions asked about some of the payments on the bank statements. It was agreed that Scribe would be used to annotate any payments that were not regular payments and be sent to all members.

RESOLVED

Members approved all payments.

6.2 To discuss and agree on purchasing a new vehicle for the ground's maintenance team.

Members were informed that the current Ford Transit van was now requiring regular costly repairs, the RFO recommended purchasing a replacement vehicle. Other options including leasing a vehicle and purchasing a brand-new vehicle were researched but it was found the most cost-effective purchase would be a van up to two years old, low miles and still in warranty. The finance committee had previously approved this purchase of up to £25000 net.

ACTION

The clerk/RFO will use a reputable dealership to look at different options and bring these options to the next council meeting.

6.3 To receive an update on the precept.

Members were informed that the precept application of £390000 had been submitted in December 2023.

6.4 To receive an update on the internal audit.

The clerk informed members that the 2024 internal auditor, Rachael Kelly was provisionally booked to complete this year's internal audit. It was explained that Wigton Town Council still hadn't received the final external auditor report from 22/23 and while it had been chased up the auditor, Moore advised the report was with the partners for sign off and should be ready by 31st January 2024. It was agreed that the internal audit would be booked for as soon as possible.

FC/134/2024 COUNCILLOR VACANCIES AND CO-OPTION POLICY

There had not been 10 electors or more requesting a by-election therefore the council could proceed to co-option.

It was raised that there was no current co-option policy and perhaps there should be one so that a specific and fair process could be followed when co-opting new councillors. Members discussed the need for a policy, and it was agreed that the clerk would develop a draft policy with supporting documentation then meet with the staffing, policy and development committee to amend before bringing the documents back to full council for approval.

ACTION

To send a summons for a staffing, policy and development committee meeting for the 17th January 2024 to review the documentation.

FC/135/2024 WBJC report – Councillor Clark

Members were informed that there had been two funerals since the last meeting.

The clerk was asked to create a laminated notice reminding visitors that wreaths will be removed after 27th January.

Members were informed of the next WBJC meeting on the 17th January 2024.

FC/136/2024 GROUNDS MAINTENANCE REPORT

Burnfoot allotments

Work has been completed on the allotments, with fencing being put along the front plus repairing the wooden fence that was there already and a willow tree that was leaning quite badly across the path. With gated access being given to the trough for other allotment holders.

Park / Barton laws pitches

There has not been a lot of play on the pitches through December due to the bad weather. Hopefully with the dry weather this week matches should restart. We require some more sturdier slit times for our multi-slitter machine. I have talked to (Abbeytown) about getting a grant. He said he would speak to the council and arrange a meeting. These needs sorted as soon as possible, please.

Painting and treating rust of parks play equipment is continuing. But due to the weather this is slow progress .

Machinery/Vehicles

Some of the Stihl machinery has been sent to W M Plant for servicing, and one of the mulching mowers has been sent in for servicing to Lloyds. Also, some work was required on the small van again. (£190)

Schools

Work was carried out on the schools over half term finishing off the main drive hedge at the Nelson Thomlinson, picking up leaves and debris at the infant school and the junior school.

We have removed all the plasterboard from the green cabin down at Wigton Park. We are just waiting for Heras fencing now to section it off to start the demolishing of the unit.

Dalston

All the leaves and debris have been picked up and cleaned. Every fortnight we clear any debris that has fallen due to the any bad weather and empty the bins in the churchyard. Work has begun on the Beech hedge at Wigton park. This is going to be quite a big job and will take a while as we are taking about 4 feet off the top. We are going to shred as much as we can using a chipper and use the chippings on the park beds.

FC/137/2024 TOWN MAYOR'S REPORT

See attached.

FC/138/2024 CLERK'S REPORT

FC/139/2024 MEMBERS REPORTS

Councillor Huntington – attended the carol service. Asked for an update regarding the gate at St Mary's.

Councillor Clark – attended the carol service and asked when the cemetery bench would be collected.

Councillor Stapley – asked for an update regarding the pond signs.

Councillor Jackson – reported that a resident commented on how good the cemetery was looking. Mentioned how good the shop front of Baskets and Bunches looked.

Also mentioned resident comments regarding the shabbiness of the matron's cottages and continuing issue with dog faeces around Wigton.

Meeting closed 20:29

Date of next meeting: Wednesday 14th February 2024

A MEETING OF THE FULL COUNCIL WAS HELD ON

WEDNESDAY 14th FEBRUARY 2024 AT 7.00PM

PRESENT –

Councillor Chris Scott (Mayor and Chair)
Councillor Sandra Hodson (Deputy Mayor)
Councillor Mary Clark
Councillor Chris Stapley
Councillor Anne Jackson
Councillor Mark Newton
Councillor Monique Speksnyder
Councillor John Crouch
Councillor Shane McCarthy
Councillor Ferriby

Clerk: Emma Ireton

FC/140/2024 TO RECEIVE APOLOGIES & REASONS FOR ABSENCE

Councillor Huntington
Councillor Hamblin
Councillor Meszaros

FC/141/2024 MINUTES FROM PREVIOUS MEETINGS

Full Council 13th December 2023 – One member raised a concern around GDPR in the December Full Council meeting, they did not feel their concerns had been recorded correctly and asked for the minutes to be adapted to reflect their concerns. The minutes were amended after the January 2024 Full Council meeting and were brought

to the February Full Council meeting for approval. A discussion around GDPR took place with the clerk assuring members there had been no breach of GDPR but agreed that there needed to be a policy in place specific to the Town Council to prevent any possible breaches. The clerk informed members that sensitive information sent by email would now be password protected but urged all members to be responsible when handling sensitive information.

A vote was taken to approve the Full Council minutes of 13th December 2023.

RESOLVED

Members in attendance approved the Full Council minutes of 13th December 2023 with one councillor abstaining from voting.

Member discussed the minutes of the Full Council meeting on 10th January 2024.

RESOLVED

Members in attendance approved the Full Council minutes of 10th January 2024 with one councillor abstaining from voting.

