



Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR
Tel: 01768 899 773 Email: office@penrithtowncouncil.gov.uk

DATE: 13 May 2026

NOTICE OF MEETING

MEMBERS OF THE FULL COUNCIL

Cllr. Bowen, Cllr. Burgin, Cllr. Davies, Cllr. Deacon, Cllr. Dippita, Cllr. Donald, Cllr. Holden, Cllr. Jackson, Cllr. B. Jayson, Cllr. D. Jayson, Cllr. R. Kelley, Cllr. Kenyon, Cllr. Lawson, Cllr. Rudhall, Cllr. Shepherd.

Are hereby summoned to attend the following meeting:

Meeting: The Annual Meeting of the Town Council & Mayor Making

Date: Monday 18 May 2026 at 19:15 to 20:00 after the rising of the Annual Town Meeting

Place: Unit 2, 19-24 Friargate, Penrith, Cumbria, CA11 7XR

Please inform the Clerk to the meeting if you are unable to attend.

Mrs V. Tunnadine, Town Clerk

Members of the public are welcome to attend. Details about how to attend the meeting remotely, and how to comment on an agenda item are available on the Town Council Website.

Please note that this meeting may be filmed for live or subsequent broadcast via the internet or social media. The Town Council does not record or live stream meetings. Penrith Town Council fully supports the principle of openness and transparency and has no objection to filming and reporting at its Full Council, and Committee meetings that are open to the public. Filming will only commence at the beginning of a meeting when the Chair opens the meeting with apologies and will finish when the meeting is closed or when the public may be excluded from an exempt item. The Chair has the power to control public recording and/or reporting to ensure it does not disrupt the meeting. Recording must be visible to anyone at the meeting and must not be edited and published in such a way as to impact upon the accuracy of the recording. You may not make an oral commentary during the meeting. You are asked to act reasonably, for example not to disrupt the meeting by using intrusive lighting and using flash photography. Please be mindful that members of the public may attend the meeting and may not consent to being recorded.

ANNUAL MEETING OF THE TOWN COUNCIL

&

MAYOR MAKING

18 MAY 2026

AGENDA

1. Election of the Town Mayor (Council Chair)

Elect the Town Mayor (Council Chair) and receive their signed declaration of acceptance of office at a later date if appropriate. The Mayor may make a statement to the meeting.

2. Elect the Deputy Town Mayor (Vice Council Chair)

Elect the Deputy Town Mayor (Vice Council Chair) and agree to receive their signed declaration of acceptance of office at a later date if appropriate. The Deputy Mayor may make a statement to the meeting.

3. Apologies

Receive apologies for absence.

4. Declarations of Interests and Dispensations

Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations).

5. Confirmation of the accuracy of the minutes of the last meeting of the Council and committees.

a) Receive and confirm the minutes of the meeting held on 16 March 2026 and authorise the Chair to sign the minutes.

b) Confirm the minutes of the last meetings of committees and authorise the Chair to sign the minutes:

- i. Communities Committee 23 March 2026.
- ii. Planning Committee 11 May 2026.
- iii. Finance Committee 27 April 2026.

6. Appointments to standing committees and elections of Chair for each committee.

Consider the report and recommendations contained within.

7. Appointment of representatives to outside bodies

Consider the report and recommendations contained within.

8. Date of the next meeting

Note that the next scheduled meeting of the Town Council will be held at 6:00pm on Monday 8 June 2026 at Unit 2, Church House, 19-24 Friargate, Penrith CA11 7XR.

General Power of Competence

The Town Council resolved from 15 May 2023, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

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 via: office@penrithtowncouncil.gov.uk



Penrith Town Council

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Tel: 01768 899 773 Email: office@penrithtowncouncil.gov.uk

ITEM 5a

DRAFT Minutes of the Ordinary Meeting of Penrith Town Council held on:

Monday 16 March 2026, at 6.00pm, Unit 2, Church House, 19-24 Friargate, Penrith.

PRESENT:

Cllr. Bowen, Cllr. Burgin, Cllr. Deacon, Cllr. Donald, Cllr. Holden,
Cllr. Jackson, Cllr. B. Jayson, Cllr. D. Jayson, Cllr. R. Kelley, Cllr Kenyon

Services & Contracts Manager

Community Services Officer

DRAFT MINUTES FOR THE ORDINARY MEETING OF FULL COUNCIL MONDAY 16 MARCH 2026

PART I

PTC25/90 Apologies for Absence

Apologies were received from Cllrs. Davies, Dippita, Lawson, Rudhall, and Shepherd.

PTC25/91 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: 2 February 2026 and 2 March 2026.
- ii. Communities Committee: 9 February 2026.
- iii. Finance Committee: 23 February 2026.

b) Confirm Full Council Minutes

Members were asked to authorise the Chair to sign, as a correct record, the previous minutes of the meeting of Full Council Monday 26 January 2026

RESOLVED THAT:

The Chair sign, as a correct record, the minutes of the meeting of Full Council held on Monday 26 January 2026.

PTC25/92 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.

PTC25/93 Public Participation

- a) The Council received one oral question from a representative of Penrith.Town and was informed that a written response would be provided. The question is appended to the minutes with the Council response at Appendix A.

PTC25/93 Public Participation continued

a) Reports from Westmorland & Furness Councillors.

None received.

PTC25/94 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 22: Be considered in Part 2 private session 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.

