



# Penrith Town Council

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

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

Minutes of the Ordinary Meeting of Penrith Town Council held on Monday 28 March 2022, at 6.00pm at Unit 2, Church House, Friargate.

## **PRESENT:**

Cllr. Bowen	Pategill Ward	Cllr. Fallows	East Ward
Cllr. Burgin	South Ward	Cllr. Jackson	North Ward
Cllr. M. Clark	South Ward	Cllr. M. Shepherd	North Ward
Cllr. Davies	West Ward	Cllr. C. Shepherd	East Ward

Town Clerk

Deputy Town Clerk

## **General Power of Competence**

The Town Council resolved from 20 May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

**MINUTES FOR THE  
ORDINARY MEETING OFFULL COUNCIL  
28 MARCH 2022**

**PART I**

**PTC21/119 Apologies**

- i. Members considered apologies from Councillor. S. Clarke for up to the end of May 2022.

**RESOLVED THAT:**

Councillor S. Clarke apologies be accepted for up to the end of May 2022.

- ii. Members were asked to receive apologies for the meeting from Councillors Donald, Kenyon, Knaggs, Lawson and Snell.

**RESOLVED THAT:**

Apologies from Cllrs Donald, Kenyon, Knaggs, Lawson and Snell were noted and accepted.

**PTC21/120 Minutes**

**a) Committee Minutes**

Members noted that since the previous meeting both draft and approved minutes from committees had been circulated and published on the Council website since the previous ordinary Full Council meeting.

**b) Confirmation of Full Council Minutes**

Members were asked to authorise the Chair to sign, as a correct record, the minutes of the following meetings of Full Council held on:

- i. Monday 24 January 2022.
- ii. Extra Ordinary Meeting Monday 21 February 2022.

**RESOLVED THAT:**

The minutes of the meetings of Full Council held 24 January 2022 and 21 February 2022 be signed as a true and accurate record.

**PTC21/121 Declarations of Interest and Requests for  
Dispensations**

Members were asked to submit declarations of interests in respect of items on the meeting agenda and apply for a dispensation. None were received.

## **PTC21/122 Public Participation**

Members were informed that no questions or representations from members of the public were received prior to the meeting.

County Councillor H. Carrick and District Councillor V. Taylor sent their apologies.

### **a) Reports from County Councillors:**

County Councillor P. Bell informed the meeting that she had attended a multi-agency meeting regarding leisure provision for young people in Pategill and Penrith and brought to members attention an information flyer produced by Cumbria County Council providing information and sources of help on how to manage the changes to the cost of living.

### **b) Reports from District Councillors:**

District Councillor M. Rudhall provided the meeting with a comprehensive update regarding the Districts Climate Change Strategy highlighting in particular the availability of the Greening Eden Business Grant and the Green Homes Grant.

## **PTC21/123 Excluded Item: Public Bodies (Admissions to Meetings) Act 1960**

Members were asked to consider whether item 15 should be considered in detail, without the presence of the press and public, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960, as publicity relating to that (any of those) matter/s may be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for the other special reasons noted in relation to that matter on the agenda.

### **RESOLVED THAT:**

Item 15 be considered in detail, without the presence of the press and public due to the confidential nature of the business to be transacted regarding staffing matters.

## **Routine Business Matters**

### **PTC21/124 Report from the Council Chair**

Members noted the duties undertaken by or on behalf of the Town Mayor which included attending a Penrith Pumas wheelchair rugby match and the re-opening of the Ullswater Community College library.

### **PTC21/125 Reports from Members**

Members received oral reports from Councillors regarding meetings that they have attended as representatives of the Town Council and matters of interest.

Councillor Davies informed the meeting that he had held a ward surgery.

Councillor Bowen informed the meeting that Stomping Ground would provide weekly activities for young people within Pategill from May and that Jubilee tree planting in Pategill had been organised.

### **PTC21/126 Resolutions Report**

Members noted the written report.

Councillor Fallows joined the meeting.

### **PTC21/127 Penrith Neighbourhood Development Plan**

Members noted the oral update.

### **PTC21/128 Matters from Finance Committee**

Members were asked to ratify the following approved matters a) to f) from the Council's Finance Committee from their meeting held on Monday 21 March 2022 which had been considered and approved by the members of the Council's Finance Committee:

a) **Budgetary Control Statement 2021/22: 28 February 2022**

Ratify the budgetary Control Statement for the period to 28 February 2022.

b) **Internal Audit Report**

Ratify the Internal Auditors Report for the period 01 April 2021 to 31 December 2021.

c) **Review of Internal Control 2021/22**

Ratify the Council's system of Internal Control.

d) **Annual Review of Fees and Charges**

Ratify the fees and charges for 2022/23 financial year.

e) **Absence Management Policy**

Ratify the Absence Management Policy.

f) **Bus Shelter on Scotland Road**

Note the Record of Decision taken under Delegated Powers for the purchase and installation of a replacement bus shelter on Scotland Road and approve the costs of the bus shelter £2,968 to be met from the Devolution Reserve.

### **RESOLVED THAT:**

All matters be ratified.

## **PTC21/129 Remote/Hybrid Meetings**

Members were asked to consider passing the following motion:

'This Council supports the petition launched by ADSO and LLG on 5 January with regard to remote and hybrid meetings. We agree to write to the Secretary of State for Levelling Up, Housing and Communities calling on the Government to change the law to allow councils the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures.'

[Letter appended.]

### **RESOLVED THAT:**

The motion be approved.

## **PTC21/130 Local Government Reorganisation**

### **Local Government Review (LGR) Strategic Planning Group Terms of Reference and Timeline review**

a) Members considered changes to the terms of reference and timeline.

### **RESOLVED THAT:**

The amendments be approved.

b) Consider nominating one member to join Cllrs Jackson and C. Shepherd as members of the (LGR) Strategic Planning Group.

### **RESOLVED THAT:**

Councillor Davies be approved to join the membership of the group.

Councillor Jackson left the meeting.

## **PTC21/131 Events**

a) Consider the report for the 1940's weekend and Her Majesty's Platinum Jubilee and recommendations contained within.

### **RESOLVED THAT:**

- i. The new approach for the 1940's weekend, without a town centre parade, be approved.
  - ii. The approach for the Jubilee be approved.
  - iii. The Town Council purchase a jubilee coin for the Queens Platinum Jubilee for Penrith Junior, infant and nursery school children with a budget of £1,000.
  - iv. Any change to the acquisition of the coin be brought back to Council.
- b) Members noted that the Towns Annual Meeting of Electors will take place on 11 April 2022, and will be held in accordance with the provisions of the Local Government Act 1972, Schedule 12, Part III.

## **PTC21/132 Next Meeting**

Members noted the next meeting of Council was scheduled for 23 May 2022 which would be the Annual Meeting of the Town Council to be held at 6.00pm, Unit 2, Church House, Friargate, Penrith.

## **PART II – PRIVATE SECTION**

The following was exempt information as it related to the financial affairs of any particular person (including the authority holding that information) and personal sensitive information relating to members of staff.

## **PTC21/133 Staffing Matters**

Members were asked to ratify the recommendations from the Council's Finance Committee 21 March 2022 and approve that the cost of the additional hours for RFO post be met the additional costs in 2022/23 by the use of the General Reserve.

### **RESOLVED THAT:**

- i. The recommendations be ratified.
- ii. The additional hours for RFO post be met the additional costs in 2022/23 by the use of the General Reserve.

### **CHAIR:**

### **DATE:**

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

### **Access to Information**

Copies of the agenda are available for members of the public to inspect prior to the meeting. Agenda and Part I reports are available on the Town Council website:

<https://www.penrithtowncouncil.gov.uk/>

### **Background Papers**

Requests for the background papers to the Part I reports, excluding those papers that contain exempt information, can be made between the hours of 9.00 am and 3.00 pm, Monday to Wednesday via

[office@penrithtowncouncil.gov.uk](mailto:office@penrithtowncouncil.gov.uk)



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29 March 2022

Mr Michael Gove MP  
Secretary of State for Levelling Up, Housing and Communities  
House of Commons  
London  
SW1A 0AA

Dear Mr Michael Gove MP

On Monday 28 March 2022 Penrith Town Council passed a motion in support of the petition launched by ADSO and LLG on 5 January 2022 with regard to remote and hybrid meetings. We support the call for Government to change the law to allow councils the flexibility to hold remote and hybrid meetings when they deem it appropriate within agreed rules and procedures.

We have been informed that the SLCC, ADSO, NALC and LLG and other sector partners including the Centre for Governance and Scrutiny (CFGs), have offered to work with government to agree the governance framework within which remote/hybrid meetings should take place and we have every confidence in their ability and due diligence to support this approach.

We are aware that you have been quoted as being "strongly in sympathy" with the view that "hybrid" council meetings should be allowed to continue in the wake of the pandemic and we hope you will look upon this matter favourably as remote and hybrid virtual meetings are not only possible but have provided increased public participation.

Resident participation is more inclusive and accessible with a virtual option, for people who care for young children or other family members,



people who are disabled, unhoused residents, and people who have extended work schedules.

A virtual option provides an opportunity to make meetings more accessible to members of the deaf and hard of hearing communities as many virtual meeting platforms offer real-time voice recognition and closed captioning.

The ability to use remote and hybrid meetings can only improve engagement with young people, address voting apathy, and improve cross sector and multi-agency relationships as it simplifies meeting logistics for people who have to travel extensively to attend meetings especially in a rural county like Cumbria.

Video recordings of meetings, which include audio, that are shared on a public-facing website or platform are easily observable allowing councillors and the public who were unable to attend to view the business of the meeting.

Thank you for your consideration of this letter.

Yours sincerely,



Councillor C. Shepherd, Council Chair, Penrith Town Council