FC/142/2024 DECLARATIONS OF INTERESTS, MEMBERS AND OFFICERS TO GIVE NOTICE OF INTERESTS ON ITEMS ON THE AGENDA

Councillor C. Scott declared an interest in agenda item 6 Finance Matters, in relation to payment 653.

FC/143/2024 EXCLUSION OF PRESS AND PUBLIC

NONE

FC/144/2024 PUBLIC PARTICIPATION

To receive any representations from members of the public – Members of the public are invited to speak for a maximum of 5 minutes each. The maximum total time for public participation will be 10 minutes. At the close of this item, members of the public will no longer be permitted to address the Council Members unless invited to do so by the Chairman.

5.1 Public Participation

NONE

5.2 Cumberland Authority Report

Cumberland Cllr Lynch sent her apologies but sent a report prior to the meeting which was distributed to all members – see below

Update for WTC from meeting with Traffic Officers Monday 15th January

1. Traffic issues on Lowmoor Road outside NTS – Yellow Zig zags to be renewed and School signs to be made more visible, hopefully with flashing lights.

I will be getting in touch with the Enforcement Officer regarding parking along Lowmoor Road at the start and end of the school day especially the buses that park on the road. I will also be mentioning the parking on Longthwaite Road outside the Infants School and how the enforcement officers are monitoring this (I will be sending the photo that Cllr Stapley took recently)

2. The dropped kerbs and pavements at the zebra crossing outside B&M are to be altered to conform to new regulations.
3. Top of Station Road - a safer crossing point – this is on the radar of the Traffic Officers and a feasibility study will have to be done to see if an island in the middle of the road is a possibility. If it is feasible, it will be put on the Highways Improvements list for funding, but it will probably take a couple of years as it is expensive.
4. Bollards around the Fountain – better news here – again, Traffic are already looking at this and the type of bollards that would be needed. They have to be highly visible, removable and not too bulky for safety reasons. They assured me that this is something that can be done when new funds come available, hopefully after April.
5. We also looked at the pavements and their suitability for wheelchair traffic especially opposite the Throstle and going down Market Hill towards Lidl. The officer is going to look at these areas to see if they comply with regulations.

I also attended the Highways and Transport Strategic Board at the end of January where the 20mph speed limit policy was discussed. I am arranging for an officer to come to Wigton to discuss having a 20 mph limit in the Southend/Lowmoor Road area at the start and end of school and better signage regarding the schools.

FC/145/2024 Finance Matters

6.1 To receive and authorise Payments and Bank Reconciliation for January 2024

Members received the payment list prior to the meeting. The clerk presented a further list of payments at the meeting.

Wigton Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
597 Allotments Running Costs	11/01/2024		Town Council Main	Allotments Water	Invoices	Waterplus	S	307.66	61.53	369.19
636 Consumables	11/01/2024		Town Council Main	Stationery for office	Receipt	Viking Direct	R		60.67	60.67
592 Wages NET	12/01/2024		Town Council Main	Jan Wages	Wages	Wages	X	11,919.23		11,919.23
593 Welfare	12/01/2024		Town Council Main	Staff Physio	Invoices	Jo Hill	X	70.00		70.00
594 Welfare	12/01/2024		Town Council Main	Staff Physio	Invoices	Trish Johnstone	X	35.00		35.00
563 Public Toilets Running Costs	16/01/2024		Town Council Main	Dec toilets	Invoices	Nicolle's Cleaning Services	X	690.00		690.00
595 Public Toilets Running Costs	16/01/2024		Town Council Main	Toilets January	Invoices	Nicolle's Cleaning Services	X			
579 Clothing/PPE	16/01/2024		Town Council Main	Black Trousers	Receipt	Thomas Graham	S	37.93	7.59	45.52
639 Clothing/PPE	16/01/2024		Town Council Main	Safety glasses x 8	Receipt	Screwfix	S	26.58	5.32	31.90
598 Barton Laws Running costs/li	17/01/2024		Town Council Main	BL Waste	Invoices	Waterplus	S	40.49	8.10	48.59
338 Depot Running Costs - not re	19/01/2024		Town Council Main		Invoices	Saundersons	S	45.22	9.05	54.27
522 Allotments Running Costs	19/01/2024		Town Council Main	Generator Adaptor	Invoices	Wigton Tool Hire & Supplies	S	17.00	3.40	20.40
555 Barton Laws Running costs/li	19/01/2024		Town Council Main	Alarm Maintenance	Invoices	IDS Fire & Security	S	812.35	162.47	974.82
554 Consumables	19/01/2024		Town Council Main	Refund for Postage	Receipt	Christopher Scott	X	2.75		2.75
558 Allotments Running Costs	19/01/2024		Town Council Main		Invoices	Saundersons	S	62.32	12.46	74.78
556 Vehicle Maintenance	19/01/2024		Town Council Main	Ignition Switch	Invoices	Richard Miller	S	156.56	31.31	187.87
557 Depot Running Costs - not re	19/01/2024		Town Council Main		Invoices	WCF	S	13.32	2.66	15.98
562 Allotments Running Costs	19/01/2024		Town Council Main		Invoices	Laversdale Timber company	S	96.41	19.28	115.69
564 Consumables	19/01/2024		Town Council Main	Mince pies and drinks	Invoices	Solway Plain Futures	X	32.60		32.60
561 Office Equipment	19/01/2024		Town Council Main	Dec printing	Invoices	Infinity Print Solutions	S	3.67	0.73	4.40
565 Office Equipment	19/01/2024		Town Council Main		Invoices	System IT	S	5.00	1.00	6.00
565 Office Equipment	19/01/2024		Town Council Main		Invoices	System IT	S	4.00	0.80	4.80
560 Christmas Lights Costs	19/01/2024		Town Council Main		Invoices	Lite	S	11,490.00	2,298.00	13,788.00
568 Depot Running Costs - not re	19/01/2024		Town Council Main		Invoices	Aspatia Skip Hire	X	540.00		540.00
559 Park Maintenance	19/01/2024		Town Council Main		Invoices	Fleet Line Markers	S	342.74	68.55	411.29
574 Barton Laws Running costs/li	19/01/2024		Town Council Main	PAT TESTING X 3 SIT	Invoices	UK Safety Management Ltd	S	75.00	15.00	90.00
572 Fuel	19/01/2024		Town Council Main	Diesel/Petrol	Invoices	D A Harrison	S	181.00	36.20	217.20
574 PAT Testing	19/01/2024		Town Council Main	PAT TESTING X 3 SIT	Invoices	UK Safety Management Ltd	S	75.00	15.00	90.00
574 Depot Running Costs - not re	19/01/2024		Town Council Main	PAT TESTING X 3 SIT	Invoices	UK Safety Management Ltd	S	75.00	15.00	90.00
570 Fuel	19/01/2024		Town Council Main		Invoices	W Ferguson Limited	L	74.15	3.71	77.86
571 Fuel	19/01/2024		Town Council Main	Two stroke oil	Invoices	Wigton Tool Hire & Supplies	S	12.95	2.59	15.54
596 Subscriptions	21/01/2024		Town Council Main	Software	Invoices	CANVA	S	10.82	2.17	12.99

