

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

**WEDNESDAY 10<sup>TH</sup> SEPTEMBER 2025 AT 7.00PM**

**PRESENT –**

Councillor Anne Jackson (Chairman and Mayor)  
Councillor John Crouch (Vice Chairman and Deputy Mayor)  
Councillor Chris Stapley  
Councillor Shane McCarthy  
Councillor Mary Huntington  
Councillor Mary Clark  
Councillor Monique Speksnyder  
Councillor Sandra Hodson  
Councillor David Ferriby  
Councillor Chris Scott  
Councillor John Hamblin  
Councillor Allan Dawes

Clerk: Emma Ireton

**FC/40/2025 TO RECEIVE APOLOGIES & REASONS FOR ABSENCE**

Councillor Paul Shone

**FC/41/2025 MINUTES FROM PREVIOUS MEETING**

To agree to the Full Council minutes of the 9<sup>th</sup> July 2025 – **Approved**  
**AMENDMENT** - Cllr Ferriby – Attended: Wigton Carnival

**FC/42/2025 MATTERS ARISING FROM MINUTES – APPENDIX 1**

No updates this month.

**FC/43/2025 DECLARATIONS OF INTERESTS, MEMBERS AND OFFICERS TO GIVE NOTICE OF INTERESTS ON ITEMS ON THE AGENDA**

Cllr Hodson – Item 8

**FC/44/2025 EXCLUSIONS OF PRESS AND PUBLIC**

None

**FC/45/2025 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**

Three residents were in attendance after being invited to receive an allotment award and prize.

**It was agreed to amend the order of business. Item 7 was considered before item 6.2**

### **FC/46/2025 Allotment Awards**

The Council welcomed two of the three allotment competition winners, who were presented with certificates and prizes in recognition of their achievements.

Categories were:

Most improved allotment

Best allotment

Chairman's choice

After the presentation, the winners left the meeting. The third winner was unable to attend.

## **6.2 Cumberland Authority Report**

Cllr Elaine Lynch was in attendance to provide a report.

As it had been the summer break there was not a lot to report.

Further to a letter from Isobel Pitcher, Cllr Lynch met with Alan Pitcher (on behalf of his daughter) and a representative from Highways. Areas around the town that present difficulties for wheelchair users were demonstrated. The Highways team agreed to investigate the issues, with particular attention to the kerb outside B&M, which should already have been addressed.

It was confirmed that Cllr Lynch was aware of the Aldi planning application, it was recommended that the Town Council discuss this separately.

There was a request to clean the bus stops around the town as some, especially the roofs were looking untidy.

Members were encouraged to tell residents that when reporting Highways issues, to try and include photographs as evidence.

**Cllr Lynch took questions from members, which included the following:**

- Whether there are any plans for street lighting outside Woodside Park, as there is currently none.

- Whether Cumberland Council are aware of the tubes and pollution barriers in the beck. Cllr Lynch was not aware but suggested this may fall under the responsibility of the Environment Agency.
- Concern that the railings on Station Road have still not been painted and appear unsightly.
- A request for an update on the Arms Houses; no update was available.
- The path leading off the bridge on the bypass was reported as overgrown and becoming difficult to walk on. Other footpaths, including at the Baths, were also mentioned. Cllr Lynch confirmed that these fall under the responsibility of Highways and should be cut shortly.
- A query as to whether there was any further news on a potential zebra crossing; no update was available.
- Concern regarding rubbish at the back of the Vic, which was considered unsightly. The Clerk was asked to take photographs and report this as fly tipping.
- Concern that fibre companies had dirtied the streets again by digging, shortly after Cumberland Council had arranged for street cleaning in Wigton.

