



## **Minutes of the Meeting held on Monday 4<sup>th</sup> November 2024**

**The Clerk opened the meeting at 7.00pm**

**Present**

Clerk Adele Waddington	Councillor Ann Holmes	Councillor David Barritt
Councillor Andrea Beswick	Councillor Jonathan Wiggins	Councillor Lester Spencer
Councillor Philippa Osborne	Councillor Eleanor Jolley	Councillor Malcolm Pate

**Also in attendance:** County Councillor Jenny Purcell, Borough Councillor Sarah Cockburn-Price, 8 residents

It was resolved that Cllr Holmes would chair this meeting in the absence of Cllr Hodgson.

**Apologies accepted from:** Chairman Barry Hodgson, Councillor Mark Watts

**Minutes** - It was resolved that the Minutes of the Meeting held on the 7<sup>th</sup> October 2024 be signed by the Chairman as a true and accurate record.

**Declaration of Interest** – None

**County Councillors Report**

- Cllr Osborne has sent an email to CCllr Purcell asking for an update on the repair of the wall at Spring Garden Villas as it still has not been repaired. The Clerk has also sent another email to Lancashire County Council expressing her dismay that the last two dates have not been adhered to and asking for a confirmed date for repair. CCllr Purcell will ask for an update when she is next at County Hall.
- CCllr Purcell advised that all other queries are still outstanding.

**Borough Councillors Update/ Colne and District Committee**

- Cllr S Cockburn-Price advised that the planning application for 1 Hollin Hall was discussed at the last meeting, but as the exact same officer's report was presented with no new plans it was deferred to the next meeting. If relevant information has still not been received, it will be turned away until all information is received.
- The latest Grot Spot Walk has been completed and it is encouraging to note that defects spotted on the same route last year have been repaired. Cllr S Cockburn-Price has sent the information to the Clerk who will present it at the next meeting.

**Community Centre Trustees update**

The Chair of Trustees gave a written report to the Clerk which included; Library booking out system - this isn't operational yet. Most of the books have been catalogued and this is moving towards setting up users on the system. The shop loyalty cards will be used, but additional information needs to be collected; Post Office - business as usual till February 2025 but alternatives are still being explored to the partner outreach service offered. The MP is aware and support is being sought via the Plunkett Foundation; Ball Grove - the trustees did express mild concern about this, but it has been discussed with the Chair of Trustees and the Clerk - it was reported back at last month's meeting that both parties would liaise once the Parish Council is at the stage where hiring the building out was imminent; Friendship Group – have been awarded the 5 star rating by the food safety inspector from Pendle Council, who carried out the inspection on the day of a friendship group meeting; Emergency lighting around the cabins and down the side of the library is to be fitted soon; New emergency assembly point signage is now in place and a new fire alarm system has been installed in the community centre.

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### **Residents Issues**

One resident attended the meeting to raise concerns regarding lack of Police activity in the area. She was encouraged to attend the Community Safety Partnership meeting. The same resident raised concerns regarding leaves on footpaths; she was encouraged to report via the Love Clean Streets app. Six residents attended to hear the outcome of the Public Spaces Protection Order consultation. The café tenant attended the meeting to hear the discussion regarding her proposal for Part in the Park at Ball Grove.

### **Trawden in Bloom**

- Budget figures noted.
- Councillors noted that Trawden in Bloom have the circular stickers left and will apply more to the boxes.
- Councillors noted that the Jubilee Planter at Trawden Road is getting a new sign.
- Councillors noted that the repairs have been completed at the Millennium Garden.
- Councillors noted that a Thank You card was received thanking the Parish Council for part-funding the polytunnel and supporting the volunteers for attending the prize giving ceremony. Councillors want to express their thanks to the team for all of their hard work over the past year.

### **Ball Grove**

- Councillors noted 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. It was resolved that the decision regarding a date for planting would be moved to the December agenda.
- Councillors noted 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 16<sup>th</sup> November.
- Councillors noted that the Clerk has written to the café tenant asking again that the staff refrain from parking outside of the building, as detailed in the lease agreement.
- It was resolved that the Clerk would find two bollards and installation costs for the same area as above due to public also using the area for parking.
- Councillors noted that the Clerk has asked Friends of Ball Grove to carry out repair works to the steps from the lake to the upper car park.
- It was agreed, in principle, that the café tenant could hold a Party in the Park in 2025. Councillors to consider the revised document at the next meeting.
- It was resolved that a working group be formed to consider the content of the Management Plan for the Park. Cllrs Jolley, Pate and potentially Hodgson will sit on this group along with the Clerk, the café tenant, Cllr S Cockburn-Price and hopefully one of the Parks Officers from Pendle Borough Council, a member of Friends of Ball Grove, and a representative from the Angling group.
- It was resolved that, from the October Park Inspection, the Clerk will cost a new 'Car Park Opening Times' sign.

### **Updating the Neighbourhood Plan**

It was resolved that a working group be set up for reviewing the Neighbourhood Plan. It will consist of Cllr's Osborne, Wiggins and Jolley, supported by the Clerk and Cllr S Cockburn-Price. Some members of the working group from when the plan was first written have also showed interest in re-joining the group.