**Wigton Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
599	Allotments Running Costs	23/01/2024	Town Council Main	Allotments Water	Invoices	Waterplus	S	94.64	18.93	113.57
601	Barton Laws Running costs/li	25/01/2024	Town Council Main	Depot Power	Invoices	Total Energies	L	60.56	3.03	63.59
600	Depot Running Costs - not re	25/01/2024	Town Council Main	BL Power	Invoices	Total Energies	L	59.17	2.96	62.13
602	PAYE	25/01/2024	Town Council Main	Jan PAYE	Invoices	HMRC - PAYE	X	3,940.09		3,940.09
620	Barton Laws Running costs/li	25/01/2024	Town Council Main	BL Gas Q4	Invoices	Total Energies	L	271.83	13.59	285.42
603	Pension	26/01/2024	Town Council Main	Jan Pension	Invoices	Cumbria Local Government P	X	4,790.05		4,790.05
623	Consumables	30/01/2024	Town Council Main	Batteries and Disposita	Invoices	Nisbets	S			
637	Public Toilets Running Costs	30/01/2024	Town Council Main	Toilet paper public toil	Invoices	Nisbets	S	45.98	9.20	55.18
637	Clothing/PPE	30/01/2024	Town Council Main	Toilet paper public toil	Invoices	Nisbets	S	6.87	1.37	8.24
638	Clothing/PPE	30/01/2024	Town Council Main	PPE Boots and vibratio	Receipt	Screwfix	S	63.31	12.66	75.97
637	Consumables	30/01/2024	Town Council Main	Toilet paper public toil	Invoices	Nisbets	S	5.28	1.05	6.33
619	Consumables	31/01/2024	Town Council Main	Batteries	Invoices	Nisbets	S			
580	Office Equipment	01/02/2024	Town Council Main	Office Stationary	Receipt	B&M store	X	19.59		19.59
610	Public Toilets Running Costs	01/02/2024	Town Council Main	Toilet paper	Invoices	Nisbets	S			
634	Consumables	06/02/2024	Town Council Main	3x Coffees	Receipt	Solway Plain Futures	X	6.90		6.90
609	Depot Running Costs - not re	07/02/2024	Town Council Main	Servicing machinery	Invoices	W M Plant	X	805.45		805.45
665	Consumables	09/02/2024	Town Council Main	Tea coffee December	Invoices	Solway Plain Futures	X	67.50		67.50
575	Christmas Event	16/02/2024	Town Council Main	Christmas Light Switch	Invoices	Party Time Cumbria	X	1,137.00		1,137.00
576	Tree Works	16/02/2024	Town Council Main	Proctors Row Work	Invoices	CWB Forestry	S	550.00	110.00	660.00
608	Internet, phones and mobile	16/02/2024	Town Council Main		Invoices	System IT	S	9.00	1.80	10.80
607	Depot Running Costs - not re	16/02/2024	Town Council Main	Skip Hire	Invoices	Aspatia Skip Hire	X	520.00		520.00
618	Allotments Running Costs	16/02/2024	Town Council Main	Wood and Postcrete	Invoices	Laversdale Timber	S	92.02	18.41	110.43
615	Subscriptions	16/02/2024	Town Council Main	365 and Email Protecti	Invoices	System IT	S	5.00	1.00	6.00
615	Subscriptions	16/02/2024	Town Council Main	365 and Email Protecti	Invoices	System IT	S	4.00	0.80	4.80
617	Room Hire	16/02/2024	Town Council Main	Room Hire	Invoices	Solway Plain Futures	X	26.25		26.25
617	Room Hire	16/02/2024	Town Council Main	Room Hire	Invoices	Solway Plain Futures	X	20.00		20.00
611	Consumables	16/02/2024	Town Council Main	Jan Prints	Invoices	Infinity Print Solutions	S	8.39	1.68	10.07
616	Rent of Market Hall INCL put	16/02/2024	Town Council Main	Q4 Lease	Invoices	Solway Plain Futures	X	893.41		893.41
613	Depot Running Costs - not re	16/02/2024	Town Council Main		Invoices	Tynedale Farm Services	X	42.00		42.00
614	Depot Running Costs - not re	16/02/2024	Town Council Main		Invoices	Laversdale Timber	X	119.67		119.67
612	Welfare	16/02/2024	Town Council Main	Staff Physio	Invoices	Jo Hill	X	35.00		35.00
630	Barton Laws Running costs/li	16/02/2024	Town Council Main	Clinical Waste Coverin	Invoices	Direct365	S	60.13	12.03	72.16
628	Machinery Maintenance	16/02/2024	Town Council Main	Chain Oil and Resin Sc	Invoices	W M Plant	S	38.77	7.75	46.52
629	Machinery Maintenance	16/02/2024	Town Council Main	Blower	Invoices	W M Plant	S	55.45	11.09	66.54
624	Machinery Hire	16/02/2024	Town Council Main	Brush Cutter	Invoices	W M Plant	S	104.60	20.92	125.52

