



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 18 November 2024, at 6.00pm at Unit 2, Church House, Friargate, Penrith CA11 7XR.

PRESENT

Cllr. Bowen	Pategill Ward	Cllr. D. Jayson	North Ward
Cllr. Burgin	South Ward	Cllr. Kenyon	North Ward
Cllr. Davies	West Ward	Cllr. Lawson	Carleton Ward
Cllr. Donald	North Ward	Cllr. Shepherd	East Ward
Cllr. Holden	Carleton Ward	Cllr. Snell	West Ward
Cllr. B. Jayson	West Ward		

Acting Town Clerk
Community Services Officer

MINUTES FOR THE ORDINARY MEETING OF FULL COUNCIL 18 NOVEMBER 2024

PART I

PTC24/58 Apologies for Absence

Apologies for absence were received from Cllrs Knaggs, Jackson, Smith and Rudhall.

PTC24/59 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: 07 October and 04 November 2024
- ii. Communities Committee: 14 October 2024
- iii. Finance Committee: 11 November 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 23 September 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 23 September 2024.

Cllr Snell joined the meeting at 18:05.

PTC24/60 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.

Councillor Holden declared a registrable interest in item 10d on the agenda as she was the ward member for Carleton and had worked closely with the Chair of the Carleton Park Recreation Group.

Councillor Bowen declared a registrable interest in item 10d on the agenda as she was the ward member for Pategill and is a member of the Pategill Tenants and Residents Association.

PTC24/61 Public Participation

a) Public Representations

Members received no representations from members of the public.

b) Reports from Westmorland and Furness Councillors

Members received the following reports:

Cllr Bell informed the meeting that:

The "Scaws Recreation Group" had been formed – who are a new group of residents focusing on ways of improving open recreation areas in Scaws. The group is open to all Penrith residents.

Options are being explored for additional sites in Penrith to be used for parking.

Designs are being looked at for the double roundabout at the bottom of Fell Lane, subject to funding.

The toucan crossing at Pennyhill Park is soon to be installed. Once this is installed, the Speed Indicator Device will be reinstalled.

Westmorland & Furness Council Officers are looking into how to assist residents with road crossing at Tara Hill.

Additional signage has been agreed to be installed at Friargate car park.

Westmorland & Furness Council is to be conducting a review of residents parking in early 2025.

Westmorland & Furness Council has begun its first conversation on future Waste & Recycling services in the Westmorland & Furness Council area.

Residents of Bowscar have asked for a green waste skip and street lighting.

She is awaiting news of whether the money set aside by Westmorland & Furness Council, is sufficient to confirm a town bus provider.

Cllr Eyles informed the meeting that he had received concerns from a resident about the provision of disabled parking in Penrith.

Cllr Taylor informed the meeting that she attended a public meeting in relation to the A66 upgrade.

PTC24/62 Excluded Item: Public Bodies (Admissions to Meetings) Act 1960

Members considered whether item 15 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:

That item 15 a verbal report relating to confidential staffing matters be considered in Part Two.

PTC24/63 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 Chamber of Trade & Commerce's Stars of Business Awards where he awarded Tony Pears with the Volunteer of the Year award which was sponsored by the Council.

The unveiling of the Paddington bear statue on Little Dockray.

The unveiling of the St Andrews War Memorial Sandstone Plinth, following work undertaken by the Council.

A visit to Eden Dodgeball Club, following a grant awarded by the Council.

A call with officials from Penrith City Council, Australia, providing shared learnings from challenges faced by both Penrith, UK and Penrith, Australia.

PTC24/64 Reports from Members

Members received and noted the following oral reports from Councillors:

Cllr Donald reported that he attended the unveiling of the Paddington bear statue on Little Dockray and the Penrith Armistice service. He also reported that he organised a session at Penrith Library for Mental Health Awareness Day.

Cllr Kenyon reported that he attended the unveiling of the Paddington bear statue on Little Dockray and attended the session organised by Cllr Donald at Penrith Library for Mental Health Awareness Day.

Cllr B. Jayson reported that she attended a meeting with Penrith West Ward residents regarding issues on the B5288 in relation to overweight vehicles and vehicle speed. She also reported that she attended a meeting with Penrith West Ward residents and fellow councillors looking into community engagement.

Cllr Shepherd reported that he attended the Penrith Armistice Parade.

Cllr Snell reported that she organised a meeting with Penrith West Ward residents and fellow councillors looking into community engagement.

PTC24/64 Reports from Members, continued

Cllr Holden reported that she has been in correspondence with Westmorland & Furness Council Officers regarding speeding issues on Beacon Edge. Westmorland & Furness Council are possibly looking into traffic calming measures. She also reported that she attended the Cumbria Association for Local Council's (CALC) Annual General Meeting.

Cllr Davies reported that she attended a meeting with Penrith West Ward residents regarding issues on the B5288 in relation to overweight vehicles and vehicle speed.

Cllr Bowen reported that she attended the international conference on medieval castles hosted by Colloques Chateau Gaillard where she gave an introductory welcome to Penrith talk.

PTC24/65 Resolutions Report

Members noted the report.

PTC24/66 Grants Report

- a) Members noted the grants awarded.
- b) Members considered a virement request of £5,000 from the Signature Events Grant Fund budget to the Grants Budget.

