



**Members of the Council are summoned to the
Parish Council meeting to be held on Monday 15th May 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 4th April 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)**
 - The tarmac abutting the Church wall on Burnley Road has been reported and will be cut back.
 - The Clerk has chased Lancashire County Council for confirmation of when a meeting can take place with Pendle Borough Council and Parish Councillors to assess the request for double yellow lines at Hollin Hall. No response.
5. **Borough Councillors Update - for information only (5 minutes)**
 - Cllr S Cockburn-Price to update the Parish Council on the current events.
 - Cllr S Cockburn-Price would like to participate in another grot spot walk. Councillors to decide when this may happen, and the route to be taken.
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. **Lengthsman (2 minutes)**
Grass cutting has started, under the renewed contract. The Lengthsman has completed 48 hours between 27th March and 28th April 2023. The new rate of pay has now been implemented.
9. **Trawden in Bloom. (4 minutes)**
 - Budget £2500 + income £565- spent YTD £369.40 = Balance £2695.60
 - Councillors to consider the attached, and decide whether proposed plaque designs showing Trawden in Bloom's achievements should be produced.

- 10. Poetry Garden Request (2 minutes)**
The Clerk has received a quote for producing the 2 poems, on one piece of A3 silver coloured plastic sheeting of £150 + VAT. The Clerk recommends that these should be produced and erected.
- 11. Clerks update (2 minutes)**
- Councillors to consider the brief update on outstanding issues attached.
 - The Clerk has accrued 28hrs in additional working hours and £8.10 in expenses. Councillors to consider paying the Clerk for these.
- 12. Lanehouse Lane Playground (5 minutes)**
- The agreed repairs to the swings and some safety surfacing will commence shortly.
 - Further complaints received regarding boys playing football on the playground. They have been abusive and cheeky to residents and removed the 'No Ball Games' sign. Councillors to consider the attached document, and discuss a way forward.
- 13. Ball Grove (4 minutes)**
- Double yellow lines have been completed, but are a little short. The Clerk is in contact with Pendle Borough Council about this.
 - Amended transfer document hasn't been received back from Cllr Jolley. Any amendments must be agreed at a Council meeting before going to the new Policy and Resources Committee meeting.
- 14. Recreation Ground (4 minutes)**
- Next meeting needs to be arranged. The Clerk has received correspondence from Trawden Athletic, who she has asked to join the next meeting. Pendle Borough Council have confirmed that this transfer is still available.
- 15. The King's Coronation (5 minutes)**
- The Big Lunch that was organised went well, although quiet. The Clerk submits the attached report for Councillors consideration.
- 16. Policies for Review (5 minutes)**
The Clerk submits the Financial Regulations, Risk Management Register and Policy Statement for review. Councillors to consider the content and re-adopt if appropriate.
- 17. Bus Shelter Consultation (6 minutes)**
Councillors to consider the request from the April meeting, that the windows in bus shelters should be replaced with something, and that there is an annual painting schedule for the 7 bus shelters that the Parish Council own.
- 18. Planning documentation for information (5 minutes)**
Cllr MacDonald has submitted the attached document that she is producing to help Councillors find the relevant information when looking at Planning Applications. Councillors to give feedback on this.
- 19. Proposed Hollin Hall Car Park (4 minutes)**
Cllrs Hodgson, Watts and the Clerk met with the developer and owner of site, for the development of the 6 properties at Hollin Hall. The developer would like to hand over the responsibility of the parking area to the Parish Council, who will potentially charge an annual cost for spaces. Councillors to consider approving the attached notes from that meeting, with a view to further conversations.

20. Dog Fouling Campaign

(5 minutes)

Cllr Jolley suggested that the Parish Council launch a dog fouling campaign. Councillors to discuss and decide whether this should be followed up.

21. Planning Applications:

APPLICATION: 23/0091/HHO PROPOSAL: Full: Installation of an Air Source Heat Pump near to the ground floor, front elevation of the property. AT:22 Dean Street, Trawden

APPLICATION: 23/0188/HHO PROPOSAL: Full: Erection of a single storey garden room extension to rear of dwelling. AT: Beckside House Wycoller Road Trawden

APPLICATION: 23/0237/FUL PROPOSAL: Full: Erection of a pitched roof on an existing stable building. AT: The Oaks Bungalow Hollin Hall Trawden

APPLICATION: 23/0260/VAR PROPOSAL: Variation of Condition: Vary Condition 2 (Plans) and Condition 9 (Cycle Storage Facilities) of Planning Permission 19/0924/FUL. AT: Little Thorn Edge Farm Wycoller Road Trawden

APPLICATION: 23/0235/FUL PROPOSAL: Full: Erection of single storey detached annex with raised patio area. AT: 25 White Lee Avenue Trawden Colne.

APPLICATION: 23/0278/HHO PROPOSAL: Full: Erection of a two-storey side extension. AT: Barn Cottage 32 Colne Road Trawden.

APPLICATION: 23/0250/VAR PROPOSAL: Variation of Condition: Vary Condition 2 (Plans) of Planning Permission 21/0114/FUL. AT: CNC Support Ltd Skipton Road Trawden.

Councillors to note that the appeal APP/E2340/W/22/3312145: Land adjacent to Hilldene, BB8 8RR has been allowed and planning permission has been approved.

22. Correspondence

Anonymous letter received from resident of Cotton Tree Lane regarding the space (LG19), where the asbestos garage was removed from. See attached correspondence. Councillors to decide whether the Clerk has taken the appropriate steps required to tenant this space, or whether there is a preferred alternative.

Notice received of the Annual General Meeting of friends of Ball Grove, which is being held at the Cotton Tree Inn on 22nd May 2023, at 7pm.

23. Finance

To approve, or otherwise the following payments:

Clerk's expenses - Mileage	£8.10
Clerk's additional hours	28hrs
Lengthsman hours	£816
Grass Cutting Contract	£525
Subscription to LALC & NALC	£481.67
Poetry Garden Plaques	£150 + VAT
Leo Brightley – Bus shelter and pissoir cleaning.	£150
Zurich Insurance *	£762.76
Underpayment to HMRC from 2019/20 +	£1131.07
Lancashire Environment Fund -	£2250
Trawden in Bloom – new barrels	£60
LBS – Compost for Trawden in Bloom	£41.98

* Councillors to note that the Annual Parish Council Insurance is due. The details are in-line with the Financial Regulations Policy Schedule as reviewed as part of this meeting.

+ Councillors to note that the Clerk has received a notification of underpayment of employer National Insurance contributions from 2019/20, when the law around local government being able to claim relief, was changed.

-The Parish Council has been asked by LEF to be guarantor for the funds allocated to the Trawden Forest Community Centre Charity, for purchase of wooden cabin, change of fence line and moving Friendly bench. This money will be reimbursed to us, upon completion of the works.

Next meeting Monday 5th June 2023 commencing at **7.00pm**