



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 23 September 2024, at 6.00pm at Unit 2, Church House, Friargate, Penrith CA11 7XR.

PRESENT:

Cllr. Bowen	Pategill Ward	Cllr. Knaggs	East Ward
Cllr. Burgin	South Ward	Cllr. Lawson	Carleton Ward
Cllr. Davies	West 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		

Acting Town Clerk
Community Services Officer

MINUTES FOR THE ORDINARY MEETING OF FULL COUNCIL 23 SEPTEMBER 2024

PTC24/39 Apologies for Absence

Apologies for absence were received from Cllrs Donald and Kenyon.

PTC24/40 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: 29 July and 02 September 2024
- ii. Finance Committee: 16 September 2024

b. Confirmation of Full Council Minutes

Members were asked to authorise the Chair to sign, as a correct record, the minutes of the Full Council meeting held on Monday 15 July 2024 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 Full Council meeting held on Monday 15 July 2024.

PTC24/41 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 and requests for dispensations.

PTC24/42 Public Participation

a) Public Representations

Members received no representations from members of the public.

b) Reports from Westmorland and Furness Councillors

There were no reports received from Westmorland and Furness Councillors.

PTC24/43 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.

RESOLVED THAT:

A verbal report relating to staffing matters be considered as agenda item 19.

PTC24/44 Report from the Council Chair

Members noted the duties undertaken by the Town Mayor. Councillor Lawson reported that since the last meeting of Council he had attended the Penrith BID AGM, the 4Eden AGM, two arts and culture stakeholder group meetings, a meeting with the Penrith Air Training Corp and the 1st anniversary of Talkin' Tables.

Councillor Davies joined the meeting at 18.15.

PTC24/45 Reports from Members

Members received and noted the following oral reports from Councillors:

Cllr Snell reported that she is attending a meeting of Healthwatch Cumbria this coming week, which is focusing on women's health. She has attended the PERN Picnic at Castle Park and is talking with colleagues about a Penrith West Community Residents Association.

Cllr Holden reported that the Carleton Park Recreation Group is continuing to raise funds for the proposed Multi Use Games Area.

Cllr D. Jayson reported when undertaking a ward walk on the new streets, he was made aware of speeding vehicles and that he is liaising with the Westmorland and Furness Councillor for that area about the issue of speeding and the position regards 20mph speed limits.

Cllr Smith reported that he attended the Talkin' Tables event and has enrolled on an aspiring manager's course that he hopes will improve his role as a town councillor going forward.

Cllr B Jayson reported that she is talking with colleagues about a Penrith West Community Residents Association.

Cllr Bowen reported that she attended the first meeting of the Penrith Place Action Group.

Cllr Jackson reported that he is liaising on a scheme for new railings on Beacon Edge.

Cllr Knaggs reported that he is now an official director of Penrith BID and that he attended the recent AGM.

Cllr Shepherd reported that he had attended a meeting of the Penrith BID.

PTC24/46 Resolutions Report

Members noted the report.

PTC24/47 Review of Local Election Boundaries in Westmorland and Furness

Members considered the Local Government Boundary Commission for England's consultation on the electoral and boundary arrangements for Westmorland and Furness Council and considered a response to the consultation.

RESOLVED THAT:

- i. The Council waits to respond to the second stage of public consultation on the electoral and boundary arrangements for Westmorland and Furness Council once the Local Government Boundary Commission for England presents its proposals in March 2025, and
- ii. The Council initially submits a request to the Local Government Boundary Commission for England to use clearer terminology in any future consultation material.

PTC24/48 Environment Task and Finish Group

Members received and considered the Environment Task and Finish Group draft final Environment Strategy and Plan.

RESOLVED THAT:

- i. The Environment Plan be approved.
- ii. The terms of reference for a new Climate and Environment Strategy Task and Finish Group be approved.
- iii. Cllrs Davies, Jackson, Snell, D. Jayson, Smith, Knaggs be represented on the Climate and Environment Strategy Task and Finish Group.
- iv. Cllr Lawson be represented as Chair on the Climate and Environment Strategy Task and Finish Group.

PTC24/49 Westmorland and Furness Council Local Plan Consultation – Response to 'Early Conversation'

Members received and considered the draft response prepared to Westmorland and Furness Councils Local Plan Consultation from the initial comments made by Councillors.

RESOLVED THAT:

- i. The response to Westmorland and Furness Councils Local Plan Consultation be approved with some agreed additions to the wording and submitted to Westmorland and Furness Council, and

PTC24/49 Westmorland and Furness Council Local Plan Consultation – Response to ‘Early Conversation’, continued

- ii. The Council sets out to Westmorland and Furness Council that its stated aims for having a revised local plan are insufficient without a supporting strategic regeneration plan for Penrith.