## FC/47/2025 Financial Matters

### 8.1 To ratify payments and bank reconciliation for July 2025 and to receive and approve payments and reconciliation for August 2025

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

## RESOLVED

- That the payments and reconciliation for **July 2025** be **ratified**.
- That the payments and reconciliation for **August 2025** be **approved** (unanimously)

## Wigton Town Council and Wigton Cemetery Payments

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
246	06/09/2025		Town Council Main		Invoice	Flax Line Makers	S	579.77	115.95	695.72
250	06/09/2025		Town Council Main		Nappy disposal qn	Direct 365 Sales	S	42.55	8.51	51.06
247	06/09/2025		Town Council Main		Invoice	LEED CONSTRUCTION	S	287.50	57.50	345.00
251	06/09/2025		Town Council Main		Invoice	Direct365	S	77.57	15.51	93.08
252	06/09/2025		Town Council Main		Invoice	Gradman	S	230.00	46.00	276.00
255	06/09/2025		Town Council Main		Invoice	Saundersmans	S	67.59	13.52	81.11
254	06/09/2025		Town Council Main		3 x skips	Aspiria Skip Hire	X	560.00		560.00
260	06/09/2025		Town Council Main		Pests	Lowndale Timber	S	35.76	7.15	42.91
243	06/09/2025		Town Council Main		2 Replacement key	Thamesian Junior School	X	17.00		17.00
253	06/09/2025		Town Council Main		Monthly printing	Infinity Print Solutions	S	7.53	1.51	9.04
256	06/09/2025		WBKC Current		Invoice	Saundersmans	S	21.72	4.35	26.07
249	06/09/2025		Town Council Main		Invoice	Sytem IT	S	4.00	0.80	4.80
249	06/09/2025		Town Council Main		Invoice	Sytem IT	S	5.00	1.00	6.00
245	06/09/2025		WBKC Current		WBKC Grounds ma	Alan Lightfoot	S	1,195.83	239.17	1,435.00
241	06/09/2025		WBKC Current		Engelen	Troil Group Limited	S	580.00	117.60	705.60
248	06/09/2025		Town Council Main		Invoice	NADT	X	62.50		62.50
257	06/09/2025		Town Council Main		New 50th atmme	W M Plant	S	669.00	133.80	802.80
258	06/09/2025		Town Council Main		Invoice	W M Plant	S	76.30	15.24	91.54
240	06/09/2025		Town Council Main		Invoice	Wigton Tool Hire & Supplie	S	33.50	6.70	40.20
259	06/09/2025		Town Council Main		Hire machinery	W M Plant	S	100.00	20.00	120.00
257	06/09/2025		Town Council Main		Fuel	W Ferguson Limited	L	326.66	16.33	342.99
301	12/09/2025		Town Council Main		Postage	Post Office Counter	E	2.00		2.00
302	12/09/2025		Town Council Main		Invoice	Bedfor Media Group	S	14.85	2.97	17.82
311	13/09/2025		Town Council Main		Invoice	Bedfor Media Group	S	59.88	11.96	71.86
313	14/09/2025		Town Council Main		Wages	Wages	X	15,745.05		15,745.05
298	15/09/2025		Town Council Main		Fuel Vans	D A Hamilton	S	414.12	82.82	496.94
259	15/09/2025		Town Council Main		Invoice	W M Plant	S	29.61	5.92	35.53
325	15/09/2025		Town Council Capital		Loan	Public Works Loan Board	E	4,041.86		4,041.86
304	17/09/2025		Town Council Main		Invoice	Adelle	S	13.87	2.77	16.64
315	19/09/2025		Town Council Main		Invoice	Cumberland Council Petals	E	6,133.21		6,133.21
316	19/09/2025		Town Council Main		Charity night ticket	Christopher Scott	X	25.00		25.00
326	19/09/2025		WBKC Current		Invoice	Ean	L	35.94	1.80	37.74
318	20/09/2025		Town Council Main		Blue feed roll	Nidexo	S	33.87	6.78	40.65
317	20/09/2025		Town Council Main		PPE Suits, gloves	Safeco	S	91.47	18.29	109.76

# PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
303	Bedding Plants and Shrubs	20/08/2025		Town Council Main	Plants Phoenix	Receipt	John Hamblin	X	35.00		35.00
303	Bedding Plants and Shrubs	20/08/2025		Town Council Main	Plants Phoenix	Receipt	John Hamblin	X	20.00		20.00
320	Barton Lanes Running costs/Ino	21/08/2025		Town Council Main	BL Electric	Invoice	Total Energies	L	96.52	4.93	103.45
319	Depot Running Costs - not rent	21/08/2025		Town Council Main	Depot electric	Invoice	Total Energies	L	44.59	2.23	46.82
321	Allotments Running Costs	22/08/2025		Town Council Main	Allotment water	Invoice	Waterplus	S	100.04	20.01	120.05
322	Subscriptions	22/08/2025		Town Council Main		Invoice	CANVA	S	10.82	2.17	12.99
323	PAYE	26/08/2025		Town Council Main	PAYE HMRC	PAYE	HMRC - PAYE	E	4,521.86		4,521.86
300	Consumables	26/08/2025		Town Council Main	Bleach, notebooks	Receipt	B&M store	X	11.78		11.78
324	Barton Lanes Running costs/Ino	27/08/2025		Town Council Main	BL water	Invoice	Waterplus	S	41.37	8.28	49.65
327	WBIC Grounds Maintenance	28/08/2025		WBIC Current	Grounds Maintenance	Invoice	Alan Lightfoot	S	630.00	126.00	756.00
328	Water	29/08/2025		WBIC Current		Invoice	Waterplus	S	16.42	3.28	19.70
299	Christmas Event	01/09/2025		Town Council Main	Climbing wall depo	Invoice	Newlands Adventure Centn	S	83.33	16.67	100.00
305	Consumables	03/09/2025		Town Council Main	3x first class stamp	Receipt	Post Office Counter	X	5.10		5.10
331	Christmas Event	05/09/2025		Town Council Main	Road closure for C	Receipt	Cumberland Council	X	322.00		322.00
345	WBIC Grounds Maintenance	08/09/2025		WBIC Current	Astonish and Evers	Invoice	Saundersons	S	12.49	2.50	14.99
345	Cleaning and toilet supplies	08/09/2025		WBIC Current	Astonish and Evers	Invoice	Saundersons	S	2.50	0.50	3.00
351	Barton Lanes Running costs/Ino	12/09/2025		Town Council Main	Shutter repairs - B	Invoice	Solway Industrial Doors	S	965.00	193.00	1,158.00
335	Wigton Park pitches	12/09/2025		Town Council Main	Weed kill, vertidral	Invoice	Tivoli	S	1,077.50	215.50	1,293.00
338	Park Maintenance	12/09/2025		Town Council Main	Glyphosates	Invoices	GroGreen	S	200.20	40.04	240.24
348	Park Maintenance	12/09/2025		Town Council Main	Screws	Invoice	Laversdale Timber	S	8.40	1.68	10.08
349	Park Maintenance	12/09/2025		Town Council Main	lengths wood	Invoice	Laversdale Timber	S	32.07	6.41	38.48
340	skip hire	12/09/2025		Town Council Main		Invoice	Aspatia Skip Hire	X	610.00		610.00
334	Barton Lanes Pitches	12/09/2025		Town Council Main	Weed kill, vertidral	Invoices	Tivoli	S	2,333.75	466.75	2,800.50
341	Mayors Fund	12/09/2025		Town Council Main	Chain	Invoice	Nicholson & Coulthard	S	49.12	9.83	58.95
350	Internet, phones and mobiles	12/09/2025		Town Council Main	back up and securi	Invoices	System IT	S	9.00	1.80	10.80
339	Printing	12/09/2025		Town Council Main	Printing	Invoices	Infinity Print Solutions	S	3.77	0.76	4.53
332	Grave Digging	12/09/2025		WBIC Current	Coulthard	Invoice	Tivoli	S	588.00	117.60	705.60
333	Grave Digging	12/09/2025		WBIC Current	Andrew	Invoices	Tivoli	S	588.00	117.60	705.60
336	Room Hire	12/09/2025		Town Council Main	Room hire	Invoices	NADT	E	35.00		35.00
343	Vehicle Maintenance	12/09/2025		Town Council Main	Puncture repair	Invoices	P&L Halls	S	24.00	4.80	28.80
304	Tyres	12/09/2025		Town Council Main	2x tyres sit on mox	Invoice	Richard Miller	S	240.00	48.00	288.00
342	New Machinery	12/09/2025		Town Council Main	Verticuter/Cassett	Invoice	Lloyd Ltd	S	1,559.00	311.80	1,870.80
337	Machinery Maintenance	12/09/2025		Town Council Main	Fuel and Bulb	Invoices	W Fergusson Limited	S	2.50	0.50	3.00
347	Machinery Maintenance	12/09/2025		Town Council Main		Invoices	Saundersons	S	60.75	12.15	72.90
346	Machinery Maintenance	12/09/2025		Town Council Main	Spark plug	Invoices	W M Plant	S	6.70	1.34	8.04