**Wigton Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
625	Machinery Hire	16/02/2024	Town Council Main	Blower	Invoices	W M Plant	S	55.00	11.00	66.00
626	Machinery Hire	16/02/2024	Town Council Main	Brush Cutter	Invoices	W M Plant	S	72.50	14.50	87.00
627	Machinery Hire	16/02/2024	Town Council Main	6" Chipper and Red Di	Invoices	W M Plant	S	322.00	64.40	386.40
621	Depot Running Costs - not re	16/02/2024	Town Council Main		Invoices	Lloyd Ltd	S	318.26	63.65	381.91
622	Depot Running Costs - not re	16/02/2024	Town Council Main		Invoices	Saundersons	S	71.96	14.39	86.35
633	Depot Running Costs - not re	16/02/2024	Town Council Main	Hard Surface Cleaner	Invoices	GroGreen	S	133.00	26.60	159.60
627	Fuel	16/02/2024	Town Council Main	6" Chipper and Red Di	Invoices	W M Plant	L	26.16	1.31	27.47
649	Public Toilets Running Costs	16/02/2024	Town Council Main	Cleaning public toilets	Invoices	Nicolle's Cleaning Services	X	750.00		750.00
651	Allotments Running Costs	16/02/2024	Town Council Main	Fencing materials	Invoices	Laversdale Timber	S	74.47	14.90	89.37
655	Allotments Running Costs	16/02/2024	Town Council Main	Fence posts	Invoices	Travis Perkins Trading Comp	S	19.48	3.90	23.38
650	Insurance ALL	16/02/2024	Town Council Main	Annual Cover	Invoices	Zurich Insurance	S	621.00	124.20	745.20
650	Insurance ALL	16/02/2024	Town Council Main	Annual Cover	Invoices	Zurich Insurance	E	10,230.56		10,230.56
653	Equipment/Materials	16/02/2024	Town Council Main	Junior School material	Invoices	Travis Perkins	S	85.80	17.16	102.96
656	Allotments Running Costs	16/02/2024	Town Council Main	Postcrete	Invoices	Travis Perkins	S	23.80	4.76	28.56
657	Allotments Running Costs	16/02/2024	Town Council Main	Galvanised wire	Invoices	Travis Perkins	S	3.32	0.66	3.98
659	Allotments Running Costs	16/02/2024	Town Council Main	Weed membrane	Invoices	Travis Perkins	S	23.78	4.76	28.54
660	Allotments Running Costs	16/02/2024	Town Council Main	Wood panels	Invoices	Travis Perkins	S	40.96	8.19	49.15
661	Allotments Running Costs	16/02/2024	Town Council Main	Postcrete	Invoices	Travis Perkins	S	26.36	5.27	31.63
664	Allotments Running Costs	16/02/2024	Town Council Main	Fence panels	Invoices	Travis Perkins	S	19.53	3.91	23.44
654	Equipment/Materials	16/02/2024	Town Council Main	Bolts and washers	Invoices	Travis Perkins Trading Comp	S	25.87	5.17	31.04
652	Fire Checks	16/02/2024	Town Council Main	Fire extinguisher check	Invoices	Orian Solutions Ltd	S	43.60	8.72	52.32
658	Equipment/Materials	16/02/2024	Town Council Main	Sand paper/white spiri	Invoices	Travis Perkins	S	31.18	6.24	37.42
662	Equipment/Materials	16/02/2024	Town Council Main	Scaffold boards	Invoices	Travis Perkins	S	68.50	13.70	82.20
663	Equipment/Materials	16/02/2024	Town Council Main	Tape	Invoices	Travis Perkins	S	10.99	2.20	13.19
Total								54,310.74	3,510.45	57,821.19

Wigton Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
501	12/01/2024		WBJC Current	Murpak Beech Knob	Invoices	Saundersons	S	2.32	0.47	2.79
526	12/01/2024		WBJC Current	New Grave	Invoices	Tivoli Group Limited	S	485.00	97.00	582.00
566	12/01/2024		WBJC Current	Gas safety	Invoices	Andy Elliot	X	110.00		110.00
529	12/01/2024		WBJC Current	Jumbo Toilet Rolls	Invoices	Fletcher Contract Cleaning	S	19.50	3.90	23.40
605	22/01/2024		WBJC Current	Cemetery Water	Suppliers	Waterplus	S	32.59	6.52	39.11
606	23/01/2024		WBJC Current	Jan Power	Suppliers	E.on	L	52.13	2.61	54.74
640	26/01/2024		WBJC Current	Donation Men in shed:	Invoices	Northern Fells Group	X	50.00		50.00
641	26/01/2024		WBJC Current	Maintenance of softwa	Invoices	Gower Consultants	S	820.00	164.00	984.00
642	26/01/2024		WBJC Current	New software for map	Invoices	Gower Consultants	S	950.00	190.00	1,140.00
643	15/02/2024		WBJC Current		Invoices	Tivoli	S	485.00	97.00	582.00
644	15/02/2024		WBJC Current		Invoices	Tivoli	S	485.00	97.00	582.00
645	15/02/2024		WBJC Current		Invoices	Tivoli	S	485.00	97.00	582.00
646	15/02/2024		WBJC Current		Invoices	Tivoli	S	485.00	97.00	582.00
647	15/02/2024		WBJC Current	Refund CO2 Detectors	Invoices	Cemetery House	X	30.00		30.00
577	16/02/2024		WBJC Current	Attend Grave	Invoices	Tivoli Group Limited	S	485.00	97.00	582.00
578	16/02/2024		WBJC Current	Attend Grave	Invoices	Tivoli Group Limited	S	485.00	97.00	582.00
581	16/02/2024		WBJC Current	Attend Grave	Invoices	Tivoli Group Limited	S	485.00	97.00	582.00
582	16/02/2024		WBJC Current	Attend Grave	Invoices	Tivoli Group Limited	S	485.00	97.00	582.00
583	16/02/2024		WBJC Current	Attend Grave	Invoices	Tivoli Group Limited	S	485.00	97.00	582.00
631	16/02/2024		WBJC Current	Extinguisher Maintenan	Invoices	Beacon Fire Protection Ltd	S	150.60	30.12	180.72
632	16/02/2024		WBJC Current	Replace Light Fitting	Invoices	ADJ Huntington	S	90.00	18.00	108.00
648	16/02/2024		WBJC Current	Outside lighting cemet	Invoices	ADJ Huntington	S			
Total								7,157.14	1,385.62	8,542.76

RESOLVED

Members approved all payments.