PTC24/50 May Day 2025

Members noted the report.

PTC24/51 Grants

Members noted the grants awarded during the current financial year.

PTC24/52 Matters from Finance Committee

Members considered the approved recommendations from the Council’s Finance Committee from their meeting held on Monday 16 September 2024. The Committee Chair had requested that these matters be brought to the Full Council for ratification:

a) Budgetary Control Statement 2024/25: 31 August 2024

Ratify the budgetary control statement for the two-month period to 31 August 2024.

RESOLVED THAT:

The budgetary control statement to 31 August 2024 be ratified.

b) Risk Assessments

Ratify the corporate risk assessments for:

- i. Allotments
- ii. Bandstand
- iii. Bus Shelters
- iv. Business Continuity
- v. Fairhill Playing Field
- vi. Finance
- vii. Fire
- viii. Governance
- ix. IT & Website
- x. Lone Working
- xi. Musgrave Monument
- xii. Office
- xiii. Remembrance Day Parade and Service
- xiv. Seats
- xv. Thacka Beck Field
- xvi. War Memorial (St Andrews)

RESOLVED THAT:

The corporate risk assessments be ratified.

PTC24/52 Matters from Finance Committee, continued

c) Internal Audit 2024-25

Ratify the scope of Internal Audit for 2024-25

RESOLVED THAT:

The scope of Internal Audit for 2024-25 be ratified.

d) Policy Review

Ratify the following reviewed policies:

- i. Procurement Policy.

RESOLVED THAT:

The Procurement Policy be ratified.

- ii. Risk Management Policy.

RESOLVED THAT:

The Risk Management Policy be ratified.

e) External Audit

Members received and considered the external auditors report noting that the Council's external auditors, Moore, had signed off the accounts ending 31 March 2024 with no qualifications stating that the information in Sections 1 and 2 of the Annual Governance and Accountability return is in accordance with the proper practices and that no other matters have come to their attention giving cause for concern.

Members noted that the external auditor has stated other matters not affecting their opinion which they draw to the attention of the Council is that on review, the level of general reserves are higher than the generally accepted level for smaller authorities, and that the Finance Committee recommended to Council that a Councillor Budget Workshop be arranged as part of the 2025/26 budget process to identify schemes of work which may be funded from the General Reserve.

Members noted that to comply with the Accounts and Audit Regulations 2015 the Council will publish on its website, prior to the 30 September 2024, Sections 1 and 2 of the 2023/24 Annual Return (the Annual Governance Statement and the Summary Accounts), together with the Audit Certificate Section 3.

RESOLVED THAT:

- i. The external auditors report be approved for the accounts ending 31 March 2024.
- ii. A budget workshop be arranged as part of the 2025/26 budget process to identify schemes of work which may be funded from the General Reserve.
- iii. Officers be thanked for their work to secure a positive external audit with no qualifications.

PTC24/53 Code of Conduct

Members received and considered a notification of a complaint made under the Members Code and Conduct from the Monitoring Officer at Westmorland and Furness Council.

RESOLVED THAT:

- i. The complaint made under the Members Code of Conduct was considered and noted.
- ii. Members noted that Cllr. Knaggs who is subject of the complaint has made no representations either prior to or at the meeting.
- iii. Members noted the decision of the Deputy Monitoring Officer that no further action should be taken on the complaint.

PTC24/54 Code of Conduct

Members received and considered a notification of a complaint made under the Members Code and Conduct from the Monitoring Officer at Westmorland and Furness Council.

RESOLVED THAT:

- i. The complaint made under the Members Code of Conduct was considered and noted.
- ii. Members noted that Cllr. Snell who is subject of the complaint has made no representations either prior to or at the meeting.
- iii. Members noted the decision of the Deputy Monitoring Officer that no further action should be taken on the complaint.

PTC24/55 Standing Orders

Members considered the reviewed Standing Orders.

RESOLVED THAT:

The amendments to the Standing Orders be approved.

PTC24/56 Next Meeting

Members noted the next meeting of Council was scheduled for Monday 18 November 2024 at 6.00pm, Unit 2, Church House, Friargate, Penrith.

PART II – PRIVATE SECTION

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

PTC24/57 Staffing Matter

Members received a verbal report on a staffing matter.

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 9.00am and 3.00pm, Monday to Friday via office@penrithtowncouncil.gov.uk