



# Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR

Tel: 01768 899 773 Email: [office@penrithtowncouncil.co.uk](mailto:office@penrithtowncouncil.co.uk)

**DRAFT** Minutes of the meeting of

## PENRITH TOWN COUNCIL

Held on **Monday 27 January 2020**, at 6.00 p.m. Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

### PRESENT

Cllr. Bowen	Pategill Ward	Cllr. Jackson	North Ward
Cllr. Burgin	South Ward	Cllr. Kenyon	North Ward
Cllr. Clark	South Ward	Cllr. Knaggs	West Ward
Cllr. S. Clarke	Carleton Ward	Cllr. Lawson	Carleton Ward
Cllr. Davies	West Ward	Cllr. M. Shepherd	North Ward
Cllr. Donald	North Ward	Cllr. Shepherd	East Ward
Cllr. Fallows	East Ward	Cllr. Snell	West Ward
Cllr. Hawkins	East Ward		

Town Clerk

Deputy Town Clerk

Solicitor

Responsible Finance Officer

**DRAFT MINUTES FOR THE MEETING OF  
FULL COUNCIL  
27 JANUARY 2020**

**PART I**

**PTC19/100 APOLOGIES FOR ABSENCE**

No apologies were received.

**PTC19/101 MINUTES**

Members considered the draft minutes for 25 November 2019 prior to authorising the Chair to sign the minutes.

**RESOLVED THAT**

The Chair sign, as a correct record, the minutes of the meeting of the Council held on Monday 25 November 2019.

**PTC19/102 PUBLIC PARTICIPATION**

Members noted that there were no questions or representations that had been received from members of the public prior to the meeting.

**PTC19/103 REPRESENTATIONS FROM OTHER AUTHORITIES**

**DISTRICT COUNCILLORS:**

Members noted that District Cllr. Holden and Cllr. Taylor had sent apologies.

District Cllr. Clark reported that she had made representation regarding air pollution to the Houses and Communities Board.

**COUNTY COUNCILLORS:**

County Cllr. Bell informed the meeting that she was impressed with the stakeholder events for the joint parking and movement study which encouraged broad community involvement which reinforced the desire to understand the issues in Penrith. County Cllr. Bell explained that closures at Penrith Hospital's Urgent Treatment Centre were due to staffing shortages.

County Cllr. Whipp informed the meeting the Parking and Movement Study had given a powerful message on three tier Council collaboration. Cllr. Whipp informed Members that the County Council was reviewing its budget with ratification due in February.

Cllr. Jackson read a report from County Cllr. Carrick and reported some progress on two key highways projects in Penrith North. Finance had become available for improvements to be made to the Salkeld Road/Inglewood Road/A6 junction. The work would involve re-designing the junction to improve road safety, reduce the speed of vehicles coming from the A6 onto Salkeld Road and making the junction more pedestrian friendly. As part of the highway design stage, ground investigations were required along with topographical surveys, trial pits and coring. The surveys would have no impact on traffic flow at this location and it was anticipated that work on the trail pits would commence imminently.

### **PTC19/103 REPRESENTATIONS FROM OTHER AUTHORITIES CONTINUED**

Installation of the mini roundabout at the junction of Salkeld Road and Beacon Edge should commence in the next couple of months. This scheme had been designed to address speeding in the vicinity of that junction and road safety at the junction, as well as allowing people to cross the road more easily and safely and support the increased use of the Fairhill Playing Field. It is hoped that this scheme would contribute to an overall reduction in speed in the wider area, while other initiatives are being developed in the slightly longer term to introduce traffic calming measures along Beacon Edge.

### **PTC19/104 DECLARATION OF INTERESTS AND REQUESTS FOR DISPENSATIONS**

Members noted that no declarations of interests or requests for dispensations by Members in respect of items on the agenda were received prior to the meeting.

### **PTC19/105 EXCLUDED ITEM: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 – REVIEW OF CO-OPTION APPLICATIONS**

Members confirmed that matters 15, 16 and 17 should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2 as the matter involved exempt information of a legal context.