6.2 To receive an update on the 2024 internal audit and the 2022/2023 external audit.

Members were informed that Rachael Kelly would be carrying out the internal audit remotely. There was also an update regarding the 2022/2023 external audit and its outcome with the clerk informing members that there were some councils including Wigton Town Council that had not yet received their report. The external auditors, Moore, advised the final report may not be sent until April 2024.

6.3 To discuss the purchase of a new hedge cutter.

Members were advised that the current hedge cutter that was over 15 years old required repair, the quote to repair was approximately £600 but a new machine would be £690 + VAT.

RESOLVED

Members approved the purchase of a new hedge cutter from W M Plant.

The clerk also provided members with an update regarding general machinery repairs, reporting that the current spend on repairs and maintenance of machinery was £7414 which was significantly more than expected. Within the cost centre of 'Machinery' it was still within the budget which is £13000 with the current spend being £11870. It was the clerk's recommendation to increase the 2024/2025 budget for machinery repairs and maintenance. It was also agreed that a policy would be devised to ensure employees were carrying out the necessary checks before undertaking tasks using the machinery to prevent any avoidable damages to machinery.

FC/146/2024 CO-OPTION POLICY

Members were presented with a draft co-option policy prior to the meeting which had been approved by the staffing, policy and development committee. The clerk explained to all members that the policy is essential to ensure the Town Council deal with co-option in a fair and inclusive manner which does not disadvantage any potential candidate.

RESOLVED

All members were in favour of adopting the policy which would come into effect immediately.

FC/147/2024 WBJC report – Councillor Clark

Members were informed that there had been four funerals since the last meeting.

Members were also informed that there had been a meeting between the Allerdale Curator, a councillor and a grave digging contractor to explore the option of changing the grave digging contractor. Unfortunately there were too many factors involved that would prevent the WBJC from using this particular grave digging contractor, including their price being higher and issues around when the graves would be dug. The WBJC will continue considering alternative solutions.

FC/148/2024 GROUNDS MAINTENANCE REPORT

Firstly, we have been working on a few allotment fences on Longthwaite road that's got a blown down through the bad weather. We have repaired some, but some still need repaired that haven't yet been reported by the user.

It has been noticed that when Abbeytown FC have games in Wigton park for their games that they are making quite a mess on the grass verges. So just as an idea to resolve this we can erect a overflow ash car park nearer to the entrance to the park gates, hopefully this should reduce or stop cars parking on the grass verges.

I have got a farmer to cut the Barton Laws hedge along the side and top hedges at a price of a £120 which I think is cheap. Since last time we had this done it cost £600 plus, but I'm still waiting for this job to be done.

We still require a more sturdier slit tines for the multi slit SISIS spiker machine for the tractor not sure if Paul Harrison has been in touch but could a grant could be awarded to purchase these on his behalf?

Most of the machinery has been serviced. The Parkway is still at Rickerby's awaiting a hydraulic oil pipe that is required plus the Iziki has yet to go in for its service . Just as a note for future years, parts for these machines are getting more expensive, which obviously means bills are getting higher. These machines need to be working correctly to do the job right . We have also put the Stihl long reach hedge cutter in for service. But this requires a lot of work and is 17 years old. It's my suggestion that we purchase a new one, and also it's probably a good idea to purchase a generator which we hire at the moment from Wigton tool hire when needed . It would be quite handy to have one on-site.

Park play area painting is continuing on the equipment which is looking good, fresh and colourful .

We are still waiting of the Heras fencing to go around the green portacabin down in the park, which needs demolished. The interior has been stripped out ready just the outer shell to take down now.

The park public toilets are in a desperate state as the roof is leaking in again. As the interior felt under the roof tiles is brittle and is about 30 plus years old. We can paint the interior to fresh it up but this will not solve the problem that new ones are needed.

The large Beech hedge around the Bowling Green has been completed. It took a while(2 weeks) to do, where we took 4 foot off the top and hired in a special shredder to shred up all the clippings, approximately about 15 ton of mulch was got off this which went on to the park beds and other town beds as well.

Speet Gill - a large pine tree came down with the high winds blocking the top path, a farmer has been cutting this up as it is on his land but still has not finished the work. With the root still being upright and blocking the path It has broken a large section of the fence that we will repair when the farmer has finished

FC/149/2024 TOWN MAYOR'S REPORT

See attached.

FC/151/2024 MEMBERS REPORTS

Councillor Jackson – reported resident complaints around the state of the roads and building work.

Councillor Hodson – also reported resident complaints as well as suggesting we contact Gleesons to ask them to erect a board to highlight the heritage and history behind the wall which they have taken part down.

Councillor Ferriby – mentioned the leaflets for history and leisure which could be sent to new residents of the town and placed in shops.

Councillor Stapley – addressed the fact that there was still a sign missing from the pond at Phoenix Park and asked for a further sign to be placed nearby to inform people they could not enter during nesting season. It was proposed a gate was erected which was agreed.

Councillor McCarthy – mentioned that the car parking spaces for train users at Miller Park had been removed.

Meeting closed 20:40

Date of next meeting: Wednesday 13th March 2024

A MEETING OF THE FULL COUNCIL WAS HELD ON

WEDNESDAY 13TH MARCH 2024 AT 7.00PM

PRESENT –

Councillor Chris Scott (Mayor and Chair)
Councillor Sandra Hodson (Deputy Mayor)
Councillor Mary Clark
Councillor Chris Stapley
Councillor Anne Jackson
Councillor Monique Speksnyder
Councillor Claire Meszaros
Councillor Shane McCarthy
Councillor Ferriby
Councillor Huntington

Clerk: Emma Ireton

FC/152/2024 TO RECEIVE APOLOGIES & REASONS FOR ABSENCE

Councillor Hamblin
Councillor Newton
Councillor Crouch

FC/153/2024 MINUTES FROM PREVIOUS MEETINGS

AMENDMENT – Added Councillor Ferriby as attending the February meeting.

