



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 Ordinary Meeting of Penrith Town Council held on Monday 25 September 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. Burgin	South Ward	Cllr. Knaggs	East Ward
Cllr. Donald	North Ward	Cllr. Lawson	Carleton Ward
Cllr. Holden	Carleton Ward	Cllr. Rudhall	East Ward
Cllr. Jackson	North Ward	Cllr. Shepherd	East Ward
Cllr. B. Jayson	West Ward	Cllr. Smith	South Ward
Cllr. D. Jayson	North Ward	Cllr. Thomson	West Ward

Acting Town Clerk
Deputy Town Clerk
Economic Development Officer
Solicitor

**Draft MINUTES FOR THE
ORDINARY MEETING OF FULL COUNCIL
25 SEPTEMBER 2023**

PTC23/47 Apologies for Absence

Apologies for absence were received from Councillor Snell.

PTC23/48 Minutes

a. Committee Minutes

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

- i. Planning Committee: 4 September 2023
- ii. Finance Committee: 18 September 2023

b. Confirmation of Full Council Minutes

Members were asked to authorise the Chair to sign, as a correct record, the minutes of Full Council held on Monday 17 July 2023 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 Town Council held on Monday 17 July 2023.

PTC23/49 Declaration of Interest and Requests for Dispensations

Members were invited to provide 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.

There were no declarations of interest made.

PTC23/50 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:

Councillor Taylor reported that a compact between Cumbria Association of Local Councils (CALC) and Westmorland and Furness had been co-produced following the survey undertaken in November 2022 which set out a clear and comprehensible way forward. The document would be considered by W&F Cabinet on 18 October.

Members were also advised that W&F had approved the Asset Disposal Policy and Community Asset Transfer Policy on 12 September.

Reports from Westmorland and Furness Councillors, continued

Councillor Bell explained that W&F had agreed a 20mph policy and had set aside money to progress it further. She also reported that Climate and Biodiversity were high on the W&F agenda and that they were looking at the possibility of extending the Town Bus service and looking at the possibility of funding gaps in the service.

The Deputy Town Clerk informed Councillors that any consultations on speed limits would be presented to Planning Committee for consideration.

PTC23/51 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:

- i. Item 16 relating to the A66 Dualling and the land at Thacka Beck be considered in Part Two, private session without the presence of the press and public as the item of business includes financial information and proposed terms for a land transaction and information relating to negotiations for the disposal of land.
- ii. Item 17 relating to Staffing be considered in Part Two, private session without the presence of the press and public as the item of business relates to the financial affairs and personal and sensitive information relating to individual members of staff.

PTC23/52 DVLA Services at Post Offices.

Motion by Councillor Bowen

Seconded by Councillor Knaggs

On the 9 June 2023 the National Federation of Sub Postmasters reported that The Driver and Vehicle Licensing Agency (DVLA) will end its contract with the Post Office on the 31 March 2024.

Members were requested to consider writing to DVLA and Mark Harper, Minister for Transport, to express the Council's concern at the removal of DVLA services from Post Offices.

RESOLVED THAT:

The Chair of Council writes a strong letter of protest to the DVLA and to Mark Harper, Minister of Transport, urging them to reconsider their decision not to renew the contract for DVLA services with the Post Office and asking them to explain how digitally excluded residents are expected to meet their legal obligations with regard to driving licences and road tax.

PTC23/53 Operation of the Penrith Lottery

Motion by Councillor Knaggs

Seconded by Councillor Jackson

After an informal discussion between Councillor Knaggs and the Chair of the Penrith Lottery, it is understood that the Lottery committee has recently been reviewing its operations and has expressed its openness to collaborate with the Council in exploring the potential advantages and benefits of bringing the Penrith Lottery under the governance of the Council.

Members were requested to approve the opening of discussions with the Penrith Lottery Committee to investigate the Penrith Lottery becoming organised under the governance of the Penrith Town Council and to report on the findings and make recommendations to Full Council at a later date.

Councillors Bowen and Donald declared registrable interests as they were members of Penrith Lottery as members of groups to make them eligible for grants.

RESOLVED THAT:

- i. a scoping document be prepared, which would be circulated to all Councillors for consideration, and discussions opened with the Penrith Lottery Committee to investigate the Penrith Lottery becoming organised under the governance of Penrith Town Council; and
- ii. a report on the findings and recommendations be brought back to Full Council at a later date.

Councillor Thomson left the meeting.

