



**Members of the Council are summoned to the Parish Council meeting
to be held on Monday 4th November 2024, at 7pm, at Trawden Forest Community Centre**

Mrs A Waddington, Trawden Forest Parish Council Clerk and RFO

1. To elect a Chair for this meeting.

Chairman Hodgson is unable to attend the meeting. Councillors to decide who will Chair this meeting.

2. To approve Apologies – Cllr Hodgson, Cllr Watts

3. To consider and approve the Minutes of the Parish Council meeting held on 7th October 2024 (enclosed).

4. To receive Declarations of Interest

Members are to be reminded of the requirements of the member Code of Conduct concerning the Declaration of Interests.

5. County Councillors Report - for information only (5 minutes)

- The Clerk has requested targeted completion dates for the outstanding items as listed below and awaits a response on the trough at Gladstone Terrace and fallen walls at Coal Pit Lane.
- The wall at Spring Garden Villas was due to be repaired by the end of September. This has not been done. The Clerk has asked when the new date is and has been assured it will be completed by 25th October 2024.
- The Clerk has written to Lancashire County Council to ask that they reconsider the refusal of our request to use of waste land at Trawden Road for parking. Awaiting response.
- The Clerk awaits a response from Tim Blythe who has been asked to provide information about the repairs required to the Aisled Barn in Wycoller.

6. Borough Councillors Update - for information only (5 minutes)

- Cllr S Cockburn-Price to update the Parish Council on the current matters.

7. Community Centre Trustees Update (2 minutes)

8. To adjourn the meeting for public participation for their Issues – 5 minutes per item.

Members of the public may make representation during this period under the Public Bodies (Admission to Meetings) Act 1960, and raise issues of local concern, however, please note that the Council cannot make any decision on any matter raised which has not already been included on the formal agenda for the meeting. Such items may be considered for a future meeting. A member of the public is defined as a person, other than Parish Council members or officials. **Chairman to reconvene the meeting.**

9. Trawden in Bloom. (4 minutes)

- Budget £2500 + income £2090 - spent YTD £3701.74 = Budgeted Balance £888.26.
- Councillors to note that Trawden in Bloom have the circular stickers left and will apply more to the boxes.
- Councillors to note that the Jubilee Planter at Trawden Road is getting a new sign.
- Millennium Garden, Cotton Tree – Councillors to note that the repairs have been completed.
- Councillors to note that a Thank You card has been received thanking the Parish Council for part-funding the polytunnel and supporting the volunteers for attending the prize giving ceremony.

10. Ball Grove**(15 minutes)**

- a) Councillors to note that the Clerk will order the six fruit trees for a community orchard so they can be planted when the trees from the Woodland Trust arrive. Councillors to decide when both planting schemes will take place.
- b) Councillors to note that the Clerk has put out the tender for the ground's maintenance contract for Ball Grove for the financial year 2025/6. Closing date 16th November.
- c) The Clerk has written to the café tenant asking again that the staff refrain from parking outside of the building. It is already detailed in the lease agreement.
- d) Cllr Hodgson witnessed a visitor to the Park using the space where the café tenant has been parking. Cllr Hodgson suggests that two drop down bollards be installed on the kerb to stop traffic driving onto this area. The café tenant would have a key so that she can unload here only.
- e) The Clerk has asked Friends of Ball Grove to carry out repair works to the steps from the lake to the upper car park.
- f) Councillors to consider the attached proposal from the café tenant to hold an event in the Park.
- g) The Clerk has contacted the Chair of Friends of Ball Grove who has suggested that a working group be formed to consider the content of the Management Plan for the Park. It is suggested that this includes The Parish Council, Parks Officers from Pendle Borough Council, a member of Friends of Ball Grove, the café tenant and a representative from the Angling group. Councillors to consider this suggestion and decide, from the Parish Council, who will be on the group.
- h) From the October Park Inspection, the attached issues have been identified. Councillors to consider whether action needs to be taken.

11. Updating the Neighbourhood Plan**(5 minutes)**

The Clerk suggests that a working group is set up to push the amendments to the adopted Neighbourhood Plan through. Councillors to decide who will be part of this working group.

12. Proposed Waiting Restrictions**(5 minutes)**

- The Clerk has confirmed to Lancashire County Council that the Parish Council supports the proposals. They will now need to do the necessary consultations to come to a final conclusion.
- The Clerk has confirmed to Pendle Borough Council that the proposal for a 20mph zone in the village is supported by the Parish Council. A consultation will be done by Lancashire County Council before any final decision is made on this proposal.

