

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

**WEDNESDAY 8<sup>TH</sup> OCTOBER 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  
Councillor Paul Shone

Clerk: Sophie Cooper

**FC/55/2025 TO RECEIVE APOLOGIES & REASONS FOR ABSENCE**

None

**FC/56/2025 MINUTES FROM PREVIOUS MEETING**

To agree to the Full Council minutes of the 10<sup>th</sup> September 2025 – **Approved**

**FC/57/2025 MATTERS ARISING FROM MINUTES – APPENDIX 1**

Members received an update regarding open actions.

- New Union Jack flags had been purchased and are being put up no later than 31<sup>st</sup> October for Remembrance Day.
- The grounds report has been amended.
- Stephen has been informed to make sure that Throstle Park is topped yearly.
- The extension for submitting comments to Cumberland Council had been approved, which Cllr Speksnyder had requested.

**FC/58/2025 DECLARATIONS OF INTERESTS, MEMBERS AND OFFICERS TO GIVE NOTICE OF INTERESTS ON ITEMS ON THE AGENDA**

Cllr Hodson – Item 7

**FC/59/2025 EXCLUSIONS OF PRESS AND PUBLIC**

Item 15 is excluded.

**FC/60/2025 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 Report**

Cllr Elaine Lynch was in attendance to provide a report.

Cllr Lynch reported that she had attended David Allen's surgery earlier today and carried out a walkabout of the town to highlight various Highways issues and instances of anti-social behaviour. PCSO Graham was also present, and the public's response to him was positive.

It was pointed out that all incidents of anti-social behaviour should be reported online to the police.

Cllr Lynch continues to press for the kerb at the zebra crossing by B&M to be lowered further. A mobility assessment will be undertaken across the whole of Wigton. She will also raise concerns regarding drainage issues within the town.

It was noted that the library has not been open as normal due to staffing issues. Cllr Lynch is in communication with the library about this matter.

Graffiti has been observed at the bus stop opposite Throstle's Nest and also near Bron-Ja's. It was suggested that Wigton Town Council could write to the property owners regarding this.

Cumberland Council Has begun budget negotiations. They are aiming to raise attainment levels in school closer to the national average.

#### **Cllr Lynch took questions from members, topics raised included:**

- Drainage concerns on St Cuthbert's Close.
- Surface water on the road near Standingstone Heights heading towards Oulton.
- A query regarding Section 106 agreements and discussions between Aldi and the local planning authority.

Cllr Lynch recommended that members contact Sarah Smith at Cumberland Council for further information on the Section 106 matter.

### **FC/61/2025 Financial Matters**

#### **7.1 To receive and authorise Payments and Bank Reconciliation for September 2025**

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

RESOLVED

- That the payments and reconciliation for **September 2025** be **approved** (unanimously)


7.2 To receive a statement from the RFO regarding financial regulations

The Chair read out a statement prepared by the Responsible Financial Officer (RFO). Members of the Wigton Burial Joint Committee were asked to provide a date by which they will give their response.

