



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 24 March 2025, at 6.00pm Unit 2, Church House, Friargate, Penrith, CA11 7XR.

PRESENT

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

PRESENT

Services & Contract Manager

Solicitor

Community Services Officer

Economic Development Officer

MINUTES FOR THE ORDINARY MEETING OF FULL COUNCIL 24 March 2025

PART I

PTC24/90 Apologies

There were no apologies for absence.

PTC24/91 Minutes

a) Committee Minutes

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

- i. Planning Committee: 6 January, 3 and 24 February and 3 March 2025
- ii. Communities Committee: 10 February 2025
- iii. Finance Committee: 17 March 2025

b) Confirm Full Council Minutes

Members were asked to authorise the Chair to sign, as a correct record, the minutes of the meetings of Full Council held on Full Council Monday 13 January 2025.

RESOLVED THAT:

The minutes be approved, and the Chair be authorised to sign the minutes of the Full Council meeting held on Monday 13 January 2025.

PTC24/92 Declarations of Interest and Requests for Dispensations

Members were asked to receive any declarations by Members of interests in respect of items on the agenda and apply for a dispensation to remain, speak, and/or vote during consideration of that item.

- i. Cllr Jackson declared a registrable interest in item 21 Carleton Village Hall as he was a resident on the estate.
- ii. Cllr Smith declared a registrable interest in item 21 Carleton Village Hall as he was a resident on the estate.
- iii. Cllr Holden declared a registrable interest in item 18e Play Area Reserve as she was a member of the Carleton Park Recreation Group and item 21 Carleton Village Hall as she is the ward member for Carleton.
- iv. Cllr Lawson declared a registrable interest in item 21 Carleton Village Hall as he was the ward member for Carleton.

PTC24/93 Public Participation

a) Public Representations

There were no representations from members of the public.

b) Reports from Westmorland & Furness Councillors.

Cllr. V. Taylor submitted an email apology which was reviewed after the meeting.

Members received the following reports from Westmorland & Furness Councillors:

Cllr Bell: Informed the meeting that:

Westmorland & Furness Council had approved a Street Lighting Policy and looked forward to working collaboratively with Penrith Town Council to investigate options to improve street lighting in Bowscar. Cllr. Bell expressed her interest in working closely with the prospective Council Champions and in particular the Older Persons Champion, and Armed Forces Champion as these fell under her Adult Social Care Portfolio as Westmorland & Furness Council Cabinet Member.

PTC24/94 Excluded Item: Public Bodies (Admissions to Meetings) Act 1960

Members noted that item 24 had been withdrawn. Members were asked to determine whether items 21, 22, 23 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:

- i. Items 21 and 22 be considered in Part Two, private session without the presence of the press and public as these items of business contain privileged and legal information.
- ii. Item 23 be considered in Part Two, private session without the presence of the press and public as the item of business related to financial and personal affairs of a particular person, in this instance members of staff.

PTC24/95 Penrith Neighbourhood Development Plan

Members noted that in accordance with Section 38A(9) of the Planning and Compulsory Purchase Act 2004 and Regulation 19 of the Neighbourhood Planning (General) Regulations 2012 (as amended) the Final Decision Statement had been issued by Westmorland and Furness Council.

PTC24/96 A66 Dualling

Members noted the report.

PTC24/97 Mayoral Combined Authority for the local government areas of Cumberland and Westmorland and Furness

Members considered the draft response to the consultation.

RESOLVED THAT:

The following corporate response be submitted:

Q1. To what extent do you agree or disagree that establishing a Mayoral Combined Authority over the proposed geography will deliver benefits to the area?

Response: *Neither agree nor disagree*

Explanation: *A Mayoral Combined Authority for Cumberland and Westmorland and Furness could help improve strategic planning, especially around transport and resources, by bringing the two unitary areas together. However, there are concerns about adding another layer of governance, which could make decision-making feel more distant from local communities. With so much change in local government recently in Cumbria, the Council would like to emphasise the importance of making sure any new structure genuinely works for local people.*

Q2. To what extent do you agree or disagree with the proposed governance arrangements for the Mayoral Combined Authority?

Response: *Neither agree nor disagree*

Explanation: *The proposed governance arrangements for the Mayoral Combined Authority seem reasonable and workable. Localised governance could help improve decision-making and strategic planning. However, there are concerns about too much power being concentrated in the hands of a few individuals, which could limit wider representation.*

Q3. To what extent do you agree or disagree that working across the proposed geography through the Mayoral Combined Authority will support the economy of the area?

Response: *Neither agree nor disagree*

Explanation: *A Mayoral Combined Authority could help drive economic growth across Cumbria by providing strategic oversight and extra powers. Coordinating efforts at a county-wide level could open more opportunities for investment. However, there are concerns about the size and diversity of the area, with different communities facing different challenges.*

Q4. To what extent do you agree or disagree that working across the proposed geography through the Mayoral Combined Authority will improve social outcomes in the area?

Response: *Neither agree nor disagree*

Explanation: *A Mayoral Combined Authority could help improve social outcomes by coordinating services more effectively across the area and better linking major service centres. However, the size of the area and the differences between communities could make it hard to find solutions that work for everyone.*

Q5. To what extent do you agree or disagree that working across the proposed geography through a Mayoral Combined Authority will improve local government services in the area?

Response: *Neither agree nor disagree*

Explanation: *A Mayoral Combined Authority could help better coordinate some services, like transport, that work best with a county-wide approach. However, most local services will still be handled by the unitary councils, and the size and diversity of the area could make a unified approach challenging.*

Q6. To what extent do you agree or disagree that working across the proposed geography through a Mayoral Combined Authority will improve the local natural environment and overall national environment?

Response: *Neither agree nor disagree*

Explanation: *A Mayoral Combined Authority could help create a more joined-up approach to improving the natural environment, as environmental issues don't follow administrative boundaries. However, its success will depend on working closely with key agencies like the Environment Agency, the Unitary Councils and other organisations.*

Q7. To what extent do you agree or disagree that working across the proposed geography through the Mayoral Combined Authority will support the interests and needs of local communities and reflect local identities?

Response: *Neither agree nor disagree*

Explanation: *A Mayoral Combined Authority could give the public a clear point of accountability, with a recognised figure able to push for positive change. This could help improve engagement and responsiveness. However, the size and diversity of the area may make it hard to reflect all local identities and needs.*

PTC24/98 Electoral Review of Westmorland and Furness Council: Draft Recommendations Consultation

Members considered the draft response to the consultation.

RESOLVED THAT:

An Extra Ordinary Meeting of Council be arranged to discuss this matter further to finalise a response to the consultation.

PTC24/99 Report from the Council Chair

Members noted the duties undertaken by or on behalf of the Town Mayor.

PTC24/100 Reports from Members

Members received and noted oral reports from Councillors:

Cllr. V. Bowen reported that she had attended the Eden Locality Board, two Talking Table events, the Penrith Place Action Group which discussed plans to reduce anti-social behaviour in Penrith. Cllr. Bowen informed the meeting that the heritage lampposts in the town centre were to be painted. She had attended an Emergency Planning seminar and reported that in conversation with the Town Clerk, the Council's current Emergency Plan will be reviewed after May Day.

Cllr. D. Holden reported that she had attended a PACT event focusing on climate warming and the effect on human health. She reported that Riverside Housing are to undertake a spring clean of the area around Carleton Hall Walk. She reported that the Carleton Multi Use Games area tenders are to be reported to a Westmorland and Furness panel on the 7 April 2025.

Cllr Rudhall reported that he had attended a meeting of the Zero Carbon Cumbria Partnership on cosy homes, the Borderlands group, Rural Services Network, the new Scaws Recreation Group and with CPRE on solar and heat pumps in rural areas.

Cllr Donald reported that he had attended a PACT event focusing on climate warming and the effect on human health, organised a Time to Talk event at Penrith Library and attended a Penrith Yards presentation.

Cllr Burgin reported that he had received positive feedback from a resident following the installation of two new seats in St Andrews.

PTC24/100 Reports from Members continued

Cllr Snell reported that she had met with Fellrunner Village Bus following a Council grant presenting them with a giant cheque for publicity purposes. Cllr Snell attended a meeting with Cumbria Wildlife Trust at Cold Springs Nature Reserve following the Communities Committee agreeing to fund two projects relating to a Wildlife Garden and Pond Platform and a meeting with Castletown Residents and Wetheriggs Football Club relating to the Castletown Community Centre.

Cllr D Jayson reported that he attended a meeting of the Climate Task and Finish Group which received a presentation on plans for Electric Vehicle Infrastructure in Penrith.

Cllr Kenyon reported that he attended a meeting of the Penrith Place Action Group and that there were plans to bring a modular bike Pump Track to Penrith. He had been promoting community transport

Cllr D. Smith reported that he had attended the 49th Anniversary Charter meeting of the Lions Club of Penrith where he reported to them that the Council would be donating all proceeds from the Penrith May Day event to the Lions Club of Penrith for 2025. Cllr. D Smith had also attended a meeting of the Climate Task and Finish Group which received a presentation on plans for Electric Vehicle Infrastructure in Penrith and had also attended the meeting with Cumbria Wildlife Trust at Cold Springs Nature Reserve following the Communities Committee donation.

PTC24/101 Resolutions

Members noted the Resolutions Report for matters completed from Full Council 13 January 2025.

PTC24/102 Grants

Members noted the report.

6.55pm – Cllr D. Jayson left the meeting.

PTC24/103 Council Champions

Members considered the report and recommendations contained within.

RESOLVED THAT:

- i. Council approved the protocol.
- ii. The Communities Committee develop the roles and role descriptions.
- iii. The role descriptions go forward to the Annual Meeting of the Town Council for approval.
- iv. At the Annual Meeting of the Town Council, appointments be made to Champion roles for the remaining two years of this Council as a pilot scheme with a review held in March 2027.
- v. The Communities Committee explore the feasibility of a roving pop-up café to introduce this new role to the community and enhance community engagement.

6.59pm – Cllr D. Jayson rejoined the meeting.

PTC24/104 May Day

Members considered the report and recommendations contained within.

