



Members of the Council are summoned to the Parish Council meeting to be held on Monday 1st July 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 3rd June 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.
 - CClr 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.
 - CClr Purcell to update the Parish Council on the collapsing walls on Coal Pit Lane, the repair of the wall at Spring Garden Villas and any updates on the Aisled Barn, Wycoller schedule of repairs.
 - Following concerns raised at the last meeting regarding vehicles parking on double yellow lines, the Clerk has reported this to Lancashire County Council and they have responded advising patrols will be increased. Residents are encouraged to ring 101 if any vehicle is causing obstruction.
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)**
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. Allotment Update

(5 minutes)

Nick Elliot, Chair of Trawden Forest Allotments Association attends the meeting to give an update on the allotments site.

9. Trawden in Bloom.

(6 minutes)

- Budget £2500 + income £1590 - spent YTD £1663.02 = Balance £2426.98.
- North West in Bloom judges are attending on 10th July. Trawden in Bloom ask the Parish Council to part fund lunch for them and some of the volunteers. Councillors to decide whether this should be approved. The Clerk will need to go and purchase the items.
- Councillors to review the attached terms and conditions of rent for the new allotments at Back Lane and decide whether the Parish Council is happy with the content and whether the Clerk should sign on and pay the invoice, once received.

10. Clerks update

(2 minutes)

Councillors to note the Clerks Report, as attached.

11. Ball Grove

(25 minutes)

- a) Councillors to note the attached minutes of the Fiends group Annual General Meeting.
- b) Councillors to note that Cllr Jolley has had a copy of the café lease and will give her suggestions on the way forward.
- c) Councillors to note that Friends of Ball Grove to suggest what fruit trees could be planted. The Clerk will then apply for the funding.
- d) The Clerk submits the attached report regarding football goal posts at Ball Grove. Councillors to consider this report and confirm which set should be purchased. Cllr S Cockburn-Price advised she may be able to fund or part-fund this item.
- e) Councillors to consider the request from Lancashire County Council's Children Family Wellbeing Directorate for holding activities on Ball Grove on 2 days during the school summer holidays. The Clerk attaches the booking form, risk assessment and a copy of their Public Liability Insurance.
- f) Councillors to note that the repairs and maintenance to be carried out by Leo Brightly have been completed.
- g) Councillors to consider replacing a covered rubbish bin outside the café that was identified at the grot spot walk. Cost is £400 fitted.
- h) Councillors to note the attached report regarding the works completed on the park on 8th June by volunteers. The Clerk asks the Councillors to consider sending a thank you note for their considerable hard work on the day.
- i) A representative from Friends of Ball Grove would like to attend the Green Flag prize giving ceremony in York on 18th July. Councillors to consider paying a mileage allowance for this person to attend.
- j) Councillors to decide whether to stop café staff parking outside of the building. The parking there is causing detrimental damage to the verge and there are no parking signs erected.
- k) Councillors to consider the option of installing rough surfacing to the steep access road from Keighley Road car park to disabled parking area as it gets very slippery for pedestrians, to install a new path on the grass or any other options.

12. Updating the Neighbourhood Plan

(2 minutes)

The Clerk waits for the posters and leaflets to be created by Cllr Osborne. This can then be put on social media and the website with hard copies left in the library for the review and introduction of a Design Policy and Ecological Policy.

- 13. 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.
- 14. 10th Anniversary Celebrations of the Trawden Community Centre CIO (6 minutes)**
- Cllr Hodgson confirms Golf Putting, Baggo and Splat the Rat are available to loan from Trawden Show for this event which is on Saturday 5th October.
 - Councillors to consider the attached request from Helen Hodgkinson, on behalf of the Charity, for a donation towards their event.
- 15. Policies (5 minutes)**
 Councillors are asked to review the attached Publication Scheme, Training and Development and CCTV Policies and amend or approve their re-adoption.
- 16. Bus Terminus – Lanehouse Lane (4 minutes)**
 Dalestone Contractors have contacted the Clerk to advise that the stone they had bought has been sold to someone else, so is no longer available. An alternative would cost an additional £325 making the project total £1200. Councillors to decide how to proceed.
- 17. Asbestos at Allotments (3 minutes)**
 It has been brought to the Clerk’s attention that there is an amount of asbestos on an allotment plot. Councillors to consider whether we should pay for its removal.
- 18. Recreation Ground Transfer (4 minutes)**
 Councillors to note the attached short report from the Clerk regarding costs for the Recreation Ground. Based on this information, Councillors to decide whether to and how to move forward with the transfer of the site.
- 19. Grot Spot Walk (2 minutes)**
 The latest walk was cancelled due to adverse weather conditions. Councillors to decide the new date for this.
- 20. Planning Applications: (link to view applications [Simple Search \(pendle.gov.uk\)](https://pendle.gov.uk))**
APPLICATION: 24/0338/FUL. PROPOSAL: Full: Conversion of existing dwelling into 2 separate dwellings. AT: Slack Laithe Farm Hollin Hall Trawden.
APPLICATION: 24/0328/HHO. PROPOSAL: Full: Raise existing ridge line, insertion of dormer windows to front and rear roofslopes, erection of a two storey extension to east elevation, porch to front, extension to existing garage with balustrade and external steps above, timber boundary fence and widening of vehicular access. AT: Brynmoor Skipton Road Trawden
- 21. Correspondence**
 Councillors to note that the container has been installed on the Recreation Ground by Trawden Celtic Football Club. They thank the Parish Council for the funding given towards this structure.
- 22. Items for Councillors to note – no discussion required**
- Parish Council Vacancy- No applications received yet.
 - Volunteers’ Week – Councillors to note that it was the 40th anniversary of Volunteers’ Week between 3rd and 9th June. The Clerk has put out thank you posts on social media for the volunteer groups Trawden in Bloom, Friends of Ball Grove and the Allotments Association.

- Tree Inspection - The Clerk has contacted Bowland Tree Consultancy and has given the go-ahead for them to carry out the tree survey at a cost of £865 on of all trees on Parish Council owned land.

23. Finance

- The Clerk submits the first quarter finance documents for Councillors approval.
- Councillors to note that the payment from Lancashire County Council for the footpaths and biodiversity schemes has been received.
- Following the decision at the June meeting to continue banking with Virgin Bank, the Clerk presents the Council with the bank mandate and Councillors to decide who should not be included as new signatories.

To approve, or otherwise the following payments:

Clerk's expenses - Mileage	£35.75
Lengthsman hours for June	£450.50
Andrew Crawshaw – Grass Cutting Contract	£350
Andrew Crawshaw – repair of Muck Spreader (paid)	£240
SEFE Energy – gas for Ball Grove (paid)	£153.81
SEFE Energy – gas for Ball Grove (paid)	£133.00

Next meeting Monday 5th August 2024, commencing at 7.00pm.