### **Proposed Waiting Restrictions**

Councillors wanted to reiterate that both the proposed waiting restrictions and the potential introduction of a 20mph zone in the village are Lancashire County Council initiatives and they will do the consultations on both proposals before they decide if to proceed. Residents are encouraged to look out for these consultations and respond.

### **Recreation Ground Transfer**

- Cllr Holmes collated information from both consultations and it was resolved that the Parish Council will confirm to Pendle Borough Council that the recommendation is that there will be no new restrictions of the exercise of dogs on the Recreation Ground. Councillors wanted to make it clear that Pendle Borough Council produce the Public Spaces Protection Order and they initiate a review every three years.

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- The consultation results regarding the Recreation Ground were discussed and these will be reported at the next Recreation Ground meeting in November. Results of both consultations can be found on the Parish Council website at [www.trawdenparishcouncil.org.uk/consultations](http://www.trawdenparishcouncil.org.uk/consultations).

#### **Christmas Lights Switch on.**

- Councillors noted that the Clerk has updated the proposals form and thanked Councillors for their assistance in organising this.
- It was resolved that Cllrs Holmes and Beswick will be in the kitchen and that Cllrs Wiggins, Spencer, Barritt and the Clerk marshal the event. Cllr Barritt and the Clerk to inspect the route and confirm the parade will go-ahead on Monday 2<sup>nd</sup> December.

#### **Remembrance Sunday**

Councillors noted that the road closure had been approved and that the risk assessment has been received by those marshalling the event.

#### **Victorian Toilet**

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

#### **Tree Inspection**

The decision as to who will carry out the recommended tree works as identified in the recent tree survey will be decided at the December meeting when the Clerk has received all quotes.

#### **Meeting Dates 2025**

It was resolved that the meeting dates for 2025 will be 13<sup>th</sup> January, 3<sup>rd</sup> February, 3<sup>rd</sup> March, 7<sup>th</sup> April, 12<sup>th</sup> May, 2<sup>nd</sup> June, 7<sup>th</sup> July, 4<sup>th</sup> August, 1<sup>st</sup> September, 6<sup>th</sup> October, 3<sup>rd</sup> November, 1<sup>st</sup> December.

#### **Lancashire County Council Biodiversity Grant**

Councillors noted that the Council opted in to receiving a £300 biodiversity grant from Lancashire County Council when opting in to the local footpaths grant. It was suggested that this money be used for improving the biodiversity on a small area to the side of Riverside Cottage at Ball Grove Park. The Clerk to present current photographs at the next meeting and see if the Chair of Friends of Ball Grove would like to make any suggestions for this area.

#### **Installation of EV Charging Points**

It was resolved that this offer be declined as the ideal location for these would be at the Recreation Ground car park, which the Parish Council do not yet own.

#### **Installation of BT Openreach pole on Parish Council land**

It was resolved that the Clerk would confirm that this is acceptable and ask that the wayleave document be drawn up as a matter of urgency by them.

#### **Planning Applications**

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

#### **Correspondence**

- It was resolved that the tree query from a resident of White Lee Avenue be advised that as this tree was not raised as an issue when the tree survey was carried out, any branches of the tree, that is now marked orange, where they are overhanging onto your property can be cut back, but that any off-cuts are returned to the base of the tree from which they have been cut.

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- Councillors noted the letter received from a resident regarding waiting restrictions. It was resolved that the Clerk would respond encouraging the resident to look out for the Lancashire County Council consultation and respond to this.
- Councillors noted the thank you email received from Sheila Walker for the donation given towards the upkeep of the Church clock.
- Councillors noted the thank you email received from Helen Hodgkinson for the donation given towards the Friendship Group.
- Councillors noted the notice received from Trawden Forest Allotment Association, regarding their annual bonfire and hoped that the event had been successful.
- Councillors noted 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 1<sup>st</sup> April 2024 as per the Clerk’s contract.
- Councillors noted the thank you received from Cllr S Cockburn-Price for the donation to Colne Youth Action Group.
- Councillors noted the thank you received from the Chair of Trustees for participation in the 10<sup>th</sup> Anniversary Event.
- **Councillors noted the items below:**
- Clerks’ appraisal – This has taken place. Report at the December meeting.
- Tram Track Planting – The bulbs have been delivered and passed to Cllr Barritt for planting.
- Woodland Trust Trees – Councillors noted that these will be delivered between 4<sup>th</sup> and 15<sup>th</sup> November 2024.

#### Finance

- Councillors noted that the Clerk is in the process of opening a savings account with Unity Trust and all documents have been submitted.
- Councillors noted that the draft budget for 2025/6 will be presented at the December meeting.
- It was resolved that the following payments be made:

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 1 of the meeting closed 8.48pm.**

#### 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:

- It was resolved that the Clerk would get comparative proposals for the building at Ball Grove.

**Full meeting closed 9.00pm**

Next meeting Monday 2<sup>nd</sup> December 2024 - commencing at 7.00pm at Trawden Forest Community Centre, Church Street.

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