PTC25/95

Report from the Chair

Cllr Bowen, Council Chair and Penrith Mayor, informed the meeting that she had attended the Penrith Lions Club's 50th Anniversary Charter Lunch, presented the 2026 Penrith Community Awards to the category winners, met with Penrith Mountain Rescue Team following their successful Community Grant application, and gave a talk to Penrith Women's Institute on the Council's responsibilities and the role of the Penrith Mayor.

PTC25/96 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 B. Jayson informed the meeting she had met with The Happy Mums Foundation following their success with a Community Grant from Penrith Town Council.

Cllr Holden informed the meeting that she had attended a Penrith Action for Community Transition (PACT) "Re-wear Revolution" event and advised that the "Seedy Saturday" event would be taking place shortly.

Cllr D. Jayson informed the meeting that he had attended a meeting regarding the Pump Track project. He reported issues raised regarding handrails at Thacka Beck Field and advised he would follow this up. He reported resident feedback on the use of coloured lines for parking time restrictions and suggested this could be raised with Westmorland & Furness Council as a potential pilot for Penrith. He also noted ongoing discussions with Westmorland & Furness Council on improving shopfront signage in Penrith through relevant policies/schemes.

Cllr Donald informed the meeting that he had undertaken a litter pick and tidied the car park area between Sandgate and the Co-op.

Cllr R. Kenyon informed the meeting that he had recently visited Cold Springs and noted improvements including the pond platform and new path works. He also reported on Eden Rivers Trust activity, including tree planting, and noted progress on the Mail Click and Collect service board.

Cllr R. Kelley informed the meeting that he continued to pursue the matter of emergency vehicle access at Carleton Heights. He advised that he had recently met with the developers and had raised the need for clear details regarding the emergency access arrangements, including the gate.

Cllr Deacon informed the meeting that she had met with residents and noted that revitalising the town centre remained a key issue. She referred to discussions on bringing vacant properties back into use (including accommodation above shops) and the need for housing options for young people in the town.

Cllr Jackson informed the meeting that he had attended a meeting with Westmorland & Furness Council regarding shopfront signage and Local Plan matters. He also reported preliminary discussions on traffic improvements in the town, including a meeting with Westmorland & Furness Council and the Police regarding HGV movements over Castletown Bridge.

PTC25/97 Resolutions Report

Members noted the Resolutions Report and considered matters raised from:

a) **Resolution: PTC25/65**

RESOLVED THAT:

A letter be sent to the Member of Parliament to set up a meeting regarding emissions in Penrith.

b) **Resolution: PTC25/84**

No appointment be made to the Healthwatch Cumbria group as referenced in Resolution PTC25/84.

PTC25/98 Grants Report

- a) Members noted the report.
- b) Members considered the revised Grants Scheme.

RESOLVED THAT:

The amendments to the Community Grants Scheme Guidance, Application Form, Scoring Form and Monitoring Report for 2026- 2028 be approved.

PTC25/99 May Day

Members were asked to consider the report and approve the Penrith May Day Event Plan and Risk Assessment and noted that these documents were internal working documents.

RESOLVED THAT:

- i. The Event Plan for the Penrith May Day event 2026 be approved, noting that it remains a working document and may be subject to amendment ahead of the event.
- ii. The Event Risk Assessment for the Penrith May Day event 2026 be approved, noting that it remains a working document and may be subject to amendment as planning progresses.

PTC25/100 Community Governance Review Consultation

Members noted that the proposed number of councillors was to be increased from 15 to 17 as proposed by the Council and ward representations were Carleton (3), Penrith East (3), Penrith North (5), Pategill (1), Penrith South (2), and Penrith West (3).

Members noted the proposed recommendation to amend the boundary between Penrith and Yanwath & Eamont Bridge so that the residential area north of the river becomes part of Yanwath & Eamont Bridge and that the Town Clerk had sought the opinion of Yanwath & Eamont Bridge Council regarding this matter. The Clerk from Yanwath & Eamont Bridge Council had informed the Town Clerk that her Council supported the boundary change.

RESOLVED THAT:

The Council's support of the recommendations for Penrith be submitted.

PTC25/101 Wayfinding

Members considered and noted the report. Officers were thanked for the work on the project.

PTC25/102 Public Realm

Members considered and noted the report.

PTC25/103 Budgetary Control Statement 2025/26: 31 January 2026

Members were asked to ratify the budgetary control statement for the period.

RESOLVED THAT:

The budgetary control statement for the period be ratified.

PTC25/104 Internal Audit Report

Ratify the Interim Report by the Internal Auditor for the period 01 April 2025 to 31 December 2025.

RESOLVED THAT:

The Interim Report by the Internal Auditor for the period 01 April 2025 to 31 December 2025 be ratified and thanks be given to Officers for their work.

PTC25/105 Fees and Charges 2026/27

a) Members were asked to ratify the proposed fees and charges for 2026/27 financial year.

RESOLVED THAT:

The proposed fees and charges for 2026/27 financial year be ratified.

b) Ratify the fee of £900 to The Board and Elbow Public House for the use of the Cornmarket Area for outdoor hospitality in 2026 be ratified.

RESOLVED THAT:

The fee of £900 to The Board and Elbow Public House for the use of the Cornmarket Area for outdoor hospitality in 2026.

PTC25/106 Review of the System of Internal Control 2025/26

Members were asked to ratify the review of the Council's system of Internal Control.

