



Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR
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Minutes of the:

MEETING OF THE TOWN COUNCIL

Held on Monday 23 September 2019 at 6.00 pm Room 2, Parish Centre, St Andrews Place, Penrith

PRESENT:

Cllr. Burgin
Cllr. Clark
Cllr. Clarke
Cllr. Davies
Cllr. Fallows
Cllr. Jackson

North Ward
South Ward
Carleton Ward
West Ward
East Ward
North Ward

Cllr. Knaggs
Cllr. Lawson
Cllr. Shepherd
Cllr. Snell

West Ward
Carleton Ward
East Ward
West Ward

Town Clerk

Deputy Town Clerk

Services and Contracts Manager

**MINUTES OF THE MEETING OF
PENRITH TOWN COUNCIL
23 SEPTEMBER 2019**

PTC19/52 Apologies for Absence

Apologies for absence were received from Councillors Bowen, Donald, Hawkins, and Kenyon.

PTC19/53 Public Bodies (Admission to Meetings) Act 1960

Members were asked to consider if agenda items 24, 25, 26 should be considered without the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2.

RESOLVED THAT:

Items 24, 25, 26 be considered without the press and public.

PTC19/54 Declaration of Interests

Members were asked to receive any declaration of interests of any disclosable pecuniary or other registrable interests relating to any items on the agenda for the meeting.

Cllr. Clark declared in relation to item 9, Neighbourhood Plan that she was an elected Member for Eden District Council.

PTC19/55 Requests for Dispensations

Members were asked to apply for a dispensation, if a Councillor had a pecuniary interest in an item on the agenda and who wished to remain, speak and/or vote during consideration of that item. None received.

PTC19/56 Confirmation of the Minutes of the Previous Meeting

Members were asked to authorise the Chair to sign the Minutes of the Council Meeting held on the 15 July 2019 and the Management Meeting held on 07 August 2019 as a true and accurate record.

RESOLVED THAT:

The Minutes of the Council Meeting held on the 15 July 2019 and the Management Meeting held on 07 August 2019 be approved and signed by the Chair.

PTC19/57 Public Participation

a) Members noted that no requests from members of the public had been received, to speak prior to the meeting.

PTC19/57 Public Participation continued

b) Members received representations from:

Town Councillors: There were no representations made by Town Councillors.

District Councillors:

District Cllr. Holden had passed her apologies for absence.

District Cllr. Clark informed the meeting that yellow lines had been installed on Wetheriggs Rise.

District Cllr. Taylor reported that Eden District Council were consulting on their Council Plan 2019-23 and were holding a consultation event at Rheged on the 1 October 2019.

District Cllr. Ross reported some references to Climate Change Act are misrepresented within the Neighbourhood Plan document.

County Councillors

County Cllr. Bell raised concern about the omission of green spaces from the Neighbourhood Plan and expressed concern about some of the wording in the Council Business Plan relating to Penrith Beacon. She reported that CCC are working with EDC to re-establish the Eden Access Forum and suggested that members of the Town Council and the County Council could meet to discuss closer working relationships.

c) Mayors Report

The Mayor reported that he had met with Rev Dr James Tebbutt, new Cumbria District Chair. He has attended the Penrith Food Bank and reported that they are doing a fantastic job yet need further support.

PTC19/58 Members Briefing

Members received oral reports from meetings and briefings attended:

Cllr. Fallows reported that he had attended the Scaws Residents Association meeting. The main item for discussion was the omission of green spaces from the Neighbourhood Plan, and the request for an update on the Car Parking and Movement Study. Cllr. Fallows reported that the Association was having an anniversary tea and invited other Members to attend the event.

Cllr. Davies reported that a meeting of the Omega Proteins Liaison Group had yet to be agreed.

PTC19/59 Resolutions Report

Members noted the resolutions report for the Full Council Meeting held on Monday 15 July 2019.

