

A MEETING OF THE FULL COUNCIL WAS HELD ON

WEDNESDAY 10th July 2024 AT 7.00PM

PRESENT –

Councillor Sandra Hodson (Chairman and Mayor)
Councillor Chris Stapley
Councillor Monique Speksnyder
Councillor Shane McCarthy
Councillor Mary Huntington
Councillor David Ferriby
Councillor John Crouch
Councillor Mary Clark

Clerk: Emma Ireton

FC/40/2024 TO RECEIVE APOLOGIES & REASONS FOR ABSENCE

Councillor Anne Jackson
Councillor John Hamblin
Councillor Mark Newton
Councillor Chris Scott

FC/41/2024 MINUTES FROM PREVIOUS MEETING

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

AMENDMENT - Minutes from 12th June were missing the clerk's report
AMENDMENT – EOM minutes Cllr M. Huntington did not abstain from voting,
change to NO.

**FC/42/2024 DECLARATIONS OF INTERESTS, MEMBERS AND OFFICERS TO
GIVE NOTICE OF INTERESTS ON ITEMS ON THE AGENDA**

FC/43/2024 EXCLUSIONS OF PRESS AND PUBLIC

NONE

FC/44/2024 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

A member of the public who is also a parish councillor for another council was in attendance to ask members of Wigton Town Council several questions in relation to the current financial regulations. While they were a parish councillor they were just in attendance as a member of the public. There was a lot of information read out by the member of the public, which resulted in asking members to raise their hand if they were aware of several points stated in the current financial regulations. Several Wigton Town Council members explained that they were not able to answer these questions immediately as they had not had the time to look over or scrutinise the financial regulations. It was agreed that the questions the members of the public had, would be left with the chairman of Wigton Town Council who would respond in due course

5.2 Cumberland Authority Report

Cllr Elaine Lynch was attendance and provided the following information:

Cllr Lynch firstly expressed her delight with having 3 Labour MPs for the area and a Labour government, she stated that they will likely be held to account to get the best for Cumbria. It was also suggested that we invite a Labour MP to Wigton to discuss current issues.

Bill Lowther's passing was sadly mentioned with his funeral being on the 23rd July 2024.

In relation to education, the SEND provision will be looked at along with the funding of each child to ensure it is fair.

One of the biggest ongoing issues in Wigton is the traffic and highways problems so members received an update regarding these issues:

- A new team leader for Highways has been announced and it is this person who will be in charge of placing the bollards at the Fountain. The bollards work is due to be completed in November 2024.
- The dropped kerb outside B&M which is too high is going to be lowered over the next month or two.
- It has been proposed that a crossing is placed near the Throstle's Nest to allow people to cross safely. Before this can be discussed, more information is required so a traffic cam may be installed to monitor the area.
- 20mph lights should be ready in September

Other issues in Wigton include the grass cutting and maintenance of the paths and roads. Cllr Lynch explained that the grass cutting that the Cumberland Council is responsible for will be undertaken three times per year and one cut had recently been completed and this included the area outside the GP surgery. It was noted that there was a call for the grass cutting schedules to merge so that the Cumberland Council and housing associations would all cut the grass at the same time across Wigton. Cllr Clark explained that the area around New Street and the old Police station still had not been touched and it was looking very uncared for.

It was stated that Wigton is on the list for the 'Big Clean Up' which other towns have benefitted from.

On to the Fells and Solway Community Panel, there were several organosatoms that were awarded grants:

- Wigton Burial Joint Committee were awarded £4000 for the entrance improvements.
- The John Peel Theatre were awarded £2500 for CCTV.
- The Friends of St Cuthberts were awarded £1000
- Watchtree were awarded £3700 for board walks.

The Local Links are coming back as community hubs so they are looking for a place in Wigton to host them with the options being the library as well as other buildings.

Cumberland Councillors reviewed the home school transport system and managed to save half a million pounds which was much needed as the Cumberland Council need to save money overall.

Wigton Councillors then asked Cllr Lynch questions which included: What was happening in relation to people parking outside the Spar? It was mentioned that the Police will start to ticket and fine individuals by monitoring the cameras. It was noted that there is a lot of rubbish including cigarette ends outside the barbers so this needed to be cleared up. The area outside Natwest Bank really needed to be cleaned so was it possible to send a note to the planning department at the Cumberland Council to request that the owner is contacted to clear the area.

FC/45/2024 Finance Matters

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

Members received the payment lists prior to the meeting and extra invoices were read out to members for them to approve.