RESOLVED THAT:

The review of the Council's system of Internal Control be ratified.

PTC25/107 Assertion 10 Digital and Data Compliance

Members noted Note the Assertion 10 Digital and Data Compliance Statement and the Penrith Town Council Data audit 2025/26.

Members were asked to ratify the GDPR Risk Assessment.

RESOLVED THAT:

The statement of compliance, Data Audit and GDPR Risk Assessment be ratified.

PTC25/108 Standing Orders

Members considered amendments to the Councils Standing Orders.

RESOLVED THAT:

The amendments to the Council's Standing Orders be approved.

PTC25/109 Meetings dates for 2026-2027

Members considered the proposed meetings dates for the next municipal year.

RESOLVED THAT:

The following meetings dates for the next municipal year be approved:

Full Council:

6:00pm – 8:00pm, Unit 2

- 8 June 2026
- 28 September 2026
- 30 November 2026
- 25 January 2027 PRECEPT
- 22 March 2027
- 17 May 2027 – Annual Town Meeting and Annual Meeting of the Council

Planning Committee:

5.15pm– 7:15pm, Unit 2

- 1 June 2026
- 6 July 2026
- 27 July 2026
- 7 September 2026
- 5 October 2026
- 2 November 2026
- 7 December 2027
- 11 January 2027
- 1 February 2027
- 1 March 2027
- 12 April 2027

PTC25/110 Meetings dates for 2026-2027 Continued

Communities Committee

5:15pm – 7:15pm, Unit 1 Board Room

- 29 June 2026
- 21 September 2026
- 23 November 2026
- 18 January 2027
- 15 February 2027

Finance Committee:

5.15pm– 7:15pm Unit 1 Board Room

- 22 June 2026
- 14 September 2026
- 09 November 2026
- 14 December 2026
- 22 February 2027
- 26 April 2027

PTC25/109 Next Meeting

Note the Annual Meeting of the Town Council is scheduled for Monday 18 May 2026 at 7:15pm after the rising of the Annual Town Meeting which commences at 6:00pm and is expected to close at 7:00pm, at Unit 2, Church House, Friargate, Penrith.

PART II Private Section

The following matter was considered exempt information as the matter included information relating to the financial or business affairs of any particular person, and personal sensitive information relating to members of staff. These matters are in the opinion of the Town Clerk confidential and sensitive.

PTC25/111 Staffing Report

Members considered the report and recommendations contained within.

RESOLVED THAT:

Members approved the recommendations contained within the report.

CHAIR:

DATE:

PTC25/93 Public Participation

“Is Penrith Town Council intending to submit a bid on behalf of Penrith for The UK Town of Culture?”

Response from Council

Thank you for your question made at Full Council on Monday 16 March 2026 which was noted. Penrith’s Expression of Interest to the UK Town of Culture 2028 is being considered by the Councils Communities Committee on Monday 23 March 2026.



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ITEM 5 bi

DRAFT Minutes of the meeting of the

COMMUNITIES COMMITTEE

Held on **Monday 23 March 2026**, at 5:15pm, the Board Room, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

PRESENT

Cllr Donald	North Ward
Cllr Jackson	North Ward
Cllr B. Jayson	West Ward

Community Services Officer
Events Officer

The Town Council resolved from 15 May 2023, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

DRAFT MINUTES FOR THE MEETING OF THE
COMMUNITIES COMMITTEE
MONDAY 23 MARCH 2026

PART I

CC25/63 Apologies For Absence

Apologies for absence was received from Cllrs Bowen, Kenyon and Lawson.

CC25/64 Minutes

Members were asked to authorise the Chair to sign, as a correct record, the minutes of Communities Committee held on Monday 9 February 2026 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 meeting of the Communities Committee held on Monday 9 February 2026.

CC25/65 Declarations of Interest and Requests for Dispensations

Members were asked to disclose their interests in matters to be discussed whether disclosable pecuniary or other registrable interest, and to decide requests for dispensations.

No declarations of interest were made.

CC25/66 Public Participation

Members noted that there were no questions or representations that had been received from members of the public prior to the meeting.

CC25/67 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:

- i. Item 18: Be considered in Part 2 private session as the matter was considered exempt information as it contained information relating to the formulation of confidential proposals and negotiations and matters that are, at this stage, draft and speculative.

CC25/67 EXCLUDED ITEM: Public Bodies (Admissions To Meetings) Act 1960 Continued

RESOLVED THAT:

- ii. Item 19: Be considered in Part 2 private session subject to approval at Item 12, as the matter was considered exempt information as it included draft bid / expression of interest material and related background information.

CC25/68 Resolutions Report

Members noted the report.

CC25/69 Communications Report

- a) Members noted the report.
- b) Members considered the report and the recommendations contained within.

RESOLVED THAT:

Penrith Town Council renew its contract with Granicus for the GovDelivery service for the period April 2026 to April 2027.

CC25/70 Climate & Environment Strategy Report

Members noted the report.

CC25/71 Communities Committee Workplan Report

Members noted the report.

CC25/72 Penrith May Day 2026

Members noted the verbal report.

CC25/73 Penrith Town Centre Greening 2026

Members considered the report and recommendations contained within.

RESOLVED THAT:

A financial contribution of £4,000 be approved to support Penrith BID's Town Centre Greening Project for 2026.

CC25/74 Town of Culture

Members considered the report and recommendations contained within.

