



Members of the Council are summoned to the Parish Council meeting to be held on Monday 3rd February 2025, 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 13th January 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 and requested that Lancashire County Council carry out a survey of the locations of the grit bins.
- The Clerk has contacted Matt Townsend to request an update on the consultations for the two projects; 20mph implementation and double yellow lines at the top of Church Street and strategic points from there to Hollin Hall.

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.
- Councillors to note the attached extract of the Colne and District Committee minutes where the two Lancashire County Council projects were discussed; the 20mph zone and double yellow lines.

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)

- Councillors to note the budget position for the group. Budget £2500 + income £2090 - spent YTD £3888.10 = Budgeted Balance £701.90.
- Trawden in Bloom have recently held their meeting and required a heater for the polytunnel. Cllr Barritt has purchased the correct gas to heat the area so plants can be kept over-winter and reused.

9. Ball Grove (15 minutes)

- a) Councillors to note that the 'No Parking' sign has been installed.
- b) The Clerk has completed the bid form for half of the cost from Borough Councillors for a replacement dog fouling bin and awaits the decision. Works have been requested.
- c) Councillors note that the Clerks has applied for the Green Flag Award 2025.

- d) Councillors to consider whether the attached 'Areas of Responsibility' document is accurate and that it should be included in the new Management Plan.
- e) Councillors to note that the revised Management Plan is delayed and should now be available for consideration at the April meeting.
- f) The Clerk asks Councillors to approve the purchase of 2 tonne of stone for filling the potholes on the access track. Estimated cost is less than £100.
- g) Cllr Hodgson asks the Council to approve the purchase of another 2 tonne of stone to repair the path from Ball Grove Drive down onto the Park. It has been washed away.
- h) The Clerk still has the defibrillator in her office. Councillors to decide whether to temporarily fix to the building so it can be used if necessary. If approved, a location needs to be determined.
- i) The tree survey needs completing for Ball Grove. Councillors to consider whether to approve that Bowland Tree Consultancy should carry this out as they have done so in the past for Pendle Borough Council.
- j) Pendle Borough Council have asked the Parish Council whether the wildflower area should be re-done. Cllr Hodgson suggests that the Biodiversity Grant from Lancashire County Council should be used for this area.
- k) Councillors to note the attached Risk Assessment and completed form for use of the Park for Party in the Park, planned for June 2025. If Councillors have any queries, these should be raised with the Clerk so she can go back to the organiser.
- l) Cllr Hodgson attended the last Friends of Ball Grove meeting and asks the Clerk to also attend these as she has insight into the day-to-day running of the Park. Councillors to decide whether this is appropriate.

10. Updating the Neighbourhood Plan

(4 minutes)

The re-launch of the Neighbourhood Plan will take place on 16th April 2025. The Clerk has contacted the two interested consultants to ask if they are still available to assist and they are both are still interested. Members of the Neighbourhood Plan Working Group to decide when the initial Zoom/Teams call should happen so that a decision on who will take this forward for us, can be made.

11. Gritting Policy

(3 minutes)

Councillors to consider approving the amended, attached Gritting Policy for 2025.

12. Grant Application

(3 minutes)

Councillors to consider whether to approve the attached application for funding for Trawden Man Shed.

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

- APPLICATION: 25/0033/HHO. PROPOSAL: Full: Erection of an aluminium greenhouse within the curtilage of the listed building. AT: Thistleholme Wycoller Road Trawden
- The Tree Conservation Officer has granted permission for the conifer in the Poetry Garden to be removed.
- **Councillors to ratify the response sent by the Planning Committee, or otherwise for Planning Application 25/0013/LBC** Thistleholme Wycoller Road Trawden Lancashire BB8 8SY Listed Building Consent: Erection of a stud partition wall across the lounge with 2 no. additional internal doors. Response: Councillors have no objections to the proposals within this application.

14. Correspondence – Revised Town and Parish Charter from Lancashire County Council distributed to all Councillors.

15. Items for Councillors to note – no discussion required

- **Recreation Ground** - The next meeting regarding management of the Recreation Ground is to take place on 10th February 2025. The Clerk is still waiting for documentation from the Solicitor. If nothing is received, the meeting will be postponed.
- **Tree Works**– Works commenced on 14th January 2025 and expect to be completed by mid-February.
- **RoPSA Playground Inspections** – The course is to take place on 10th and 11th February 2025.
- **2025/6 Budget** -Councillors to note that the completed precept document has been returned to Pendle Borough Council. Acknowledgement of receipt has been received.

- **Policy on using peat-free compost** - The Clerk has confirmed to the Climate Emergency Team that the Parish Council will implement a policy. The Team is drawing up a draft policy that will be circulated to us for our amendment and adoption.

16. Finance

- To approve, or otherwise the following payments:

Clerk's expenses - Mileage	£11
Andrew Crawshaw, Lengthsman Hours – 21hrs	£357
British Gas – Gas at Ball Grove (paid DD)	£123.69
Community Centre Trust – Office electricity charges (paid)	£29.42
Lanlee – gas and refill agreement for Trawden in Bloom (paid) inc VAT))	£177.94
Green Flag Application (+ VAT)	£375

Next meeting Monday 3rd March 2025, commencing at 7.00pm.