### **PTC19/106 CHAIRS REPORT**

The Chairs gave an oral report and read to the meeting a letter from Councillor Ross Fowler OAM Mayor of Penrith City Council, Australia, in response to Cllr. Lawsons letter of support and assistance during the bushfire crisis. Cllr. Lawson informed the meeting that he had attended events with the Royal British Legion, the Fell Runner 40<sup>th</sup> Anniversary dinner and the Penrith Air Cadets.

### **PTC19/107 REPORTS FROM MEMBERS**

Members received oral reports from Councillors regarding meetings they have attended as representatives of the Town Council:

- Cllr. Bowen attended the Pategill Residents Association meeting.
- Cllr. Donald attended the community soup kitchen event which was at the Salvation Army which provided a real sense of community.
- Cllr. Snell reported that she had attended the Youth Advisory Panel group and the group were planning a larger event.
- Cllr. Fallows attended the Scaws Tenants and Residents Association meeting.

### **PTC19/108 RESOLUTIONS REPORT**

Members noted the Resolutions Report.

### **PTC19/109 PARKING AND MOVEMENT STUDY REPORT**

Members received and noted the oral report from the Lead Member, Cllr. Jackson

### **PTC19/110 VE DAY REPORT**

Members received and noted the oral report from the Lead Member, Cllr. Jackson

## **PTC19/111 MATTERS FROM FINANCE COMMITTEE**

Members considered the following approved reports and recommendations from the Council's Finance Committee:

### **A) DRAFT BUDGET 2020-21**

Members considered budget proposals for 2020/21 and the indicative medium-term Financial Forecast for the period to 2024/25 and staff pay awards for 2020-21.

#### **RESOLVED THAT**

The budget be approved.

### **B) PRECEPT APPLICATION**

#### **RESOLVED THAT**

The Council request Eden District Council pay the sum of £454,233 to Penrith Town Council as its precept for the year 2020/21.

### **C) BUDGETARY CONTROL STATEMENT 2019/20 30 NOVEMBER 2019**

#### **RESOLVED THAT**

The budgetary control statement for the period to 30 November 2019 as recommended by the Finance Committee, be ratified.

### **D) POLICIES**

#### **RESOLVED THAT**

The following policies be ratified:

- i. Reserves Policy
- ii. Investments Policy
- iii. Disciplinary and Grievance Arrangements Policies
- iv. Local Government Pension Scheme Employer Discretions Policy

### **E) GENERAL DATA PROTECTION REGULATIONS (GDPR) RISK ASSESSMENT**

#### **RESOLVED THAT**

The GDPR risk assessment be ratified.

## **PTC19/112 DECLARATION OF A CLIMATE AND ECOLOGICAL EMERGENCY REPORT**

Members considered the report and recommendations contained within.

#### **RESOLVED THAT**

- i. Appendices A, B and C be noted.
- ii. The quotation from Cumbria Action for Sustainability to assess the Council's business operations and assets be approved.
- iii. The Council's participation in SLCC webinar sessions and other relevant training be approved.
- iv. The Town Clerk be approved as Lead Officer and Cllr. Lawson be approved as the Lead Member and report back to Full Council.

### **PTC19/113 MOTION FROM CLLR. KNAGGS**

Members considered a draft letter developed by Cllr. Knaggs in response to a request in the local press from Eden District Councillor Eyles, for comments regarding changes to household waste collections.

#### **RESOLVED THAT**

The letter be approved with the additional request for public consultation and submit to the Chief Officer, Leader of the Council and District Cllr. Eyles.

### **PTC19/114 MOTION FROM CLLR. DAVIES**

Members considered a draft letter, notice on motion, developed by Cllr. Davies in response to increased closures of the Urgent Treatment Centre at Penrith Hospital.

The motion was duly seconded, and the motion was debated.

#### Resolved That

The draft letter be sent to the Chief Executive of NCIC.

An amendment was proposed and duly seconded.

#### Resolved That

The letter be redrafted, inviting the Chief Executive to a meeting to outline the issues faced by the hospital and confirming that Penrith Town Council wished to work in partnership with the Trust to see what could be done to resolve the issues.