Wigton Town Council and Wigton Cemetery Payments

Wigton Town Council											7 October 2025 (2025-2026)
PAYMENTS LIST											
Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
397	Public Toilets Running Costs - r	08/09/2025		Town Council Main	Toilet roll and angl	Invoice	Amazon	S	44.47	8.90	53.37
395	Clothing/PPE	08/09/2025		Town Council Main		Invoice	Protac Direct	S	48.22	9.65	57.87
397	Tools and equipment	08/09/2025		Town Council Main	Toilet roll and angl	Invoice	Amazon	S	47.49	9.50	56.99
399	Best Kept Allotment	10/09/2025		Town Council Main	Allotment prize mc	Receipt	Wigton Town Council	X	150.00		150.00
393	Grant Application	10/09/2025		Town Council Main	Grant	Invoice	Wigton Rugby Union	X	850.00		850.00
379	Admin and Audit	10/09/2025		Town Council Main	Permit	Receipt	Cumberland Council	X	110.00		110.00
364	Christmas Lights Costs	10/09/2025		Town Council Main	Christmas lights - l	Invoice	npower	L	236.64	11.83	248.47
335	Wigton Park pitches	11/09/2025		Town Council Main	Weed kill, vertidrai	Invoice	Tivoli	S	1,077.50	215.50	1,293.00
334	Barton Laws Pitches	11/09/2025		Town Council Main	Weed kill, vertidrai	Invoices	Tivoli	S	2,333.75	466.75	2,800.50
353	Public Toilets Running Costs - r	11/09/2025		Town Council Main	Fit new ball valve i	Invoice	Robert Cooper	S	45.00	9.00	54.00
351	Barton Laws Running costs/Ino	11/09/2025		Town Council Main	Shutter repairs - B	Invoice	Solway Industrial Doors	S			
352	Park Maintenance	11/09/2025		Town Council Main	Postcrete and post	Invoice	Laversdale Timber	S	72.94	14.59	87.53
348	Park Maintenance	11/09/2025		Town Council Main	Screws	Invoice	Laversdale Timber	S	8.40	1.68	10.08
349	Park Maintenance	11/09/2025		Town Council Main	lengths wood	Invoice	Laversdale Timber	S	32.07	6.41	38.48
338	Park Maintenance	11/09/2025		Town Council Main	Glyphosates	Invoices	GroGreen	S	200.20	40.04	240.24
340	skip hire	11/09/2025		Town Council Main		Invoice	Aspatria Skip Hire	X	610.00		610.00
380	Barton Laws Running costs/Ino	11/09/2025		Town Council Main	Shutter at BL	Invoice	Solway Industrial Doors	S	965.00	193.00	1,158.00
341	Mayors Fund	11/09/2025		Town Council Main	Chain	Invoice	Nicholson & Coulthard	S	49.12	9.83	58.95
350	Internet, phones and mobiles	11/09/2025		Town Council Main	back up and securi	Invoices	System IT	S	9.00	1.80	10.80
339	Printing	11/09/2025		Town Council Main	Printing	Invoices	Infinity Print Solutions	S	3.77	0.76	4.53
336	Room Hire	11/09/2025		Town Council Main	Room hire	Invoices	NADT	E	35.00		35.00
262	CCTV TOWN	11/09/2025		Town Council Main	12 month CCTV M	Invoice	PCC - CCTV Maintenance	S	2,125.00	425.00	2,550.00
304	Tyres	11/09/2025		Town Council Main	2x tyres sit on mo	Invoice	Richard Miller	S	240.00	48.00	288.00
343	Vehicle Maintenance	11/09/2025		Town Council Main	Puncture repair	Invoices	PSL Haile	S	24.00	4.80	28.80
342	New Machinery	11/09/2025		Town Council Main	Verticutter Cassett	Invoice	Lloyd Ltd	S	1,559.00	311.80	1,870.80
337	Machinery Maintenance	11/09/2025		Town Council Main	Fuel and Bulb	Invoices	W Ferguson Limited	S	2.50	0.50	3.00
346	Machinery Maintenance	11/09/2025		Town Council Main	Spark plug	Invoices	W M Plant	S	6.70	1.34	8.04
347	Machinery Maintenance	11/09/2025		Town Council Main		Invoices	W M Plant	S	60.75	12.15	72.90
337	Fuel	11/09/2025		Town Council Main	Fuel and Bulb	Invoices	W Ferguson Limited	L	337.46	16.87	354.33
344	Tools and equipment	11/09/2025		Town Council Main		Invoice	Saundersons	S	9.40	1.88	11.28
381	Wages NET	12/09/2025		Town Council Main	September wages	Wages	Wages	X	13,932.93		13,932.93
363	Insurance ALL	13/09/2025		Town Council Main	Safe Contractor Re	Invoice	Alcumus SafeContractor Lb	S	799.00	159.80	958.80
345	WBJC Grounds Maintenance	15/09/2025		WBJC Current	Astonish and Ever	Invoice	Saundersons	S	12.49	2.50	14.99