FC/154/2024 DECLARATIONS OF INTERESTS, MEMBERS AND OFFICERS TO GIVE NOTICE OF INTERESTS ON ITEMS ON THE AGENDA

FC/155/2024 EXCLUSION OF PRESS AND PUBLIC

NONE

FC/156/2024 PUBLIC PARTICIPATION

To receive any representations from members of the public – Members of the public are invited to speak for a maximum of 5 minutes each. The maximum total time for public participation will be 10 minutes. At the close of this item, members of the public will no longer be permitted to address the Council Members unless invited to do so by the Chairman.

5.1 Public Participation

Jane Procter from Virgin Broadband was in attendance to explain that Virgin would be in Wigton in the next 4-6 weeks to start work on installing broadband in the town.

She explained that only 25% of the paths would be disturbed and dug up as a result of the work. Jane will be the liaison between Virgin and residents and local businesses. If any person has a question, it can be asked through the town clerk who will pass onto Jane.

5.2 Cumberland Authority Report

Cumberland Cllr Lynch was in attendance and provided the following information:

There had been discussion with Highways regarding Station Hill so more was to come on this matter. It was advised that the Highways team would be present on the 27th and 28th March for patching work to roads. Several councillors raised their concerns over this pointing out that patching was a waste of money as it wasn't a permanent solution.

It was asked why the main road was going to be closed for 5 days with no indication why, but the answer wasn't known.

In relation to road markings that have not yet been completed, members were advised this would happen when the weather improves.

It was reported that there are plans to try and reduce the speed of vehicles and one suggestion is to place a flashing 20mph sign which will start at Southend and finish after the Junior School, it was also suggested that the centre of Wigton was also 20mph.

In relation to the Fells and Solway Committee, it was explained that Cllr Lynch was also on the strategic board so their minutes, funding ideas and agendas could be found by visiting the Cumberland Council website. Also, the committee had already provided money to several deserving groups including NADT, Chrysalis, St Cuthberts walking club and the theatre club.

Members were also advised that the Cumberland Council were also doing a waste review, more information could be found on their website.

Cllr Lynch went on to mention that she would like to revive the talk and events where volunteers are asked to help clean the town. This time it was suggested that the pupils from the Nelson Thomlinson School could maybe participate to help tidy graffiti and tidy the area behind Wheatsheaf Lane. It was mentioned that the bus shelters were also in need of a clean and it was asked if the grounds team could complete this job.

FC/157 /2024 Finance Matters

6.1 To receive and authorise Payments and Bank Reconciliation for February 2024

Members received the payment lists prior to the meeting.

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
575	Christmas Event	15/02/2024		Town Council Main	Christmas Light Sw	Invoices	Party Time Cumbria	X	300.00		300.00
576	Tree Works	15/02/2024		Town Council Main	Proctors Row Work	Invoices	CWB Forestry	S	550.00	110.00	660.00
607	Depot Running Costs - not rent	15/02/2024		Town Council Main	Skip Hire	Invoices	Aspatia Skip Hire	X	520.00		520.00
611	Consumables	15/02/2024		Town Council Main	Jan Prints	Invoices	Infinity Print Solutions	S	8.39	1.68	10.07
614	Depot Running Costs - not rent	15/02/2024		Town Council Main		Invoices	Laversdale Timber	X	9.24		9.24
613	Depot Running Costs - not rent	15/02/2024		Town Council Main		Invoices	Tynedale Farm Services	X	42.00		42.00
618	Allotments Running Costs	15/02/2024		Town Council Main	Wood and Postcret	Invoices	Laversdale Timber	S	92.02	18.41	110.43
615	Subscriptions	15/02/2024		Town Council Main	365 and Email Prot	Invoices	System IT	S	5.00	1.00	6.00
615	Subscriptions	15/02/2024		Town Council Main	365 and Email Prot	Invoices	System IT	S	4.00	0.80	4.80
617	Room Hire	15/02/2024		Town Council Main	Room Hire	Invoices	Solway Plain Futures	X	26.25		26.25
617	Room Hire	15/02/2024		Town Council Main	Room Hire	Invoices	Solway Plain Futures	X	20.00		20.00
616	Rent of Market Hall INCL public	15/02/2024		Town Council Main	QH Lease	Invoices	Solway Plain Futures	X	893.41		893.41
630	Barton Laws Running costs/Ino	15/02/2024		Town Council Main	Clinical Waste Cov	Invoices	Direct365	S	60.13	12.03	72.16
649	Public Toilets Running Costs - r	15/02/2024		Town Council Main	Cleaning public toi	Invoices	Nicole's Cleaning Services	X	750.00		750.00
655	Allotments Running Costs	15/02/2024		Town Council Main	Fence posts	Invoices	Travis Perkins Trading Cor	S	19.48	3.90	23.38
656	Allotments Running Costs	15/02/2024		Town Council Main	Postcrete	Invoices	Travis Perkins	S	23.80	4.76	28.56
657	Allotments Running Costs	15/02/2024		Town Council Main	Galvanised wire	Invoices	Travis Perkins	S	3.32	0.66	3.98
660	Allotments Running Costs	15/02/2024		Town Council Main	Wood panels	Invoices	Travis Perkins	S	40.96	8.19	49.15
661	Allotments Running Costs	15/02/2024		Town Council Main	Postcrete	Invoices	Travis Perkins	S	26.36	5.27	31.63
664	Allotments Running Costs	15/02/2024		Town Council Main	Fence panels	Invoices	Travis Perkins	S	19.53	3.91	23.44
653	Equipment/Materials	15/02/2024		Town Council Main	Junior School mate	Invoices	Travis Perkins	S	85.80	17.16	102.96
654	Equipment/Materials	15/02/2024		Town Council Main	Bolts and washers	Invoices	Travis Perkins Trading Cor	S	25.87	5.17	31.04
658	Equipment/Materials	15/02/2024		Town Council Main	Sand paper/white	Invoices	Travis Perkins	S	31.18	6.24	37.42
662	Equipment/Materials	15/02/2024		Town Council Main	Scaffold boards	Invoices	Travis Perkins	S	68.50	13.70	82.20
663	Equipment/Materials	15/02/2024		Town Council Main	Tape	Invoices	Travis Perkins	S	10.99	2.20	13.19
693	Wages NET	15/02/2024		Town Council Main		Wages	Wages	X	11,919.23		11,919.23
695	Admin and Audit	15/02/2024		Town Council Main	Feb	Invoices	System IT	S			
707	Equipment/Materials	15/02/2024		Town Council Main		Invoices	Travis Perkins	S	3.32	0.66	3.98
708	Equipment/Materials	15/02/2024		Town Council Main		Invoices	Travis Perkins	S	3.32	0.66	3.98
710	Equipment/Materials	15/02/2024		Town Council Main		Invoices	Travis Perkins	S	21.53	4.31	25.84
608	Internet, phones and mobiles	16/02/2024		Town Council Main		Invoices	System IT	S			
612	Welfare	16/02/2024		Town Council Main	Staff Physio	Invoices	Jo Hill	X			
659	Allotments Running Costs	16/02/2024		Town Council Main	Weed membrane	Invoices	Travis Perkins	S			