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## Wigton Town Council PAYMENTS LIST

8 September 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
337	Fuel	12/09/2025		Town Council Main	Fuel and Bulb	Invoices	W Fergusson Limited	L	337.46	16.87	354.33
344	Tools and equipment	12/09/2025		Town Council Main		Invoice	Saundersons	S	9.40	1.88	11.28
262	CCTV TOWN	13/09/2025		Town Council Main	12 month CCTV M	Invoice	PCC - CCTV Maintenance	S	2,125.00	425.00	2,550.00
Total									48,448.85	3,133.85	51,582.70

## 8.2 To approve the purchase of two blocks of gov.uk email accounts for councillors for £200 + VAT and to renew annually.

### RESOLVED

Members UNANIMOUSLY approved the purchase of the gov.uk email accounts

## 8.3 To provide an update on the internal auditor.

Wigton Town Council were informed by Rachael Kelly that she is unable to continue in her role as Internal Auditor. Julie Wright, an experienced internal auditor, had been contacted and confirmed she is available to take on the role.

Appointing Julie Wright at the internal auditor was proposed by – Cllr Hodson and Seconded by – Cllr Scott

### RESOLVED

Members UNANIMOUSLY approved the appointment of **Julie Wright** as Internal Auditor.

## 8.4 To discuss paying for face-to-face essential councillor training.

The Clerk highlighted the importance of regular councillor training and noted that it had been some time since members had undertaken specific sessions. It was suggested that, as some members find it difficult to access training via Microsoft Teams, in-house training could instead be delivered by CALC. This would allow for content tailored to Wigton Town Council, covering areas such as GDPR and the Code of Conduct in a single session.

It was **proposed by Cllr Stapley** and **seconded by Cllr McCarthy** that tailored in-house training be arranged.

**RESOLVED**

Members unanimously approved paying for personalised in-house training delivered by CALC.

**FC/48/2025 Clearing of Unadopted Footpaths**

This item was withdrawn from the agenda as Cllr Lynch stated in her report that the footpath in question was the responsibility of the Cumberland Council.

The footpath that runs adjacent with Woolner Brook was highlighted as being in a similar poor state. It was recommended that a letter be sent to Home Group.

**FC/49/2025 Terms of Reference**

**10.1 To sign off the Staffing, Policy and Development Terms of Reference.**

The Terms of Reference, drafted by the Staffing, Policy and Development Committee, required approval by Full Council.

It was **proposed by Cllr Ferriby** and **seconded by Cllr Crouch** that the Terms of Reference be approved.

**RESOLVED**

Members approved the Staffing, Policy and Development Committee Terms of Reference.

**One member abstained.**

**10.2 To sign off the Parks, Open Spaces and Development Terms of Reference**

It was **proposed by Cllr Scott** and **seconded by Cllr Speksnyder** that the Terms of Reference be approved.

**RESOLVED**

Members approved the Parks, Open Spaces and Allotment Committee Terms of Reference.

**FC/50/2025 WBJC Report**

It was reported the WBJC held their AGM in July and Cllr Clark was reappointed the chairman and Cllr Huntington from Waverton PC was appointed as the vice chairman. Cllr Huntington acts chairman for three months in 2026 while Cllr Clark is on leave.

Members were informed that the WBJC had appointed a locum clerk, Julia Webster who is an experienced clerk and already clerks for several PCs.

The WBJC's Terms of Reference are being revised and when complete will be sent to the legal team at the CC to be checked.