RESOLVED THAT:

- i. An Expression of Interest be submitted for the UK Town of Culture 2028 by 31 March 2026
- ii. That the draft UK Town of Culture 2028 Expression of Interest document be considered in Part 2 private session.

CC25/75 Policy Review

Members considered the report and recommendations contained within.

RESOLVED THAT:

The Annual Town Meeting Procedure & Guidance be adopted.

CC25/76 The Great Penrith Picnic 2026

Members noted the verbal report.

CC25/77 Penrith Goes Orange

Members considered the report and the recommendations contained within.

RESOLVED THAT:

A financial contribution of £500 be approved towards the delivery of the Penrith Goes Orange event.

CC25/78 Armed Forces Events / Activities

Members considered the report and recommendations contained within.

RESOLVED THAT:

- i. Penrith Town Council support Westmorland & Furness Council's funding application for Armed Forces Day events.
- ii. Delegated authority be given to officers to liaise and partner with Westmorland & Furness Council to deliver any relevant Penrith Armed Forces Day events or activities.

CC25/79 Next Meeting

Members noted that the next meeting was scheduled for 29 June 2026 at 5:15pm, Board Room, 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 formulation of confidential proposals and negotiations, draft and speculative material, and draft bid / expression of interest documentation with associated background information.

CC25/80 Events Development 2027/28

Members noted the verbal report.

CC25/81 Town of Culture

Members considered the report and the recommendations contained within.

RESOLVED THAT:

The Expression of Interest for the UK Town of Culture bid be submitted by the deadline of Tuesday 31 March 2026, with delegated authority given to officers to make any further amendments required.

CHAIR:

DATE:

FOR INFORMATION FOR 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

Background Papers

Requests for the background papers to the Part I reports, excluding those papers that contain exempt information, can be made to the Town Clerk address overleaf between the hours of 9.00 am and 3.00 pm, Monday to Wednesday via office@penrithtowncouncil.gov.uk



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ITEM 5 bii

DRAFT Minutes of the meeting of the

PLANNING COMMITTEE

Held on **Monday 11 May 2026**, at 5:15 pm, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

PRESENT

Cllr Bowen	Pategill Ward
Cllr Holden	Carleton Ward
Cllr Jackson	North Ward
Cllr S Davies	West Ward
Cllr Lawson	Carleton Ward

Legal and Planning Clerk
Town Clerk

**DRAFT MINUTES FOR THE MEETING OF THE
PLANNING COMMITTEE
MONDAY 11 MAY 2026**

PART I

PL25/138 Apologies For Absence

Apologies for absence received from Councillor B Jayson, Councillor D Jayson, and Councillor C Shepherd.

PL25/139 Minutes

Members were asked to authorise the Chair to sign the Minutes of the previous meeting of the Planning Committee held on Monday 11 April 2026.

RESOLVED THAT:

The Chair sign, as a correct record, the minutes of the meeting of held on Monday 11 April 2026.

PL25/140 Declarations of Interest and Requests for Dispensations

Members were asked to disclose their interests in matters to be discussed whether disclosable pecuniary or other registrable interest, and to decide requests for dispensations. None received.

PL25/141 Public Participation

Members noted that there were no questions nor representations that had been received from members of the public prior to the meeting.

PL25/142 EXCLUDED ITEM: Public Bodies (Admissions To Meetings) Act 1960

The Chair proposed that two additional items, Public Realm Concepts and Wayfinding, be considered as late and urgent matters without the presence of the press and public, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960.

RESOLVED THAT:

Two additional agenda items to be considered in private session without the press and public as the items consider draft information for contractual discussions and commercially sensitive information.

PL25/143 Resolutions report

Members noted the report.

PL25/144 Planning Applications - Delegated Responses

Members noted the planning responses submitted by the Planning Clerk under delegated authority on behalf of the Committee between the scheduled meetings of the Committee:

Application Number	2026/0653/HOU
Location Address	40 Milner Mount Penrith CA11 8EZ
Proposal	Addition of a single storey front and side extension and a single storey rear extension.
Response	Supported

Application Number	2026/0669/TCA
Location Address	Lonsdale Villa, Fell Lane, Penrith CA11 8AA
Proposal	S211 Conservation Area tree works notification: T1 Beech - prune, T2 Oak Prune and T3 Yew - Prune.
Response	No comment, insufficient information to consider the application. Penrith Town Council was not a consultee and therefore no response was required.

Application Number	2026/0685/DISC
Location Address	John Beaty Transport Ltd Station View, Penrith CA11 0BX
Proposal	Application for the approval of details reserved by conditions 3 (sustainable surface water and 4 (sustainable drainage management and maintenance plan), attached to approval 2025/0249/FPA.
Response	No comment - Penrith Town Council was not a consultee and therefore no response was required.

Application Number	2026/0517/TCA
Location Address	41 Arthur Street, Penrith CA11 7TT
Proposal	S211 Conservation Area tree works notification T1 Damson - Fell to 1 metre stump.
Response	Supported, requested that the applicant replaces the felled tree with native tree or shrubs.

Application Number	2026/0740/TCA
Location Address	The Garth, Beacon Street, Penrith CA11 7TY
Proposal	S211 Notification; Conservation Area tree works: T1 Conifer - Fell.
Response	Supported, requested that the applicant replaces the felled tree with native tree or shrubs.

