

A MEETING OF THE FULL COUNCIL WAS HELD ON

WEDNESDAY 9TH APRIL 2025 AT 7.00PM

PRESENT –

Councillor Sandra Hodson (Chairman and Mayor)
Councillor Chris Stapley
Councillor Shane McCarthy
Councillor Mary Huntington
Councillor Mary Clark
Councillor Anne Jackson
Councillor Chris Scott
Councillor Joan Greenop
Councillor John Hamblin
Councillor Monique Speksnyder
Councillor Paul Shone

Clerk: Emma Ireton

FC/137/2025 TO RECEIVE APOLOGIES & REASONS FOR ABSENCE

Councillor John Crouch
Councillor David Ferriby

FC/138/2025 MINUTES FROM PREVIOUS MEETING

To agree to the Full Council minutes of the 12th March 2025 – **Approved**
Amendment required in **FC/136/2025** Huntington.

FC/139/2025 MATTERS ARISING FROM MINUTES – APPENDIX 1

Members received an update regarding open actions.

FC/140/2025 DECLARATIONS OF INTERESTS, MEMBERS AND OFFICERS TO GIVE NOTICE OF INTERESTS ON ITEMS ON THE AGENDA

FC/141/2025 EXCLUSIONS OF PRESS AND PUBLIC

Agenda item 9

FC/142/2025 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.

6.1 Public Participation

NONE

6.2 Cumberland Authority

No attendance

FC/143/2025 Finance Matters

7.1 To receive and authorise Payments and Bank Reconciliation for March 2025

Members received the payment lists and monthly reconciliation to review prior to the meeting.

RESOLVED

Payments for March 2025 were **UNANIMOUSLY** approved.

March’s reconciliation was also **UNANIMOUSLY** approved.

Wigton Town Council and Wigton Cemetery Payments

Wigton Town Council PAYMENTS LIST

9 April 2025 (2025-2026)

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	Room Hire	11/04/2025		Town Council Main	Room hire	Invoices	NADT	X	20.00		20.00
2	Park Maintenance	11/04/2025		Town Council Main	East End Fence rep	Invoices	Flash Fabrication	X	1,487.00		1,487.00
3	Internet, phones and mobiles	11/04/2025		Town Council Main	Back up and securi	Invoices	System IT	S	5.00	1.00	6.00
3	Internet, phones and mobiles	11/04/2025		Town Council Main	Back up and securi	Invoices	System IT	S	4.00	0.80	4.80
5	Fuel	11/04/2025		Town Council Main	Fuel and number p	Invoices	W Ferguson Limited	L	162.22	8.11	170.33
4	Welfare	11/04/2025		Town Council Main	Physio	Invoices	Fellside Physio	X	67.50		67.50
8	Public Toilets Running Costs - i	11/04/2025		Town Council Main	Public toilets	Invoices	Nicoll's Cleaning Services	X	937.50		937.50
12	Allotments Running Costs	11/04/2025		Town Council Main		Invoices	Laversdale Timber	S	95.97	19.20	115.17
13	Allotments Running Costs	11/04/2025		Town Council Main		Invoices	Laversdale Timber	S	4.86	0.97	5.83
9	New Machinery	11/04/2025		Town Council Main	Roller	Invoices	Lloyd Ltd	S	1,475.00	295.00	1,770.00
5	New Machinery	11/04/2025		Town Council Main	Fuel and number p	Invoices	W Ferguson Limited	S	8.33	1.67	10.00
6	Park Maintenance	11/04/2025		Town Council Main	Glyphosates	Invoices	GroGreen	S	332.00	66.40	398.40
10	Tools and equipment	11/04/2025		Town Council Main		Invoices	Saundersons	X	27.09		27.09
7	Printing	11/04/2025		Town Council Main	Printing	Invoices	Infinity Print Solutions	S	6.11	1.22	7.33
14	Allotments Running Costs	11/04/2025		Town Council Main		Invoices	Laversdale Timber	S	155.58	31.12	186.70
15	Allotments Running Costs	11/04/2025		Town Council Main		Invoices	Laversdale Timber	S	93.18	18.64	111.82
16	Subscriptions	11/04/2025		Town Council Main	Subscription Nalc c	Invoices	CALC	X	817.06		817.06
23	Subscriptions	11/04/2025		Town Council Main	Scribe Subscription	Invoices	Starboard Systems Limited	S	1,140.00	228.00	1,368.00
19	Fuel	11/04/2025		Town Council Main		Invoices	D A Harrison	S	350.27	70.05	420.32
21	Machinery Maintenance	11/04/2025		Town Council Main	Servicing machine	Invoices	Rickerby Limited	S	384.59	76.92	461.51
22	Machinery Maintenance	11/04/2025		Town Council Main	Servicing machine	Invoices	Lloyd Ltd	S	1,127.47	225.49	1,352.96
24	Christmas Lights Costs	11/04/2025		Town Council Main	1st payment	Invoices	Blachere Illumination	S	4,799.00	959.80	5,758.80
18	Park Maintenance	11/04/2025		Town Council Main	Drains BL SG	Invoices	Drainwise	S	136.62	27.33	163.95
20	Park Maintenance	11/04/2025		Town Council Main	Digger Hire Speet	Invoices	Wigton Tool Hire & Supplie	S	420.00	84.00	504.00
17	Park Maintenance	11/04/2025		Town Council Main	Drain Speed	Invoices	Drainwise	S	37.94	7.59	45.53
Total									14,094.29	2,123.31	16,217.60