There has been a change in the ground's maintenance contractor with Woodside PCs grounds contractor taking over the grass cutting until the end of the summer season. The summer contract will be discussed at the next WBJC meeting, whether a winter contract is needed now there is a gardener and a volunteer will also be discussed.

A volunteer approached the WBJC keen to help, he started Wednesday.

A compliment was received regarding Cllr Hamblin's work in the cemetery's perennial garden.

No funerals were held between April and July; five have since taken place in the last three weeks.

A query was raised regarding the appointment of the Locum Clerk, and it was noted that the appointment had been suggested by CALC.

## FC/51/2025 Grounds Report



Wigton Town Council

Monthly Grounds Report

Month: September

Item	Description	Comments or requests
Wigton Park	Fortnightly cuts plus both football pitches have been marked out for the forthcoming season	
East End Park	Fortnightly cuts	
Throstle Park	Weekly litter pick and empty bins	I would recommend that all the area is topped . We done this last year and it was a lot tidier
Phoenix Park	Fortnightly cuts	
Barton Laws	Fortnightly cuts , weekly litter pick and emptying bins. All pitches have been marked out ready for the season and posts put up , we also did some repair work on the goal mouths . We took down the white metal barrier that run along side the football pitch as the posts were corroded and gave the fair more room to set up off the pitches on carnival day , this worked as the fair kept off the pitches this year	
Wigton Park Bowling Club	The bowling green has had two cuts per week , with the season coming to a close the top dressing , grass seed and autumn/winter fertilizer needed for the back end work will be ordered .	

Allotments - Longthwaite	We have done some work ,strimming down weeds and cleaning out in a couple of the allotments .	
Allotments - Burnfoot	The beck edge has been strimmed	
Machinery and Vehicles	Repairs were needed on the isiki plus we have had one of our strimmers replaced with a new one due to the old one's age ( over 10 years old ) plus it wasn't working .	The compact tractor is in need of some repairs and we are still waiting on lloyds to replace the back window
Innovia/Futamura	Fortnightly cuts , cutting shrub beds and regular weed spraying	
Equipment	We have acquired some tower scaffolding , which will be a great help as we often need some plus it will be better for health and safety	Generator , dremel tool sharpener and electric angle grinder would be well used . Also a key cabinet would be helpful
Staffing	Rhys collage work is going well	
Schools	Fortnightly cuts and regular weed spraying . All summer work has been completed (putting up rugby/football posts , marking out all pitches , cutting car park and interior shrub beds ,cleaning sets, marking tarmac lines ,cutting down overgrown areas , repairing wooden hand rails and cleaning up the thomlinson junior school garden) over the school holidays with an extra job done in the Nelson cleaning and edging up an old path and taking down an old fence .	The Nelson thomlinson lent us their path cleaner which was a great help and also they have said if we would like to borrow it in the future that would be okay . This will be a great help on setts and the commarket
Play areas	Fortnightly cuts and weed spraying around fence line	A play item is needing repaired , we are still waiting for parts , plus one base is needing repaired due to shrinking producing a gap

Cllr Speksnyder asked that the topping at Phoenix Park be confirmed as an annual event rather than a one-off.

Councillors asked that the grounds report be expanded to include bus stop maintenance, benches, and St Mary's Churchyard.

It was reported that some grounds maintenance at St Mary's had not been carried out and the area was looking untidy. Questions were raised regarding the extent of WTC's responsibilities. The Clerk advised that a schedule of works would be useful to ensure nothing was overlooked and to avoid ad hoc requests from councillors. It was further asked whether the Town Council could investigate the legislation requiring councils to maintain graveyards, to determine if responsibility could be handed back to the church. This matter will be added to a future agenda for discussion.

A request was made for the apprentice groundsman to be trained in pruning and to take over care of the rose garden, which was reported to be untidy.

It was noted that the benches in front of St Mary's also require attention.