PL25/145 Planning Applications – for consideration

The Chair proposed that, going forward, the Planning Committee should only consider and respond on applications on which they are a consultee.

RESOLVED THAT:

The Planning Committee will in future only consider and respond on applications on which they are a consultee.

PL25/146 Planning Applications - Considered

Members considered the following applications which had been received, and which required a committee decision.

Application Number	2025/2162/FPA
Location Address	Milburn House, Bowscar Road, Bowscar, Penrith CA11 9NW
Proposal	Proposed micro-scale anaerobic digester including digester tank and containerised CHP unit.
Response	Support. Councillor Lawson declared that the property owners are known to him and removed himself from discussion.

Application Number	2026/0745/LBC
Location Address	6-8 Cornmarket, Penrith, CA11 7DA
Proposal	Listed Building Consent for alterations to shop front.
Response	Support.

Application Number	2026/0746/FPA
Location Address	6-8 Cornmarket, Penrith, CA11 7DA
Proposal	Alterations to shop front.
Response	Support conditional upon replacement frame being of wooden construction.

Application Number	2026/0681/LDPR
Location Address	Heather Lea, Bowscar, Penrith CA11 9NW
Proposal	Lawful Development Certificate for the proposed use of dwelling as a residential care home for up to two young people, with up to three members of staff during the day and up to two overnight.
Response	Support.

PL25/146 Planning Applications: For Consideration continued

Application Number	2026/0765/HOU
Location Address	39 Wordsworth Street, Penrith CA11 7QY
Proposal	Installation of an electric vehicle chargepoint on the front external wall of the dwelling, as part of Westmorland and Furness Council's EV Pavement Channel Trial.
Response	Support. Note that the Council's preference is that chargers are not installed on the front of properties for aesthetic reasons and are installed in a more discreet location, for example the side of a building. Councillor Bowen abstaining. It was agreed that the Planning Clerk will raise the following queries with Westmoreland and Furness Council: <ol style="list-style-type: none"> 1. How long does the Westmorland and Furness Council's EV Pavement Channel Trial run for? 2. Can they provide information on the outcome of the trial once completed?

Application Number	2026/0758/PASOLAR
Location Address	Greengill Farm, Greengill, Penrith CA11 8SE
Proposal	Prior Notification under schedule 2, part 14, class J, for the installation of solar panels to roof of farm building.
Response	No comment.

Application Number	2026/0238/FPA
Location Address	20-22 Great Dockray Penrith CA11 7DD
Proposal	Change of use of buildings previously used for storage to form 2no dwellings. Works comprise renovation and repair of fire damaged front section, and internal and external alterations including replacement roof coverings, windows, and doors.
Response	Support and request that the Conservation Officer's recommendations are implemented.

Application Number	2026/0239/LBC
Location Address	20-22 Great Dockray Penrith CA11 7DD
Proposal	Listed Building Consent to enable change of use of buildings previously used for storage to form 2no dwellings. Works comprise renovation and repair of fire damaged front section, and internal and external repairs and alterations including replacement roof coverings, windows, and doors.
Response	Support.

PL25/146 Planning Applications: For Consideration continued

Application Number	2026/0585/HOU
Location Address	93 Lowther Street Penrith CA11 7UW
Proposal	Installation of an electric vehicle chargepoint on the gable end wall of the dwelling, as part of Westmorland and Furness Council's EV Pavement Channel Trial.
Response	Support.

The following applications were received after the meeting agenda was published and it was agreed these would be considered by Councillors during the meeting.

Application Number	2026/0938/DISC
Location Address	Land between Inglewood Road and Centurion House, Penrith CA11 8QW
Proposal	Application for the approval of details reserved by condition 13 (sustainable drainage management and maintenance plan), attached to approval 22/0256.
Response	No comment.

Application Number	2026/0844/FPA
Location Address	The Salvation Army. 1 Hunters Lane, Penrith CA11 7UY
Proposal	Replacement of the existing timber double entrance doors with a single outward-opening automatic door and associated works to improve access.
Response:	<p>Salvation Army – support, conditional upon replacement door being of wooden construction.</p> <p>Councillor Lawson declared that:</p> <ol style="list-style-type: none"> 1. for two years while he was in post as Mayor, the Salvation Army was the Mayor's charity, and 2. he is a regular contributor to the foodbank run by the Salvation Army. <p>Councillor Davies declaring that she waters the Salvation Army garden.</p> <p>These declarations did not prevent the relevant Councillors from taking part in the discussion or voting.</p>

PL25/146 Planning Applications: For Consideration continued

Application Number	2025/1895/FPA
Location Address	Land at Carleton, Hill Road, Penrith CA11 8SW
Proposal	Change of use of agricultural land to dog training area (use class Sui Generis).
Response	No comment.
Application Number	2026/0730/LBC
Location Address	3 King Street, Penrith CA11 7AR
Proposal	Listed Building Consent for the replacement of rear entrance door.
Response	Support.

PL25/147 Next Meeting

Members noted that the next meeting was scheduled for Monday 1 June 2026 at 5:15pm, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

PART II PRIVATE SECTION

There were two further items in this part of the Agenda. The meeting agreed that the reasons that the items should be considered in private is that they involved the disclosure of exempt information under the following category of Part 1 of Schedule 12A of the Local Government Act 1972: draft information for contractual discussions and commercially sensitive information.