Wigton Town Council
PAYMENTS LIST

9 April 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
11	Plants and bulbs	11/04/2025		WB3C Current	Compost	Invoices	Saundersons	S	23.33	4.67	28.00
25	trade waste bins	11/04/2025		WB3C Current	Trade Waste Q3	Invoice	Cumberland Council	X	60.00		60.00
26	trade waste bins	11/04/2025		WB3C Current	Trade waste Q2 20	Invoices	Cumberland Council	X	60.00		60.00
Total									143.33	4.67	148.00

7.2 To discuss the Wigton Park Bowling Club paying for new windows and doors upfront and receiving a refund from the town council in 2026/2027

A member of the Wigton Park Bowling Club contacted the town council to explain that the windows and doors at the clubhouse were rotten and required replacing. It was explained to the club that these types of repairs needed to be shared in advance so that the council could budget appropriately over several years to prevent the precept being too high which would increase council tax. A motion to allow the Wigton Park Bowling Club to pay for the repairs this year and have the town council refund them next year was put to a vote.

Members voted **UNANIMOUSLY** not to approve the motion for the following reasons:

Quotes received hadn't been obtained following the correct procedure, the town council would not be able to reclaim the VAT and there may not be money in the budget in 26/27 to refund the club.

ACTION - It was highlighted that there needed to be an annual maintenance schedule in place to inspect the buildings. The inspection would indicate what future repairs would be required which is essential for budgeting purposes.

Motion – Cllr Clark put a motion forward to obtain a survey on the Wigton Park Bowling Club buildings. Cllr McCarthy seconded the motion.

RESOLVED

Members voted **UNANIMOUSLY** to obtain a building survey prior to any work being carried out on any of the buildings.

7.3 To discuss and vote on giving St Mary's Church a donation towards their windows.

Councillor Huntington explained how St Mary's Church required new windows and how they planned to raise £500,000 through grants and fundraising. Members were asked if the town council could grant money towards the windows.

Members were advised that there is currently £3000 in the budget for St Mary's but if this was granted now there would be no money left in the budge for any repairs. Providing a grant was discussed and it was agreed that St Mary's would be advised to apply for a general grant that would be looked at by the finance committee.

FC/144/2025 Grounds Report



Wigton Town Council

Monthly Grounds Report

Month: March 2025

Item	Description	Comments or requests
Wigton Park and Wigton Park Bowling Club	All the pre-season work has been completed on the bowling green this entailed verticutting the green twice to remove all the thatch from the surface of the green then we cut and picked up the grass , also we have started to cut the grass around the park .	I have requested that buying a verticutter cartridge for our dennis mower is a much cheaper solution than buying a sisis rotorake .
East End , highmoor , and fell view park play areas	We have cut the the kirkland play area and sports pitch and are in the process of painting the frames at highmoor	There has been an issue with litter and broken glass . Regular safety check are been done
Throstle Park	The trees we transplanted a while ago look like they are starting to bud	
Phoenix Park	We have started to edge the path that runs through the park	
Barton Laws	Fortnightly marking of the pitches and spiking the pitches	
Dalston	We have done the first cut in the churchyard and also the parish	

Allotments - Longthwaite/Burnfoot	Number 31 and 32 we have had to put up a new perimeter fence after the strong wind that we had .	
Innovia/futamura/wigt on hall/R&D	These sites have had their first cut and have been sprayed for weeds	
Machinery	All machinery is back from their services apart from our stihl combi system which w m plant are waiting for a bearing . The TYM compact tractor got a puncture on the side of a rear wheel , this had to be replaced with a new one . Also we had to replace the roller on the quadraplay system that we use on the football pitches	For next year we need a smaller trailer to replace the long flatbed trailer that we have
Vehicles		
St.Marys church	We have gave it its first cut	
Staffing	Rhys has been working on the bedded area at the rear of the small car park with help from Chris . They have taken out all the bryers , clipped back the ivy and cleaned up the mess that was laying around it . This is a good project for Rhys and will now look to plant it up with herbaceous plants , bulbs , summer bedding and shrubs as part of his course work . Also Luke and Rhys are going on a free one day bowling green seminar , this	

	should help them in the future understand why you do certain things on the green .	
Schools		
Speet gill	We have been putting in a drain on a wet area of the path and cleaned the path off and put ash plainings down . We also repaired a area of river banking and fencing that had eroded away	

ACTION – Ask Trevor Grahamslaw to take pictures of the unveiling of Dalton Shelter on Saturday 26th April.