Wigton Town Council Payments

Wigton Town Council
PAYMENTS LIST

10 July 2024 (2024-2025)

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
101	Depot Running Costs - not rent	14/06/2024		Town Council Main	Skip Hire	Invoices	Aspetite Skip Hire	X	520.00		520.00
166	Wages NET	14/06/2024		Town Council Main	June Wages	Wages	Wages	X	12,468.36		12,468.36
99	Fuel	17/06/2024		Town Council Main	Vehicle Fuel	Invoices	D A Harrison	S	450.74	90.15	540.89
98	Fuel	17/06/2024		Town Council Main	Machinery Fuel	Invoices	W Ferguson Limited	L	327.28	16.36	343.64
132	Room Hire	17/06/2024		Town Council Main		Invoices	Solway Plain Futures	X	45.00		45.00
131	Rent of Market Hall INCL public	17/06/2024		Town Council Main		Invoices	Solway Plain Futures	X	893.41		893.41
128	Rent Depot	17/06/2024		Town Council Main	March-May	Invoices	Mrs M Armstrong	X	1,950.00		1,950.00
133	Internet, phones and mobiles	17/06/2024		Town Council Main		Invoices	System IT	S	5.00	1.00	6.00
133	Internet, phones and mobiles	17/06/2024		Town Council Main		Invoices	System IT	S	4.00	0.80	4.80
134	Park Maintenance	17/06/2024		Town Council Main		Invoices	GroGreen Ltd	S	432.00	86.40	518.40
136	Public Toilets Running Costs - i	17/06/2024		Town Council Main	Public Toilets	Invoices	Nicoll's Cleaning Services	E	593.75		593.75
141	Machinery Maintenance	17/06/2024		Town Council Main		Invoices	W M Plant	S	77.57	15.51	93.08
137	Machinery Maintenance	17/06/2024		Town Council Main		Invoices	Rickerby Limited	S	592.68	118.54	711.22
135	Internet, phones and mobiles	17/06/2024		Town Council Main		Invoices	Infinity Print Solutions	S	2.82	0.56	3.38
138	Internet, phones and mobiles	17/06/2024		Town Council Main	Annual domain ch	Invoices	BeDot Media Group	S	59.88	11.98	71.86
144	Park Maintenance	17/06/2024		Town Council Main	Plants	Invoices		X	20.00		20.00
139	Equipment/Materials	17/06/2024		Town Council Main		Invoices	Saundersons	S	7.66	1.53	9.19
168	Subscriptions	17/06/2024		Town Council Main	June Subscription	Invoices	Adobe	S	13.87	2.77	16.64
167	Consumables	17/06/2024		Town Council Main	Parking Permit	Receipt	MPPermit	X	213.40		213.40
142	Mayors Fund	17/06/2024		Town Council Main	Mayoral chain	Invoices	Nicholson & Couthard	S	39.58	7.92	47.50
154	Internet, phones and mobiles	17/06/2024		Town Council Main	Domain renewal	Invoices	System IT	S	53.96	10.79	64.75
147	Fuel	17/06/2024		Town Council Main		Invoices	W Ferguson Limited	L	386.97	19.35	406.32
149	Fuel	17/06/2024		Town Council Main	Vehicle Fuel	Invoices	D A Harrison & Co	S	428.16	85.63	513.79
179	Equipment/Materials	20/06/2024		Town Council Main	Knapsack	Invoices	Progreen	S	162.95	32.59	195.54
178	Equipment/Materials	20/06/2024		Town Council Main	Spray Nozzles & Fi	Invoices	Agratech	S	22.70	4.54	27.24
170	Barton Laws Running costs/Ino	21/06/2024		Town Council Main	BL Power	Suppliers	Total Energies	L	96.87	4.84	101.71
171	Subscriptions	21/06/2024		Town Council Main	June Subscription	Invoices	CANVA	S	10.82	2.17	12.99
169	Depot Running Costs - not rent	21/06/2024		Town Council Main	Depot Power	Suppliers	Total Energies	L	54.76	2.74	57.50
180	Equipment/Materials	24/06/2024		Town Council Main	Replacement H/JC	Invoices	Arrow Valves	S	57.00	11.40	68.40
172	Wages NET	25/06/2024		Town Council Main	PAYE June	Invoices	HMRC - PAYE	X	3,407.16		3,407.16
173	Barton Laws Running costs/Ino	26/06/2024		Town Council Main	BL Water	Suppliers	Waterplus	S	90.71	18.14	108.85
181	Office Equipment	26/06/2024		Town Council Main	Office Supplies	Invoices	Viking Direct	S	85.71	17.14	102.85
155	Consumables	27/06/2024		Town Council Main	Parcel	Receipt	Post Office Counter	E	4.59		4.59
174	Wages NET	27/06/2024		Town Council Main	June Pension	Invoices	Cumbria Local Government	X	4,807.71		4,807.71