PL25/148 Public Realm Concepts

The Town Clerk provided an update report on the Public Realm the draft concepts as prepared by Manning Elliott.

RESOLVED THAT:

- i. Market Square: The curved bench from Concept 1 is moved into Concept 2. Otherwise, draft Concept 2 preferred.
- ii. Middlegate: draft Concept 2 preferred.
- iii. Burrowgate: draft Concept 3 preferred.

PL25/149 Wayfinding

Members received an oral update from the project working group by the Town Clerk: Members were informed that the map design, location of signage and slat referencing was coming to committee as a late and urgent matter to allow the Council to respond to a deadline from the contractor.

i. Wayfinding Map

RESOLVED THAT:

- a) Provide a smaller map to reflect the map image considered by the committee.
- b) The map is accessible and clear for individuals with dyslexia.
- c) Names of important places should be bold and clearer for Railway Station, Castle Park, Penrith Castle, supermarkets, Penrith Playhouse Theatre, St. Andrews Church, the bandstand, Town Hall, TIC and Museum, Penrith Bus Station.
- d) Remove text boxes and buildings apart from the Musgrave Monument.
- e) Remove places of worship.
- f) Remove bus stops and numbered routes.
- g) Remove hotels and pubs.
- h) Remove ATM's
- i) Each map must have – You are here.
- j) Add car parking.
- k) Add toilets.

ii. Totems

RESOLVED THAT:

The draft location and naming of Totems 1 to 14 are approved.

iii. Fingerposts

RESOLVED THAT:

The draft location of the finger posts and naming for Fingerposts 1 to 17 are approved.

PL25/149 Wayfinding Continued

iv. Slats

RESOLVED THAT:

The following places are used for wayfinding on the finger post slats:

- a) Town Centre
- b) Railway station
- c) Castle Park
- d) Theatre
- e) St Andrews
- f) Bus Station
- g) Town Hall
- h) Leisure Centre
- i) New Squares
- j) Museum

CHAIR:

DATE:

FOR THE ATTENTION OF PLANNING COMMITTEE AND FOR INFORMATION ALL MEMBERS OF THE TOWN COUNCIL

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Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR

Tel: 01768 899 773 Email: office@penrithtowncouncil.gov.uk

DRAFT Minutes of the meeting of the

FINANCE COMMITTEE

ITEM 5biii

Held on Monday 27 April 2026, at 5.15pm.

PRESENT

Cllr. Burgin	South Ward	Cllr. Kenyon	North Ward
Cllr. Jackson	North Ward	Cllr. Rudhall	East Ward
Cllr. D. Jayson	North Ward	Cllr. Shepherd	East Ward

Responsible Finance Officer
Services and Contracts Manager

The Town Council resolved from 15 May 2023, until the next relevant Annual Meeting of the Council, which having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

**DRAFT MINUTES FOR THE MEETING OF
FINANCE COMMITTEE
27 APRIL 2026**

FIN25/90 Apologies for Absence

Apologies for absence were received from Cllr Lawson.

FIN25/91 Confirmation of the Minutes

Members authorised the Chair to sign the Minutes of the Meeting of the Finance Committee held on Monday 23 February 2026.

FIN25/92 Declarations of Interest and Requests for Dispensations

Members were asked to disclose their interests in matters to be discussed whether disclosable pecuniary or other registrable interest, and to decide requests for dispensations. There were no declarations of interest and requests for dispensations.

FIN25/93 Public Participation

Members received one oral question from a member of the public:

‘When are we going to stop growing/paying staff for a small return on our town council tax and get value for our money?’

The member of the public was informed that a written response (as appended) would be provided after the meeting.

FIN25/94 Excluded Item: Public Bodies (Admission to Meetings) Act 1960

Members considered whether any items on the agenda should be considered without the press and public, pursuant to Section 1 (2) of the Public Bodies (Admissions to Meetings) Act, 1960 and agreed that there were no items to be considered without the press or public.

RESOLVED THAT:

Item 22 Staffing Report be considered in Part Two, private session without the presence of the press and public as this item of business related to the financial and personal affairs of a particular person, in this instance members of staff.

Item 23 Asset Transfer Carleton Park be considered in Part Two, private session without the presence of the press and public as this item of business related to policy or the internal business of the Council which are for discussion with Westmorland and Furness Council and involves negotiations relating to land or acquisition of land.

FIN25/95 Resolutions Report

Members received and noted the Resolutions Report.

FIN25/96 Payments for Approval

- a) Members noted that prior to the meeting, Cllr. Burgin and Cllr. D. Jayson verified and confirmed that the banking transaction history for February and March 2026 reconciled and agreed with the transactions circulated with the meeting documents.
- b) Members were asked to agree the two Councillors to undertake the payments for approval checking for the next meeting of the Finance Committee to be held on the 22 June 2026.

RESOLVED THAT:

Cllr Jackson and Cllr Shepherd check the payments for approval prior to the meeting of the Finance Committee on the 22 June 2026.

- c) Members considered the Monthly Report of Payments for February and March 2026.

RESOLVED THAT:

The Monthly Report of Payments for February and March 2026 be approved.

FIN25/97 Bank Reconciliation

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 28 February and 31 March 2026.

RESOLVED THAT:

The Bank Reconciliation for the HSBC Bank account for the period ending 28 February and 31 March 2026 be approved and signed by Cllr. Shepherd.