FC/145/2025 Cemetery Update

Members were informed there had been four funerals and also CCTV had been installed to cover the cemetery entrance.

There was an issue with a car parked over the entrance to the cemetery on the day of a funeral which prevented the hearse from being able to drive in. It was suggested that the traffic cones could be swapped for heavier cones. **ACTION** – Clerk to ask parks supervisor for 5 heavy cones.

It was reported that a visitor to the cemetery put cremated remains on top of a grave which is against protocol, cremated remains are not allowed to be left in the cemetery on top of a grave. Signage will be placed at the cemetery to remind visitors of this.

The rest of the agenda item was moved to Part 2 - CONFIDENTIAL

FC/146/2025 Civic Protocol

In the March meeting the use of the Mayoral chain was questioned by several members of the council. These discussions led to considering what the rules were when wearing the chains and making them very explicit, therefore updating the civic policy.

The clerk suggested that the office makes the amendments to the civic policy and then take a draft to the staffing, policy and development committee for approval.

All members were in favour of this decision.

FC/147/2025 Meeting Date

In the March meeting Cllr Hodson requested an agenda item for this meeting which was to change the date of the annual town council meeting and following full council meeting.

While the standing orders do not state the meeting cannot be changed the appropriateness of this request was discussed with members having split views.

Cllr Stapley put a motion forward to change the date to Thursday 15th May
Cllr Shone seconded the motion

RESOLVED

Members voted

6 members voted for the motion

4 members voted against the motion

1 member abstained

Motion was carried with the date of the annual meeting and following full council meeting being changed to Thursday 15th May at 6:15pm.

FC/148/2025 Mayor's Engagements

20th March attended the installation of Judge Barker.

Attended the event where Peter Beardsley was at and got to meet him.

22nd March attended the darts final.

31st March attended the police drop in

3rd April went to the junior school to see them obtain the platinum award for their playground.

FC/149/2025 Clerk's Report

Notified members that Dalston had requested a variation order to add more work to the contract which was £146 + VAT per quarter.

St Michael's School in Dalston was also happy with the work being carried out and requested that we continue their grounds maintenance for another 12 months. There was the increase of the RPI.

Shared that the tender deadline for the park toilets was Monday 14th March and that three contractors at least will be submitting estimates.

FC/150/2025 Member's Reports

Cllr Clark – shared that she was helping with the public toilets by opening and closing on a Saturday. It was suggested that the park staff take on the cleaning of the toilets as this would free up money in the budget. ACTION – the clerk agreed to look at this further and to cost increasing their salaries to reflect the extra work. Another suggestion was to put a payment system in place and to look at who Silloth and Allonby use for their toilets.

Cllr Huntington – reported an ants nest near the kitchen window at St Mary's Church.
ACTION - Clerk to ask park staff to take a look.

Cllr Jackson – after attending the police drop in considered writing a letter to the crime commissioner about several issues in Wigton including having Police presence removed at the Taste of Wigton. Mentioned the cigarette butts still being an issue. Also hopefully meeting with the MP to discuss the state of some buildings in Wigton.

Cllr Hamblin – raised that there may be an issue with drugs in Wigton and that he had spoken to the clerk about reporting it.

Cllr Speksnyder – attended the Borderlands meeting on 23rd March. Notified members about the species recording day on 29th June.

ACTION - It was requested the pond was temporarily fenced off for nesting season.

Meeting Closed – 20:44

Date of next meeting: Thursday 15th March 2025

Action	Responsibility	Completion Date	Complete	Comments
Copy of toilet agreement	EI	30 th March 2025		Need to look for paper copy in office as there is no electronic versions available.
Get quotes for park drainage	EI/SC	30 th May 2025		Ongoing
Close pond off for nesting	EI/SF	30 th April 2025		
Ask Park staff to look at ant problem at St Mary's	EI/SF	ASAP		
Ask Park staff to swap 5 cones with cemetery	EI/SF	ASAP		
Amend civic protocol	EI/SPD Committee	30 th June 2025		
Arrange for a buildings survey at the park bowling club	EI	30 th April 2025		
Devise a maintenance schedule for TC owned buildings and land	EI/SC	30 th June 2025		