



Members of the Council are summoned to the Parish Council meeting to be held on Monday 7th October 2024, at 7pm, at Trawden Forest Community Centre

Mrs A Waddington, Trawden Forest Parish Council Clerk and RFO

1. To elect a Chair for this meeting.

Chairman Hodgson is unable to attend the meeting. Councillors to decide who will Chair this meeting.

2. To approve Apologies – Cllr Barritt, Cllr Hodgson

3. To consider and approve the Minutes of the Parish Council meeting held on 2nd September 2024 (enclosed).

4. To receive Declarations of Interest

Members are to be reminded of the requirements of the member Code of Conduct concerning the Declaration of Interests.

5. County Councillors Report - for information only (5 minutes)

- The Clerk has requested targeted completion dates for the outstanding items as listed below and awaits a response on the trough at Gladstone Terrace and fallen walls at Coal Pit Lane.
- The wall at Spring Garden Villas is due to be repaired by the end of September.
- 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 awaits a response from Tim Blythe who has been asked to provide information about the repairs required to the Aisled Barn in Wycoller.
- The Clerk has asked Lancashire County Council to consider replacing the tarmac with stone edgings at the bus terminus, as it is on the highway. Response is attached. Councillors to decide on a way forward, if at all.

6. Borough Councillors Update - for information only (5 minutes)

- Cllr S Cockburn-Price to update the Parish Council on the current matters.
- Cllr S Cockburn-Price would like to make a date for the next Grot Spot Walk. Councillors to consider this request and book a date.

7. Community Centre Trustees Update (2 minutes)

8. 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.**

9. Trawden in Bloom. (4 minutes)

- Budget £2500 + income £2090 - spent YTD £3129.94 = Budgeted Balance £1460.06
- Millennium Garden, Cotton Tree – Councillors to note that the repairs required are: to re-set and replace as necessary, 46 coping stones; lift, level and relay 14 flags, lift and relay any other flags as needed. This will be complete on 2nd October.

- Councillors to note that the part funding of the polytunnel from our Borough Councillors has been received.
- Councillors to note the attached minutes of the latest meeting of the group.
- Trawden in Bloom have been invited to the awards ceremony in October and would like 5 members to attend at a total cost of £75. Councillors to consider approving this request.
- Councillors to note that there was an additional cost of £162 for installation of timber rail along side of polytunnel to house guttering. This cost has been covered by the group.

10. Ball Grove

(15 minutes)

- a) Councillors to note that the funding for six fruit trees for a community orchard has been received.
- b) Councillors to note that the goal post has been installed.
- c) Councillors to note that the Lengthsman has completed the works to create the paths at the corners of the car park and dig out at the side of the building.
- d) Councillors to note that the boot cleaning device has been purchased and installed.
- e) Councillors to decide whether to put out a tender for the ground's maintenance contract for Ball Grove for the financial year 2025/6.
- f) Councillors to note that the Clerk has negotiated a better tariff for the gas and will save approx. £660 per year.
- g) Councillors to consider the Clerks proposal of an 'Area of Responsibilities' document be produced so that Pendle Borough Council, Friends of Ball Grove and the Parish Council are aware of their responsibilities regarding works and maintenance on the park.
- h) Councillors to note that the Clerk has received the annual play area inspection report and a few issues have been raised with the climbing apparatus/slide. The information has been sent to Pendle Borough Council who advise that to replace the ropes on the climbing frame will be £285.08 + VAT. The Clerk asks Councillors to approve this repair cost.
- i) Councillors to note that Friends of Ball Grove have recently met and contacted the Clerk to express their dismay that nobody from the Parish Council attended the meeting. The Clerk advised neither her nor Cllr Hodgson could attend, but other members of the Ball Grove Management Committee had been made aware of the meeting and were asked to attend.
- j) Cllr Beswick asks that a solution to the café tenant parking outside the building in front of the no parking signs be suggested. The Clerk has already written to them to ask them to refrain from parking here.
- k) Cllr Beswick has noticed that the steps from the lake to the upper car park need some attention. Councillors to decide who should carry out this work. Photos attached.
- l) The Clerk has received the invoice from Pendle Borough Council for electricity charges for the building at Ball Grove as it appears the ownership details have not changed with the supplier. The Clerk to re-charge the café tenant the relevant amount. The Clerk asks Councillors to delegate responsibility for electricity billing to her.

11. 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. The agreed period for this re-launch was mid-September.

12. Map of Parish

(4 minutes)

As it was decided at the September meeting that this will not now go-ahead, Councillors to advise the Clerk if they are able to use personal devices to access Mario Maps in the meeting. Councillors to consider purchasing enough tablet devices for those required, so members present have access to maps and planning applications.

13. Proposed Waiting Restrictions

(15 minutes)

- Councillors to see the proposals from Lancashire County Council, as attached, regarding proposed waiting restrictions in the locations in the village, as raised by residents. Councillors to consider whether these proposals will be supported or not.
- Councillors to consider the proposals to introduce a 20mph speed limit in Trawden. Attached are the links to the proposals and Councillors must decide whether this should be pursued or not, and whether the Council should contribute to £2500 as requested.

14. Recreation Ground Transfer/ Public Spaces Protection Orders (PSPO)

(10 minutes)

- The next meeting of the sub-committee has taken place. Councillors to note the minutes, as attached.
- Councillors to consider the attached, proposed consultation documents and make amendments where required.