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Wigton Town Council											7 October 2025 (2025-2026)
PAYMENTS LIST											
Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
332	Grave Digging	15/09/2025		WBJC Current	Coulthard	Invoice	Tivoli	S	588.00	117.60	705.60
333	Grave Digging	15/09/2025		WBJC Current	Andrew	Invoices	Tivoli	S	588.00	117.60	705.60
345	Cleaning and toilet supplies	15/09/2025		WBJC Current	Astonish and Ever	Invoice	Saundersons	S	2.50	0.50	3.00
354	Cleaning and toilet supplies	15/09/2025		WBJC Current	Toilet Roll	Invoice	Fletcher Contract Cleaning	S	39.00	7.80	46.80
392	Electricity	16/09/2025		WBJC Current		Suppliers	E.on	L	33.64	1.68	35.32
382	Subscriptions	17/09/2025		Town Council Main	September DD	Invoice	Adobe	S	13.87	2.77	16.64
398	Public Toilets Running Costs - r	18/09/2025		Town Council Main	Face masks, blue r	Invoice	Viking Direct	S	85.85	17.17	103.02
358	Rent Depot	18/09/2025		Town Council Main	Depot rent	Invoice	Michael Armstrong	X	1,250.00		1,250.00
359	Rent Depot	18/09/2025		Town Council Main	Depot rent	Invoices	Tom Armstrong (Depot)	X	1,250.00		1,250.00
383	Subscriptions	22/09/2025		Town Council Main	September DD	Receipt	CANVA	S	10.82	2.17	12.99
371	Public Toilets Running Costs - r	23/09/2025		Town Council Main	Handwash, brush i	Receipt	B&M store	X	4.00		4.00
385	Barton Laws Running costs/Ino	23/09/2025		Town Council Main	BL power	Suppliers	Total Energies	L	86.28	4.31	90.59
384	Depot Running Costs - not rent	23/09/2025		Town Council Main	Depot power	Suppliers	Total Energies	L	42.97	2.15	45.12
386	Wages NET	24/09/2025		Town Council Main	Pension	Wages	Cumbria Local Government	X	5,609.86		5,609.86
365	WBJC Grounds Maintenance	26/09/2025		WBJC Current	Grass cutting	Invoice	Alan Lightfoot	S	1,190.00	238.00	1,428.00
370	Building Repair and Maintenan	26/09/2025		WBJC Current	Keys for cemetery	Receipt	Mary Clark	X	8.00		8.00
390	Public Toilets Running Costs - r	29/09/2025		Town Council Main	Hand soap	Receipt	B&M store	X	1.80		1.80
388	Allotments Running Costs	29/09/2025		Town Council Main	Allotment water	Suppliers	Waterplus	S	100.04	20.01	120.05
389	Fuel	29/09/2025		Town Council Main	Fuel refund	Receipt	Chris Irving	X	25.00		25.00
401	Christmas Event	03/10/2025		Town Council Main	Singer Christmas li	Invoice	JD Media	X	2,000.00		2,000.00
368	Barton Laws Running costs/Ino	10/10/2025		Town Council Main	Callout BL	Invoice	IDS Fire & Security	S	132.00	26.40	158.40
407	skip hire	10/10/2025		Town Council Main	2 x depot skips	Invoices	Asputria Skip Hire	X	560.00		560.00
355	Christmas Event	10/10/2025		Town Council Main	Waste for Christm	Invoice	Cumberland Council	X	780.72		780.72
366	Christmas Event	10/10/2025		Town Council Main	License - Fountain	Invoice	Cumberland Council	X	70.00		70.00