PTC23/54 Review of Climate and Biodiversity Strategy

Motion by Councillor Lawson

Seconded by Councillor Smith

In May 2019 Penrith Town Council declared a Climate & Ecological Emergency and resolved to make a difference by choosing a carbon neutral future. A plan was presented which covered several key activities for the Council. Covid and other factors have severely impeded this work and the situation has changed dramatically.

The Council developed its first strategy which is based on the vision that by 2030 Penrith will be carbon neutral. A copy of the Council's Strategy can be found on the following website link [Strategy - \(penrithtowncouncil.gov.uk\)](https://penrithtowncouncil.gov.uk).

Bringing together an informal Climate Strategy Task and Finish Group presents an opportunity for a wider group of Members to review the original Council Strategy document and to propose recommendations to

Review of Climate and Biodiversity Strategy, continued

Full Council on the Council's future strategy to meet the aim of Penrith being carbon neutral by 2030

Members were asked to:

- i. Reinvigorate Penrith Town Council's response to a rapidly moving Climate and Biodiversity Crisis by reviewing and renewing plans and activities that move the town towards carbon neutrality; and
- ii. Approve the terms of reference for a new Climate Strategy Task and Finish Group.

RESOLVED THAT:

- i. The Council's original Climate Strategy document be reviewed and recommendations on the Council's future strategy be brought back to Full Council.
- ii. The terms of reference for the Climate Strategy Task and Finish Group be approved; and
- iii. Councillors Jackson, Knaggs, Rudhall and Smith be appointed to the group along with the Council Chair and Acting Town Clerk.

PTC23/55 Reports from Members

Members received and noted the following oral reports from Councillors:

Cllr Lawson reported that as Mayor he had attended the launch of Talking Tables and presented awards at UCC to their Mental Health Champions. He also said that he had been to a meeting of Cumbria Wildlife Trust Coldsprings Group and was excited about the plans they would be bringing forward

Cllr Kenyon reported that he had met residents about the Town Bus Service, reported trees overhanging a footway, asked Cumbria Police to consider better signage at Hunter Lane advertising their opening hours, attended the opening of the tennis courts at Castle Park and had assisted officers by photographing listed buildings as part of a heritage project.

Cllr Burgin reported that he had attended an on-line meeting of the Rural Services Network and had spoken to a member of the public about the closure of the cut through the Two Lions building.

Councillor B Jayson reported that she and Councillor Snell had walked round Castletown to gather views of residents. There would be support for 20mph in the area and a SID on the road past Newton House.

Councillor Knaggs reported that he had attended a meeting of Scaws Residents Association and the opening of the tennis courts at Castle Park. He also reported that there were a number of road markings that were heavily worn.

Reports from Members, continued

Councillor Jackson reported that he had attended a meeting of the Eden Valley Rural Transport Group and that the 563 bus would be continuing until April although it was close to being financially viable.

Councillor Donald reported that he had attended meetings of the Recovery College who provide mental health support.

Councillor Holden report that she had reported the closed cut through at the Two Lions to W&F after seeing the articles in the Herald.

Councillor D Jayon reported that he had attended a meeting of PACT and had been speaking to supermarkets about the installation of PV panels, solar canopies and fast charging points in their car parks. He also reported that he and Councillor Shepherd were still waiting to attend a meeting with Omega about technical operating issues.

The Deputy Town Clerk explained that poor road markings had been reported and discussed with the appropriate officer in W&F Council as had the closure of the cut through at the Two Lions. She was awaiting further information regarding the closure which would be reported to members.

PTC23/56 Resolutions Report

Members noted the report.

PTC23/57 Finance Committee

Members considered the approved recommendations from the Council's Finance Committee from their meeting held on Monday 18 September 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 August 2023.

RESOLVED THAT:

The budgetary control statement to 31 August 2023 be ratified.

b) Risk Assessments

Ratify the corporate risk assessments for:

- i. Allotments
- ii. Bandstand
- iii. Business Continuity
- iv. Bus Shelters
- v. Fairhill Playing Field
- vi. Finance
- vii. Fire
- viii. Governance
- ix. IT & Website

Finance Committee, continued

- x. Lone Working
- xi. Musgrave Monument
- xii. Office
- xiii. Remembrance Day Parade and Service
- xiv. Seats
- xv. Thacka Beck Field
- xvi. War Memorial (St Andrews)

RESOLVED THAT:

The corporate risk assessments be ratified.

c) Internal Audit 2023-24

Ratify the scope of Internal Audit for 2023-24.