- Councillors to decide on a date when the consultations will take place regarding the recreation ground and the potential introduction of the parameters of dogs on leads on the site (PSPO). Once decided, Councillors to decide who will carry this out. Councillors to note that Pendle Council needs to know the decision on the PSPO by mid-November.
- Councillors to consider the Clerks suggestion of collecting data from dog walkers on the Recreation Ground in order to establish where people travel from to use the space. If agreed, Councillors to agree when this will take place and who will carry this out.

15. Christmas Lights Switch on

(5 minutes)

Councillors to consider the proposals document as attached from the Clerk regarding arrangements for this event. The Clerk asks Councillors to volunteer for the required items.

16. Donations

(4 minutes)

Each year, the Parish Council donates to the charities, as attached. Councillors to consider this list and decide whether to give an amount to them and whether to include any other charities.

17. Remembrance Sunday

(5 minutes)

- Councillors to decide who will lay the wreath, on behalf of the Parish Council at the Remembrance Sunday Parade.
- The Clerk has written the Risk Assessment and requires a number of marshals to assist with traffic and people management. Councillors to confirm their attendance so the Clerk can copy the assessment to them.
- As the LANTRA road safety training has been delayed twice, the request for the road closure has yet to be submitted. The Clerk has contacted Pendle Borough Council who will push this through for us once they have received it.

18. Victorian Toilet

(4 minutes)

- Leo Brightley has cleaned the Victorian Toilet for us and suggests that the roof be covered with some form of netting to stop the leaves from the tree above dropping into the structure. Councillors to consider this suggestion.
- Leo also advises that, when it rains, the dirt is being washed under the side panels and onto the flags. Councillors to consider that he digs a small channel around the toilet block to alleviate this issue.

19. Footpath from Back Lane to Trawden School

(7 minutes)

Councillors to see the attached drawings for a proposed drain to be installed on the above footpath and are asked to consider the request from Pendle Borough Council for a contribution of £1000 towards this project which would happen in the next financial year.

20. Parish Council owned benches

(4 minutes)

The Lengthsman has completed the survey of the benches and his findings are as attached. Councillors to consider asking Leo Brightley to paint the ones identified.

21. Waste bin on Harambee Surgery Garden

(3 minutes)

The Lengthsman has made the Clerk aware that there is a rubbish bin on the site where the inner cannister has rotted and been removed. Pendle Borough Council are unable to supply a new cannister. Councillors to consider removing this bin or replacing with a new black one.

22. Tree Inspection

(6 minutes)

Councillors to note that the tree inspection has been carried out on Parish Council owned land and the required works are detailed as attached. Councillors to agree a way forward to get these works carried out.

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

APPLICATION: 24/0628/HHO PROPOSAL: Full: Erection of a conservatory to side of dwelling. AT: Rockfield Stunstead Road Trawden

24. Correspondence

- Councillors to note that notification has been received that the footpath near to the Pump House in Wycoller will remain closed for a further 12 month or until the necessary repairs have taken place.
- Councillors to note the response from Inspector Grey regarding the disappointment that the Parish Council felt when travellers accessed Ball Grove when the bollards were locked.

25. Items for Councillors to note – no discussion required

- Clerks' appraisal – The Clerk has sent the relevant documents to the HR Committee and awaits a proposed date for the appraisal.
- 10th Anniversary event – The event took place on 5th October.
- Tram Track Planting - Councillors to note that most of the bulbs have arrived. Balance due by end of October. Cllr Barritt has offered to plant these once received.
- Lanehouse Lane Playground Annual Inspection – Councillors to note that the Clerk has received the annual play area inspection and no defects were found that require repairs.
- Woodland Trust Trees – these will be delivered between 4th and 15th November 2024.

26. Finance

- The Clerk presents the second quarter budget statement. Councillors to note and raise any queries, if applicable.
- Councillors to propose any potential projects for the financial year 2025/6 which need to be included in the upcoming budget proposal process.
- The Clerk has received a letter from Virgin Bank to advise that the account is now included and covered by the £85,000 limit under the FSCS rules. Councillors to advise the Clerk which bank this amount should be transferred in to.
- To approve, or otherwise the following payments:

Clerk's expenses - Mileage	£5.20
Lengthsman hours for September	£697
Grass Cutting Contract	£525
Leo Brightley – Cleaning of Victorian Toilet	£40
Bowland Tree Consultancy – Tree Survey	£1038.06
North West in Bloom Prize Giving Ceremony	£75
Premier Polytunnels – additional side rail (+VAT)	£135
A Crawshaw – creation of paths from car park at Ball Grove	£500
A Crawshaw – digging out at side of Ball Grove building	£100
Pendle Borough Council – new bin off track/towards building	£300
Pendle Borough Council – Electricity Charges 1/11/23-31/8/24 Ball Grove	£4341.11
CWS Groundworks – Installation of football post and boot wiper; concrete down boulder at top car park and remove padlock from chamber at Ball Grove.	£85
Farnworth Rose Solicitors – costs for café lease works (paid)	£417
Pendle Borough Council – Play area annual Inspections (+ VAT) (paid)	£70
Community Centre Trust– Office electricity usage (paid)	£1.44
DH Estate Services – goal post sockets (inc VAT) (paid)	£91.80

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:

- Café lease.
- Fee proposal from the architect.

Next meeting Monday 4th November 2024, commencing at 7.00pm.