



Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR
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DRAFT Minutes of the Ordinary Meeting of Penrith Town Council held on Monday 17 July 2023, at 6.00pm at Unit 2, Church House, Friargate, Penrith CA11 7XR.

FULL COUNCIL MEMBERSHIP

Cllr. Bowen	Pategill Ward	Cllr. Kenyon	North Ward
Cllr Holden	Carleton Ward	Cllr. Lawson	Carleton Ward
Cllr. Jackson	North Ward	Cllr. Smith	South Ward
Cllr. B. Jayson	West Ward	Cllr. Snell	West Ward
Cllr. D. Jayson	North Ward	Cllr. J. Thomson	West Ward

Services and Contract Manager
Deputy Town Clerk
Economic Development Officer
Community Services Officer

**Draft MINUTES FOR THE
ORDINARY MEETING OF FULL COUNCIL
17 JULY 2023**

PTC23/22 Apologies for Absence

Apologies for absence were received from Cllrs. Burgin, Donald, Rudhall and Shepherd.

PTC23/23 Confirmation of Full Council Minutes

Members were asked to authorise the Chair to sign, as a correct record, the minutes of the Annual Town Council Meeting held on Monday 15 May 2023.

RESOLVED THAT:

The minutes be approved and the Chair sign the minutes.

PTC23/24 Declaration of Interest and Requests for Dispensations

Members were invited to provide declarations by Members 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. The following declarations were made:

- i. Councillor Snell declared a registrable interest in Item 6 Co-option as her partner was one of the candidates.
- ii. Councillor Jackson declared a pecuniary interest in Item 9 – Stagecoach Bus Service as he would be a potential user of the service in September. He declared he would make a short presentation then take no part in the discussion or decision thereon.

PTC23/26 Public Participation

a) Public Representations

Members noted that no questions or representations had been received from members of the public.

b) Reports from Westmorland and Furness Councillors

Members received the following reports:

Cllr Bell informed the meeting that she had been undertaking ward walks and was willing to extend future invites to town councillors in the Penrith North and East wards. She encouraged members to get in touch with their Westmorland and Furness Councillor and urged people to report any highway issues or concerns via the online HIAMS system.

Cllr Taylor reported that dropped kerbs are being reported as an issue in her ward.

PTC23/27 Excluded Item: Public Bodies (Admissions to Meetings) Act 1960

Members considered 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.

RESOLVED THAT:

Items 23 and 24 relating to Staffing Matter be considered in Part Two, private session without the presence of the press and public as these items of business relate to the financial affairs and personal and sensitive information relating to individual members of staff.

PTC23/28 Co-option of vacant seat after Full Council elections.

Members considered two applications for co-option to Penrith East Ward following the vacancy after the elections in May.

The co-optees were invited to make representation to the meeting.

Members requested to consider the details on the application form which included personal sensitive data, and the meeting moved in to private session with the press and public asked to withdraw from the meeting. After the discussion, the press and public returned to the meeting.

RESOLVED THAT:

- i. a ballot be held to co-opt, and
- ii. David Knaggs be co-opted as Councillor for Penrith East Ward.

Cllr Thomson left the meeting.

PTC23/29 563 Bus Service

Members noted the report.

PTC23/30 Penrith Environmental Task and Finish Group

Motion by Councillor Jayson

Seconded by Councillor Bowen

The Council are aware of significant environmental issues related to industry and traffic in and around Penrith that are of concern to residents. By bringing together an informal Penrith Environmental Task and Finish Group presents an opportunity to investigate, discuss and consider options and measures to reduce and mitigate against noise, carbon, mineral, nitrates and odour emissions to improve the quality of life, health (including mental) and well-being of Penrith residents, visitors and workers and the natural environment.

Members were asked to approve the terms of reference for a new Penrith Environmental Task and Finish Group

RESOLVED THAT:

The Council approved the terms of reference for the Penrith Environmental Task and Finish Group.

PTC23/31 Stagecoach Bus Service

Councillor Jackson gave a short presentation on the background to the report.

