



**Members of the Council are summoned to the Parish Council meeting to be held on Monday 3<sup>rd</sup> June 2024, at 7pm, at Trawden Forest Community Centre**

**Mrs A Waddington, Trawden Forest Parish Council Clerk and RFO**

1. **To approve Apologies** – Cllr Beswick, Cllr Jolley
2. **To consider and approve the Minutes** of the Annual Parish Council meeting and the Parish Council meetings held on 13<sup>th</sup> May 2024 (enclosed).
3. **To receive Declarations of Interest**  
Members are to be reminded of the requirements of the member Code of Conduct concerning the Declaration of Interests.
4. **County Councillors Report - for information only (5 minutes)**
  - The Parish Council eagerly awaits the proposals for the double yellow lines at Hollin Hall, changes to the top of Church Street and how to rectify the issue of egress from Boulsworth Drive from Lancashire County Council.
  - Cllr Purcell to update the Council on any progress made with the request of using LCC land at the side of Trawden Road, for additional residents parking and the holes in the wall at Skipton Road.
5. **Borough Councillors Update - for information only (5 minutes)**
  - Cllr S Cockburn-Price to update the Parish Council on the current matters.
  - Councillors to note the annual report received from Colne Youth Action Group.
6. **Community Centre Trustees Update (2 minutes)**
7. **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.**
8. **Man's shed (15 minutes)**  
Representatives from the new Man's shed group to attend the meeting to discuss potential use of the building at Ball Grove. Councillors to read the attached booklet prior to the meeting which gives a lot of information about the movement. The Clerk has received an email from Andrew Stephenson MP supporting this movement.

**9. Trawden in Bloom. (2 minutes)**

- Budget £2500 + income £1590 - spent YTD £463.72 = Balance £3626.28
- Councillors to note the attached notes from the most recent budget meeting.

**10. Clerks update (2 minutes)**

Councillors to note the Clerks Report, as attached.

**11. Request for a plaque at the War Memorial (3 minutes)**

Following the discussion at the May meeting, are Councillors aware that the names to which the author refers are on the plaque on the War Memorial? Councillors are asked to reconsider the request now that they are aware of this information.

**12. Ball Grove (20 minutes)**

- a) The Grot Spot sheets have been divided up into areas of responsibility. Friends of Ball Grove agree to carry out the works suggested.
- b) Friends of Ball Grove ask the Parish Council to fund the cost of wood needed for the creation of some steps at the end of the picnic area to alleviate the puddling issue. The group will carry out the work upon purchase of the wood.
- c) Councillors to decide which of the Parish Council responsibility category are to be costed for action this financial year.
- d) Councillors to note that Leo Brightley advises that it would cost a maximum of £420 labour for him to undertake the works on the 'handyman' list.
- e) Councillors to note that Cllr Jolley has had a copy of the café lease and will give her suggestions on the way forward at the next meeting.
- f) The clerk has been offered 24 small trees which are silver birch and rowan trees. Councillors to decide whether these would be suitable for the edge of the fence next to LBS.
- g) Funding is available for a Community Orchard from the Lancashire Community Orchard Grant. Councillors to decide whether an application should be made for a small area near to the flag pole on the Park.
- h) The Clerk awaits response from Cllr Holmes regarding a football goal so that it can be passed to Cllr S Cockburn-Price for a request for funding.
- i) The Clerk has received a complaint from a resident of Millbrook Court regarding overhanging trees. Following a site visit with Pendle Borough Council, the Clerk has asked a tree surgeon to carry out these works and remove a dead, dangerous tree..
- j) The first meeting of the sub-committee has taken place. Councillors to note the attached minutes from that meeting. Further meetings will be held and reported back to the Council.
- k) The Clerk attaches a document showing grant funding available as provided by Cllr Pate.

