



**Members of the Council are summoned to the Parish Council meeting to be held on Monday 7<sup>th</sup> April 2025, at 7pm, at Trawden Forest Community Centre**

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

- 1. To approve Apologies – Cllr Beswick**
- 2. To consider and approve the Minutes** of the Parish Council meeting held on 3<sup>rd</sup> March 2025 (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 Clerk has requested updates, via CCllr Purcell regarding the Aisled Barn at Wycoller.
  - The Clerk has received emails from Scott Whalley from Pendle Borough Council pushing for updates on the parking/waiting restriction proposals and 20mph zone in the village.
  - The Clerk has written to Network Plus regarding the proposed road closures and expressed the Council's concerns over misinformation and asked that the Parish Council be kept up to date with any further works on Cotton Tree Lane. See update from Lancashire County Council, attached.
- 5. Borough Councillors Update – for information only (5 minutes)**
  - Cllr S Cockburn-Price to give an update on the current situation relevant to our Parish.
- 6. Community Centre Trustees Update (2 minutes)**  
Councillors to note the attached report from the Chair of Trustees.
- 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. Allotments Update (7 minutes)**  
Nick Elliott attends the meeting to give Councillors an update on the current situation at the Trawden Forest Allotments, Cotton Tree.
- 9. Trawden in Bloom. (2 minutes)**
  - Councillors to note that the litter pick in conjunction with the Great British Spring Clean took place on 29<sup>th</sup> March 2025.
  - Councillors to note the attached minutes of the most recent meeting and raise any queries.
- 10. Ball Grove (25 minutes)**
  - a) Councillors to note that the defibrillator is due to be installed soon.

- b) The tree survey at Ball Grove has been completed. See attached report and work requirements. Councillors to decide how to proceed with the required works.
- c) Councillors to note that the invoice for the tree survey has been received and paid.
- d) The Clerk has contacted the organiser of Party in the Park and raised the queries from the last meeting. See attached response.
- e) Cllr Jolley to report back to the Parish Council on the survey of signage at Ball Grove where it needs changing from Pendle Borough Council to Trawden Forest Parish Council.
- f) The Chair of Friends of Ball Grove has applied for a community tree pack. See attached details. Councillors to decide whether to take up the offer or not.
- g) Query raised by a resident of Millbrook Court who locks and unlocks the car park barrier. The top barrier is constantly open and he would like to see it secured so that travellers cannot access the site. Councillors to decide how to respond to this query.
- h) Councillors to note that, as part of the tender pack, the Clerk included that the gulleys should be maintained by the Grounds Maintenance team who won the tender. The Clerk has arranged for these to be cleaned, prior to the start of the new financial year at a cost of £260.
- i) The Clerk has been made aware that the Angling club have a lease with Pendle Borough Council for the lake, but it cannot be found. Attached is a similar lease. Councillors to decide whether to have this drawn up by our Solicitor.
- j) There is a big issue with moles on the Park. Councillors to decide whether to contract Pendle Borough Council to deal with the issue at a cost of £350 + VAT.
- k) Councillors to note that the Clerk has now received the final Land Registry documents from the Solicitor.
- l) Councillors to note that the invoice for the replacement dog fouling bin has been received and paid. The Clerk has contact Pendle Borough Council for reimbursement of half of the cost as agreed at the Colne and District Committee meeting in December 2024.
- m) Councillors to consider the request from resident at Riverside Cottage – see attached.

**11. Updating the Neighbourhood Plan (6 minutes)**

- a) Cllr Osborne and the Clerk have met with the two consultants and submit the attached documents from both. Councillors to decide to whom we will contract the work to.
- b) Councillors to decide whether the Neighbourhood Plan update will be the addition of a Design Code and Environmental Code only or whether a full review of the Plan should be contracted (also to include the two new proposed policies). Locality funding is available from 1<sup>st</sup> July 2025. The re-launch of the Neighbourhood Plan is due to take place on 16<sup>th</sup> April 2025.

**12. Recreation Ground (5 minutes)**

The transfer information document has been received from the Solicitor. Councillors to review the document and decide how to move forward with the transfer.

**13. Grot Spot Walk (3 minutes)**

The Grot Spot Walk took place on 5<sup>th</sup> April in Wycoller. The Clerk will present findings at the next meeting.

**14. Land at Trawden Road (5 minutes)**

Councillors to see the attached map from Cllr Watts which marks out the proposed area for conversion to parking at the end of Trawden Road. Councillors to decide what should be included in the pre-planning application.