RESOLVED THAT:

The virement request of £5,000 from the Signature Events Grant Fund budget to the Grants Budget be approved.

Cllr Burgin joined the meeting at 18:35.

PTC24/67 Matters from Finance Committee

Members were asked to ratify items a) to e) following approved recommendations from the Council's Finance Committee from their meeting held on Monday 11 November 2024. Members are asked to note that these matters have been considered and approved by the members of the Council's Finance Committee, and the Committee Chair, has requested the matters be brought to Full Council for ratification.

a. Budgetary Control Statement

The budgetary control statement for the period 31 October 2024 be ratified.

b. Policy Review

The following reviewed policies be ratified:

- i. Social Media
- ii. Data Management
- iii. Publication Scheme
- iv. Financial Regulations

PTC24/67 Matters from Finance Committee, continued

c. Westmorland and Furness Council Surplus Assets

Members were asked to ratify the recommendation of the Finance Committee to formally write to Westmorland and Furness Council expressing the Councils potential interest in acquiring some or all the surplus assets listed in Penrith; and that the Council would like to be kept informed of the status of the assets as Westmorland and Furness Council implements its own Property Disposal Policy.

RESOLVED THAT:

The recommendation be ratified and that Council write to Westmorland and Furness Council expressing the Councils potential interest in acquiring some or all the surplus assets listed in Penrith; and that the Council would like to be kept informed of the status of the assets as Westmorland and Furness Council implements its own Property Disposal Policy.

d. Support for Community Projects

- i. Members were asked to approve a financial contribution of £15,000 to the Carleton Park Recreation Group to enable the Multi Use Games Area project at Carleton Park to proceed to tender and this be met from the Town Projects budget.

RESOLVED THAT:

A financial contribution from general reserves of £15,000 to the Carleton Park Recreation Group.

- ii. Members were asked to approve a financial contribution of £8,000 to the Pategill Tenants and Residents Association to enable the children's play area refurbishment project to proceed to tender and this be met from the Town Projects budget.

RESOLVED THAT:

A financial contribution from general reserves of £8,000 to the Pategill Tenants and Residents Association.

- iii. Approve a virement of £23,000 from the General Reserve to the Town Projects budget.

RESOLVED THAT:

A financial contribution from general reserves of £23,000 to the Town Projects budget.

- iv. Members were asked to approve the establishment of an Earmarked Reserve of £67,000 for the term of this Council for the improvement of and creation of Play areas or Multi Use Games Areas in Penrith North, West, South and East Ward, including £7,000 for Pategill Ward.

PTC24/67 Matters from Finance Committee, continued

RESOLVED THAT:

The establishment of an Earmarked Reserve of £67,000 for the term of this Council for the improvement of and creation of Play areas or Multi Use Games Areas in Penrith North, West, South and East Ward, including £7,000 for Pategill Ward be approved.

e. Local Government Services Pay Agreement 2024-25

Members noted that the National Association of Local Councils (NALC) had informed member Councils of the new rates of pay applicable from 01 April 2024. With effect from the 01 April 2024 an increase of £1,290 (pro rata for part-time employees) would be paid as a permanent addition on all NJC pay points 2 to 43 inclusive, and an increase of 2.5% would be applied to all pay points above pay point 43. The new rates of pay and backdated increases would be paid to Council staff at the end of November. The 2024-25 approved budget provides fully for the new rates of pay.

PTC24/68 May Day Event 2025

Members received an update on the progress to date for the organisation of the May Day event and considered whether to explore quotations and to appoint an experienced Cumbrian based events management contractor to oversee the delivery of the May Day event.

RESOLVED THAT:

Officers be approved to explore quotations and to appoint an experienced Cumbrian based events management contractor to oversee the delivery of the May Day event subject to quotations not exceeding £5,000.

PTC24/69 Place Action Group Terms of Reference

Members considered a revision to the Terms of Reference for the Place Action Group.

RESOLVED THAT:

The amendment to the Place Action Group Terms of Reference be approved.

PTC24/70 Consultation

Members were asked to consider a response to the Governments consultation for enabling remote attendance and proxy voting at local authority meetings.

RESOLVED THAT:

The Council submit a response to the Governments Consultation for both virtual meetings and proxy voting and include for:

PTC24/70 Consultation, continued

- i. **Virtual Meetings:** recommends that each council should be able to determine its own policy as to how and if it enables remote attendance at meetings. That there should be consideration within the policy and legislation for:
 - a) How confidentiality is maintained.
 - b) How the notice of agenda may be affected if a public meeting becomes a virtual meeting at short notice.
 - c) If agreed and legislated for that revised standing orders guidance is issued.
 - d) Hybrid arrangements.
- ii. **Proxy Voting:** Penrith Town Council does not support proposals to introduce proxy voting for local authority meetings. It is considered that an open debate is an essential part of effective decision making and local representative democracy and the introduction of proxy voting would erase this.

PTC24/71 Next Meeting

Members noted the next meeting of Council was scheduled for Monday 27 January 2025 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.

PTC24/72 Staffing Matter

Members received a verbal report on staffing matters.

RESOLVED THAT:

The Council thanked the Acting Town Clerk for his hard work and dedication to the Council.

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