Wigton Town Council
PAYMENTS LIST

10 July 2024 (2024-2025)

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
157	Barton Laws Running costs/Ino	12/07/2024		Town Council Main	Barton Laws Pitche	Invoices	Tivoli Group Limited	S	2,487.75	497.55	2,985.30
156	Park Maintenance	12/07/2024		Town Council Main	Park Pitches	Invoices	Tivoli Group Limited	S	1,137.00	227.40	1,364.40
190	Public Toilets Running Costs - i	12/07/2024		Town Council Main	Toilets June	Invoices	Nicoll's Cleaning Services	X	781.25		781.25
205	Public Toilets Running Costs - i	12/07/2024		Town Council Main		Invoices	Dave Longcake Locksmith	X	325.00		325.00
197	Park Maintenance	12/07/2024		Town Council Main		Invoices	Saundersons	S	14.17	2.83	17.00
196	Park Maintenance	12/07/2024		Town Council Main	Line marking paint	Invoices	Fleet Line Markers	S	477.42	95.48	572.90
187	Park Maintenance	12/07/2024		Town Council Main	Pitch maintenance	Invoices	Tivoli	S	2,487.75	497.55	2,985.30
186	Park Maintenance	12/07/2024		Town Council Main	Barton Laws work	Invoices	Tivoli	S	1,136.67	227.33	1,364.00
184	Equipment/Materials	12/07/2024		Town Council Main	Two Stroke Oil	Invoices	Wigton Tool Hire & Supplie	S	12.94	2.59	15.53
197	Equipment/Materials	12/07/2024		Town Council Main		Invoices	Saundersons	S	80.82	16.17	96.99
185	Admin and Audit	12/07/2024		Town Council Main	Year end report	Invoices	Rachael Kelly Auditor	X	125.00		125.00
201	Clothing/PPE	12/07/2024		Town Council Main		Invoices	W M Plant	S	53.25	10.65	63.90
197	Bedding Plants and Shrubs	12/07/2024		Town Council Main		Invoices	Saundersons	S	187.50	37.50	225.00
194	Consumables	12/07/2024		Town Council Main		Invoices	Infinity Print Solutions	S	10.33	2.07	12.40
189	Internet, phones and mobiles	12/07/2024		Town Council Main	Monthly back up	Invoices	System IT	S	9.00	1.80	10.80
191	Internet, phones and mobiles	12/07/2024		Town Council Main	Domain renewal	Invoices	BeDot Media Group	S	14.85	2.97	17.82
188	Room Hire	12/07/2024		Town Council Main	Room hire	Invoices	Solway Plain Futures	X	85.00		85.00
199	Vehicle Maintenance	12/07/2024		Town Council Main	2x Trailer Tyres	Invoices	Richard Miller	S	30.00	6.00	36.00
192	Machinery Maintenance	12/07/2024		Town Council Main		Invoices	W M Plant	S	86.60	17.32	103.92
192	Machinery Maintenance	12/07/2024		Town Council Main		Invoices	W M Plant	S	42.65	8.53	51.18
203	Machinery Maintenance	12/07/2024		Town Council Main		Invoices	W M Plant	S	203.40	40.68	244.08
202	Machinery Maintenance	12/07/2024		Town Council Main		Invoices	W M Plant	S			
195	Machinery Maintenance	12/07/2024		Town Council Main		Invoices	Rickerby Limited	S	843.26	168.65	1,011.91
183	Machinery Hire	12/07/2024		Town Council Main	SBH Strimmer	Invoices	Wigton Tool Hire & Supplie	S	18.00	3.60	21.60
192	Machinery Hire	12/07/2024		Town Council Main		Invoices	W M Plant	S	91.00	18.20	109.20
193	Machinery Hire	12/07/2024		Town Council Main		Invoices	Lloyd Ltd	S	15.99	3.20	19.19
201	Tools and equipment	12/07/2024		Town Council Main		Invoices	W M Plant	S	15.95	3.19	19.14
Total									39,239.62	2,454.11	41,693.73

Extra Payments for WTC

Dave Longcake - £325 for public toilet door to be replaced.