PTC19/60 Neighbourhood Plan

Members considered the draft Penrith Neighbourhood Development Plan and were asked to agree its submission to Eden District Council to enable statutory Regulation 16 consultation to take place.

District Cllr. Eyles and County Cllr. Bell made representation to the meeting that all green spaces be reinstated into the plan.

RESOLVED THAT:

- i.** The following green spaces be reinserted into the Neighbourhood Plan:
 - PE8 land between Brentfield Way and Meadowcroft
 - PN17 Open area at the top of Croft Terrace against Beacon Edge
 - PW52 Recreation area between Musgrave Street Allotments/Newton Road
 - PS53 Wetheriggs Country Park
 - PP67 Pategill Back Field
- ii.** The following Sport, Leisure, Recreation Facilities be reinserted into Policy 9 of the Neighbourhood Plan:
 - C1 Carleton Heights Play Area
 - C2 Penrith RUFC field between the pitches and the houses on Carleton Road.
 - C5 Frenchfield Sports Centre incorporating Penrith Football Club
 - PE7 Scaws Play Area
 - PE10 Friars Bowling Club
 - PN19 Penrith Golf Course
 - PN21 Fairhill Playing Field
 - PN41 Bowscar Play Area
 - PW51 Castletown Recreation Area
 - PS54 The Crescent Playing Fields
 - PS55 Ullswater CC field between Cricket Club and Bridge Lane
 - PS56 Penrith Cricket Ground
 - PS57 Playing field at southern gateway to town between A66 and Clifford Road.
 - PS58 Clifford Road Play Area
 - PS64 Castle Park
 - PP68 Pategill Play Area and recreation ground.
- iii.** The draft Penrith Neighbourhood Plan with the aforementioned items reinserted be approved for submission to Eden District Council to enable the statutory Regulation 16 consultation to take place.

PTC19/61 EDC Council Plan Consultation 2019-23

Members considered the EDC Council Plan Consultation 2019-23 document.

RESOLVED THAT:

The response be approved and submitted to Eden District Council.

PTC19/62 Cumbria Constabulary CCTV Cameras

Members considered a letter from Cumbria Constabulary regarding the purchase of CCTV Cameras noting the deadline for grants was the 30 September 2019.

RESOLVED THAT:

- i. The Council does not apply to Cumbria Constabulary for a grant towards the purchase of CCTV cameras.
- ii. The Council writes to the Constabulary requesting data as there was no information regarding crime statistics in Penrith to support an application.

PTC19/63 Sustainable Energy and Climate Change Action Plan

Members noted that the draft Climate Change Action Plan had been deferred to the next meeting of the Council.

PTC19/64 Devolution

Members noted an oral report from Cllr Jackson.

PTC19/65 Policy Review

Members considered the reviewed and amended Co-option Policy and new CCTV Policy:

a) Co-option Policy

Members considered the highlighted additional matters 2.10 to 2.17

RESOLVED THAT:

- i. That matters 2.10 to 2.17 be reworded and brought to Full Council in November for Members consideration.

Members considered matter 3.7 relating to voting on co-options.

Cllr. Davies requested that the voting for matter 3.7 be recorded in the minutes.

RESOLVED THAT:

- ii. The Policy include at 3.7, 'Councillors shall vote by paper ballot.'

Those in favour: Cllrs Snell, Burgin, Shepherd, Clarke, Knaggs, Jackson, Lawson, Clark.

Those against: Cllr Davies.

Abstentions: Cllr Fallows

PTC19/65 Policy Review Continued

b) CCTV Policy

Members considered the new CCTV Policy.

RESOLVED THAT:

The CCTV policy be approved.

PTC19/66 Meeting Venue for Full Council

Members considered the report setting out the change of venue for Full Council meetings.

RESOLVED THAT:

- i. All future meetings of the Full Council be held in Unit 2, Friargate, Penrith.
- ii. The Parish Centre are thanked and acknowledged for hosting the Council meetings for the last four years.