Moved by Councillor Lawson

Seconded by Councillor B. Jayson

The Council is being informed that the Number 2 town bus is to be discontinued by its operator Stagecoach. This bus serves Penrith West and Penrith North and is used by pupils of North Lakes School in getting to and from said school. This is a public bus but used primarily to facilitate the school run and is chaperoned by an adult funded by North Lakes School.

A petition, at time of writing this motion, has attracted more than three hundred signatures seeking to reverse this withdrawal of service.

A North Lakes School survey of parents has received a record response, totalled roughly a quarter of the entire parental body and represented the vast majority, if not all, of the current users of the service. The survey respondents overwhelmingly supported the retention of the service.

North Lakes is a junior school serving years 3-6, situated in the South of Penrith. It is heavily fed by the graduating pupils of the infant school Brunswick, which serves reception, years 1 and 2 and is one of two schools serving northern Penrith. As a result, pupils in the north of the town going to Brunswick have a longer journey to school in the second half of their primary education. Families with multiple children of primary age may need to make a journey to two schools at almost the same time.

Members are asked to resolve:

- i. The Chair of the Council write to Stagecoach expressing disappointment in the decision to withdraw the Number 2 service and offering to engage in dialogue to explore opportunities to continue the service.
- ii. To engage with school and parental representatives of North Lakes; Westmorland & Furness Council; existing community public transport groups; Stagecoach; and other possible providers to explore alternative provision of bus services.
- iii. Give delegated authority to officers to engage with North Lakes School.

RESOLVED THAT:

- i. The Chair of the Council write to Stagecoach expressing disappointment in the decision to withdraw the Number 2 service and offering to engage in dialogue to explore opportunities to continue the service.
- ii. The Council engages with school and parental representatives of North Lakes School; Westmorland & Furness Council; existing community public transport groups; Stagecoach; and other possible providers to explore alternative provision of bus services.
- iii. Delegated authority be given to officers to engage with North Lakes School.

PTC23/32 Report from the Council Chair

Members noted the duties undertaken by or on behalf of the Town Mayor. The Mayor reported that he attended the Penrith Lions Club Charter lunch, the NHS 75th year celebration at Carlisle Cathedral, the unveiling of new artwork in the indoor market and attended the Omega Proteins fact finding visit that had been convened by a Westmorland and Furness Councillor. He reported that the visit set out how the plant operates and confirmed that odour complaints had increased recently as confirmed at the visit. The key message is that members of the public should report odour complaints to the Environment Agency hotline number of 0800 80 70 60.

PTC23/33 Reports from Members

Members received and noted the following oral reports from Councillors:

Cllr Snell reported that she had attended the Penrith and Eden Refugee Network (PERN) meeting and also reported that some refugees have been granted leave to stay in the UK. She had attended the Eden Health and Wellbeing forum and is now a representative on the LGBTQ+ subgroup which is in the process of receiving funding support from Westmorland and Furness Council.

Cllr Bowen reported that she had liaised with the Cumbria Wildlife Trust and a local resident to facilitate a discussion to include mobility access to the new Carleton Nature Reserve.

Cllr Kenyon reported highway issues at Graham Street and raised concerns about fly tipping at the Morrisons Recycling Centre and suggest that Westmorland and Furness Council consider these matters.

Cllr Holden reported that she had attended a meeting of the Carleton Park Recreation Group who were aiming to raise funds for a new Multi Use Games Area.

Cllr Jackson reported that he had received the minutes from the Friends of Eden Valley Transport group.

Cllr D. Jayson reported that he was attending a meeting to discuss the removal of the new foundation plinths at Penrith Cemetery and reinstatement of the grass to its former condition.

PTC23/34 Resolutions Report

Members noted the report.

PTC23/35 Finance Committee

Members considered the approved recommendations from the Council's Finance Committee from their meeting held on Monday 26 June 2023. The Committee Chair had requested that these matters be brought to the Full Council for ratification:

a) Budgetary Control Statement 2023/24: 31 May 2023

Ratify the budgetary control statement for the two-month period to 31 May 2023.

RESOLVED THAT:

The budgetary control statement to 31 May 2023 be ratified.

b) Lead Members for Devolution

Ratify Cllrs Jackson and Shepherd to act as lead and deputy lead Members for devolution and transfer of assets amending the representation to Outside Bodies accordingly.