## FC/52/2025 Town Mayor Engagements

### MAYOR'S ENGAGEMENTS 10<sup>TH</sup> JULY - 10<sup>TH</sup> SEPT 2025

<u>Date</u>	<u>Event</u>
Thursday 10 <sup>th</sup> July	J P Theatre - G N Mr Tom performance
Wednesday 16 <sup>th</sup> July	Chrysalis A G M
Friday 15 <sup>th</sup> August	V J - wreath laying - Wigton Cemetery
Sunday 17 <sup>th</sup> August	V J Service -St Mary's
Saturday 23 <sup>rd</sup> August	Great Fair Proclamation - Carlisle
Saturday 30 <sup>th</sup> August	St Mary's Coffee a.m. (in support of the Windows Appeal)
Sunday 7 <sup>th</sup> September	Civic Service, Aspatria (Mayor Cllr S Maxwell)
	Present at W T C Committee Meetings
CORRESPONDENCE	M P's Office, re: response from C P F Commissioner following concerns raised about anti-social behaviour in Wigton. 30 <sup>th</sup> July

Anne C Jackson 10<sup>th</sup> September 2025

## FC/53/2025 Clerk's Report

### Flags

Members discussed the Union Jack flags and agreed that they should be taken down in line with the usual schedule, with no other reason implied. Going forward, flags will be raised and lowered as part of the routine schedule. It was agreed that a post be placed on social media to clarify that there are no political reasons behind this process. The flags will next be displayed for Remembrance Day. Cllr Hodson requested the damaged flags, and the Clerk will purchase replacements in preparation for Remembrance Day.

### Park Toilets

Members were informed that the park toilets are now complete and open to the public during the week. There is currently no weekend opening. The Clerk was asked to prepare a plan for weekend opening to support park users.

### Staffing

It was noted that all staff have received the national pay award of 3.2%, backdated to 1 April 2025.

### Aldi Planning Application

Members briefly discussed the Aldi planning application to build a new store in Wigton. Feedback can be submitted to Cumberland Council until 6 October. Members requested further discussion at the October Full Council meeting and agreed to request an extension for feedback until 9 October. If the extension is granted, time will be allocated at the Full Council meeting for discussion.



## FC/54/2025 Member Reports

**Cllr Huntington** – Attended the VJ Church Memorial.

**Cllr Crouch** – Attended the Chrysalis AGM.

**Cllr Ferriby** – Attended the Chrysalis AGM and advised that tickets are available for Trevor Grahamslaw's book launch.

**Cllr Hamblin** – Requested an update on a confidential staffing issue and was reminded that such matters may only be discussed in closed session.

**Cllr Scott** – Reported that Dennis Graham has offered a war memorial silhouette and requested this be added to a future agenda.

**Cllr Hodson** – Attended the Chrysalis AGM and the Borderlands meeting. Will be attending the Emergency Response Group open event on 18 September. Advised that the bottle art boards are ready to be installed.

**Cllr Stapley** – Attended the VJ Memorial.

**Cllr McCarthy** – Queried the situation with Redmayne's, noting he was unaware they had moved to Carlisle. Also noted that the old bank building is up for auction.

Future agenda items – Aldi application and update on confidential matter.

Meeting Closed: 20:54

Next meeting 8<sup>th</sup> October 2025

Action	Responsibility	Completion Date	Complete	Comments
Get quotes for park drainage	EI/SC	Open		Ongoing
Arrange for an annual review of buildings and assets at the park bowling club	EI	Asap		
Devise a maintenance schedule for TC owned buildings and land	EI/SC	Asap		
Research funding available for grade 2 listed buildings	EI/SC	30 <sup>th</sup> September 2025		
Research cheaper fuel options	EI/SC	1 <sup>st</sup> August 2025		
Purchase new Union Jack flags	EI/SC	31 <sup>st</sup> October		To replace frayed flags

Give Cllr Hodson old flags	Groundsmen	Asap		
Write to Home Group regarding overgrown path	EI/SC	30 <sup>th</sup> September		
Contact CC to ask for extension to receive feedback on planning application	EI/SC	12 <sup>th</sup> September		
Amend grounds report	EI/SC	8 <sup>th</sup> October		
Relay information regarding annual topping of Phoenix Park to the grounds team	EI/SC	Asap		
Develop plan for park toilets opening	EI/SC	Asap		