A vote was taken, and the amendment was carried. On becoming the substantive motion a further amendment was proposed and duly seconded.

#### Resolved That

The original letter be sent without the fifth and final paragraph.

A vote was taken, and the amendment was carried.

#### **RESOLVED THAT**

The original letter minus the fifth and final paragraphs be sent,.

### **PTC19/115 NEXT MEETING**

Members noted the next meeting was scheduled for 23 March 2020 at 6.00pm, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

## **PART TWO PRIVATE SECTION**

### **PTC19/116 MEMBERS INTERESTS**

Members received the update from the Deputy Town Clerk and Solicitor.

### **PTC19/117 OFFICE LEASE RENEWAL**

Members considered the report and recommendations contained within.

#### **RESOLVED THAT**

- i. That the Town Clerk be given delegated authority to agree the renewed terms for the lease on the following basis:
  - a) A 5,7- or 10-year lease is offered
  - b) A break clause/s is included
  - c) The annual rent does not exceed 10% of that currently paid
  - d) The remaining terms of the lease are unchanged
- ii. That the Chair and/or Deputy Chair be authorised to sign the new lease on behalf of the Council.
- iii. That the Council's in-house solicitor will have oversight throughout the process to ensure that it is legally compliant.

### **PTC19/118 LCAS REVIEW**

Members considered the report and recommendations contained within.

#### **RESOLVED THAT**

A letter be sent to the Chief Executive Officer of the Cumbria Association of Local Councils.

**CHAIR:**

**DATE:**

**FOR THE ATTENTION OF ALL MEMBERS OF  
THE TOWN COUNCIL**

**CHAIR'S 2020-21 BUDGET STATEMENT**

I am very pleased to present this budget report to the Town Council and to propose its recommendations. The budget process involves a good deal of work in preparing and scrutinising detailed estimates and I would like to thank Councillor Burgin, the members of the Finance Committee and Council Committees and officers for their contributions in developing the budget.

The proposed budget for 2020/21 provides the framework for the Council to continue the progress it has made since its inception and enables it to plan for a sustainable financial future. The proposed funding will give the Council the resources and capacity to deliver a range of services that will benefit our residents and visitors.

Following several years' work, 2019 saw the Council produce its draft Neighbourhood Plan and support the Town's successful entries into the Cumbria in Bloom and Britain in Bloom competitions. These activities continue into 2020/21, however a review of their budgets has enabled a portion of their funding to be re-directed to other services. The Council has recently launched three major new projects by organising the Town's VE Day 75 Celebrations, commissioning an Arts and Cultural Strategy, and establishing a Youth Advisory Panel, which will advise Councillors on issues that affect or concern young people. The 2020/21 Budget includes around £36,000 of new finance to further develop these exciting initiatives and to deliver Town Projects, bus shelter replacements and an increased investment in Councillor and Officer training.

Since its inception, the Town Council has taken over several assets and services from Eden District Council. This process will continue into 2020/21, with budget funding to investigate the potential transfer of Play Areas, Coronation Gardens and Toilets.

The proposed precept of £454,233 represents a 1.7% increase in Council Tax. This is the same as the Government's inflationary increase in non-pension benefits and below the 3.9% increase in State pensions. A typical household in Penrith, with a property valued in Band B, will see the Town Council's full Council Tax rise from £63.54 to £64.63, an increase of about 2p per week.

Looking ahead, the budget papers include a sustainable forward plan, based on modest rises in Council Tax, which will grow our services and increase reserves to improve our resilience. This is a prudent approach to mitigate financial risk in the delivery of our increasing responsibilities.

The majority of the overall Council Tax raised in Penrith goes to Cumbria County Council, Cumbria Police and Crime Commissioner and Eden District Council. The Town Council's share of the total Council Tax bill is about 4%, however we can have a far greater impact on the quality of life in Penrith than this would suggest.

This budget enables the Council to continue providing quality services for the Town and for it to plan to develop in the future from a sound financial footing.

COUNCILLOR LAWSON