**13. Launch event for NHP (5 minutes)**

The small event happened on 22<sup>nd</sup> May 2024. The Clerk thanks Cllrs Osborne, Jolley, Hodgson and Wiggins for their attendance. 2 people attended the event and no names were gathered for interest in joining the steering group. Councillors to decide on the next steps to start the review and introduction of a Design Policy and Ecological Policy.

**14. Map of Parish (4 minutes)**

Cllr Jolley to update Councillors on the progress of this project. Cllr Jolley to create the maps, Cllr Holmes to print then Cllr Jolley will laminate. Each Councillor to mark the assets, yet to be agreed, on each copy of their maps when available.

- 15. 10<sup>th</sup> Anniversary Celebrations of the Trawden Community Centre CIO (6 minutes)**  
The Charity are having a fun day on a Saturday in October and would like the Parish Council to be involved. Councillors to decide if we should attend the function and what activities should be paid for and run by the members present on the day.
- 16. Policies (10 minutes)**  
Councillors to consider the re-adoption of the attached Lone Working Policy, Safeguarding Policy, new Financial Regulations, Risk Management Policy Statement and Risk Management Register.
- 17. Request for new litter bin (4 minutes)**  
Pendle Borough Council advise that the cost for installation of a new bin near to Harambee Surgery entrance will be £327 installed. Councillors to decide whether to go ahead with this new item.
- 18. Bus Terminus – Lanehouse Lane (3 minutes)**  
The Clerk has advised Dalestone Contractors that they can carry out works. Photo sample of stone requested.
- 19. Request for memorial bench (3 minutes)**  
Councillors to consider the request, as attached, for a memorial bench at the Millenium Garden at Cotton Tree.
- 20. Grot Spot Walk (2 minutes)**  
Councillors are reminded that it was agreed that the next grot spot walk would be on Saturday 15<sup>th</sup> June 2024 at 1pm covering Winewall, Well Head and Gladstone Terrace/Bankfield Street. Councillors to confirm their attendance.
- 21. Public rights of Way - Local delivery/biodiversity scheme 2024/25 (3 minutes)**  
Councillors to decide whether to opt in to the Public Delivery for rights of way again for this financial year. Please see attached documents.
- 22. Tree Inspection (3 minutes)**  
Councillors are reminded that the three-year tree inspection is due on all land owned by the Parish Council. The Clerk recommends that Councillors agree that the Clerk can proceed with this inspection.
- 23. Planning Applications: (link to view applications [Simple Search \(pendle.gov.uk\)](https://pendle.gov.uk))**  
The Planning Committee have reviewed the planning application 24/0265/HHO Chelsea Rose Bungalow 10 Back Lane Trawden Lancashire BB8 8PQ. Full: Raising land level of existing side garden, creation of extended patio area, erection of timber summerhouse/storage shed, installation of glass and steel balustrade fence and creation of an ornamental pond, and the response that has been submitted is: Councillors have no objections to the proposals within this application. Councillors to ratify their comments.
- 24. Correspondence**
- 25. Items for Councillors to note – no discussion required**
- [Aisled Barn at Wycoller](#) - Councillors to note the update provided by Lancashire County Council on the progress of repairs to the Ailed Barn.
  - [Parish Council Vacancy](#)- The Clerk has re-advertised the vacancy for the Trawden area with a close date of 7<sup>th</sup> June 2024.

## 26. Finance

- Councillors to decide whether the Parish Council will switch banking providers from Virgin Bank. The Clerk presents a comparison between Virgin and a specialised Local Councils bank, Unity Trust.

To approve, or otherwise the following payments:

Clerk's expenses - Mileage	£10.40
Lengthsman hours for April	£612
Andrew Crawshaw – Grass Cutting Contract	£350
Gledstone Gardens – Plants for Trawden in Bloom (+ VAT)	£959.30
WR Asbestos Services Ltd (paid)	£300
Community Centre Trustees – Electricity for office (+ VAT) paid	£12.95

**Next meeting Monday 1<sup>st</sup> July 2024, commencing at 7.00pm.**