



Penrith Town Council

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DRAFT Minutes of the Ordinary Meeting of Penrith Town Council held on Monday 26 January 2026, at 6.00pm, Unit 2, Church House, 19-24 Friargate, Penrith.

PRESENT

Cllr. Bowen	Pategill Ward	Cllr. Jackson	North Ward
Cllr. Burgin	South Ward	Cllr. Kelley	East Ward
Cllr. Deacon	South Ward	Cllr. Lawson	Carleton Ward
Cllr. Holden	Carleton Ward	Cllr. Shepherd	East Ward

Services & Contracts Manager

Community Services Officer

DRAFT MINUTES FOR THE ORDINARY MEETING OF FULL COUNCIL MONDAY 26 JANUARY 2026

PART I

PTC25/75 Apologies for Absence

Apologies were received from Cllrs Dippita, Donald, B Jayson, D. Jayson, Kenyon, and Rudhall.

Cllr Davies was absent without apologies.

PTC25/76 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:

Planning Committee: 12 January 2026.

b) Confirm Full Council Minutes

Members were asked to authorise the Chair to sign, as a correct record, the previous minutes of the meetings of Full Council, 15 December 2025.

RESOLVED THAT:

The Chair sign, as a correct record, the minutes of the meeting of Full Council held on 15 December 2025.

PTC25/77 Declarations of Interest and Requests for Dispensations

Members were asked to receive 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. None received.

PTC25/78 Public Participation

a) The Council received an emailed written question from a resident of Clifton as follows:

'I would like to know how the Coronation Gardens community asset registration was allowed to lapse and when will PTC be resubmitting the documentation to remedy this oversight and submit the extension of the Community Asset against Penrith Town Hall given that this is also due to expire shortly.'

The meeting was advised that:

Westmorland and Furness Council informed the Council that the asset of community value was removed from the register on the relevant expiry date, with restrictions being lifted from Land Registry. At that point, the Council would nominate the assets individually in order to request to reregister them. The Council would be considering this matter at a future Finance Committee meeting.

b) Reports from Westmorland & Furness Councillors.

Councillor P. Bell sent apologies.

Following the resignation of Councillor V. Taylor the Council thanked her for her service to the community in her time at both Eden District Council and Westmorland and Furness Council and wished her a healthy and happy retirement.

PTC25/79 Excluded Item: Public Bodies (Admissions to Meetings) Act 1960

Members were asked to determine whether any items 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:

Matter 14: Be considered in Part 2 private session as the matter related to the financial or business affairs of any particular person including the authority holding that information.

Matter 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 matter discussed personal data or information about individuals which was likely to reveal the identity of an individual, and the matter was confidential.

PTC25/80 Report from the Chair

Cllr Bowen, Council Chair and Penrith Mayor informed the meeting that a new Bloqx climbing unit had been installed at Pategill Park play area and that she attended a meeting of Pategill Tenants & Residents Association.

PTC25/81 Reports from Members

Members received and noted oral reports from Councillors regarding meetings that they had attended as representatives of the Town Council on outside bodies and matters of interest.

Cllr Holden reported that she had been liaising with Westmorland & Furness Council regarding issues of grounds maintenance along and adjacent to Carleton Hall Road.

Cllr Deacon reported that she had engaged with residents reporting issues of potholes and blocked drains on their behalf to Westmorland & Furness Council.

Cllr Kelley reported that he had been liaising with Westmorland & Furness Council regarding emergency vehicle access to Woodberry Heights through the bus gate. National guidelines require only Penrith Fire & Rescue to have a key to the bus gate, but it would be preferable if other emergency organisations could have access. Signs advising that Penrith Fire & Rescue have an emergency key to the bus gate had been installed.

PTC25/82 Resolutions Report

Members noted the Resolutions Report.

PTC25/83 Employer Recognition

Members noted that the Council successfully applied for to the Defence Employer Recognition Scheme Bronze Award having signed the Armed Forces Covenant in November 2025. The award recognises that the Council had pledged to be armed forces friendly and were open to employing veterans, and members of the armed forces community including spouses, cadet instructors, and reservists.

PTC25/84 Membership to Outside Bodies

Members noted that Health Watch West were contacted by the Council after the resignation of Hilary Snell asking if they wished PTC to appoint a replacement representative. Their forums are currently on hold, but the organisation identified that having a single point of contact for Penrith was invaluable for sharing and hearing community issues, and that a new contact would be appreciated. Members were asked to appoint a new representative.

RESOLVED THAT:

The matter was deferred to the next meeting of Full Council pending further information on the commitments of the role.

PTC25/85 Policy Review

Members considered the report and recommendations contained within

RESOLVED THAT:

The report and policies amendments be approved.

PTC25/86 Grants Report

Members noted the report.

PTC25/87 Next Meeting

Members noted that the next meeting of the Full Council was scheduled for Monday 30 March 2026 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 matters include information relating to the financial or business affairs of any particular person, third party grants and finances, terms of an agreement, and personal sensitive information relating to members of staff, These matters are in the opinion of the Town Clerk confidential and sensitive.

PTC25/88 Winter Droving

Members considered the report and the recommendations contained within.

RESOLVED THAT:

Eden Arts retain the Signature Events Grant for the Winter Droving 2025, and a further report for the 2026 event be brought to Full Council.

PTC25/89 Staffing Report

Members considered the report and recommendations contained within.

RESOLVED THAT:

Members approved the recommendations contained 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 9.00 am and 3.00 pm, Monday to Wednesday via office@penrithtowncouncil.gov.uk