



**Members of the Council are summoned to the
Parish Council meeting to be held on Monday 6th February 2023, 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 meeting held on 16th January 2023 (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)**
CCllr Purcell to advise if there has been any response regarding the complaint that water drainage on Burnley Road is worse after the works carried out by Lancashire County Council.
5. **Borough Councillors Update - for information only** **(5 minutes)**
 - Cllr S Cockburn-Price to update the Parish Council on the current events.
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. **Trawden in Bloom.** **(6 minutes)**
 - Budget £2200 + income £1490 - spent YTD £3016 = Balance £674
 - The poems in the Poetry Garden need the words re-colouring. Councillors to consider whether the Clerk should pursue this project and suggest where the work could be done.
 - Councillors to note the attached minutes of the most recent meeting.
 - Councillor Barritt to inform the Councillors of the requirements for the suggested plaques in the minutes. Councillors to then consider whether this should be pursued.
9. **Budget 2023/4** **(2 minutes)**
 - Confirmation received from Pendle Borough Council that they have received the precept request. Payments to be made in instalments for this year, as previously advised.

- 10. Lanehouse Lane Playground (5 minutes)**
Councillors to decide when the planned works to the playground should commence, as per schedule attached.
- 11. Clerks update (2 minutes)**
- Councillors to consider the brief update on outstanding issues attached.
 - The Clerk has accrued 8hrs in additional working hours and £3.60 in expenses. Councillors to consider paying the Clerk for these.
- 12. New Parish Council Office (5 minutes)**
- Installation complete. Electricians and Wi-Fi connection installed.
 - The Clerk requires a small cupboard and notice board at a maximum cost of £200. Councillors to consider this request.
 - The Clerk has issued a draft agreement to the Trustees regarding ownership of the cabin, their use and insurance. Once amendments have been made by them, this will be issued, for consideration, to Councillors.
- 13. Tram Track Access (3 minutes)**
- The Clerk issued an update, via email, from the Solicitor with regards to the outstanding licence. This has not yet been signed by Mr & Mrs Harper. Councillors to consider the impact of this.
- 14. Parking problems at the entrance to Ball Grove, and around this area (4 minutes)**
- Pendle Borough Council confirms that the cost to install double yellow lines, opposite Winewall car park entrance, from the junction with Winewall Road to the cobbles is £525. There is no sufficient budget to carry this out this year, within Pendle Council funds. Councillors to consider whether the Parish Council pays for this, or waits until the new financial year.
 - New signs for car park and to discourage parking beyond the car park, are to be erected.
- 15. Lengthsman (2 minutes)**
- Spring bulbs received and planted.
 - The repairs to the benches have started.
 - 14hrs completed in December and January
- 16. Ball Grove (7 minutes)**
- Councillors to consider the answers to the latest queries raised from the January meeting and inform the Clerk whether all information is now satisfactory.
 - EPC report received and distributed. The café is above the required band E so can continue to operate.
 - The Solicitor has requested that Pendle Borough Council amend the transfer document as per the requests at the January meeting. Councillors to consider the proposed amendments.
- 17. Bus Shelters (3 minutes)**
Update required as to whether the glass in the bus shelters at Gladstone Terrace and Hopkinson Street has been removed.
- 18. Recreation Ground (6 minutes)**
- The first meeting regarding the creation of a Management Committee to do the day-to-day running of the Recreation Ground, following acquisition, has taken place. Councillors to consider the attached document and when the next meeting should take place.

- The defibrillator chosen for the Recreation Ground is now in stock, but the price has increased to £1402 + VAT. Councillors to consider whether this is still the best option for the site, or whether an alternative should be sourced.

19. Verge on Tram Tracks

(5 minutes)

The resident at Thornlea has sent the attached pictures from the damaged verge across from his property. Councillors to decide what action, if any, to take to rectify the problem.

20. The King’s Coronation

(15 minutes)

Councillors to consider the email sent out by the clerk on 18th January asking whether the Councillors would like to organise any events for the King’s Coronation, in May 2023. Suggestions required to move this forward quickly.

21. Planning Applications:

APPLICATION: 23/0043/FUL PROPOSAL: Full: Erection of 5 detached houses and associated works (Revision of 19/0750/FUL). AT: Land To The South Of Green Meadow Trawden FOR: Foster Building Contractors Ltd

- Councillors to note that the appeal against the refusal of alterations at 13 Back Lane, have been dismissed by the Inspector.
- Councillors to consider approving, or otherwise, the attached documents regarding responses already sent by the Planning Committee.
- Councillors to note the following appeal has been lodged: Original application no: 22/0497/FUL, Appeal No: 22/0023/AP/REFUSE Hilldene Rock Lane Keighley Road Full: Demolition of former poultry sheds, removal of silo feed hoppers and erection of agricultural building (resubmission).

22. Correspondence

- Email received from Sheila Walker, Church Warden to thank the Parish Council for the generous donation for the upkeep of the Church clock.
- Letter received from North West Air Ambulance, thanking the Parish Council for their donation.

23. Finance

To approve, or otherwise the following payments:

Clerk’s expenses	£3.60
Clerk’s additional hours	8hrs
Lengthsman hours	£210
Seb Wilcock Groundworks – footings for cabin	£1500*
Britcab – new office building (inc VAT)	£20688

AYOM Ltd continue to pursue Nick Dobby for the outstanding payment.

*Total due for completion £2350 as agreed in January. Works not fully complete so £1500 paid for works carried out so far – 50% has been invoiced to Trawden Forest Community Centre trustees as per our agreement.

Councillors to note that the Clerk has received a ‘final notice of intended legal proceedings’ for underpayment of grounds maintenance invoice, for Ball Grove dated 8/1/21. The Clerk has spoken to Pendle council with details of why the payment was reduced. They are investigating.

Next meeting Monday 6th March 2023 - commencing at **7.00pm**