RESOLVED THAT:

Cllrs Jackson and Shepherd act as lead and deputy lead Members for devolution and transfer of assets and the representation to Outside Bodies be amended be ratified.

c) Terms of Reference – Carleton Village Hall Task and Finish Group

Ratify the Terms of Reference for the Carleton Village Hall Task and Finish Group.

RESOLVED THAT:

The Terms of Reference for the Carleton Village Hall Task and Finish Group be ratified.

PTC23/36 Draft Neighbourhood Plan Update

Members noted the report.

PTC23/37 Borderlands Update

Members noted the report.

PTC23/38 Penrith Arts and Culture Update

Members noted the report.

PTC23/39 Grants

Members noted the report.

PTC23/40 Scheme of Delegation – Planning Committee

Terms of Reference

Members were asked to ratify the amendments to the Terms of Reference for the Planning Committee as recommended by that Committee at their meeting held on 23 June 2023.

RESOLVED THAT:

The amendments to the Terms of Reference for the Planning Committee, increasing the membership from six to eight be ratified.

PTC23/41 Outside Bodies

Members were asked to consider representation to the Friends of Eden Valley Public Transport and were asked to receive nominations and appoint Members.

RESOLVED THAT:

Cllr Jackson be appointed as the Councils representative to the Friends of Eden Valley Public Transport Group with Cllr V Bowen appointed as the standing deputy and that the representation to Outside Bodies be updated.

PTC23/42 St Andrews War Memorial

Members considered a proposal to install a sandstone plinth surrounding the base of the St Andrews War Memorial.

RESOLVED THAT:

- i. the installation of a sandstone plinth at the St Andrews War Memorial be approved;
- ii. the Services and Contracts Manager develop the scheme including agreeing a design for the plinth, obtaining quotations and investigating and applying for any consents required; and
- iii. A further report be presented to the Finance Committee setting out the budgetary implications.

PTC23/43 Planning Applications for Consideration

Members considered the following application which had been received and which required a decision prior to the next meeting of the Planning Committee. Further information could be found on the Westmorland and Furness Council Website <https://plansearch.eden.gov.uk/fastweb/> by inserting the appropriate planning reference number:

Planning application number:	23/0441
Site address:	STATION VIEW PENRITH CA11 0BX
Description:	Formation of an HGV fuel bunkering site including associated operations.

RESOLVED THAT:

A response be returned to W&F OBJECTING to the application on the following grounds:

1. additional HGV movements will be generated and will exacerbate the problems at J40. No transport assessment has been provided with the application showing the expected vehicle numbers, how the impact of any heavy goods vehicles accessing the site will be minimised and the impact of the development on the local highways network.
2. the application contains no information about the capacity of the fuel storage tank and includes no bunding for the containment of spillages. Due to the nature of the facility, a full volume containment wall should be included as well as the ACO channel to prevent any spillages and leaks as the site is near a water course and adjacent to the M6.
3. Due to the nature of the application, there is concern about possible safety issues which have not been addressed. An incident plan should be provided and approved by the appropriate authorities for spillages and fire. The site is in close proximity to power transmission lines and the M6 so responses from National Highways, the National Grid and the Fire Service are essential.
4. The proposed spillage separator must comply with environmental discharge requirements and should additionally have either automatic shutdown or secondary catchment should the discharge monitoring device fail or the quality of the water falls below the standard required.
5. The issues of light and fuel odour for the site have not been addressed.
6. The proposed signage is large (21ft high). No information is included about the signage, including materials, lighting, and the effect on the amenity of the locality which is in open countryside. To accord to Policy EC5 of the Eden Local Plan proposals for signage in open countryside should not be illuminated and use existing measures of support where possible.
7. Additional landscaping using native trees and/or shrubs should be included around the site as a whole and not just on the spoil to the south of the site.

PTC23/44 Next Meeting

Members noted the next meeting of Council was scheduled for Monday 25 September 2023 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.

PTC23/45 Staffing Matter

Members noted the written report.

PTC23/46 Staffing Matter

Members resolved that Mr Ian Parker be designated Acting Town Clerk and approved the other recommendations contained within the written report.

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

CHAIR:

DATE: