



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 14 July 2025, at Unit 2, Church House, 19-24 Friargate, Penrith.

PRESENT

Cllr. Bowen	Pategill Ward	Cllr. B. Jayson	West Ward
Cllr. Holden	Carleton Ward	Cllr. D. Jayson	North Ward
Cllr. Jackson	North Ward	Cllr. Kelley	East Ward
Cllr. Shepherd	East Ward	Cllr. Lawson	Carleton Ward

Services & Contracts Manager

Community Services Officer

MINUTES FOR THE ORDINARY MEETING OF FULL COUNCIL

14 July 2025

PART I

PTC25/21 Apologies for Absence

Apologies for absence were received from Cllrs. Donald, Kenyon, Rudhall, Smith, Snell.

Cllrs. Burgin and Davies sent apologies after the meeting had commenced.

PTC25/22 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: 2 June 2025
- ii. Communities Committee: 9 June 2025
- iii. Finance Committee: 23 June 2025

b. Confirmation of Full Council Minutes

Members were asked to authorise the Chair to sign, as a correct record, the minutes of the Annual Meeting of Full Council held on 21 May 2025 and agree they be signed as such by the Chair.

RESOLVED THAT:

The Chair be authorised to sign, as a correct record, the minutes of the previous meeting for the 21 May 2025.

PTC25/23 Declarations of Interest and Requests for Dispensations

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

- i. Cllr Jackson declared a registrable interest in Item 14 Carleton Village Hall as he was a resident on the estate.
- ii. Cllr Kelley declared a registrable interest in Item 14 Carleton Village Hall as he was a resident on the estate.
- iii. Cllr Holden declared a registrable interest in Item 14 Carleton Village Hall as she was the ward member for Carleton.

PTC25/24 Public Participation

a) Public Representations

There were no representations from members of the public.

PTC25/24 Public Participation, continued

b) Reports from Westmorland & Furness Councillors.

Cllr Bell: Informed the meeting that:

Westmorland & Furness Council had recently installed new signage at Friargate Car Park.

Westmorland & Furness Council had additional funding secured for “lines and signs”, and Penrith Town Council Councillors can report any observed issues with signage and line markings through Westmorland & Furness Council’s online portal.

Penrith Place Action Group are to form a “Keep Penrith Tidy” group, and if Penrith Town Council Councillors observe any street recurring cleanliness issues in Penrith, they should feed this into Penrith Town Council’s representatives on the Penrith Place Action Group (Cllr Bowen & Cllr Kenyon).

PTC25/25 Excluded Item: Public Bodies (Admissions to Meetings) Act 1960

Members were asked to determine whether items 14 and 15 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, 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:

Items 14 and 15 be considered without the presence of the press and public, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 as the information contained within the reports is considered commercially sensitive and privileged legal information.

PTC25/26 Report from the Council Chair

Councillor Bowen, Council Chair and Penrith Mayor informed the meeting that she had attended the flag raising ceremony at Penrith Town Hall, delivered a speech to mark Armed Forces Week, the Enterprise Hub meeting at 2-3 Market Square, a grant visit to Penrith Cricket Club and the Team Autism CIC Show Case event and attended the Mayor of Kendal’s Civic Sunday event.

PTC25/27 Reports from Members

Members were invited to receive, give and note oral reports from Councillors regarding meetings that they have attended as representatives of the Town Council and matters of interest to the attention of the council for information or future discussion:

Cllr Holden reported that the construction of the Carleton Multi Use Games Area (MUGA) had commenced. She attended the Enterprise Hub meeting at 2-3 Market Square and a Road Resurfacing Scheme workshop hosted by Westmorland & Furness Council.

Cllr Shepherd reported that he had attended the Enterprise Hub meeting at 2-3 Market Square.

Cllr Kelley reported that he had attended the Enterprise Hub meeting at 2-3 Market Square and had also actioned reports from residents of a pedestrian safety issue at Woodberry Heights, which had resulted in the developer installing fencing alongside the footpaths on the estate.

Cllr D. Jayson reported that he had attended a meeting with Westmorland & Furness Council to progress the development of a Pump Track for Penrith.