RESOLVED

Members approved all payments.

6.2 To discuss and approve the purchase of Heras fencing

Members were informed that the grounds maintenance team requested the purchase of 10 x Heras fencing panels which will be regularly used to keep sites and assets safe whilst being repaired.

RESOLVED

Members unanimously agreed to purchase Heras fencing to the value of £530.

One councillor asked why there was petty cash on the reconciliation and requested that it be paid into the main account.

FC/158/2024 WBJC REPORT – Councillor Clark

Members were informed that there had been four funerals since the last meeting and 17 in total for the year.

It was reported that due to a number of complaints from families of those who were laid to rest in the cemetery, there had been a meeting to discuss using alternative grave diggers as there were too many issues highlighted with the current contractors. Unfortunately, the meeting was unsuccessful as the contractor that met

**Wigton Town Council
PAYMENTS LIST**

7 March 2024 (2023-2024)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
669	15/03/2024		Town Council Main	Scaffolding	Invoices	Wigton Tool Hire & Supple	S	71.95	14.39	86.34
670	15/03/2024		Town Council Main	Generator	Invoices	Wigton Tool Hire & Supple	S	17.00	3.40	20.40
671	15/03/2024		Town Council Main	Generator, Bosch t	Invoices	Wigton Tool Hire & Supple	S	49.30	9.86	59.16
680	15/03/2024		Town Council Main	Printing for Feb	Invoices	Infinity Print Solutions	S	2.74	0.55	3.29
683	15/03/2024		Town Council Main	Email protection ar	Invoices	System IT	S	9.00	1.80	10.80
684	15/03/2024		Town Council Main	3 year internet sec	Invoices	System IT	S	99.96	19.99	119.95
682	15/03/2024		Town Council Main		Invoices	Saundersons	S	91.06	18.21	109.27
711	15/03/2024		Town Council Main	Advertising for Roa	Invoices	Cumberland Council	S	565.62	113.12	678.74
668	15/03/2024		Town Council Main	Scaffolding and tw	Invoices	Wigton Tool Hire & Supple	S	12.95	2.59	15.54
679	15/03/2024		Town Council Main	QH Rent	Invoices	Mrs M Armstrong	X	1,950.00		1,950.00
687	15/03/2024		Town Council Main	Machinery Fuel	Invoices	W Ferguson Limited	L	55.67	2.78	58.45
667	15/03/2024		Town Council Main	Generator and 2 lit	Invoices	Wigton Tool Hire & Supple	S	2.80	0.56	3.36
Total								35,885.50	1,734.29	37,619.79

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
631	15/02/2024		WBJC Current	Extinguisher Mainb	Invoices	Beacon Fire Protection Ltd	S	150.60	30.12	180.72
632	15/02/2024		WBJC Current	Replace Light Fittin	Invoices	ADJ Huntington	S	90.00	18.00	108.00
643	15/02/2024		WBJC Current		Invoices	Tivoli	S	485.00	97.00	582.00
644	15/02/2024		WBJC Current		Invoices	Tivoli	S	485.00	97.00	582.00
645	15/02/2024		WBJC Current		Invoices	Tivoli	S	485.00	97.00	582.00
646	15/02/2024		WBJC Current		Invoices	Tivoli	S	485.00	97.00	582.00
674	15/02/2024		WBJC Current		Invoices	Tivoli	S	485.00	97.00	582.00
647	15/02/2024		WBJC Current	Refund CO2 Detect	Invoices	Cemetery House	X	30.00		30.00
577	16/02/2024		WBJC Current	Attend Grave	Invoices	Tivoli Group Limited	S			
578	16/02/2024		WBJC Current	Attend Grave	Invoices	Tivoli Group Limited	S			
581	16/02/2024		WBJC Current	Attend Grave	Invoices	Tivoli Group Limited	S			
582	16/02/2024		WBJC Current		Invoices	Tivoli Group Limited	S			
583	16/02/2024		WBJC Current	Attend Grave	Invoices	Tivoli Group Limited	S			
648	16/02/2024		WBJC Current	Outside lighting on	Invoices	ADJ Huntington	S			
704	21/02/2024		WBJC Current	Cemetery Power	Suppliers	E.on	L	51.50	2.58	54.08
676	15/03/2024		WBJC Current		Invoices	Tivoli	S	485.00	97.00	582.00
677	15/03/2024		WBJC Current		Invoices	Tivoli	S	485.00	97.00	582.00
678	15/03/2024		WBJC Current		Invoices	Tivoli	S	485.00	97.00	582.00
685	15/03/2024		WBJC Current		Invoices	Saundersons	S	44.57	8.92	53.49
712	16/03/2024		WBJC Current		Invoices	Travis Perkins	S	22.23	4.45	26.68
Total								4,268.90	840.07	5,108.97

with members couldn't agree to specific criteria that was set by the Allerdale's Bereavement Services. Criteria included not having a contingency plan of the contractor was absent, not having email to communicate and the cost being higher than the current contractor. It was agreed that the clerk would contact the current contractor and explain the issues to see if there could be a solution to reduce the number of complaints regarding sinkage of new graves. Cllr Lynch also agreed to speak to her contacts at Carlisle to see if they could offer advice.