PTC19/67 Council Business Plan Consultation Analysis.

Members noted that the analysis of the comments received from the Council Business Plan consultation was deferred to the next meeting of the Council.

PTC19/68 Direct Elections to the CALC Executive

Members considered nominees for the direct elections to the CALC Executive Committee.

RESOLVED THAT:

Cllr. Davies be put forward as nominee.

PTC19/69 Councillor Vacancy

RESOLVED THAT it be noted that Councillor Whitby had resigned from North Ward and the notices of vacancy had been published.

PTC19/70 Finance Committee Risk Assessment Review

Members were requested to ratify the corporate risk assessments for 2019/20 as approved and recommended by the Council's Finance Committee for

- Business Continuity
- Finance
- Governance IT and Website
- Allotments
- War Memorials
- Cornmarket Bandstand
- Fairhill Playing Field
- Fire Risk Assessment

PTC19/70 Finance Committee Risk Assessment Review Continued

- Lone Working
- Recycling Bring Site
- Office
- Bus Shelters
- Seats
- Musgrave Monument

RESOLVED THAT:

The corporate risk assessments for 2019/20 be ratified.

PTC19/71 Finance Committee Policy Review

Members were asked to ratify the following policies as approved and recommended by the Council's Finance Committee:

- Risk Management Policy
- Procurement Policy
- Financial Regulations

RESOLVED THAT:

The policies be ratified as proposed.

PTC19/72 Finance Committee External Audit Annual Return 31 March 2019

Members noted that the external auditors had concluded the audit for the financial year ending 31 March 2019 and were satisfied that the Town Council's accounts were in accordance with proper practices, and that relevant legislation and regulatory requirements had been met.

RESOLVED THAT:

The external auditor report be approved.

PTC19/73 Finance Committee Fairhill Signature Projects Fund

Members received a report on the progress of the Signature Projects Fund project at Fairhill and were asked to authorise officers to proceed to tender and the receipt of competitive prices.

RESOLVED THAT:

Officers be authorised to proceed to tender and the receipt of competitive prices.

PTC19/74 Funding for Arts and Cultural Strategy and VE Day 75 Event

Members were asked to ratify the recommendation from Finance Committee that funding for the Cultural Strategy and VE Day 75 is approved on the basis that £5,000 for the Cultural Strategy is met from the Officer support budget (£4,500 in 2019/20 and £500 in 2020/21) and £10,000 for the VE Day 75 Event is met from the Events Grants budget in 2019/20.

RESOLVED THAT:

The funding for the Cultural Strategy and VE Day 75 event be ratified.

PART TWO

In accordance with the Public Bodies (Admission to Meetings) Act 1960 Section 2, members of the public (including the press) were excluded from the meeting during discussion of the following three items of business on the grounds that they involve the likely disclosure of exempt information.

PTC19/75 Renewal of Office Lease

Members were asked to authorise for Officers to prepare heads of terms for the renewal of the office lease at Unit 1 Friargate with the Council's landlord or its representative.

RESOLVED THAT:

Officers be authorised to prepare heads of terms for the renewal of the office lease at Unit 1 Friargate.

PTC19/76 Land Transfer Thacka Beck (Pategill)

Members received an oral update on the transfer of land at Thacka Beck (Pategill).

RESOLVED THAT:

The Council confirmed it is content to proceed with the land transfer.

PTC19/77 Legal Support Services

Members were asked to ratify the recommendation of the Council's Finance Committee.

RESOLVED THAT:

- i. The appointment of an in-house solicitor be approved on a two-year fixed term contract.
- ii. The costs of the post are met from the General Reserve in 2019/20.

PTC19/78 Next Meeting

Members noted that the next meeting of the Full Council would take place on Monday 25 November 2019, 6.00pm, Unit 2, Church House, Friargate, Penrith.

CHAIR:

DATE:

FOR THE ATTENTION OF THE MEMBERS OF PENRITH TOWN COUNCIL