WM Plant Hire - £83.04 for machinery maintenance

WM Plant Hire - £244.08 for machinery maintenance

Wigton Cemetery Payments

Wigton Town Council
PAYMENTS LIST

10 July 2024 (2024-2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
76	Equipment/Materials	17/06/2024		WBJC Current	Compost	Invoices	Saundersons	S	10.00	2.00	12.00
130	ICOM Membership	17/06/2024		WBJC Current		Invoices	ICOM	X	100.00		100.00
140	Maintenance	17/06/2024		WBJC Current		Invoices	Saundersons	S	6.24	1.25	7.49
143	Plants and bulbs	17/06/2024		WBJC Current	Plants refund	Invoices		S	27.05	5.41	32.46
143	Plants and bulbs	17/06/2024		WBJC Current	Plants refund	Invoices		S	28.47	5.70	34.17
145	Maintenance	17/06/2024		WBJC Current	Keys	Invoices		X	8.00		8.00
175	WBJC Grounds Maintenance	20/06/2024		WBJC Current	Maintenance	Invoices	Jan Rumney	S	1,472.50	294.50	1,767.00
176	Electricity	21/06/2024		WBJC Current	Cemetery Power	Suppliers	Eon	L	47.61	2.38	49.99
177	House repairs	27/06/2024		WBJC Current	Cemetery House W	Invoices	Premier Glass	S	163.00	32.60	195.60
148	Grave Digging	12/07/2024		WBJC Current	MM	Invoices	Tivoli Group Limited	S	510.00	102.00	612.00
198	Maintenance	12/07/2024		WBJC Current		Invoices	Saundersons	S	25.14	5.03	30.17
200	Gifting	12/07/2024		WBJC Current	Anniversary flower	Invoices	Basket and Bunches	X	25.00		25.00
Total									2,423.01	450.87	2,873.88

Extra Payments for WBJC

Baskets and Bunches - £25 for flowers

RESOLVED

Members approved all payments.

FC/46/2024 Grounds Maintenance Report – Provided by Grounds Maintenance

Grass cutting and weeding all our contract and council sites is our main priority at the moment with fortnightly cuts .

With the football season fast approaching I was very disappointed and angry with the state of the football pitches after the fair had left on carnival weekend . It will take a few manhours to try and get it into a playing surface again and will cost the council several hundred pounds to repair . The main issue was ruts left by the heavy wagons especially turning , next year the carnival cannot go on the field without supervision and there must be boards placed on the grass for the wagons to drive on. I just hope it hasn't damaged the structure of the soil and drainage.

All the town's tubs have been planted, St Mary's and the Fountain look full of colour with the summer bedding, we haven't had to water much with all this rain but it needs to warm up. The park and Water Street beds look great with the all year round colour as well .

We are having issues with our small transit van at the moment and require a new van as this one has had its day unfortunately .

Speet Gill had been strimmed all around but needs some work done on the path throughout winter when we have more time .

FC/47/2024 Code of Conduct

Members were asked to review the current code of conduct and to suggest any amendments.

RESOLVED

Members voted unanimously to adopt the current version with no amendments.

FC/48/2024 Financial Regulations

In May 2024 NALC released their new model Financial Regulations for all councils of all sizes, it was then up to the council to develop their own set of financial regulations using this template. Any bold text indicated legal requirements that the council could not change.

The clerk/RFO used the template provided by NALC to develop a draft set of financial regulations that were relevant for Wigton Town Council, this draft copy was then shared with members of the WTC and the WBJC to review before the full council meeting on the 12th June 2024. At the meeting on the 12th June the financial regulations were discussed but it was decided that as so many members were absent, voting to adopt this version would wait until the July meeting. It was also agreed that the Clerk/RFO would meet with Cllr Ferriby the Chairman of the Finance Committee to scrutinise the draft copy and make amendments where necessary. After the Clerk/RFO met with Cllr Ferriby and made some amendments to the draft financial regulations, they were once again sent out to all members prior to the July meeting to review.

At this July meeting some members did not want to adopt the financial regulations as they were not an exact copy of the NALC version, it was explained that they needed to reflect what WTC needed and that it was advised by NALC to adapt the financial regulations, so they worked for each council.

It was decided that the vote to adopt the proposed current version of the financial regulations would be deferred until the September meeting until more members were present and had the opportunity to review the document.