13. Recreation Ground Transfer/ Public Spaces Protection Orders (PSPO)**(8 minutes)**

The consultations have taken place and the Clerk presents the findings at the meeting. Councillors to make a decision, based on the results whether the inclusion of 'no more than two dogs per walker and all dogs to be on leads of no more than two metres in length' will be implemented on the Recreation Ground.

14. Christmas Lights Switch on**(5 minutes)**

- The Clerk has updated the proposals form and thanks Councillors for their assistance in organising this.
- The Clerk asks for volunteers to marshal the event.

15. Remembrance Sunday**(5 minutes)**

Councillors to note that the Clerk has submitted the road closure request and this has been approved. Councillors who are attending have been forwarded the Risk Assessment.

16. Victorian Toilet**(2 minutes)**

Councillors to note that the Clerk has contacted Leo Brightley who will install green netting above the toilet and dig a small channel for the water escape.

17. Tree Inspection**(6 minutes)**

- Councillors to note that the Clerk has asked four local companies if they are interested in quoting for these works to be carried out. Closing date 25th October 2024.
- The Clerk received approval of work required by the Tree Conservation Officer.

18. Meeting dates for 2025**(3 minutes)**

Councillors are asked to approve the meeting dates for 2025 as suggested by the Clerk. They are 13th January, 3rd February, 3rd March, 7th April, 12th May, 2nd June, 7th July, 4th August, 1st September, 6th October, 3rd November, 1st December.

19. Lancashire County Council Biodiversity Grant**(5 minutes)**

The Clerk reminds Councillors that the Council opted in to receiving a £300 biodiversity grant from Lancashire County Council when opting in to the local footpaths grant. The Clerk asks Councillors to put forward suggestions of how this money should be invested in biodiversity.

20. Installation of EV Charging Points**(5 minutes)**

Councillors to consider the attached correspondence regarding the potential of a company installing electric vehicle charging points on Parish Council owned car parks in the village.

21. Installation of BT Openreach pole on Parish Council land**(4 minutes)**

The Clerk has received the attached request from BT Openreach to install a new telegraph pole on Parish Council land at White Lee Avenue. The Clerk asks Councillors to consider approving this request.

22. Planning Applications: (link to view applications [Simple Search \(pendle.gov.uk\)](https://pendle.gov.uk))

Councillors to note that the appeal lodged for the planning application at Parson Lee Farm has been dismissed by the Inspector.

23. Correspondence

- Councillors to consider the request from a resident of White Lee Avenue about trees on the Tram Tracks, as attached.
- Councillors to note the letter received from a resident regarding waiting restrictions. Councillors to decide how the Clerk should respond to this.
- Thank you email received from Sheila Walker for the donation given towards the upkeep of the Church clock.
- Thank you email received from Helen Hodgkinson for the donation given towards the Friendship Group.
- Councillors to note the attached notice received from Trawden Forest Allotment Association, regarding their annual bonfire.
- Councillors to note that the Government and Unions have now agreed the NJC annual pay increase, which, at the current Clerks scale is an additional 63p per hour. This is to be backdated to 1st April 2024 as per the Clerk's contract.
- Thank you received from Cllr S Cockburn-Price for the donation to Colne Youth Action Group. Forwarded to Councillors for their information.
- 10th Anniversary Event – A thank you has been received from the Chair of Trustees for those who participated in the event. This has been forwarded to those Councillors who covered on the day.

24. Items for Councillors to note – no discussion required

- Clerks' appraisal – The Clerk has sent the relevant documents to the HR Committee and awaits a proposed date for the appraisal.
- Tram Track Planting - Councillors to note that most of the bulbs have arrived. Balance due by end of October. Cllr Barritt has offered to plant these once received.
- Woodland Trust Trees – these will be delivered between 4th and 15th November 2024.

25. Finance

- The Clerk is in the process of opening a savings account with Unity Trust.
- Councillors to note that the draft budget for 2025/6 will be presented at the December meeting.
- To approve, or otherwise the following payments:

Clerk's expenses - Mileage	£15.60
Lengthsman hours for October	£357
CWS Groundworks – Repair/replacement of coping stones, lifting, levelling and resetting flags, lift and relay loose flags.	£625

Scribe Accounting system	£812.16
Mandeleigh Plants (Paid) + VAT	£521.79
Community Centre Trust– Office electricity usage + VAT (paid)	£11.93

PART 2

To resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matters:

- Fee proposal from the architect for the building at Ball Grove.

Next meeting Monday 2nd December 2024, commencing at 7.00pm.