**15. VE Day (3 minutes)**

Cllr to consider the suggestion that the VE Day flag be used to cover the War Memorial and that it be unveiled whilst The Last Post is being played. Cllr Spencer will raise the new flag on the flag pole outside of the Community Shop following the unveiling.

**16. Garage Site Inspection (3 minutes)**

Councillors to note that the annual inspection of the garage site at Cotton Tree has taken place and decide how to respond to the issues raised from this inspection.

- 17. Ramblers Maintenance on Footpaths (4 minutes)**  
Councillors to consider the attached correspondence regarding maintenance on footpaths, by ramblers.
- 18. Policy Review (5 minutes)**  
Councillors to review the attached policies on Grants, Vexatious Complaints, Social Media and Standing Orders and decide whether they should be adopted or whether amendments are required.
- 19. Office printer (4 minutes)**  
Councillors are asked to consider the request from the Clerk to purchase a new office printer. She is having difficulties with the printer that she has whereby it doesn't print properly; copies and scans cannot be done on this current printer. Details of a replacement machine are attached.
- 20. Public Phone Box at Bus Terminus (3 minutes)**  
A resident has advised that a notice has been erected in the phone box at the bus terminus to state it will be removed. Councillors to decide whether the Parish Council should request that it stays or whether Councillors feel it is acceptable for it to be removed.
- 21. Victorian Toilet (3 minutes)**  
Leo Brightley suggests that the structure is painted before the netting is attached to the top. Councillors to consider this proposal.
- 22. Dangerous driving on Dean Street (3 minutes)**  
Councillors to consider the attached query from Trawden School regarding traffic on Dean Street.
- 23. Planning Applications:** (link to view applications [Simple Search \(pendle.gov.uk\)](http://pendle.gov.uk))
- 24. Correspondence**
- Councillors to consider a request received from resident of Back Colne Road to cut back the bushes on the parking area across from Weavers Court.
  - The Clerk has circulated the information received from Pendle Borough Council stating that ' Notice is hereby given that, in accordance with The Town and Country Planning (Local Planning) (England) Regulations 2012, as amended, Pendle Borough Council submitted the Local Plan to the Secretary of State for independent examination on Tuesday 18 February 2025.'
- 25. Items for Councillors to note**
- Councillors to note that the white vehicle parking on the double yellow lines on Church Street has been reported by a resident and has received a fixed penalty notice.
  - War Memorial Councillors to note that the Clerk has received an estimate from Unique Clean and is scheduled to meet with Pendle Borough Council on 1<sup>st</sup> April to discuss the requirements and how to protect the plaque.
- 26. Finance**
- Councillors to note that all invoices have been produced and will be emailed or posted on 1<sup>st</sup> April 2025.
  - Councillors to note that the year-end audit forms have been received.
  - Councillors to note that the Precept will be paid in two instalments this year; 28<sup>th</sup> May and 29<sup>th</sup> September 2025.
  - To approve, or otherwise the following payments:
- |                                                                           |         |
|---------------------------------------------------------------------------|---------|
| Clerk's expenses - Mileage                                                | £18.85  |
| Andrew Crawshaw, Lengthsman Hours                                         | £620.50 |
| Andrew Crawshaw – Grass Cutting Contract                                  | £175    |
|                                                                           |         |
| Pendle Borough Council – new dog fouling bin at Ball Grove (paid) + VAT)) | £198.82 |

Leo Brightley – quarterly bus shelter cleaning (paid)	£130
Bowland Tree Consultancy (+VAT – Paid)	£710.75
British Gas – Electricity at Ball Grove (paid DD)	£257.16
British Gas – Gas at Ball Grove (paid DD)	£193.75
Community Centre Trust – Office electricity charges Feb (paid)	£15.80
Leo Brightley – filling potholes at Ball Grove (paid)	£105
Pendle Borough Council – Ball Grove Gulley Cleaning (+ VAT) Paid))	£260
Leo Brightley – painting benches (paid)	£817
Tracey Bolten – new pad lock for top gate at Keighley Road Car Park, Ball Grove	£5.49

## **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:

- Councillors to review the attached queries raised from the Solicitor with reference to the renewal of the lease at Lakeside Café.
- Councillors to consider the two feasibility studies and design proposals for the building at Ball Grove and decide to whom the work will be contracted to.

**Next meeting Monday 12<sup>th</sup> May 2025, commencing at 6.30pm with the Annual Parish Council meeting, followed by the monthly meeting at 7.00pm.**