It was reiterated by the clerk/RFO that NALC advised each council to make the model version fit for their council. It was also highlighted that none of the bold text had been amended therefore the draft version provided was fully

FC/49/2024 New Policies and Procedures

Cllr Hodson spoke to members regarding the importance of why policies and procedures must go through the Staffing, Policy and Development Committee before taking to full council to adopt. This would ensure that the policy or procedure is fit for purpose with approved members having an oversight of the policy or procedure.

It was discovered that many of the rules and regulations members suggested should be present in terms of references. Currently, not all committees have a set of terms of references so the clerk has been tasked with drafting a template that can be adapted for each committee.

RESOVLED

Clerk to create a template terms of reference form for committees to adapt.

FC/50/2024 Town Mayor's Report

Cllr Hodson began her mayor's report by paying her respects to the late Bill Lowther.

13th June

Had Coffee with a resident that was concerned with the Youth facilities and behaviour in the Town.

16th June

Confirmation Sunday. It was lovely to see 14 people getting Confirmed at St. Mary's Church by the Bishop of Penrith Rob Saner Haigh.

17th June

Visited Caldbeck & Heskett New Market Parish Council to see what issues they have and the similarities with Wigton.

18th June

Wigton Branch of the Royal British Legion held their meeting at St. Cuthberts.

19th June

Burial Committee held their AGM and Meeting after having a walk around the Cemetery.

22nd June

Carnival Day. A wonderful day for Wigton with the Sun Shining all day. A large Mayoral Party saw the best of the town and had a lovely day meeting all the entrants and residents of Wigton.

28th June

John Peel Theatre. A lovely night spent at our very own theatre.

29th June

Attended the Razzamatazz end of year show which supported several young members of Wigton from the age of 5 to 16.

5th July

Fun Day at St. Cuthberts School, this was rescheduled from an earlier date due to the Weather.

5th July

Open Mic. Night at John Peel Theatre.

6th July

Theatre on Saturday Morning for the Junior Showcase. Written by the young members and acted in front of Family and Friends.

6th July

Wigton Rugby Club were hosts to the Billy Goat Rally, a local Motorbike Club. All the campers were saying it was the best one yet and they would come back to Wigton anytime.

10th July

Attending my 4th consecutive Chrysalis AGM. It is a great privilege to attend as Mayor this year.

Some Events that I have been invited to have unfortunately had to be cancelled due to the weather. Rearrangements have been made for these events.

I hope that Everyone has a relaxing Summer Break and that we see as many of you as possible at our Party In The Park Event and look forward to welcoming you all back in September.

FC/51/2024 Clerk's Report

The 2024/2025 budget had earmarked £25000 to purchase a new grounds maintenance van as the current vehicle was requiring a lot of maintenance work which was not a viable option anymore.

The Clerk/RFO recommended after undertaking the research into different options, to purchase an unregistered 2024 Maxus Deliver 9 high top van which allowed for more space. The Clerk/RFO secured a deal which included purchasing the vehicle for £21995 instead of £24995, 5 years breakdown cover, 5-year warranty and the first two services for free.

RESOLVED

Members unanimously voted to purchase the new vehicle.

Members were informed that the contract for the Christmas Lights had gone to Blachere Illuminations which will be a 3 year contract.

FC/52/2024 Member Reports

Cllr Ferriby – attended the Chrysalis AGM

Cllr Stapley – mentioned the state of some of the back alleys and attended the carnival.

Cllr McCarthy – attended the carnival and mentioned parking on the zig zags outside the infant school. It was mentioned that the Party in the Park would be soon and we have few members and volunteers so this could cause some issues.

Cllr Clark – asked whether planning applications were coming through to members or if it had changed since the Cumberland Council took over. One of the planning applications at Hope's auction wouldn't have come to the town council as it isn't in the Wigton boundary. There were concerns over the proposed new development as it could impact on high street shops. It was also asked if all the minutes for committees were going on the website as some appeared to be missing, the is to double check.

Cllr Huntington – reported that a member of the public had signs and cones go missing through the day when he was at work at Stone raise, this was reported to the Police (Rural Crime).

FC/53/2024 Co-Option

One applicant was in attendance after being invited to attend this meeting. Members had previously been sent their application form. Cllr Hodson asked the candidate set questions and responses were received. The other members also had the opportunity to ask the candidate questions.

Afterwards the candidate was asked to leave which the members deliberated before a vote was taken.

RESOLVED

The vote was unanimous to co-opt Joan Greenup. The clerk advised she would be called into the office to sign her declaration and to complete the pecuniary interest form.

Meeting Closed – 8:56pm

Date of next meeting: Wednesday 11th September 2024