



**Members of the Council are summoned to the Parish Council meeting to be held on Monday 5<sup>th</sup> August 2024, at 7pm, at Trawden Forest Community Centre**

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

1. **To approve Apologies – Cllr Beswick, Cllr Watts**
2. **To consider and approve the Minutes** of the Parish Council meeting held on 1<sup>st</sup> July 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 raised all of the outstanding issues with Angie Ridgwell, Chief Executive of Lancashire County Council and has received a response to: Wall at Spring Garden Villas, tought at Gladstone Terrace, requested use of waste land at Trawden Road for parking, potential double yellow lines at Hollin Hall, top of Church Street parking issues, egress from Boulsworth Drive, fallen walls at Coal Pit Lane, update on schedule of repairs for Aisled Barn at Wycoller. Response attached.

**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. Parish Council Vacancy (3 minutes)**

The Clerk has received an application for this vacancy and the Clerk asks Councillors to consider co-opting this person if they attend the meeting.

**9. Trawden in Bloom. (6 minutes)**

- Budget £2500 + income £1590 - spent YTD £2221.61= Budgeted Balance £1868.39.
- Millennium Garden, Cotton Tree – TiB Members report that the top stones and flag stones require some minor repairs. Councillors to decide how to proceed with these repairs.
- Councillors to note that the new Allotment Agreement with John Cordingley has been amended, as per recommendations at the July meeting, received and signed by the Clerk.

- Councillors to consider the request from Trawden in Bloom for a new polytunnel on the allotment. See attached report. Councillors to decide whether one of these is appropriate for the Clerk to purchase.

**10. Ball Grove (25 minutes)**

- a) Councillors to note that Cllr Jolley has had a copy of the café lease and will give her suggestions on the way forward.
- b) The Clerk awaits information from Friends of Ball Grove as to what fruit trees could be planted. The Clerk will then apply for the funding.
- c) 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.
- d) The Park has been awarded the Green Flag and a representative from Friends of Ball Grove attended the prize giving ceremony in York on 18<sup>th</sup> July. Councillors have been issued with the report.
- e) Councillors to note that the Clerk has asked the café tenant and staff to refrain from parking outside of the building. This area is for unloading only.
- f) The Clerk has received the new sign to encourage pedestrians to use the established path at the opposite end of the car park. Cllr Hodgson to erect.
- g) Councillors to decide how to proceed with the Green Flag for 2025. Councillors to see the attached documents in support of the continuation.
- h) Councillors to consider repairs required to the top height barrier at the Keighley Road car park. Councillor Hodgson has inspected and will give an update at the meeting.
- i) Cllr Jolley asks Councillors to consider any barrier requirements at Winewall end of the Park in order to stop unwanted vehicles accessing the park.
- j) The Lengthsman advises that, to create the paths at the corners of the car park, it would be £500; and to dig out at the side of the building, the cost is £100. Councillors to decide how to move forward with this.
- k) Councillors to decide what trees to request from The Woodland Trust for the border between the park and LBS. Applications close on 26<sup>th</sup> August for November delivery. [Free Trees for Schools and Communities - Woodland Trust](#)
- l) The Clerk has received confirmation from The Shed that they have found alternative accommodation for their group and will not be requiring the building at Ball Grove. The Clerk suggests liaising with an architect. Councillors to decide how to proceed with the works required on the building.

**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.

**12. Map of Parish (4 minutes)**

Cllr Jolley to update Councillors on the progress of this project, first agreed in February. 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.

**13. Policies (5 minutes)**

Councillors are asked to review the attached Community Engagement and Reserves Policies and amend or approve their re-adoption.

**14. Bus Terminus – Lanehouse Lane (4 minutes)**

The Clerk has confirmed to Dalestone Contractors that the Clerk has asked Lancashire County Council to consider these repairs as it is on the highway.

**15. Recreation Ground Transfer (4 minutes)**

- A meeting has taken place with the Recreation Ground Acquisition Committee and interested parties. Councillors to note the attached minutes of that meeting.
- Councillors to approve, or otherwise the attached Terms of Reference for the sub-committee.

**16. Grot Spot Walk (2 minutes)**

The latest walk was carried out by Cllr Barritt. Councillors to note the attached report.

**17. Tram Track Planting (4 minutes)**

- Councillors to decide what bulbs should be purchased for the agreed planting on the previously disturbed banking on the Tram Tracks.
- Councillors to set the Clerk a budget for the purchase of the required bulbs.

**18. Bus Shelters (4 minutes)**

- Councillors to note that the bus shelters at Dean Street and Hopkinson Terrace have been painted as per the decision in January.
- It was suggested that the bus shelter at Dean Street may benefit from a notice board following painting. To have one the same as in the bus shelter outside the Community Centre and at Ball Grove, it would be approx. £250 + VAT. Councillors to decide whether the Clerk should order this.

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

**APPLICATION: 24/0451/FUL PROPOSAL:** Full: Conversion of existing barn to form 3 no. dwellings with associated parking and garden areas. AT: Peter Laithe Farm Foulds Road Trawden

**20. Correspondence - None**

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

- Tree Inspection - This is to be carried out by Bowland Tree Consultancy soon.
- Parish Council owned benches – The Clerk has asked the Lengthsman to carry out a survey of all the Parish Council owned benches and identify any that require any repairs.
- 10<sup>th</sup> Anniversary Celebrations of the Trawden Community Centre CIO - The organisers of this event thank the Parish Council for the promised donation of £50.
- Asbestos at Allotments – This has been removed.

**22. Finance**

- Councillors to note that the revised bank mandate has been returned.
- To approve, or otherwise the following payments:

Clerk's expenses - Mileage	£20.80
Lengthsman hours for July/ Grass Cutting Contract	£TBA
SLCC Membership renewal	£238
ITUS Security – annual maintenance and SIM for Wycoller CCTV (inc VAT)	£780
Trawden Community Shop – brownies for NWiB judging	£13.20
Community Centre Trust– Office electricity usage (paid)	£7.57
Trawden Community Shop – stamps (paid)	£6.80
ICO Data Protection Fee (paid)	£40
Sainsbury's – lunch for North West in Bloom Judging (paid)	£61.19
WR Asbestos Services – removal of asbestos at Allotments (paid)	£300
Lancashire Association of Local Councils – New Cllr Training (paid)	£35

**Next meeting Monday 2<sup>nd</sup> September 2024, commencing at 7.00pm.**