FIN25/98 Finance Outturn Report – Year Ended 31 March 2026

Members considered the Finance Outturn Report for the financial year ending 31 March 2026.

RESOLVED THAT:

The Finance Outturn Report for the financial year ending the 31 March 2026 be approved and go forward to Full Council where it be recommended to be accepted and ratified.

FIN25/99 Governance and Accountability for Smaller Authorities

Members noted the publication of the Smaller Authorities Proper Practices Panel Practitioners Guide 2026 which is mandatory for 2026/27.

FIN25/100 Asset Register 2025/26

Members reviewed the Asset Register at 31 March 2026 noting that the statements show the full asset register and a reconciliation of transactions in 2025-26. For accounting purposes, assets have been valued in accordance with the Council's Valuation Policy and total £197,230.84; this figure is summarised in the AGAR Accounting Statements. The insurance value for the same assets is £974,014.

FIN25/100 Asset Register 2025/26, continued

RESOLVED THAT:

The Asset Register as of 31 March 2026 be approved and go forward to Full Council for ratification.

FIN25/101 Internal Audit 2025/26 and 2026/27

a) Members received the final report by the Internal Auditor for the financial year ending 31 March 2026.

RESOLVED THAT:

- i. The Internal Auditors Final Report for the year ending 31 March 2026 go forward to Full Council where it be received and noted.
- ii. Officers be thanked for their work in preparation for the audit.

b) Members considered the review of effectiveness of internal audit provision during 2025/26.

RESOLVED THAT:

The review of effectiveness of internal audit provision during 2025/26 be approved and it was confirmed that the function had operated effectively during 2025/26 and this go forward for approval by Full Council.

c) Members considered the reappointment of the of the Internal Auditor for 2026/27.

RESOLVED THAT:

Mrs G. Airey be reappointed as the Internal Auditor to the Council for 2026/27 and this go forward to Full Council for ratification.

FIN25/102 Review of the System of Internal Control

Members noted that the Town Council must carry out an annual review of the effectiveness of the system of internal control prior to the completion of the Annual Governance Statement. A full review was carried out by this Committee on the 23 February 2026 and ratified by Council on the 16 March 2026. The review confirmed that the Council's system of internal control is effective; the review of the effectiveness of internal audit provides further support for that assessment.

FIN25/103 Annual Governance Statement 2025/26 (Section 1 of the Annual Governance and Accountability Return

Members reviewed the Annual Governance Statement 2025/26 prior to its approval by Full Council.

RESOLVED THAT:

The Annual Governance Statement Section 1 of the Annual Governance and Accountability Return (AGAR) go forward to Full Council for approval.

FIN25/104 Annual Governance and Accountability Return (AGAR) 2025/26 Accounting Statements

Members reviewed the Accounting Statements 2025/26 (Section 2 of the AGAR) and considered the proposed period for the Exercise of Public Rights.

RESOLVED THAT:

- i. The Accounting Statements 2025/26 (Section 2 of the AGAR) be recommended to go forward to Full Council for approval.
- ii. The proposed period for the Exercise of Public Rights be from Wednesday 10 June 2026 to Tuesday 21 July 2026 and this go forward to Full Council for approval.

FIN25/105 Work Plan

Members noted the Finance Committee work plan progress for the period 01 April 2025 to 31 March 2026.

FIN25/106 Policy Review

Members reviewed the Disciplinary Policy, Amended Written Particulars and Expenses Policies.

RESOLVED THAT:

The following policies be approved with suggested amendments and go forward to Full Council for ratification:

- i. The Disciplinary Policy
- ii. Amended Written Particulars
- iii. Expenses Policy (Employees)
- iv. Expenses Policy (Members)

FIN25/107 New Seat Request

Members considered a request from a member of the public for the installation of a new seat on Friargate.

RESOLVED THAT:

The purchase and installation of a new seat on Friargate be approved and funded from the seats budget subject to receiving consent from Westmorland and Furness Council.

FIN25/108 Training

Members noted that the Town Clerk has successfully completed the SLCC's training for internal auditing, Principle of Internal Auditing Local Councils and requested that their congratulations be recorded.

FIN25/109 Fairhill Play Area

Members received and noted a Single Source Procurement justification for the installation of health and safety improvements at Fairhill Play Area.

FIN25/110 Next Meeting

Members noted that the next meeting of the Finance Committee was scheduled for **Monday 22 June 2026, 5.15pm** [which will be confirmed at the Annual Town Council Meeting on 18 May 2026] at Penrith Town Council Office, Board Room, Unit 1, Church House.

PART II PRIVATE SECTION

The following matters were approved as exempt information.

FIN25/110 Staffing Report

Members considered the Staffing Report.

RESOLVED THAT:

The Meetings and Events Attendance Allowance Policy be approved.

FIN25/111 Asset Transfer Carleton Park

Members considered the report.

RESOLVED THAT:

A letter be sent to Westmorland and Furness Council stating the Council's preferences for progressing the asset transfer of Carleton Park.

CHAIR:

DATE:

FOR ATTENTION FOR ALL MEMBERS OF FINANCE COMMITTEE AND FOR INFORMATION TO THE TOWN COUNCIL

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Appendix A – Public Participation Council Response

Further to your question which was raised at a meeting of the Council's Finance Committee on 27 April 2026 I herein provide the Council's reply.