RESOLVED THAT:

The scope of Internal Audit for 2023-24 be ratified.

d) Policy Review

Ratify the following reviewed policies:

- i. Procurement Policy
- ii. Bandstand Hire Policy
- iii. Risk Management Policy

RESOLVED THAT:

The reviewed Procurement Policy, Bandstand Hire Policy and Risk Management Policy be ratified.

e) Banking and Account Signatories

Ratify the Council's banking arrangements and bank account signatories.

RESOLVED THAT:

- i. The closure of the Lloyds Bank account and retaining the HSBC bank account be ratified.
- ii. The Services and Contracts Manager be added as a new account administrator on the HSBC account be ratified.
- iii. A Business Debit Card application be made for the Services and Contracts Manager on the HSBC Account be ratified.
- iv. Cllrs Burgin, Jackson, Kenyon, Shepherd be ratified as the signatories on the Councils accounts at the HSBC, Penrith Building Society and the CCLA Public Sector Deposit Fund for the term of this Council.
- v. The Town Clerk, Deputy Town Clerk, Responsible Finance Officer and Services and Contracts Manager be ratified as the authorised signatories on the Councils accounts at the HSBC, Penrith Building Society and the CCLA Public Sector Deposit Fund.
- vi. The resolution from Finance Committee 20 September 2021 (Minute FIN20/25) to increase the daily payment limit on the HSBC account from £10,000 per day to £20,000 be noted and be implemented as soon as practicable.

Finance Committee, continued

f) External Audit

Members received and considered the external auditors report noting that the Council's external auditors, Moore, had signed off the accounts ending 31 March 2023 with no qualifications.

RESOLVED THAT:

The external auditors report be approved for the accounts ending 31 March 2023.

Members noted that to comply with The Accounts and Audit Regulations 2015 the Council had published on its website, Sections 1 and 2 of the 2022/23 Annual Return (the Annual Governance Statement and the Summary Accounts), together with the Audit Certificate Section 3.

PTC23/58 Planning Committee

Members received nominations and considered the appointment of two Members to serve on the Planning Committee.

RESOLVED THAT:

Councillors Knaggs and Lawson be appointed to the Planning Committee for the remainder of the municipal year.

PTC23/59 Grants

a) Members noted the Grants awarded since the last meeting of Council.

b) Members were asked to ratify the award of Signature Event Grants.

RESOLVED THAT:

- i. The recommendation of officers to award a Signature Event Grant of £5,000 to Eden Arts towards the Winter Droving 2023 and approve the principle of an annual grant for the same value for the same event over the term of this Council subject to meeting the terms of a Service Level Agreement be ratified.
- ii. The recommendation of officers to award an in principle Signature Event Grant of £5,000 to the Penrith Business Improvement District towards the Christmas Light Switch On event scheduled for Saturday 18 November 2023, subject to the applicant submitting all the required information to the satisfaction of officers, and to approve the principle of an annual grant for the same value for the same event over the term of this Council subject to meeting the terms of a Service Level Agreement be ratified.

PTC23/60 Borderlands Update

Members received and noted the Wayfinding and Interpretation Research and Assessment Report.

Members were asked to give delegated authority to the Economic Development Officer to invite quotations for a contractor to prepare a design of a new Interpretation and Wayfinding Scheme and appoint a preferred contractor.

RESOLVED THAT:

The Economic Development Officer be given delegated authority and approval to invite quotations for a contractor to prepare a design of a new Interpretation and Wayfinding Scheme and appoint a preferred contractor.

PTC23/61 Next Meeting

Members noted the next meeting of Council was scheduled for Monday 20 November 2023 at 6.00pm, Unit 2, Church House, Friargate, Penrith.

PART II – PRIVATE SECTION

The following items were exempt as the reports included financial information related to the proposed terms for a land transaction and information relating to negotiations for the disposal of land the financial; and the business affairs of any particular person (including the authority holding that information) and personal and sensitive information relating to individual members of staff.

PTC23/62 A66 Dualling and the Land at Thacka Beck

Members considered the update report on the disposal of land required for the dualling of the A66 and to seek further instructions.

RESOLVED THAT:

- i. The Acting Town Clerk and the Solicitor be authorised to negotiate with Highways England on the land matters at Thacka Beck field in connection with the A66 highway scheme.
- ii. The Acting Town Clerk and the Solicitor report back to Council on the outcome of the negotiations with Highways England and any other further developments.

PTC23/63 Staffing Matter

Members considered and approved the recommendations contained within the written report subject to the Employment Contract matters being verified.

**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: