



# Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR  
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Minutes of the Ordinary Meeting of Penrith Town Council held on Monday 20 November 2023, at 6.00pm at Unit 2, Church House, Friargate, Penrith CA11 7XR.

## **FULL COUNCIL MEMBERSHIP**

Cllr. Burgin	South Ward	Cllr. Knaggs	East Ward
Cllr. Donald	North Ward	Cllr. Rudhall	East Ward
Cllr. Holden	Carleton Ward	Cllr. Shepherd	East Ward
Cllr. Jackson	North Ward	Cllr. Smith	South Ward
Cllr. B. Jayson	West Ward	Cllr. Snell	West Ward
Cllr. D. Jayson	North Ward	Cllr. Thomson	West Ward
Cllr. Kenyon	North Ward		

Acting Town Clerk  
Deputy Town Clerk

# **MINUTES FOR THE ORDINARY MEETING OF FULL COUNCIL 20 NOVEMBER 2023**

## **PTC23/73 Apologies for Absence**

Apologies with reasons for absence were received from Councillors Bowen and Lawson.

## **PTC23/74 Minutes**

### **a. Committee Minutes**

Members noted the minutes from the following committees had been circulated and published on the Council website since the previous ordinary meeting:

- i. Planning Committee: 2 October and 6 November 2023
- ii. Finance Committee: 13 November 2023
- iii. Communities Committee: 9 October 2023

### **b. Confirmation of Full Council Minutes**

Members were asked to authorise the Chair to sign, as a correct record, the minutes of:

- i. Full Council: Monday 25 September 2023
- ii. Extra Ordinary Full Council: Wednesday 18 October 2023

and agree they be signed as such by the Chair.

## **RESOLVED THAT:**

The minutes be approved, and the Chair be authorised to sign, as a correct record, the minutes of the meeting of the Town Council held on Monday 25 September 2023, and the Extra Ordinary meeting of the Town Council held on Wednesday 18 October.

## **PTC23/75 Declaration of Interest and Requests for Dispensations**

Members were invited to provide declarations of interests in respect of items on this agenda and apply for a dispensation to remain, speak and/or vote during consideration of that item.

There were no declarations of interest made.

## **PTC23/76 Public Participation**

### **a) Public Representations**

Members noted that no questions or representations had been received from members of the public.

### **b) Reports from Westmorland and Furness Councillors**

Members noted that no questions or representations had been received from Westmorland and Furness Councillors.

## **PTC23/77 Excluded Item: Public Bodies (Admissions to Meetings) Act 1960**

Members considered whether any items on the agenda should be considered without the presence of the press and public, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960, and agreed that there were no applications to be considered without the press or public present.

## **PTC23/78 Motion on Notice - Communications Committee**

Motion by Councillor Thomson  
Seconded by Councillor Shepherd

Penrith Town Council resolves to set-up a Communications Committee with overall responsibility for the Council's PR, marketing, communications and engagement with all its audiences.

### **RESOLVED THAT:**

The motion to establish a Communications Committee was not approved.

## **PTC23/79 Motion on Notice - Rural Fuel Duty Relief**

Motion by Councillor Rudhall

Seconded by Councillor Knaggs

Clifton Community Council requests Penrith Town Council's support to call for Government to extend Rural Fuel Duty Relief to cover Penrith and neighbouring communities.

Cllr Knaggs proposed an amendment to the motion that reads:

Clifton Community Council requests Penrith Town Council's support to call for Government to extend Rural Fuel Duty Relief but that the Town Council also lobbies for duty relief for domestic oil and propane to cover Penrith and neighbouring communities.

Cllr Burgin seconded the proposed amendment.

The amendment to the motion was approved and became the substantive motion.

**RESOLVED THAT:**

The Council supports Clifton Community Council's request to support the call to extend rural fuel duty relief and writes to the Chancellor of the Exchequer to call for Government to extend Rural Fuel Duty Relief to cover Penrith and neighbouring communities and that the Government be requested to provide duty relief for domestic oil and propane for rural areas.

**PTC23/80 Penrith Lottery**

a) Members noted that the Penrith Lottery Committee has informed the Council in writing that as part of its ongoing review into its operations it has agreed not to proceed with the option for the Penrith Lottery to be managed under the governance of the Council.

b) Members were asked to agree that no further work be undertaken.

**RESOLVED THAT:**

No further work on the Penrith Lottery be undertaken.

**PTC23/81 Report from the Council Chair**

Members noted that the Chair had given his apologies for absence and that there was no report on the duties undertaken by the Town Mayor.

**PTC23/82 Reports from Members**

Members received and noted the following oral reports from Councillors:

Cllr Rudhall reported that he had attended the Judges Service at Carlisle Cathedral and the Torchlight Parade at Kendal.

Cllr Holden reported that she had attended the CALC AGM.

Cllr Donald reported that he had previously attended meetings of the Recovery College, but the group was currently in abeyance. He had attended the Climate Conversation hosted by Westmorland and Furness Council.

Cllr Shepherd reported that he had attended the Armistice Service on 11 November and a meeting of the Scaws Tenants and Residents Association.

Cllr D. Jayson reported that he had attended a meeting at Omega Proteins to discuss technical matters as part of his work for the Environmental Task and Finish Group.

Cllr Jackson reported that he had attended meetings with the Friends of North Lakes School who are continuing to focus on making the number 2 bus service sustainable.

Cllr Knaggs reported that he had attended a meeting of the Scaws Tenants and Residents Association, the consultation meeting held at Beaconside School, a meeting of the Friends of Castle Park group, a meeting with the Penrith Lottery Committee and an independent external lottery management provider.

Cllr Thomson reported that he was waiting outcomes from some ward matters raised with Westmorland and Furness Council. He reported that defects on the railway footbridge were being rectified and that he had met with the Environment Agency. He reported that he had arranged a residents meeting which would be held the following evening.

### **PTC23/83 Resolutions Report**

Members noted the report.

### **PTC23/84 Neighbourhood Plan**

Members received and noted the oral report from Councillor Jackson.

### **PTC23/85 Grants**

Members noted the Grants awarded since the last meeting of Council.

### **PTC23/86 Biodiversity Statement**

Members considered the report on the duties of the Natural Environment and Rural Communities Act 2006 as updated by the Environment Act 2021.

#### **RESOLVED THAT:**

The Climate Strategy Review Group update the Biodiversity Statement and produce a Biodiversity Policy and Action Plan, and these be brought back to Full Council for approval.

### **PTC23/87 Code of Conduct**

Members were asked to approve the adoption of the revised Code of Conduct from Westmorland and Furness Council as the Council's own Code of Conduct.

#### **RESOLVED THAT:**

- i. The Council adopts the Westmorland and Furness Council's Code of Conduct as its own Code of Conduct.
- ii. Councillors sign and date the new Code of Conduct.

### **PTC23/88 A66 Northern TransPennine Project Update**

Members noted the content of the letter received from National Highways.

### **PTC23/89 Standing Orders**

Members were asked to consider and approve an amendment to the following Standing Orders as follows:

- 3ei Members of the public may make representations, ask questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- 3eii. A member of the public who wishes to make a representation, ask a question or give evidence must make a request to do so in writing to the Town Clerk PRIOR to the meeting in order to facilitate a response from the Council. The request may be given by delivering it in writing or by electronic mail to the Town Clerk no later than midday one clear working day (that is not counting the day of the meeting or the day of delivery) before the day of the meeting.

## **PTC23/89 Standing Orders, continued**

Cllr Jackson proposed an amendment to the motion that:

3ei Members of the public may make representations, ask questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. It is helpful if a member of the public who wishes to speak at a meeting makes a request to speak in writing to the Town Clerk prior to the meeting. Where the Council is unable to provide a response to the question at the meeting, they will do so in writing within seven days and the response will be attached to the minutes as an appendix.

3eii this Standing Order is deleted.

Cllr D. Jayson seconded the proposed amendment.

The amendment was agreed and became the substantive motion after which it was.

### **RESOLVED THAT:**

Council approves the amendment to Standing Order 3ei and 3eii as follows.

3ei Members of the public may make representations, ask questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. It is helpful if a member of the public who wishes to speak at a meeting makes a request to speak in writing to the Town Clerk prior to the meeting. Where the Council is unable to provide a response to the question at the meeting, they will do so in writing within seven days and the response will be attached to the minutes as an appendix.

3eii this Standing Order is deleted.

## **PTC23/90 Finance Committee**

Members considered the approved recommendations from the Council's Finance Committee from their meeting held on Monday 13 November 2023. The Committee Chair had requested that these matters be brought to the Full Council for ratification:

### **a) Budgetary Control Statement 2023/24: 31 October 2023**

Ratify the budgetary control statement for the seven-month period to 31 October 2023.

**RESOLVED THAT:**

The budgetary control statement to 31 October 2023 be ratified.

**b) Policy Review**

Ratify the following reviewed policies:

- a) Social Media Protocol for Councillors
- b) Social Media Employees Policy
- c) Use of Social Media Press and Public
- d) Information Protection Policy
- e) Information Security Incident Policy
- f) Removable Media Policy
- g) Passwords Policy
- h) Data Protection Policy
- i) Record Management and Retention Policy
- j) Privacy Policy

**RESOLVED THAT:**

i. The following policies be ratified.

- a) Social Media Protocol for Councillors
- b) Social Media Employees Policy
- c) Use of Social Media Press and Public
- d) Information Protection Policy
- e) Information Security Incident Policy
- f) Removable Media Policy
- g) Passwords Policy
- h) Data Protection Policy
- i) Record Management and Retention Policy
- j) Privacy Policy

ii. Members noted that the Subject Access Request policy had been reviewed and the policy is not necessary as the Council has to comply with the legislation by law. The Council has an approved internal procedure for dealing with such requests.

**PTC23/91 Next Meeting**

Members noted the next meeting of Council was scheduled for Monday 29 January 2024 at 6.00pm, Unit 2, Church House, Friargate, Penrith.

**PART II – PRIVATE SECTION**

**There are no items in this part of the agenda.**

**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 9.00am and 3.00pm, Monday to Friday via [office@penrithtowncouncil.gov.uk](mailto:office@penrithtowncouncil.gov.uk)

**CHAIR:**

**DATE:**