Cllr Clark also explained the project that will be undertaken at the cemetery to allow for better access. This will involve having tarmac laid at the entrance which will also allow hearses to drive in and turn. There will also be a designated disabled space within the grounds.

It was also mentioned that the committee were looking for volunteers to repair the wrought iron benches.

FC/160/2024 GROUNDS MAINTENANCE REPORT

Dear all, please find enclosed my report for March.

Barton laws hedge - This was started by a contractor but had to stop due to the soft ground with all the bad weather that we have had lately and was making a mess. He will complete it in May but parts of the hedge he couldn't cut because they were too thick and were left. We have managed to cut down ourselves and have shredded it all up.

Barton laws and park pitches - with all the wet weather recently it has been difficult for games to be played, but with the decent weather we've had this week I have managed to get onto the pitches, and I'm trying to mole plough the wet areas to break up the ground underneath to see if this helps in drainage. The park 9v9 pitch especially has been really wet this winter and needs drained properly through the summer. Paul Harrison has suggested that there should be users meeting which Abbeytown are looking to purchase some new nets for the teams and hopefully they can get a grant for some new slit tines for one of our machines which will help with drainage for next season.

The overflow car park at Wigton park hasn't been started yet but will be soon, this will help to protect the grass when football games are on.

We are in the process of cutting the shrub beds in R and D centre and Wigton hall area, this is a long process as there are a lot of beds to be cut and need tidied up. We have also purchased a new long reach hedge cutter with a Stihl connected appliance on it, this will hopefully help in tracking usage with HAVs in mind.

We are in the process of painting park play equipment and town benches when the weather will let us.

We haven't demolished the green park portacabin yet but will do soon – Heras fence is required for this at the cost of £600. The the park toilets need to be looked at as the roof has been raining in again due to the roof under felt been old and brittle.

We have been clearing out some allotments at Burnfoot and Longthwaite and also will be erecting some fencing to help with the rabbit problems. We also have been filling in potholes at Longthwaite and rat baiting.

Grass cutting - with the season fast approaching all machines have been serviced apart from the isiki which will be done in the early season and we will get the Parkway mower back in mid-March.

Speet Gill - the large Scotch pine that came down has been cleared up by the farmer but the area where it came down is a muddy mess plus the fence that got wrecked has not been rectified, is this ours to fix as the damage was caused by the tree coming down which was on the farmers land ?

RESOLVED

Members agreed to ask the grounds team to fix the fence at Speet Gill.

FC/161/2024 TOWN MAYOR'S REPORT

See attached.

FC/162/2024 CLERK'S REPORT

In reference to the payment list, it was noted that there was an invoice for R. BENN for the Burnfoot allotment work that had been carried out in 2022 but the invoice had just been recently sent.

It was highlighted that there was a significant amount of money being spent on monthly skips to take away general waste so the office was looking into different options to save money.

Members were told that Innovia had requested a review of the current rolling contract as well as the jobs carried out within the contract. When this was reviewed they initially mentioned that it was higher than expected but after a meeting they accepted the annual price and initially requested to have the contract in place for 6 months before they agreed to a longer contract. As part of the contract one of the changes was that the grounds team would ensure the site was ready for visitors at all times so the procurement manager did not need to call up to request an extra cut or tidy up.

In relation to the Borderlands committee which is starting up again, it was agreed that Cllrs Speysnyder and Hodson would join the committee.

The clerk explained that sensitive documents would no longer have passwords to protect them as too many people were having issues opening the documents, especially on mobile phones. A discussion followed looking at different options to ensure documents were kept safe. It was suggested that all members are provided with a gov.uk email address and that all members used Sharepoint to access documents. The clerk explained that having a gov.uk email address is a more

complicated process than perhaps having an org.uk email address as you must appoint a registrant who will be responsible for the domain. An org.uk email address is still a professional email which would help councillors keep their council business and documents in a separate email account. It was suggested that a gov.uk email account is safer than another email but the clerk explained this was not the case and that any email account can be susceptible to scamming and fraudulent activity. The clerk also expressed that each councillor must take ownership for keeping their email accounts safe by following preventative measures such as not leaving emails open in a public place or by clicking on links that do not look legitimate as this could place viruses on the device used. Bank statements will no longer be sent out but will be taken to the full council meeting and all councillors have access to the bank statement by going into the office and requesting to see a copy. **ACTION** – the clerk to price up individual email accounts.

In relation to the toilets in Wigton Park, previously we were asked to consider temporary solutions until the refurbishment/replacement was priced. The annual price for one portaloo was between £1404 and £1626 NET and this included a weekly empty. It was raised that these types of toilets could be subject to vandalism. Another option was to have a cabin made from steel put in place and have the services connected, this was approximately £5000 per year. A permanent cabin with three toilets would be approximately £18000. Members asked whether it would be better to replace the existing toilet block.

RESOLVED

It was agreed that three quotes should be obtained to replace the existing toilet block before any decision was made.

FC/162/2024 MEMBER REPORTS

Councillor Jackson – reported resident complaints around the shabbiness of the town with dog fouling still being an issue. It was noted that the residents of Burnside were still concerned about the risk of flooding.

Councillor Hodson – attended the pantomime and worked with Howdens to gain donations for local businesses. Also attended the funeral of Len Holden.

Councillor Speksnyder – asked whether it be a good idea if the pond at Throstle Park could be named and whether a competition could be a way to choose the name.

Councillor Ferriby – mentioned it was good to see the Police having a better presence in the town. It was also reported that roadworks signs that are on the pavement are causing a hazard.

Councillor Huntington – asked who was responsible for the poppies and wondered if the grounds team could remove them.

Meeting closed 20:55

Date of next meeting: Wednesday 10th April 2024