**Wigton Town Council**  
**PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
413 WBJC Grounds Maintenance	10/10/2025		WBJC Current	Sept cut	Invoices	Alan Lightfoot	S	630.00	126.00	756.00
357 Fuel	10/10/2025		Town Council Main	August Fuel	Invoice	D A Harrison	S	293.89	58.78	352.67
367 Machinery Maintenance	10/10/2025		Town Council Main	Two stroke oil	Invoice	Wigton Tool Hire & Supplie	S	25.90	5.18	31.08
356 Machinery Maintenance	10/10/2025		Town Council Main	Iseki Repair	Invoice	Rickerby Limited	S	853.54	170.71	1,024.25
411 Machinery Maintenance	10/10/2025		Town Council Main	Sythe kit hire	Invoices	W M Plant	S	50.09	10.02	60.11
404 Rent of Market Hall INCL public	10/10/2025		Town Council Main	Office and toilet re	Invoices	Solway Plain Futures	E	669.00		669.00
411 Machinery Hire	10/10/2025		Town Council Main	Sythe kit hire	Invoices	W M Plant	S	99.20	19.84	119.04
406 Fuel	10/10/2025		Town Council Main	Machinery fuel	Invoice	W Ferguson Limited	L	181.01	9.05	190.06
408 Tools and equipment	10/10/2025		Town Council Main	Brackets, clips, brn	Invoices	Saundersons	S	91.87	18.37	110.24
404 Public Toilet	10/10/2025		Town Council Main	Office and toilet re	Invoices	Solway Plain Futures	E	224.41		224.41
409 Building Repair and Maintenance	10/10/2025		WBJC Current	shears, weedkiller,	Invoices	Saundersons	S	44.57	8.91	53.48
<b>Total</b>								<b>48,781.51</b>	<b>3,546.43</b>	<b>52,327.94</b>

## FC/62/2025 Planning Application

Councillors were asked to email their comments to the Clerk, who would collate the responses and submit a collective comment on the Aldi planning application through Cumberland Council's planning portal.

Members then voted to determine the Council's overall stance to accompany the comment.

9 members voted to support

2 members voted to object

2 members voted neither

## FC/63/2025 Local Plan

Cumberland Council will be in the Market Hall on Monday 13th October, from 10am to 4pm, to discuss the Local Plan with the public.

Concerns were raised that new housing developments should focus more on two- and three-bedroom homes rather than larger properties. Further concern was expressed about the potential loss of green spaces to housing developments.

## FC/64/2025 WBJC Report

It was reported that a grass-cutting contract has been awarded to a contractor, and some outstanding groundwork has been completed. The plaques from the cenotaph have been taken away for improvement and repair and are expected to be returned in time for Remembrance Day.

The Committee is currently investigating the cost of repairing the east wall. Cemetery fees have been agreed and finalised, and the Financial Regulations and Standing Orders have been reviewed and adopted. The Committee is also in the process of planning its budget and will meet later in October. The Terms of Reference are being reviewed by the legal teams at CALC and NALC.

Members asked how it was decided who would be awarded the grass-cutting contract and whether this was done at a WBJC meeting. This was confirmed and noted that the decision had been minuted. Members also asked whether the contract had been advertised correctly. Confirmation is to be sought from the RFO that the contract amount was below £30,000 and therefore did not require a formal tender process. The WBJC were also asked to send the quotes from the unselected contractors to the RFO.

## FC/65/2025 Grounds Report

Wigton Town Council  
Monthly Grounds Report



Month: October

Item	Description	Comments or requests
Wigton Park	Cutting pitches once a fortnight at the moment also we are spiking , pitch grooming weekly (if played on)and marking fortnightly .	
East End Park	Fortnightly cuts and some items require attention .These will be taken down until they are repaired or renewed .	Parts needed for basket swing , flat swing , hip hop seesaw and zip line seat bush
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 litter bins . Notices have been put up to deter dog owners from going on the pitches and letting their dogs do their business on them , weekly checks are done on the Fridays before match days . Pitches are worked on weekly and marked out fortnightly .	
Wigton Park Bowling Club green	The bowling green is now closed and the back end work has started . This should be finished by the end of the week . Some attention is needed on the green edge supports as they are wooden and some are rotten and need replacing also some banking work .	