Cllr Lawson reported that he supported the recent "Summer Saturday" Street Food event delivered by the Penrith Business Improvement District, emphasising the success of the event and that he had met with the police to discuss the issue of drugs on the Carleton Meadows estate.

Cllr B. Jayson reported that she and Cllr Bowen had met with the Happy Mums Foundation to discuss the possibility of the group returning to Penrith and had delivered leaflets to encourage residents to respond to Westmorland & Furness Council's 20mph speed limit proposal for Penrith consultation. Cllr. Jayson encouraged residents to voice their views in the parking consultation which closes on July 18th, the same day as the 20mph consultation. Cllr. Jayson informed the meeting the MP Tim Farron had visited Omega Proteins Penrith because villages on the other side of Penrith such as Greystoke, and Stainton are in his area of responsibility.

PTC25/28 Resolutions Report

Members noted the written report.

PTC25/29 Grants Report

Members noted the written report.

PTC25/30 May Day 2025 Review

Members were asked to consider the report and recommendations contained within.

RESOLVED THAT:

- i. The Penrith May Day 2025 Evaluation Report, be approved.
- ii. Penrith Town Council remain the lead body for the Penrith May Day Event.
- iii. A working group be appointed to review operational recommendations to assist in the delivery of May Day 2026. The membership was agreed as Council officers, Council Chair, Vice Chair the Chair of the Finance, Planning and Communities committee and Councillor Deb Holden.
- iv. The Councils Communities Committee have oversight and responsibility for events including May Day.
- v. The decision from Finance Committee 17 March 2025, to ratify for an Events Reserve be established to the value of £80,000 from the Council's General Reserves, for the delivery of events in Penrith be revoked, and instead:
 - a) A transfer of £23,258 from the General Reserve to the salaries budget for the recruitment, training, professional membership, salary for the remainder of the 2025/26 financial year and associated costs for an inhouse Events Officer, be approved.
 - b) A transfer of £15,000 from the General Reserve to the May Day event budget, noting that the Penrith BID had approved a grant of £5000 for the 2026 May Day event, be approved.
 - c) A transfer of £5,000 from the General Reserve to a create a new Events Development budget line be approved.
- vi. Officers be thanked for their work delivering the Penrith May Day event.

PTC25/31 Matters from Finance Committee

Ratify the budgetary control statement for the period to 31 May 2025

Members noted that this matter had been considered and approved by the members of the Council's Finance Committee from their meeting held on Monday 23 June 2025, and the Committee Chair, Cllr. Shepherd had requested that this matter be brought to the Full Council for ratification. Members were asked to ratify the budgetary control statement for the period to 31 May 2025.

RESOLVED THAT:

The budgetary control statement for the period to 31 May 2025, be ratified.

PTC25/32 Policy Review

Members considered the report and recommendations contained within.

RESOLVED THAT:

- i. The changes to the Financial Regulations be ratified.
- ii. The changes to the Procurement Policy be ratified.
- iii. The Climate and Environment Strategy 25-26 be ratified.
- iv. The Community Transport Policy be ratified.
- v. The amendments to Standing Orders be approved.
- vi. The Sexual Harassment Policy be approved.
- vii. The Councils commitment to the National Association of Local Councils Civility and Respect Pledge, be reaffirmed.
- viii. The amendments to the Emergency Plan, with proposed amendments be approved.

PTC25/33 Next Meeting

Members noted the next meeting of the Full Council was scheduled for Monday 29 September at 6.00pm, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

PART II Private Section

The following matters were considered exempt information as the information contained within the reports was commercially sensitive and privileged legal information.

PTC25/34 Carleton Village Hall

Members considered the report and recommendations contained within.

RESOLVED THAT:

Council does not proceed with the ownership of Carleton Village Hall and informs Persimmon Homes and Westmorland and Furness Council.

PTC25/35 Planning Committee - Town Centre

Members noted the Penrith Town Centre Public Realm Improvements Document and the potential priority list identified by members of the Planning Committee.

RESOLVED THAT:

The request from the Planning Committee for a transfer of £20,000 from the General Reserve to commission detailed plans and costings for projects identified as priority projects be approved.

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