RESOLVED THAT:

- i. The Event Plan be approved, noting that it continued to be a working document.
- ii. The event Risk Assessment be approved with minor amendments.
- iii. The criteria for the provision of mobile vendors to be allocated a pitch during the event was:
 - a) Location: The supplier must be based in Penrith Parish or the former district of Eden.
 - b) Number: Up to five to be invited to attend.
 - c) Variety: One of each type of supplier be invited to attend, except for ice cream vendors, in which case up to two will be permitted.
 - d) Site: That the location of the mobile vendors should not conflict with local business.
- iv. No event cancellation insurance to be taken out.

PTC24/105 Penrith BID Director Vacancy

Members considered the report and recommendations contained within.

Members were asked for a decision to appoint one Councillor to represent the Council on the Penrith BID board as a Director, and if members were minded to fill the role, to receive nominations and appoint a Councillor to the position

RESOLVED THAT:

Cllr Lawson be approved as a Director to represent the Council on the Penrith Business Improvement District.

PTC24/106 Matters from the Communities Committee

Members were asked to ratify the revised Civic Awards Scheme as approved by the Communities Committee at their meeting on 10 February 2025.

RESOLVED THAT:

The policy be ratified.

PTC24/107 Matters from the Finance Committee

Members were asked to ratify the approved matters a) to g) from the Council's Finance Committee from their meeting held on Monday 17 March 2025 which had been considered and approved by the members of the Council's Finance Committee. The Committee Chair requested that these matters be brought to the Full Council for ratification:

a) Budgetary Control Statement

Members were asked to ratify the Budgetary Control Statement for the period 28 February 2025.

RESOLVED THAT:

The budgetary control statement for the period 28 February 2025 be ratified.

b) Internal Audit Report

Members were asked to ratify the Internal Auditors Report for the period 01 April 2024 to 31 December 2024.

RESOLVED THAT:

That the Internal Audit Report for the period 01 April 2024 to 31 December 2024 be ratified and that officers be thanked for their work.

c) Fees and Charges 2025/26

Members were asked to ratify the proposed Fees and Charges for 2025/26 financial year.

RESOLVED THAT:

The proposed Fees and Charges for 2025/26 financial year be ratified.

d) Review of the System of Internal Control 2024/25

Members were asked to ratify the review of the Council's system of Internal Control for 2024/25.

RESOLVED THAT:

The review of the Council's system of Internal Control for 2024/25 be ratified.

e) Play Area Reserve

Members were asked to ratify a transfer from the Town Projects Budget to the Play Area Reserve.

RESOLVED THAT:

The transfer of £15,000 from the Town Projects Budget to the Play Area Reserve be ratified.

PTC24/107 Matters from the Finance Committee Continued

f) Flexible Working Policy

Members were asked to ratify the new policy.

RESOLVED THAT:

The Flexible Working Policy be ratified.

g) Cornmarket Area

Members were asked to ratify the charging arrangements.

RESOLVED THAT:

The charging arrangement of £900 be ratified.

PTC24/108 Training

Council acknowledged that the Councils Community Services Officer had successfully completed the Certificate in Local Council Administration qualification.

PTC24/109 Next Meeting

Members noted the next meeting was the Annual Town Council Meeting scheduled for Monday 19 May 2025 at 6.00pm, Unit 2, Church House, Friargate, Penrith.

PART II – PRIVATE SECTION

The following matters were considered exempt information as they relate to the financial or business affairs of any person (including the authority holding that information) and personal sensitive information relating to members of staff and commercial businesses.

PTC24/110 Meeting Period

Members received a proposal from the Chair for the meeting to be extended beyond two hours in accordance with Standing Order 3w.

RESOLVED THAT:

Members approved that the meeting be extended beyond two hours.

PTC24/111 Carleton Village Hall

Members considered the report and recommendations contained within. Members were asked to decide whether to continue or not to continue to express an interest in acquiring the village hall and were informed that if Council agrees to proceed that a business case will be prepared to be brought back to the next Full Council meeting.

RESOLVED THAT:

- i. The Council continues to express an interest in acquiring the Village Hall
- ii. A business case be brought to a future meeting of Full Council.

Cllr Burgin left the meeting at 20:03

PTC24/112 Borderlands Business Case

Members considered the report and recommendations contained within.

RESOLVED THAT:

- i. The business case be noted.
- ii. The signage be adopted as a Council asset.
- iii. Future maintenance of the signage would be provided if funding was agreed.
- iv. Delegated authority be given to the Economic Development Officer and Deputy Town Clerk to undertake the grant funded works and meet the grant funding conditions.
- v. Delegated authority be given to the Responsible Financial Officer and Solicitor to agree terms with Northumbria Council and Westmorland and Furness Council if the funding application is successful.
- vi. The terms of reference agreed on the 16th of January 2024 for the Borderlands Delivery Group be voided as Penrith Town Council were not required to be the accountable body for the Penrith Players project.

PTC24/113 Staff Matters

Members considered the report relating to a request for reasonable adjustments and its implications.

RESOLVED THAT:

The request be approved on the basis identified in the report.

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 Wednesday via office@penrithtowncouncil.gov.uk