



**Members of the Council are summoned to the Parish Council meeting to be held on Monday 2<sup>nd</sup> December 2024, at 7pm, at Trawden Forest Community Centre**

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

1. **To approve Apologies**
2. **To consider and approve the Minutes** of the Parish Council meeting held on 4<sup>th</sup> November 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 Clerk has requested targeted completion dates for the outstanding items (Gladstone Terrace leaking trough and fallen walls at Coal Pit Lane) and has received the attached response.
  - The wall at Spring Garden Villas is currently being repaired.
  - 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 has chased Tim Blythe who has been asked to provide information about the repairs required to the Aisled Barn in Wycoller.
5. **Borough Councillors Update - for information only (5 minutes)**
  - Cllr S Cockburn-Price to update the Parish Council on the current matters.
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. **Trawden in Bloom. (2 minutes)**
  - Budget £2500 + income £2090 - spent YTD £3729.16 = Budgeted Balance £860.84
9. **Ball Grove (15 minutes)**
  - a) Councillors to note that the Clerk has ordered the six fruit trees for the community orchard so they can be planted with the trees from the Woodland Trust (these have arrived). Expected delivery 6<sup>th</sup> December. Councillors to decide when both planting schemes will take place.
  - b) The Clerk was asked to research the cost for installing two drop-down bollards at the bottom of the access slope from the Keighley Road car park to stop people parking in the vicinity of the building. Councillors to consider the attached document and note that the café tenant has raised concerns – see attached.

- c) Councillors to consider the attached email from the café tenant who raises concerns regarding the slippery road surface of the ramp.
- d) The first meeting of the working group to create the Management Plan for the next five years was held on 13<sup>th</sup> November, minutes attached. The first consultation event is to be held on 26<sup>th</sup> November, with the next one being on Saturday 14<sup>th</sup> December. The Clerk thanks Councillors who are covering these sessions.
- e) Councillors to note that the Clerk has renegotiated the electricity energy tariff and will save around £1500 per year.
- f) Councillors to consider the proposal from Lakeside Café to hold an event on the Park in June 2025.
- g) The Clerk has been advised that the car park height barrier at Winewall Lane was damaged, possibly by a vehicle, w/c 4<sup>th</sup> November. Councillors to note that the Clerk has used her delegated powers and asked someone to repair before it deteriorates and becomes a hazard.
- h) The Clerk was asked to look at new signage regarding opening hours for the car park off Keighley Road. Councillors to see the attached report as the Clerk has photographed all of the signs currently on the site and asks for some direction as to the design required. There are currently ten signs with this information on the site.
- i) Pendle Borough Council cannot repair the dog bin without a lid. To replace it, it would be £165. Councillors to decide whether to remove or replace.
- j) At a recent meeting at Ball Grove regarding the Management Plan, it was suggested that the Clerk to write to Neil Watson to ask whether Ball Grove can be added to the list of places in receipt of Biodiversity Net Gain from housing developments. Councillors to consider this request.

**10. Updating the Neighbourhood Plan**

**(2 minutes)**

The Clerk will contact the residents who showed interest in joining this working group once a meeting date has been set. Councillors to give an indication of when this project will start.

**11. Christmas Lights Switch on**

**(5 minutes)**

The Clerk has updated the proposals form as attached and will distribute hi-vis at the event for the marshals.

**12. Remembrance Sunday**

**(2 minutes)**

The Clerk thanks Cllr's Holmes and Watts, Sam Kneebone, Mrs Watts, Craig Smith and Alfie Smith for assisting with traffic management, and Cllr Spencer for laying the wreath.

**13. 2025/6 Budget**

**(10 minutes)**

Councillors to consider the presented proposed budget for 2025/6 and make any necessary amendments before the final approval of the budget in January 2025.

**14. Tree Inspection**

**(6 minutes)**

Councillors to consider the two applications for carrying out the required tree works around the Parish.

**15. Lancashire County Council Biodiversity Grant**

**(5 minutes)**

The Clerk attaches the map and photographs of the proposed area at Ball Grove to spend the Biodiversity Grant funding received from Lancashire County Council. Mel Henley, Chair of Friends of Ball Grove will put a proposal together for improvements.

**16. Grot Spot Walk**

**(5 minutes)**

Councillors to consider the attached recent Grot Spot Walk document and decide how to proceed with the outstanding issues.

**17. Issue raised on behalf of a resident**

**(3 minutes)**

Cllr Spencer raises an issue on behalf of a resident who would like some advice regarding installation of a post to protect their property.

**18. Pendle Local Plan Consultation****(6 minutes)**

The Pendle Local Plan Fourth Edition (the Local Plan) was approved for Publication at Council on Thursday 26 September 2024. The Regulation 19 consultation runs from 25 October 2024 for the statutory six-week period, and closes at 5pm on Friday 6 December 2024. Councillors to decide whether to make formal comments in this consultation.

**19. Recreation Ground****(4 minutes)**

The latest meeting regarding management of the Recreation Ground has taken place. Councillors to note the attached minutes of that meeting.

**20. Primary School Swimming****(3 minutes)**

Councillors to consider the attached letter received from Pendle Leisure Trust inviting the Parish Council to opt into their scheme regarding primary school swimming.

**21. BT Openreach Wayleave****(5 minutes)**

Councillors to consider approving the attached Wayleave agreement from BT Openreach for installing a pole on land next to the Tram Tracks.

**22. RoPSA Playground Inspections****(3 minutes)**

The Clerk and Lengthsman's RoSPA playground inspection qualifications are due to expire in February 2025. Councillors to decide whether it is prepared to pay for this course again, at an estimated cost of £195 person. The clerk has received agreement from Laneshaw Bridge Parish Council who are willing to cover half of the cost of the Lengthsman's course as he also inspects their playground.

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

APPLICATION: 24/0786/FUL. PROPOSAL: Full: Conversion of a domestic garage into a residential annex.

AT: Becksie House Wycoller Road Trawden.

APPLICATION: 24/0778/FUL. PROPOSAL: Full: Extension to existing fuel store and bin store and the creation of new bike racks. AT: Trawden Community Centre Church Street Trawden.

**24. Correspondence**

- Councillors to note that the donation to Mountain Rescue has been received and they send a thank you.
- Councillors to note that the Wardens of St Mary's Church thank the Clerk for organising the road closure for the Remembrance Day Parade and they also thank the marshals for ensuring everyone was safe on the day.
- Councillors to note that the Wardens of St Mary's Church thank the Lengthsman for cleaning the Church path.

**25. Items for Councillors to note – no discussion required**

- Tram Track Planting - Cllr Barritt has planted all bulbs.
- Lengthsman Contract – Councillors to note that the Clerk has undertaken the annual review with the Lengthsman and he is happy to continue with his contract for a further 12 months.

**26. Finance**

- The savings account with Unity Trust is now open.
- To approve, or otherwise the following payments:

Clerk's expenses - Mileage	£23.40
Lengthsman hours for November	£340
Reimbursement to A Crawshaw for cleaning chemicals	£24
Patrick Patten – repair to barrier at Ball Grove	£250
Clerks eye test reimbursement (paid)	£25
Mandeleigh Plants (Paid) Inc VAT	£32.90

## **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 Grounds Maintenance Tender applications and decide who will be awarded the contract for 2025/6.
- Councillors to review and consider approving the contents of the Clerks appraisal.
- Councillors to review the two Fee Proposal documents from architects regarding works required on the vacant building at Ball Grove.

**Next meeting Monday 13<sup>th</sup> January 2025, commencing at 7.00pm.**