The staff establishment has all been approved by Council. Employees are employed under the National Joint Council (NJC) contract of employment, and the Council has adopted the pay scales set by the National Joint Council for Government Services.

Employees may receive an annual salary increase following confirmation of the nationally agreed pay agreement.

Council has resolved at a meeting held on the 16 March 2026 to progress with the recruitment of a Council Support Officer. This new role has been created following the resignation of two employees as of the 31 March 2026.

In respect of Value for Money the Council has an approved policy which I have attached for your attention and supports the Council's approach to Procurement which I have also attached for your information.

The Council's Finance Committee has specific responsibilities for financial management, policy and control and has an approved and published budget process.

The Council delivers the priorities that are identified in the Business Plan (<https://www.penrithtowncouncil.gov.uk/key-documents/>). Work plan reporting and resolution reports inform Council of the progression of their decisions.

Should you have any further questions or wish to discuss any matter relating to the Council please make an appointment to call in and see the officers

MEETING: ANNUAL MEETING OF THE TOWN COUNCIL

DATE: 18 May 2026

REPORT: Committee Appointments 2026-27

AUTHOR: TOWN CLERK

ITEM NUMBER: 6

PUBLIC REPORT

1. Recommendations/ Decision Required:

That Council approves the appointments and recommendations detailed in this report at section 3d.

2. Council Plan Priorities

This matter aligns with Council priorities and Standing Orders.

3. Report Details:

- a) Annually the Council reviews membership of the Communities Committee and Planning Committee.
- b) Membership of the Finance Committee is fixed for the term of the Council with the Chair being approved annually.
- c) It is recommended that in the final year of the term of this Council the committee memberships, and Chair roles remain unchanged for completion of projects and consistency with the exception of Councillor Dippita acting as Standing Deputy to the Planning and Communities Committee.
- d) **Appointments recommended:**

PLANNING COMMITTEE

- Cllr. Jackson – Chair
- Cllr. Holden – Vice Chair
- Cllr. Bowen
- Cllr. Davies
- Cllr. B Jayson
- Cllr. D. Jayson
- Cllr. Lawson
- Cllr. Shepherd

Standing Deputy:

- Cllr. Dippita

COMMUNITIES COMMITTEE

- Cllr. B. Jayson – Chair
- Cllr. Jackson – Vice Chair
- Cllr. Bowen
- Cllr. Donald
- Cllr. Kenyon
- Cllr. Lawson

Standing Deputies

- Cllr. Davies
- Cllr. Dippita

FINANCE COMMITTEE

- Cllr. C Shepherd – Chair
- Cllr. Lawson – Vice Chair
- Cllr. Burgin
- Cllr. Jackson
- Cllr. D. Jayson
- Cllr. Kenyon
- Cllr. Rudhall

Implications

4. Legal : General Power of Competence

The Town Council resolved from 15 May 2023, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

5. Resources

None identified.

6. Equality & Diversity

None identified.

7. Biodiversity & Climate Change

None identified.

8. Risks and Other Considerations

None identified.

9. Background Information

Note: The Town Mayor and Deputy Town Mayor are ex-officio members of every committee.

MEETING: ANNUAL MEETING OF THE TOWN COUNCIL

DATE: 18 May 2026

REPORT: Appointment of representatives to outside bodies

AUTHOR: Town Clerk

ITEM NUMBER: 7

PUBLIC REPORT

1. Recommendations/ Decision Required:

- a) It is recommended that council approves the nominations detailed in Appendix A.
- b) It is recommended that in the final year of the term of this Council the appointments to external bodies remain unchanged for consistency.

2. Council Plan Priorities

This matter aligns with Council priorities and Standing Orders.

3. Report Details:

- a) The Town Council appoints representatives to several external organisations.
- b) For some of the appointments the Member may sit as a committee member (or similar) on the organisation whilst for others the appointment is to act as the Council's representative at meetings.
- c) The Council allocates time at each Full Council meeting for those appointed to external bodies to report to the Council on attendance at meetings.

Implications

4. Legal: General Power of Competence

The Town Council resolved from 15 May 2023, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

5. Resources

None identified.

6. Equality & Diversity

None identified.

7. Biodiversity & Climate Change

None identified.

8. Risks and Other Considerations

None identified.

Proposed representatives to external bodies and community organisations and informal groups in 2026-27

Organisation	Members Appointed
106 Partnership	Cllr. Burgin, Cllr. Kenyon
A66 Community Liaison Group	Cllr. Shepherd
Cumbria Association of Local Councils (CALC)	Cllr. Holden, Cllr. D. Jayson
Penrith Action for Community Transition (PACT)	Cllr. Holden
Penrith and Eden Refugee Network	Cllr. Kenyon
Rural Market Town Group – Members	Cllr. Burgin, Cllr. Donald
Penrith Place Action Group (new – 2 members)	Cllr. Bowen, Cllr Kenyon.
Borderlands Town Team & Town Hall Steering Group (3 – members)	Cllr. Rudhall, Cllr. Jackson, Cllr. D. Holden
Zero Carbon Cumbria Partnership	Cllr. D. Jayson
Asset Transfer Lead	Lead Member Cllr. Shepherd.
Recovery College	Cllr. Donald
Friends of Eden Valley Public Transport	Cllr Kelley
Neighbourhood Policing Team	Cllr. B. Jayson

AGENDA END

FOR THE ATTENTION OF ALL MEMBERS OF THE TOWN COUNCIL

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