Allotments - Longthwaite		
Allotments - Burnfoot		
Machinery and Vehicles	Minor repairs were needed on some of our machinery plus the compact tractor has had a new window put in and a new cooler as it was leaking hydraulic oil	One of our stihl trimmers is having a minor done to it but in the near future this might need replaced as it is 11 years old
Innovia/Futamura	Fortnightly cuts at the moment but grass is starting to slow down so not many cuts left , cutting shrub beds and regular weed spraying . Also we have been clearing out an overgrown area and cutting back black beech banking in futamura and cleaning settled areas in Innovia	
Equipment	We have acquired an electric grinder which is very handy	A Generator and dremel tool sharpener 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 . We have been spiking the pitches also at the school and scholars green . We cut back the overgrown grass verges along the path from scholars green to speed gill	The Nelson thornhill 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	A play item is needing repaired , we are still waiting for parts , plus one base is needing repaired due to shrinking producing a gap

St.Marys	Fortnightly cuts we have also trimmed back some shrubs and sprayed the commarket and the interior for weeds . The tubs have been taken off the railings and will go in for their winter planting . The flower beds have been cleaned out as well .	Just a suggestion rather than summer and winter bedding going in. Why don't we try some herbaceous plants ?
Town Benches	Throughout the autumn and winter months we will be repairing any benches needing done and treating and painting all of them	
Other ( bus shelters)	These will be pressure washed and any graffiti or stickers taken off	

## FC/66/2025 Town Mayor Engagements

## FC/67/2025 Clerk's Report

### Staffing

Members were informed that all staff will be attending a full-day IOSH Working Safely course on Monday, 13th October.

### Wigton Park Bowling Club

The Clerk had previously circulated a quote for chemicals required for the bowling green. Members were recommended to approve payment on this occasion and to review the arrangement going forward.

Cllr Ferriby proposed that the Council purchase the chemicals, and Cllr Stapley seconded.

**RESOLVED:** Unanimously agreed.

A proposal had also been sent to the Clerk regarding the installation of two new UPVC doors and some windows, with an estimated cost of approximately £4,000. This could be funded from the underspend on the park toilets budget.

Cllr Hodson proposed that the decision be deferred until the next meeting to allow a surveyor to inspect and identify any further issues. Cllr Ferriby seconded.

**RESOLVED:** 12 voted in favour, 1 abstained.

### Play Equipment

An inspection of the play areas was carried out by Zurich, and a report was provided. Three pieces of equipment at East End Park were deemed unsafe and have been removed for repair, along with one piece of equipment at Fell View Park.

## FC/68/2025 Member Reports

**Cllr Huntington** – Attended the Mayor's Civic Service.

**Cllr Crouch** – Attended the Mayor's Civic Service and a Borderlands meeting.

**Cllr Ferriby** – Attended the Mayor's Civic Service.

**Cllr Hodson** – Attended a Wigton Area Emergency Response Group (WAERG) meeting and a Borderlands meeting. Also attended the Cumbrian Woman of the Year event at Roundthorn, Penrith.

**Cllr McCarthy** – Attended the Mayor's Civic Service.

**Cllr Clark** – Attended the Mayor's Civic Service.

**Cllr Speksnyder** – Submitted a comment on the Cumberland Council's planning portal.

Meeting Closed: 20:55

Next meeting 12<sup>th</sup> November 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	Complete	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	Complete	
Amend grounds report	EI/SC	8 <sup>th</sup> October	Complete	
Relay information regarding annual topping of Phoenix Park to the grounds team	EI/SC	Asap	Complete	
Develop plan for park toilets opening	EI/SC	Asap		

DRAFT